# Table of Contents

## GENERAL

- Purpose of this Handbook 4
- Equal Employment Opportunity 4
- Welcome 5
- Our Mission 5
- The School’s History 6
- Personnel Policies and Procedures 7
- Organization 8
- Employment of Relatives/Domestic Partners 8
- Abuse and Neglect Reporting 8

## EMPLOYMENT

- Employment 9
- Interns 10
- Introductory Period 10
- CORI/DCF/SORI Record Information 10
- Appearance/Attire 11
- Employee Standards of Conduct 12
- Disciplinary Action, Suspension, and Termination 13
- Drug and Alcohol Free Workplace 14
- Employee Confidentiality 15
- Orientation and Training 15
- Notice Regarding the Use of Video Recording 15
- Staff Health and Safety 17
- Compensation 18
- Pay Policy 18
- Time Cards and Attendance Report 18
- Attendance/Tardiness 18
- Overtime Compensation 19
- On-Call Nursing Policy 19
- Performance Review 20
- Promotion from Within Policy 20
- Transfers 20
- Salary Reviews 21
- Emergency Procedures 21
- Complaint Procedure 21
- Sexual/Racial Harassment 22
- Termination of Employment (Voluntary) 22
- Personnel File 23
- Change in Personal Status or Information 23
- Exit Interviews 23
- Reference Requests 24
EMPLOYEE BENEFITS

| Health, Dental, Life and Accident Insurance Plan | 25 |
| Vacations                                         | 25 |
| Holidays                                          | 29 |
| Sick/Personal Leave                               | 30 |
| Sick/Personal Time Documentation                  | 31 |
| Sick/Personal Buyback                             | 31 |
| Guideline - $800 Differential                     | 32 |
| Responsibility Pay                                | 32 |
| Substitute Teacher Pay/Residential Program        | 32 |
| Special Events                                    | 33 |
| Snow Days or Emergency Closings                   | 33 |
| Religious Holidays                                | 33 |
| Jury Duty                                         | 33 |
| Bereavement Leave                                 | 34 |
| Leave of Absence                                  | 34 |
| Family and Medical                                | 34 |
| General Family Military Leave                     | 34 |
| Leaves Defined                                    | 37 |
| Notice and Certification                          | 39 |
| Intermittent Leave & Reduced Schedule             | 41 |
| Massachusetts Maternity Leave                     | 41 |
| Small Necessities Leave Act                       | 42 |
| Domestic Violence Leave Act                       | 42 |
| Workers Compensation                              | 44 |
| Tax Deferred Savings/Section 403(b) Plan           | 45 |
| Discretionary Retirement Plan                     | 46 |
| Short and Long Disability Coverage                | 46 |
| Meals                                             | 46 |
| Break Periods                                     | 47 |
| Overnight Break                                   | 47 |
| Seminars and Workshops and Special Courses        | 48 |
| Tuition Assistance Program                        | 48 |
| Teacher Licensing Policy                          | 49 |
| Recreational Activities                           | 49 |
| Vehicle Usage                                     | 50 |
| Use of Personal Vehicle /Transportation Reimbursement | 50 |

OTHER

| Parking                                           | 50 |
| Smoking                                           | 50 |
| Visitors                                          | 51 |
Acceptable Use Policy: Technology 51
Telephone 55
Cell Phones 55

EXHIBITS

Time Clock Procedures 56
Report of Attendance 57
Communication Form 58
Health Insurance Summary 59
Mandated Reporter Guide (DCF, DPPC) 60
Anti-Harassment Policy 64
Graduate Degree Tuition Assistance Program 68
Teacher Licensing Policy 69
Personnel Policy Acknowledgement Form
(perforated, signed, and returned to BHS HR Dept. for file) 71

Revised 8/25/15
BOSTON HIGASHI SCHOOL, INC.

PURPOSE OF THIS HANDBOOK

The Boston Higashi School, Inc. (“the School”) Personnel Policy Handbook is intended to provide only general guidance with respect to the School’s policies on personnel matters. As such, the information contained in this Handbook can be changed as circumstances demand. And the School may terminate and/or change, in whole or in part, any of the information contained in the Handbook with or without notice at any time or after active employment.

This Handbook is not, and should not be considered a contract of employment or a promise that the School will act in a specific manner or provide any specific employment benefit. Both you, as an employee and the School may terminate employment at any time without notice for any or no reason (this is called “at-will” employment). The School is not bound to follow any policy, procedure, or process in connection with employee discipline, employment termination, or otherwise.

Neither the Handbook, School practice, nor other oral or written policies or statements of the School or its agents shall create an employment contract, guarantee a definite term or employment, or otherwise modify in any way the agreement and understanding that employment with the School is at-will. No representative of the School except its Executive Director, in writing signed by him or her and the employee, has any authority to enter into any agreement contrary to the foregoing. The handbook is not intended to take the place of more detailed benefit plan documents, or Federal or State laws and regulations and in the event of conflict with those plan documents or policies, the latter shall be deemed controlling.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The School is an Equal Employment Opportunity employer. No employee or applicant for employment will be discriminated against on the basis of race, color, religion, creed, age, sex, sexual orientation, national origin, marital status, citizenship status, disability, military or veteran status, genetic information, or any other classification protected by applicable federal, state or local law. This policy of Equal Employment Opportunity applies to all employment decisions, including but not limited to, recruitment and hiring, promotion, demotion, compensation, benefits, discipline, layoff, termination, and all other terms and conditions of employment.

Any Applicant or Employee who believes he or she has been discriminated against by the School or anyone acting on behalf of the School should report his or her concerns to the Human Resource Manager or Executive Director. The School will not retaliate against any individual because he or she made a good faith report of discrimination.
WELCOME

Welcome to the School. We look forward to you becoming a valuable asset to our unique school. We hope you will enjoy the challenge of being part of the international team of employees that keep our school functioning smoothly and effectively.

We are sure you have many questions about your job and your role in our school. Your supervisor will be spending time with you to explain some of the specifics about your job and what is expected of you. We have prepared this handbook for you to answer some of the most common questions of new employees regarding general personnel practices.

Please take the time to read through this handbook. If you have any specific questions that you do not find the answers to here, please ask your supervisor. We also suggest you keep this handbook, so you can refer to it anytime you have a question or problem.

We hope you enjoy the interesting and challenging work you will be doing in a multi-cultural environment. We wish you great success in your work here!

OUR MISSION

Boston Higashi School provides a truly unique educational service to children with autism and pervasive developmental disorders. Since autism and pervasive developmental disorder are among the severest of the developmental disorders, the challenge is great. Daily Life Therapy is the specific educational method implemented at the Boston Higashi School. It is implemented in both the day school and in the residential programs.

The School is committed to providing excellent education and improving the quality of life of severely handicapped children.

Daily Life Therapy is rooted in the belief that in order to train the mind you must simultaneously train the body. Accordingly, Daily Life Therapy emphasizes systematic and regular training in physical education. Moreover, Daily Life Therapy emphasizes group education as opposed to individualized one-to-one teaching now so commonly emphasized in other special education programs in our country. Daily Life Therapy also believes that in order for a child to learn, there must be a unique bond of love between the teacher and the student which instills trust and discipline. Finally, Daily Life Therapy emphasizes a consistency in daily routine and training in academics as well as physical education, the arts, music, computer and communications skills and daily living skills.

Beyond these factors the employees of the Boston Higashi School must be committed to doing the very best they can to enhance the quality of life for all children. Strong dedication and commitment is essential for all employees.
Everything we do at Boston Higashi School is a team effort. Every person is expected to do his or her job well. With the support we give each other and the excitement and enthusiasm we generate together, we always strive for excellence.

You can enjoy this team philosophy. It has worked well for the parent school in Tokyo, the Musashino Higashi Gakuen, for the past 49 years. We hope that each person who works at Boston Higashi School realizes his or her importance to the overall performance of the school.

We are a school that has had a history of success. We believe we can change the course of special education in the world today. You can make significant contributions in this process.

**THE SCHOOL’S HISTORY**

The School’s founder, Dr. Kiyo Kitahara, was born on April 24, 1925 in Nikko, Tochigi Prefecture, Japan. She studied independently for the School Teacher Screening Examination. At age sixteen, she was the youngest in the nation to pass the exam. In 1942, she began her teaching career at her own former school, Kiyotaki Elementary School in Nikko. Dr. Kiyo Kitahara resumed her formal studies, graduating with a Bachelor of Law from Meiji University, Tokyo, Japan, in 1956.

In 1964, Dr. Kitahara established the Musashino Higashi Kindergarten. Her well-known method for educating autistic children, Daily Life Therapy®, evolved out of her successful efforts to teach autistic children integrated with non-disabled children. In 1973, Musashino Higashi School was designated as the Research Organization of the Ministry of Education of Japan. In 1977, Dr. Kitahara established Musashino Higashi Elementary School. In 1986, she opened the Musashino Higashi Specialized High School to teach autistic students important vocational skills. The majority of graduates from this school are able to find valued positions in the regular work force.

During this time, Daily Life Therapy was receiving recognition abroad. In 1980, Bowling Green State University in Ohio, USA, presented an Honorary Doctorate of Pedagogy to Dr. Kitahara for her innovative contributions to education. As Dr. Kitahara lectured across the United States for annual conferences of the Council for the Exceptional Children and the American Society for Autism, parents began requesting admission to her school for their children. After Dr. Kitahara established Musashino Higashi Junior High School in 1983, she opened her International Division in September 1984, to accommodate foreign students. When demand for admission into the International Division continued to increase the importance of educating children within their own culture and the need to be near their families became increasingly important.

In September 1987, with the support from leaders of the Commonwealth of Massachusetts, the Boston Higashi School opened with students from America and many other countries. The development of Boston Higashi School fulfilled the dream of Dr. Kitahara to enable children with autism from all over the world to benefit from Daily Life Therapy. Presently, more than 1,000 students on the autism spectrum attend the Higashi schools worldwide.
Dr. Kitahara was an invited visiting professor at the Graduate School of Education and Special Education, Lesley College, Cambridge, Massachusetts, where she had planned to teach a course on Daily Life Therapy. Faculty from the Graduate School along with Dr. Jerome Kagan, Professor of Psychology, Harvard University, and Dr. Paul Millard Hardy, Behavioral Neurologist/Neuropsychiatrist, New England Medical Center and Tufts University School of Medicine, Boston, conducted educational and medical research studying the method and results of Daily Life Therapy®.

Dr. Kitahara, recipient of the prestigious Avon Grand Award as Woman of the Year, 1988, devoted her life to improving and enriching the educational methods for both normal and autistic students so that their future may hold great promise and so that they may, in turn, make important contributions to following generations.

It is a goal of Boston Higashi School not only to provide one of the best educational programs for autistic children in the world, but also to serve as a bridge between the United States and other countries to share educational ideas, philosophies and techniques. Part of your mission, as an employee, is to help build this international bridge.

PERSONNEL POLICIES AND PROCEDURES

This Handbook contains the personnel policies and procedures of the School. The School generally seeks to prepare and administer written policies for activities affecting the management and utilization of its human resources. If you have any questions regarding any of these policies, please do not hesitate to ask your immediate supervisor, the Human Resource Manager or the Executive Director. Although these policies are meant to provide a general summary of the benefits, work rules and policies affecting the School’s employees, nothing in this Handbook should be interpreted as a contract or promise that the School will follow any specific policy in all instances. Employment at the School is on an “at-will” basis, meaning both the School and employee can terminate employment at any time without notice and for any or no reason. The School is not bound to follow any policy regarding discipline, termination or otherwise.

Nothing in this Handbook will supersede the welfare of the School or its clients. The School, in its sole discretion, may amend, add and/or delete the policies in the Handbook or any other employment benefits, work rules or policies without prior notice. It is the employee’s responsibility to be familiar with all applicable personnel policies and procedures and to comply with them. An employee’s failure to comply with any policy may result in disciplinary action, up to and including termination or employment as determined in the School’s sole discretion. The School’s decision as to the meaning or application of the terms of these policies shall be final.
ORGANIZATION

The Boston Higashi School is organized into six departments:

1) Executive and Administrative Staff
2) Medical Staff and Clinical Staff
3) Education Office and Teaching Staff
4) Residential Staff
5) Maintenance and Custodial
6) Information Technology Staff

EMPLOYMENT OF RELATIVES / DOMESTIC PARTNERS

To avoid conflicts of interest, Boston Higashi School, Inc. reserves the right to refuse to hire, promote, transfer or continue the employment of any individual if the individual would be under the direct or indirect supervision of a family member or domestic partner.

If the family member or domestic partner relationship is established after employment, one of the individuals concerned may be required to transfer to another program or department.

ABUSE AND NEGLECT REPORTING (Mandated Reporter Exhibit #5)

Child Abuse (under age 18)

All direct care and administrative employees are defined as mandated reporters pursuant to M.G.L. c. 119, & 51A. If an employee is a mandated reporter and he/she has reasonable cause to believe that a student at Boston Higashi School, has been subject to either abuse or neglect the employee is required to make an immediate report to the Massachusetts Department of Children and Families (DCF) and their immediate supervisor (Division Director, Residential Director), and also the Director of Quality Assurance, Principal or Safety Committee as applicable. A verbal report and an incident report must always be filed immediately with the Director of Quality Assurance even if the employee reported directly to DCF. If a mandated reporter is in doubt as to whether reasonable cause exists to believe a student at the School has been subject to abuse or neglect, the employee should contact the Director of Quality Assurance or the Principal immediately to discuss the concerns.

Abuse/Neglect (18 years of age and older)

All direct care employees and administrative employees are defined as mandated reporters under M.G.L. c. 19C regarding the prevention of abuse and neglect of an individual with disabilities age 18 years or older. If an employee is a mandated reporter and he/she has reasonable cause to believe that a student at Boston Higashi School, has been subject to either abuse or neglect, the employee is required to make an immediate report to the Disabled Persons Protection Commission (DPPC) and their immediate supervisor (Division Director, Residential Director), and also the Director of Quality Assurance, Principal or
Safety Committee as applicable. A verbal report and an incident report must always be filed immediately with the Director of Quality Assurance even if the employee reported directly to DPPC. If a mandated reporter is in doubt as to whether reasonable cause exists to believe a student at the School has been subject to abuse or neglect, the employee should contact the Director of Quality Assurance or the Principal immediately to discuss the concerns.

EMPLOYMENT

The following descriptions of an employee’s status are used in the Handbook.

Regular Staff Member: Any person who works a regularly scheduled number of hours each week is considered a Regular member of the staff. This definition includes some full-time and part-time categories.

Regular Full-Time: Any person who regularly works thirty (30) scheduled hours or more per week will be a regular full-time staff member. Employees who are hired as part-time but have a schedule change which results in an average work week of 30 hours or more, will not be considered full-time until the work week is consistently 30 hours or more for at least four consecutive weeks or the status to full-time is confirmed in writing by the Personnel Committee or Executive Director.

Regular Part-Time: Any person who regularly works less than thirty (30) scheduled hours per week will be considered regular part-time and ineligible for the complete School benefits package. Regular part-time staff members are ineligible for benefits other than for earned sick and personal time, and worker’s compensation. Health insurance coverage such employees may purchase through the Commonwealth Connector of Massachusetts.

Non-Exempt Staff Member: Non-exempt staff are employees who are paid on an hourly basis and are paid overtime at time and one half their regular rate for all hours worked in excess of 40 hours in the work week. Compensatory time off for overtime or overtime pay must be given and used during the same pay week in which the overtime is worked. Compensatory time off is given at straight time. This is in accordance with state and federal laws.

Exempt Staff Member: Those members of the staff who are employed on a salary basis and under the Fair Labor Standards Act are not eligible for overtime pay.

Substitute or Relief Staff: Any person employed by the School (but not through a relief agency) who is not always scheduled on a regular basis, and is available to substitute for a regular full or part time staff person. Employees in this category are not eligible for employee benefits with the exception of workers’ compensation.

Temporary Staff Member: Any person who is hired on a temporary or short-term basis is considered temporary. Temporary employees are not eligible for benefits with the exception of workers’ compensation.
Interns:

The School does have a formal plan for the employ of interns. The engagement of any intern must be approved by the Principal pursuant to a written intern plan. All interns must submit an application and pass a CORI/DCF background check before working at the School. No intern may be left alone to supervise students.

INTRODUCTORY PERIOD

In order to remain employed all new employees must successfully complete an introductory period of ninety (90) days. **During this period your supervisor will observe your performance to determine whether you have the skills and qualifications, as well as the proper disposition to work with challenging students and show ability to make sound judgments personally and professionally necessary to adequately perform the duties of your position.** The introductory period also allows you to determine how well you like your job and working at the School. Of course, your employment during the introductory period remains at will, and the School may terminate your employment at any time with or without notice for any or no reason.

With respect to residential staff, after approximately 13 working weeks your supervisor will prepare a written evaluation and meet with you to discuss your performance and indicate whether or not you successfully completed the introductory period. This review will also be an opportunity for you to discuss your progress and obtain advice regarding your career with the School. Successful completion of the introductory period, however, does not in any way change the at-will nature of your employment. The employment of all employees of the School may be terminated at any time without notice for any or no reason, at the sole discretion of the School, regardless of whether the employee has successfully completed the introductory period.

CRIMINAL OFFENDER RECORD INFORMATION (CORI), DEPARTMENT OF CHILDREN AND FAMILIES (DCF) and SEX OFFENDER REGISTRY INFORMATION (SORI)

All employees of the School must have a background free of conduct that in the sole discretion of the School may adversely affect his/her, ability to work safely and appropriately at the School. Any applicant for employment with the School and any employee returning to work after more than 12 months after his or her most recent background check must consent to a criminal background check by the Department of Early Education and Care (EEC) Background Record Check Unit and the DCF Background Record Check prior to beginning or resuming employment. No employee may commence employment until the School receives a CORI/DCF report that the School deems is acceptable, at its sole discretion.

A verification form will be placed in the applicant’s or employee’s personnel file verifying that a background check was conducted and the effect this had on employment, if any. The
CORI/DCF results will be maintained in a locked file separate from personnel files with access limited to the CORI/DCF designee(s).

In cases where the applicant or employee believes that information identified in the CORI/DCF process is incorrect, it is the responsibility of the applicant or employee to obtain information from CORI/DCF that demonstrates that such information is inaccurate. The School must receive documentation from the EEC Background Record Check Unit or other official agency directly, as a basis for the reconsideration of an employment application or continued employment. The decision by the Executive Director regarding whether a CORI/DCF report is acceptable shall be final.

If any applicant or employee refuses to consent to a CORI/DCF check or if new information identifies the existence of a relevant criminal record or evidence of abuse or neglect, his or her application may be rejected or his/ her employment terminated. Employees are required to inform the Executive Director of any charges, allegations, arrests or convictions for any offense including without limitations abuse or neglect.

Effective September 1, 2013 EEC will require that a Sex Offender Registry Information (SORI) check and a fingerprint-based national and state criminal database check be done in addition to the CORI/DCF background record check. This is to better protect children in programs licensed, approved or funded by EEC and will comply with legislative changes enacted September 3, 2013. You must schedule an appointment for a fingerprint scan at a MorphoTrust USA IndentoGo™ website at: http://www.indentogo.com/FP/Massachusetts.aspx. You will be required to pay the $35.00 charge and upon completion, Boston Higashi School will reimburse you the cost of the scan.

APPEARANCE/ATTIRE

Personal appearance, quality of service, and positive attitude of all our staff are all essential to creating and maintaining a favorable public image. People are inclined to judge an organization by the people who represent them. Accordingly, Residential, Day Program and Day Care staff members are expected to present a professional appearance, while being identified with the institution, both on and off the School property. Cleanliness and neatness are required at all times. Staff is expected to wear shoes and clothing that protects from possible injury and appropriate for all activities and weather. Footwear must have a full heel: flip flops and sandals are not permitted while working with students. Staff with long hair should have it pulled back in a safe and healthy manner. Staff working with children should wear only essential jewelry. Wedding and engagement rings are permitted, inexpensive watches are recommended. Please keep in mind the School strongly recommends not wearing expensive, valuable or sentimental items while on duty. All staff should be advised that your supervisor may determine that it is not safe to wear certain items that may be generally permitted because of a certain student or activity. There is no excuse for personnel appearing in badly worn, soiled, ill-fitting, wrinkled or inappropriate clothing.
Should an item of clothing, watch, or eyeglasses become damaged while working with a student, the item should be shown to the Human Resource Manager and its repair or replacement may be fully or partially reimbursed, at the Business Office’s discretion.

Administrative staff attire should be conservative, in good taste and promote a businesslike professional attitude and image in keeping with each specific job. Extreme forms of dress, hairstyle, or makeup are not acceptable for any staff. Fridays will generally be casual day for administrative staff. However, if an administrative employee has an appointment on a Friday professional attire will be necessary.

**EMPLOYEE STANDARDS OF CONDUCT**

Employees of the School are expected to be professional, responsible, respectful and cooperative. Conduct that interferes with operations discredits the School or is offensive to students or co-workers is unacceptable. Violation of these standards or other School policies (whether contained in this Handbook or elsewhere) may subject the violating employee to discipline, up to and including termination of employment. Nothing in this “Employee Standards of Conduct” section either obligates the School to continue an employee’s employment for any period of time or in any way changes the at-will nature of employment at the School, and that the School is not bound to follow any policy, procedure, or process in connection with employee discipline, employment termination or otherwise.

Standards of conduct include but are not limited to:

- Promotion of the health and well-being of students and staff
- Cooperation with team members, peers and supervisory personnel
- Compliance with safety policies and safety procedures
- Punctuality
- Reliability
- Compliance with instruction and supervisory directives
- Satisfactory quality and quantity of work
- Attendance at required meetings and training
- Strict adherence to Confidentiality Policies and Procedures
- Respectful of differences

Failure to meet these standards may result in disciplinary action, up to and including termination, as determined at the sole discretion of the School.

The following represents a partial non-exhaustive listing of violations of employee standards of conduct. The violations as well as any other type of infraction not specifically addressed below may result in a disciplinary action, including immediate discharge.

- failure to follow the school policies and procedures
- dishonesty of any nature
• any action detrimental to the best interests of the School
• misuse of sick or personal time
• insubordination
• unauthorized use of school vehicles and equipment
• providing false information on school records or pursuant to an investigation
• fighting while on School property or during work time
• conviction of any crime
• possession of dangerous weapons or devices
• misuse or misappropriation of school, student funds or co-worker funds
• leaving school premises during work without authorization
• conducting personal business on School time
• acting in any manner disrespectful of another School employee or client
• any use that is not considered minimal of School equipment or services for personal use, including but not limited to: using the electronic mail system, internet/intranet, cell phones, Blackberries, and PDAs, voicemail or fax systems to further religious, social, or political causes; for the display or transmission of sexually-explicit images or messages; ethnic slurs, racial epithets or any other communication which constitutes harassment or is disparaging of others; or for non-business related usage
• sexual harassment or other unlawful harassment, whether verbal, physical or visual, or any other discriminatory conduct
• actual or threatened violence
• working under the influence of alcohol or illegal drugs
• possessing, distributing, selling or transferring alcohol or illegal drugs in the workplace
• sleeping while on duty
• immoral or indecent conduct
• destruction of School property or the property of another
• bringing unauthorized persons onto school property
• disclosing confidential information to unauthorized persons
• excessive absenteeism, tardiness or failure to work scheduled hours
• abusive/inappropriate language
• violation of state or federal regulations or laws

Violation to employee standards may result in disciplinary action up to and including termination as determined in the sole discretion of management staff.

DISCIPLINARY ACTION, SUSPENSION AND TERMINATION OF EMPLOYMENT

All School employees are employees-at-will. As such the School may impose discipline up to and including termination for any conduct, behavior or performance it deems unacceptable or inappropriate. Although the School may utilize progressive discipline which may include a warning or warnings and suspensions prior to discharge it does not promise to utilize a progressive discipline in all situations. The School reserves its right to terminate any
employee at any time without advance notice for any or no reason. Following termination of employment for any reason, former employees are prohibited from contact with School students without the express permission of the Principal or Executive Director.

**DRUG AND ALCOHOL FREE WORKPLACE**

Drug/alcohol use and abuse at the workplace, prior to or while on duty are subjects of immediate concern. From a safety perspective, the misuse of drug/alcohol may impact the well-being of the School’s employees, students, property and the public at large. Therefore, it is the policy of the School that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is strictly prohibited in the workplace or while on duty and/or prior to reporting to work. Any employee violating this policy will be subject to discipline up to and including termination. Any employee may also be discharged, or otherwise disciplined, for any conviction involving unlawful drug, or driving under the influence of alcohol, regardless of whether the employee’s conduct occurred during employment hours or whether his/her actions were connected in any way with his/her employment. Being on School property, attending a School event, working with students or operating a School vehicle while under the influence of a controlled substance or alcohol is strictly prohibited.

The specifics of this policy are as follows:

1. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance regardless of whether the employee is on or off campus, will be subject to discipline up to and including termination.

2. The term “controlled substance” means any drug listed in 21 U.S.C. sec. 812 and other Federal Regulations. Generally, all illegal drugs and substances are included. Including but not limited to marijuana, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, ecstasy, methamphetamine and barbiturates, as well as any controlled prescription drugs.

3. Employees are required to inform the Executive Director of any charges, allegations, arrests, or convictions for any drug related offense, driving while intoxicated or under the influence of alcohol. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

4. If an employee is charged with or convicted of violating any drug related offense he/she will be subject to discipline up to and including termination.

5. The School encourages any employee concerned about use or misuse of drugs or alcohol to seek assistance. The Human Resource Manager can advise you as
to sources of assistance available through the CIGNA Employee Assistance Program (EAP) offered through the school

**EMPLOYEE CONFIDENTIALITY**

**All personnel information is considered highly confidential.** Any requests for personnel information must be approved by the Executive Director or Principal and must be made to the Human Resources Department or the Personnel Committee. All personnel information must be stored appropriately under lock and key before the conclusion of each work day/shift and any such information should never be left in plain sight at any time.

**All student information is considered highly confidential.** Access to and dissemination of confidential student information must be first approved by the Executive Director, Principal, and/or the Director of Special Education, or designee and must conform to regulations issued by the Massachusetts Department of Education.

**ORIENTATION AND TRAINING**

All direct care staff is required to attend all trainings and in-services provided by the School each school year. Training will include mandatory in-services as required by the Massachusetts Department of Education and Early Education and Care, as well as in-service topics developed by the school. In-services and trainings will include, but are not limited to, Daily Life Therapy Guidance®, Understanding students with Autism Spectrum Disorder, Writing IEPs, Assessments and Progress Reports, etc.

**All direct care staff is required to attend all training each year.** Training will include Fire Safety and Evacuation Procedures, Runaway Procedure and Policies, Behavior Management, Physical Guidance and Restraint Procedures First Aid/ CPR, Medical Administration, Student Records and Confidentiality, Transportation Safety, Massachusetts Curriculum Frameworks, Massachusetts Comprehensive Assessment System, Student Civil Rights and Anti-Harassment Policies.

The School’s Day Care Staff is required to fulfill all Early Education and Care training regulations.

Employees who miss the trainings or in-services provided by the school are responsible for making up any and all training and/or in-service. **Missed in-services should be made up within 30 days.** Employees who do not complete the required training and/or in-services may be subject to discipline in management’s discretion and will not be eligible for promotion or wage increases.

**Policy and Procedures for Video Monitoring and Recording of Students**

As a Department of Elementary and Secondary Education (DESE) – approved program, the Boston Higashi School (BHS) is required to ensure that the images of students, both photographic and videotaped, are used only in compliance with Massachusetts law. DESE
regulations (603 CMR 18.05 (8) and 603 CMR 23.02) govern how student images may be used and when schools must seek permission from parents and legal guardians.

At BHS, we provide our students with, at a minimum, the privacy protections granted under the law. At BHS we want to make sure not only that students’ privacy is protected, but also that students receive the best possible education in our school, which requires evaluating how students are able to access our program and how effectively our staff are able to engage our students in the program. There are several ways that BHS’s professional team works together to evaluate the services we provide to students. Primarily, there is the direct observation of staff, both at a peer level and a supervisory level. There are also reports from students, and sometimes their parents. Further, and perhaps most important, is the progress students make toward achieving the goals written in their individualized education plans (IEP).

In addition to the more traditional ways of observing our program, BHS also uses video monitoring to observe students and staff. According to 603 CMR 18.05(8)(a)(2), schools are prohibited from using a “student’s…videotapes, for fundraising, publicity, or any other purposes” without prior written consent (emphasis added). However, 603 CMR 18.05(8)(c) provides that permission is not required for a school to engage in “observation or data collection used to evaluate or document the services provided by the program when such observation or data collection is conducted by staff from the school, [ESE], the public school, the parents or authorized state or federal monitoring personnel.” In light of these provisions, we feel it is important to notify parents, guardians, staff, and collaterals of the fact that video monitoring is a part of our program, and BHS has parents sign consent forms regarding this video recording.

**Video monitoring equipment is located in the following “common areas” at BHS’s main campus:**

- **In the residential units**: the living rooms, dining areas, hallways, and recreation areas;
- **Outside**: Entry doors, on the grounds overlooking athletic fields/courts, parking areas and roadways between buildings.

Video monitoring equipment has not been and will not be installed in bathroom areas.

There are a number of reasons for the video recording, including the following: First, because BHS can access the information recorded in both “live” and recorded formats, it serves an important security purpose. Administrators with laptops are able to gain remote access to the monitoring. Another purpose is to provide important data with regard to investigations. For example, when a student makes allegations regarding another resident or a staff member, the monitoring record can be used to document the event at issue. The recordings can also be used for supervisory and/or disciplinary purposes with regard to the implicated staff member(s). The recording can also potentially be used for clinical purposes. Finally, it can be used as a training tool with staff to help evaluate and improve the program.
Written permission from the student’s legal guardian is required for the release of video tapes, except in cases where it is compelled by law, such as to state investigators in the event of a claim for abuse and neglect. Such recordings are maintained in central locations equipped with hard drives, with varying periods of automatic erasure. On average, most of the systems record and store for about two months; the recordings are not destroyed if they are considered a part of the student record. BHS does have signage warning that there is video recording posted at the main doors of the residential buildings, the school, and the office. Parents, upon admittance of their child to BHS, must sign a form acknowledging their awareness of the use of video recording equipment.

**Acknowledgement Regarding Use of Video Recording System**

In accordance with 603 CMR 18.05(8), by signing the final page of this Personnel Policy Handbook, I hereby acknowledge the use by BHS of video recording equipment for any one or more of the following purposes: security/supervision, investigation (of DCF 51A or DPPC/EEC complaints), and/or clinical reasons. These recordings are limited to the “common areas” at BHS’s main campus, including the following areas:

a) In the residential units: the living rooms, dining areas, hallways, and recreation areas;

b) Outside: on the grounds overlooking athletic field/courts, parking areas and roadways between buildings.

**STAFF HEALTH AND SAFETY**

As a staff member of the School you must comply with safety and health standards, rules regulations, and orders issued and applicable to you. Appropriate rules and procedures generally are posted in your work area. If you have any questions about these procedures, discuss them immediately with your supervisor.

You and the School share a dual responsibility for safe working conditions. If you find a safety or work hazard of any kind, it is your responsibility to report it to your supervisor as soon as possible, preferably in writing. The supervisor must report this information to one of the following most relevant staff: Executive Director, Principal, Division Director, Head Nurse, Maintenance/Engineering Department, as well as the Director of Quality Assurance on behalf of the Safety Committee.

In the event of an accident or work related illness/injury does occur, it must be reported to the employee’s Supervisor immediately, who will be responsible to insure an Industrial Accident Form is completed and sent to the Human Resource Manager even if only slight injuries are sustained. Accidents must be reported for purposes of workers’ compensation and OSHA (Occupational Safety and Health Act).
Before you begin regular employment, your departmental supervisor will review with you safety precautions. Disregard of safety policies, practices, or regulations may result in discipline, up to and including discharge.

**COMPENSATION**

Salaries and Wages: If you have any questions regarding compensation for work performed, please notify the Accounting Department or Human Resource Manager.

**PAY POLICY**

Hourly employees are paid biweekly, on every other Friday. Salaried employees are paid once a month, generally on the 20th of the month, or the Friday before if the 20th falls on a weekend. Although it is not mandatory, for everyone’s convenience we request that staff choose payment by direct deposit.

The law requires certain amounts to be withheld from your pay including but not limited to federal and state income taxes, Social Security and Medicare taxes. Voluntary deductions can also be made for health insurance premiums, the optional cafeteria plan, 403(b) tax deferred savings plan or other miscellaneous benefits.

If you believe there is an error in your pay, please report it to the Accounting or Human Resources Office immediately. Once we determine whether an error has been made, we can make a correction and/or issue a replacement check. In these situations, we seek to make the corrections as expeditiously as possible.

**TIME CARDS AND ATTENDANCE REPORT**

Non-exempt hourly staff members in the day program are required to submit a weekly time card to the Accounting Office. All non-administrative residential staff use an electronic, biometric time clock. Please see Time Clock Procedures, Exhibit #1.

All salaried employees are required to maintain an attendance record. The attendance record must include the time that the employee begins their workday and the time that the employee ended their workday, plus any time spent away during the workday and the total hours worked. Each workday the employee must initial the attendance record where appropriate. The employee’s supervisor must review and approve the attendance record. A complete and accurate attendance record along with Reports of Attendance (Exhibit # 2) (if applicable) must be provided to the Accounting and Human Resources Offices from all salaried employees at the end of each month.

**ATTENDANCE/TARDINESS**

Punctuality and regular attendance are essential to the smooth operation of the School and are important factors for job success. **All staff is expected to be at their jobs and to be on time.**
If for any reason you will be late or unable to report for work, you must phone your immediate Supervisor, Division Directors, or other supervisory staff as far in advance as possible, and with respect to absences at least 2 hours before your scheduled shift for Day Staff, and at least 4 hours before your scheduled shift for Residential Staff. The reason for your delay or absence should be indicated as well as the anticipated duration of the absence. If you are unable to contact the Supervisor of the Department, or another authorized staff member, you should always leave a voice mail message. In the event you are personally unable to call, a member of the family may make the call instead. Reports of tardiness or absence should never be left with a staff member, but rather with your direct supervisor, the Education Office, or Residential Directors.

If a staff person has the ability to notify management but fails to do so, at management’s discretion the employee may not be eligible for sick time compensation.

**If you are absent for three consecutive work days without proper notification to your supervisor, it may be considered a voluntary resignation.**

Any absence due to illness of three or more days, at management’s discretion, may require submission of a note from your healthcare professional supporting your need for absence.

Supervisors and/or department managers must notify the Personnel Committee if an individual regularly reports to work late or is frequently absent. Excessive absenteeism and/or tardiness may result in disciplinary action, up to and including termination.

A written Report of Attendance form must be completed by the employee or the Supervisor, and signed by the Supervisor. The report should include reasons for tardiness, absence, partial absence, or early dismissal. These reports will be sent to the Accounting Office. The report for the Day Program will be sent to the Human Resources Office.

**OVERTIME COMPENSATION (NON-EXEMPT STAFF)**

Overtime work is scheduled only in certain circumstances and must be scheduled or authorized in advance by your supervisor. **Time and one-half will be paid to non-exempt employees for actual hours worked in excess of forty (40) hours per week.**

Premium pay will not be considered part of accumulated working time in computing eligibility for overtime pay. For example, premium pay such as paid holidays outside of the 304-day Program, sick, personal or vacation time will not be included in the determination of overtime.

**POLICY FOR NURSING STAFF “ON CALL”**

“On Call” is defined as generally being available by telephone, or available to report to duty if there is an emergency, when there is not a nurse on duty at the School during the operation of the School’s 365-day residential program. The On Call nurse will be paid 50% of covered shift time at the regular hourly rate for every 8 to 10 hour shift. If the nurse is required to
report to the School or to a hospital or medical facility for an emergency situation, the nurse will be paid at their normal or holiday rate for time worked starting at time of arrival. An approved time card or other documentation must be submitted to the Accounting Department.

**PERFORMANCE REVIEWS**

New or first year staff members generally will receive a written performance review after 91 days. All other personnel generally will receive a performance review on approximately an annual basis. The reviews are to be conducted by your supervisor and there will be an opportunity for a full discussion. At the review, the staff member and your supervisor jointly agree upon objectives for the year. Each review will be filed with your personnel record. All reviews must be clearly written or typed in English, or have an English translation. Note that a positive performance review does not guarantee a salary increase or promotion.

**PROMOTION FROM WITHIN POLICY**

The School generally prefers to promote staff members from within who are capable of performing higher levels of work and assuming greater responsibility, although the school does not commit to promoting staff in all cases. Consideration will be given to qualified staff members for position vacancies, which offer more challenge, opportunity, and compensation. When considering a staff member for promotion, the following factors generally will be considered.

1) qualifications /experience for position  
2) ability to accept increased and more complex levels of responsibility  
3) demonstrated ability, efficiency, initiative, and maturity  
4) previous performance evaluations  
5) attendance  
6) attitude toward the job and the School  
7) length of service  
8) work authorization  
9) relative qualifications/experience of others, including staff and outside applicants

In most cases, open jobs will be posted within the School and advertised outside to allow all interested parties the opportunity to apply, in order to meet our commitment to being an equal opportunity employer.

**TRANSFERS**

The School’s policy is to place staff members in positions where they are best suited and to encourage personal development. As such, it is possible to transfer positions, when deemed appropriate by the School in its sole discretion.

No transfer shall be official unless a written request (Employee Status Change Form), prepared by the appropriate department supervisor, is recommended favorably and approved by the Personnel Committee.
When a change of position is arranged a minimum appropriate amount of notice, normally at least two weeks, must be given to the department that is losing the staff member so that a replacement may be found before the change of position can be completed.

**SALARY REVIEWS**

Salary reviews for day program staff, maintenance, and nursing staff generally will take place in July and August. Adjustment to salary, if any will be effective September 1 or the first working/orientation day whichever is later. Salaries generally will be based upon predetermined salary schedule ranges and other factors such as: level of experience, past performance, attendance, level of education, effective date of last raise, number of hours worked during the year, and based upon the standards and salary levels authorized by the Commonwealth of Massachusetts as part of the School’s tuition price. Hourly residential staff will receive a review based on performance and attendance annually. A positive review does not guarantee an increase in salary or pay.

**EMERGENCY PROCEDURES**

In case of any emergency, the School has evacuation plans in effect for staff and the students.

All staff is required to know the evacuation plans so each employee will know the location of alarm boxes and fire extinguishers in your work area. Remember to keep calm, use common sense, and follow instructions given by your supervisor.

**COMPLAINT PROCEDURE**

An employee complaint, problem, or misunderstanding concerning working conditions, work related issues or with the implementation of personnel policies, should be addressed as follows:

1. The employee should initially discuss the problem with his/her supervisor or department supervisor in an effort to resolve the problem on an informal basis.

2. If the matter is not resolved to the employee’s satisfaction, the employee should submit within seven (7) days of the initial complaint to the Personnel Committee c/o of the Human Resource Manager, Principal or Executive Director, a written statement describing the employee’s complaint or problem. Upon receipt of this statement, the Personnel Committee will respond to the employee within seven (7) days, notifying the employee of a time and place when a meeting will be held concerning the employee’s complaint. If a resolution is agreed upon, this resolution will be summarized in writing and signed by both the School and the employee.

3. If the matter remains unresolved, the Personnel Committee will conduct a meeting with the employee, his/her supervisor and the Human Resource Manager. The Personnel Committee will attempt to mediate a solution to the problem.
4. If the matter cannot be resolved at the Personnel Committee level it will be turned over to the Executive Director, whose decision will be final.

5. This complaint procedure does not grant any specific rights to employees and does not limit or impair in any manner the School’s ability to discipline or terminate employees at any time without notice and for any or no reason.

SEXUAL/RACIAL HARASSMENT (Exhibit #6)

It is the policy of the School to maintain a safe and respectful working environment so that all employees are able to enjoy a work environment free of discrimination and harassment.

This anti-harassment policy refers to, but is not limited to, harassment based on the following protected categories: age, race, color, national origin/ancestry, religion/creed, sex, sexual preference, handicap military and veteran status and genetic information, as well as any other category protected by state or federal law.

Harassment includes display or circulation of written materials or pictures degrading to other employees, conduct, inappropriate jokes, verbal abuse or insults directed at or made in the presence of other employees.

All interactions between employees should be on a professional basis. Harassment or intimidation of any nature is not tolerated. Civility, courtesy and mutual respect in all interactions is to be expected.

Social functions and meetings outside regular working hours or outside regular meeting locations are often characterized by more informal and sometimes personal interactions. It is important to remember that in these situations, employees are expected to remain professional and courteous.

Any employee who believes that he/she has been subjected to any form of harassment prohibited by this policy he/she should report the incident to The Human Resource Manager, Principal or Executive Director. At that time an immediate investigation will be instituted. No employee will be retaliated against for having made a good faith complaint about harassment. More detailed information regarding the School’s policy against harassment and the complaint process can be found in the School’s complete harassment policy.

TERMINATION OF EMPLOYMENT (VOLUNTARY)

Should it become necessary to terminate your employment, the School requests at least four weeks’ notice in writing in advance of the effective date of your departure. This notice should be addressed to the Principal with a copy to your Department Supervisor and Human Resource Manager, who will forward it to the Executive Director. Upon voluntary termination with proper notice, and providing your personnel record has been satisfactory, you may be considered for re-employment.
The Accounting and Human Resources Department will assist you with the important task of arranging for the disposition of benefits.

In the event of termination; no files (hard copy or any other form (i.e. electronic, CD, DVD, Flash-drive, etc.) may be removed from the premises in any fashion without written authorization from the Principal or Executive Director. All School property, including keys/magnetic fobs, or any other item belonging to the School, must be returned immediately to your supervisor.

**PERSONNEL FILE**

A personnel file is maintained for each employee. These files are the official records of the School and are intended to contain personnel information pertaining to the employee, including but not limited to: application for employment/resume; CORI/DCF verification form; verification of prior employment and reference checks; letter of employment; copy of driver’s license (if applicable); copy of degree(s); copy of professional license and/or certification; performance evaluations; letters of commendation; disciplinary actions; training; employee address, telephone number and emergency information; personnel status changes; state/federal tax withholding; salary adjustments and deductions, employee benefits and termination information.

The School considers personnel files as highly confidential and access to such files is limited. Employees may review their personnel file by submitting a written request to the Human Resource Manager or Executive Director. Arrangements will be made at a mutually convenient time within five business days of the request to inspect or copy documents contained in the file. Any employee review of his or her personnel file will be made in the presence of a School employee. The School reserves the right to charge a reasonable cost for copies of documents. No documents may be removed from an employee’s file. However, an employee may submit written responses to information contained within the file that he/she considers objectionable.

**CHANGE IN PERSONAL STATUS OR INFORMATION**

To keep the School’s records current, a change in status including marital or dependent status, address, telephone number and tax exemptions must be reported to the Human Resource Manager immediately. Criminal arrests and convictions for driving under the influence and any changes in the status of one’s driver’s license or professional license must also be reported to the Human Resource Manager immediately.

**EXIT INTERVIEWS**

It is the policy of the School to conduct personal exit interviews with terminating employees. If a personal interview is not possible, the school reserves the right to ask that a questionnaire be completed by the employee terminated. It is the purpose of this policy to provide for communication of vital information regarding the School’s operations, supervision and
general effectiveness of the programs so that policies and training may be revised to provide an optimal working environment.

Interviews generally will follow an established content and format. Results of exit interviews will not be used in any way to retaliate against terminating employees.

**REFERENCE REQUESTS**

Under no circumstances may a School employee provide a reference for a current or former School employee. All inquiries concerning a current or former employee and/or any aspect of his or her employment must be referred to the Human Resource Manager, Principal or Executive Director. Generally, the Human Resource Manager will only verify job titles or dates of employment.

Any employee who seeks the disclosure of additional information such as providing information to banks/mortgage companies etc. may authorize the School to release such information by submitting a written request to the School on the School’s Reference Request and Release Form (the “Release”) which may be obtained from the Human Resource Manager, or other forms as long as it has the appropriate information.
EMPLOYEE BENEFITS

The following describes generally the benefits available to the School’s employees. To the extent there is any conflict in the Handbook’s description of such benefits, and specific plan documents and summary plan descriptions, the provisions of specific plan documents and summary plan descriptions shall control.

HEALTH, DENTAL, LIFE AND ACCIDENT INSURANCE PLAN (Regular full-time staff) (Exhibit #4)

Full time employees are eligible to participate in the School’s health and dental insurance program, along with the employer paid term life and accidental death and dismemberment plan. Please see exhibit #5 which lists a summary of the plan benefits and the related contribution towards the plan required to be made by the employee.

Part-time employees are eligible to participate in health and dental plans through the Commonwealth Connector of Massachusetts. The employee is also eligible to pay for that plan on a pre-tax basis through the School’s Section 125 Flexible Benefit Plan.

Employees and their eligible dependents may enroll in these plans only during an open enrollment period or a qualified enrollment date such as date of hire, date that employee becomes regular full time etc., or another qualifying event occurs, i.e. spouse loses employment and benefits. A letter of prior coverage will be required at that time.

Please see the Human Resources/Accounting Department for plan descriptions and eligibility requirements.

Unless the employee declines such a benefit on the Section 125 Cafeteria Compensation Plan enrollment form, the School, will deduct the employee’s health care contribution from gross pretax salary dollars, under the School’s Flexible Benefit Plan.

VACATIONS

Classroom Teachers, Special Subject Teachers, School Master Teachers—School Year 2015-2016

Teachers/Master Teachers at the School should refer to the school calendar for their work schedule. The vacation periods for Teachers/Master Teachers are generally all days not indicated as workdays on their work schedule. Classroom Teachers are expected to work 220 days per school year, depending on the school calendar.

However, BHS management asks all teachers and master teachers to work 5 days in the 32 Vacation Program. These 5 days then can be used as compensatory/float time for 5 days of
vacation during the Classroom Teacher’s 220 work days. Of course, this compensatory time off must be prearranged with a supervisor.

Classroom Teachers do not accrue vacation time and are paid on a monthly basis. Salaries for the month hired and month terminated will be pro-rated based upon the number of days worked as compared to total work days. If an exempt staff member works above and beyond the 220 days, he or she will be compensated at either their per diem rate if they are working in their own position or substitute rates for any other position they are filling.

**Academic Supports**

Academic Supports at the School should refer to the school calendars for their work schedule. The vacation periods for Academic Supports are generally all days not indicated as workdays on their work schedule. Academic Supports are expected to work a minimum of 220 days per school year depending on the school calendar, with at least 5 of those days being during the 32 day vacation programming. Academic Supports are non-exempt staff and as such are eligible for overtime and up to 4 weeks of paid vacation. These staff are also encouraged to work additional days during the vacation program or as substitutes in the Residential Program and will be paid at their hourly rates.

**Activity Leaders**

Activity Leaders employed as activity instructors for physical education, music, art, communication, and vocational training are hired primarily as Residential Staff for the 365 Day Program. The Activity Leaders’ schedule is the same as the 365 day Residential Program, and it is required that they work substantially all of the (vacation) program days as support when the 217 Day Education Program is not in session (and there are many fewer Day Program staff scheduled). Consequently, schedules are flexible during the school year and Activity Leaders should plan their vacation time when the 217 Day Program is in session.

Generally Activity Leaders’ work hours are 1pm to 9pm when the Day Program is operational, and 8:30am to 3:30/4pm during Vacation Programming. Activity Leaders if salaried work a 220 day work year (vacation pay is included in their salary). Activity Leader that are paid hourly generally can earn up to 20 days of vacation.

**Day Program Division Directors**

Day Program Division Directors also have a 220-day work year. However, as a group they are required to supervise the day (8:15a.m.-3:30p.m.) portion with respect to the Vacation Program of approximately 32 days per year. Each Division Director will work at least two weeks of alternating coverage to ensure all days are properly supervised. They will be able to take alternate days off during the 220-day school year as comp time, or they can be paid at their per-diem rates for time worked upon request.
Residential Instructors, Assistant Master Teachers of Residence

Residential Instructors and Assistant Master Teachers are employed for both the 304-day and 365-day Residential Programs and are non-exempt employees. Schedules vary according to assigned division and responsibilities. All non-exempt staff can earn up to 4 weeks paid vacation per year. Residential staff (both exempt and non-exempt) will be expected to work at least 2 weeks of the 365-day / Vacation program. These 2 weeks will be scheduled by the Residential Directors, at the Residential Directors’ discretion, with consideration given to seniority within the residence. Staff are welcome to work more than the required 2 weeks, if shifts are available, at the 365-day vacation program for compensation.

In addition to the four week vacation time, non-exempt staff may take an additional 2 weeks unpaid vacation if needed and approved by Residential Management. Such approval will be based upon the Program having adequate staffing. Otherwise such approval will not be unreasonably withheld.

Residential Directors, Supervisory Staff, Division Directors, Assistant Directors, Master Teachers

Residential Directors and all Residential staff with supervisory responsibilities are commonly scheduled to work between 42-46 hours per week and are considered exempt employees (those not eligible for overtime). The Personnel Committee takes these schedules into account when setting salaries and vacation allowances. All categories of the supervisory staff in the Residential Program are provided 7 weeks of paid vacation. Residential staff (both exempt and non-exempt) will be expected to work at least 2 weeks of the 365-day Residential Program / Vacation Program. These 2 weeks will be scheduled by the Residential Directors, at the Residential Directors’ discretion, with consideration given to seniority within the residence. The Staff are welcome to work more than the required 2 weeks, if shifts are available, at the 365-day vacation program for pay rather than compensatory time. Requests for vacation pay or compensatory time must be submitted to the accounting office. The proper form will be furnished to staff working during the 365-day vacation program by the Vacation Program Director.

Nursing Staff

All Nursing staff, Head Nurse, Nurse Practitioners, Registered Nurses and Licensed Practical Nurses are employed for all programs with required coverage for 24 hours per day and 365 days per year. Schedules vary greatly and therefore they are classified as non-exempt hourly paid employees. All non-exempt full time staff can earn up to 4 weeks paid vacation per year. All nursing staff will be expected to work at least 2 weeks of the 365-day / Vacation Program. These 2 weeks will be scheduled at the Head Nurse’s discretion, with consideration given to seniority, qualifications, and responsibilities.

In addition to the four week vacation time, non-exempt staff may take an additional 2 weeks unpaid vacation if needed and approved by the Head Nurse. Such approval will be based upon the Programs having adequate staffing. Otherwise such approval will not be unreasonably withheld.


**Maintenance Staff/Information Systems Support, Non-Exempt Clerical Support, Day Care Staff**

All maintenance staff excluding the Facilities Director, Information Systems Support staff, (non-exempt) administrative support such as receptionists, and Day Care staff are non-exempt hourly paid staff, are eligible for overtime and can earn up to 4 weeks of paid vacation per year. All vacation time will be scheduled at the Facilities Director/Head of Maintenance’s discretion for maintenance, or for other departments, by their immediate supervisor with consideration given to seniority, qualifications, and responsibilities.

In addition to the four weeks of vacation time, non-exempt staff may take an additional 2 weeks unpaid vacation if needed and approved by the their supervisor. Such approval will be based upon the Department’s having adequate staffing. Otherwise such approval will not be unreasonably withheld.

**Executive, Administrative, Education Office, Clinical, Case Managers, Facilities Director, Information Systems Management, Day Care Supervisor**

Executive, Administrative, Education Office Staff, and other Department Heads are exempt and will earn up to six weeks of vacation per year, all generally taken with the approval of their immediate supervisor. All staff in this category will have the responsibility of ensuring that their department is adequately staffed at all times and that their responsibilities are taken care of in connection with the 365-day Residential Programming.

Those exempt staff who work an extraordinary amount of overtime may be allowed additional compensatory time allowance subject to the discretion of the Executive Director, Principal or Personnel Committee.

Vacation pay is included in your stated annual salary. All vacation time should be scheduled at least two weeks in advance. Unless approved by the Executive Director, vacation not taken will not be paid as extra compensation.

**All Full-Time Staff**

It is to all employees’ advantage to schedule vacation time as far in advance as possible. Accrual of annual vacation time begins with the first day of regular-full time employment. However, no staff members will be eligible to take paid vacation until after completion of their introductory period.

Salaries for the month hired and month terminated will be pro-rated based upon the number of days worked as compared to total work days. Upon notice of termination of employment, a staff member will be paid for any accrued but unused vacation in a final check.
**How Vacation Time is Earned (Full Time Hire after 9/1/2013)**

Non-Exempt Staff (eligible for overtime) – For every regular 88 hours worked eight hours of vacation is earned the maximum per year is 20 days.

Exempt Staff (not eligible for overtime) – for every 60 hours worked eight hours of vacation is earned the maximum per year is 30 days.

Anything less than the full year will be pro-rated based upon hours worked.

**HOLIDAYS**

The School observes the following holidays during the 304-day regular programming for full time staff members:

<table>
<thead>
<tr>
<th>304-Day Program in Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>Columbus Day</td>
</tr>
<tr>
<td>Veterans Day</td>
</tr>
<tr>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Christmas Eve (4 p.m. - Midnight)</td>
</tr>
<tr>
<td>Christmas</td>
</tr>
<tr>
<td>New Year’s Eve (4 p.m. - Midnight)</td>
</tr>
<tr>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>President Day</td>
</tr>
<tr>
<td>Patriots Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4th Independence Day</td>
</tr>
</tbody>
</table>

All non-exempt employees, (with the exception of substitute staff, and maintenance staff who are asked or volunteer to work on a holiday) are paid at double time for a normal eight hour shift during holidays that fall within the operation of the 304-day Program, excluding Thanksgiving during which compensation for hours worked will be paid at time and one half, and is in addition to the eight hours holiday pay at regular hourly rate. Non-exempt employees (other than those assigned to direct care, substitute staff, and maintenance staff who are asked or volunteer to work on a holiday) who work the Friday after Thanksgiving will be paid at time and one half, except when the employee is not assigned to direct care, in addition to being paid 8 hours of holiday pay at their regular hourly rate.
For holidays that fall outside of the 304-day Program, eligible staff will receive 8 hours of holiday pay at their regular rate, plus time and a half of the staff’s usual rate for time worked, this includes Christmas Eve and New Year’s Eve.

Full time administrative and maintenance staff who work not less than 48 weeks per year will receive 8 hours of holiday pay, for each of the holidays observed. For salaried individuals, their stated salary includes holiday pay for each holiday observed.

Full time and eligible non-exempt direct care residential staff will be compensated with 8 hours holiday pay on the following holidays: Labor Day, Thanksgiving, Christmas, New Years, Patriots’ Day and Independence Day.

When the residence is open and non-exempt residential staff are not assigned and do not work, no pay will be received for those holidays. It is anticipated that each direct care staff will be required to work no less than four of the holidays in which the residence is open.

Residential Directors, Residential Division Directors, Assistant Division Directors, Master Teachers and Activity Leaders who are exempt from overtime compensation will be compensated at their per diem rates if they work holidays when the residence is open.

**SICK/PERSOMAL LEAVE**

Regular full-time staff is eligible for sick time and/or personal time compensation of up to eighty (80) hours, which is equivalent to approximately ten (10) days per year. Part-time and Per Diem Staff can earn up to forty (40) hours of sick/personal time. Sick/Personal time is earned throughout the year at a rate of 8 hours for every 160 regular hours worked until the limit of ten days per year is reached. Sick/Personal time for newly hired staff will generally not be paid more than 16 hours in advance at the discretion of management.

The School requests that sick or personal leave for all staff involved in direct care of students or direct programming responsibilities not be used on the following scheduled 2015-2016 workdays, unless the employee provides the School with a doctor’s note or an employee obtains written advance approval from their supervisor, Principal, Executive Director or Personnel Committee.

<table>
<thead>
<tr>
<th>August 31</th>
<th>Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 17</td>
<td>Sports Day/Emergence Golf Tournament</td>
</tr>
<tr>
<td>April 7</td>
<td>Formal Dance Party</td>
</tr>
<tr>
<td>April 8</td>
<td>Emergence Brunch</td>
</tr>
<tr>
<td>May 14</td>
<td>Road Race</td>
</tr>
<tr>
<td>June 26</td>
<td>Annual Celebration</td>
</tr>
<tr>
<td>July 23</td>
<td>Family Day</td>
</tr>
<tr>
<td>August 14</td>
<td>Bon Dance Festival</td>
</tr>
</tbody>
</table>
Sick/Personal Time Documentation Required

All absences must be documented on the appropriate Report of Attendance Form (Exhibit #2). The form must be filled out completely and approved by the employee’s supervisor. Sick/Personal time will not be paid unless the employee has accrued time available and the use of such accrued sick/personal time is approved. With respect to an employee who records time worked by a time clock in order to be paid for sick or personal time, the employee must ask his or her supervisor to note the sick/personal time claimed on the time card. In most cases non-exempt employees will be paid sick or personal time for his or her scheduled shift; however, in no case will the School pay sick or personal time in amounts greater than 10 hours.

No employee should report to work if he or she is ill with any form of illness that may be transmitted through normal workplace conduct. If illness is contagious, a return to work note is required from his/her doctor.

Any staff member who is absent three or more consecutive working days must upon management’s discretion furnish a doctor’s report to confirm that they are well enough to return to work. The report should be submitted to their Department Supervisor/Human Resources Department.

Personal time generally will be approved for use in connection with emergencies, doctor’s appointments or other personal business that cannot be scheduled outside of working hours. Every attempt should be made to schedule appointments outside of working hours or for teachers after students are dismissed from School.

Personal time compensation is not vacation time and will not be paid out upon termination of employment.

In order to obtain approval for the use of personal time employees should notify their supervisor as far in advance as possible of the need to use personal time in order to find a substitute for the employee, if necessary. If notification is not on a timely basis, management may deny use of personal time in its sole discretion.

Unused Sick Time from Prior School Year 2015-2016 – Direct Care Staff Only

For Direct Care employees who have not used, or have not been paid for all of the sick days earned during the prior school year, such unused sick time may be carried over for use in the current school year or may be reimbursed at 100% of the base rate of pay, provided the employee’s employment continues beyond September 30th of the current school year. Any sick time unused or not paid for any period beyond the prior school year is forfeited. All unused sick time from school year 2014-2015 not used during school year 2015-2016 is
forfeited. Management reserves the final determination of who is considered Direct Care for this benefit.

All other staff not considered Direct Care will not receive reimbursement for unused sick and personal time. They need to carry that time over to the current school year.

If employment is terminated at any time during the school year unused sick/personal time will not be paid out upon termination.

Direct Care Staff must send your request to Accounting or Human Resources Department no later than September 30. The administration is aware that certain extenuating circumstances might arise where a review of the sick/personal time policy becomes necessary as it relates to individual cases and reserves the right to review and consider adjustments to any area.

GUIDELINE - $800 COMPENSATION DIFFERENTIAL

The School generally provides an $800 differential compensation to those regular full-time Day Program Master Teachers, Classroom Teachers and Special Subject Teachers who help with the School’s special events including the annual celebration. Hourly paid Activity Leaders will be not be considered for the $800 differential, but will be compensated for time worked.

The $800 differential is not guaranteed compensation, as it will be based upon the staff person’s performance. In order to earn differential compensation eligible staff must have good attendance as determined by the School, contribute and carry out responsibilities assigned to them by their Division Directors, Master Teachers, or team project leaders, provide their cooperation and maintain an appropriate level of enthusiasm, professionalism, and consideration for fellow employees.

The Division Directors will provide written recommendations to the Personnel Committee as to whether the staff person complied with these expectations to determine whether a differential should be paid, reduced, or not paid.

RESPONSIBILITY PAY

Master Teacher/Assistant Master Teacher

Responsibility Pay will be provided to Master Teachers and Assistant Master Teachers based upon the number of divisions assigned, and number of years in the position as Master Teacher or Assistant Master Teacher. The responsibility pay will be included in the annual salary of the salaried employees and hourly rate of non-exempt employees.

Substitute Teacher Pay/Residential/Residential Program

Occasionally teachers at the school will be requested to substitute at the residence when the residential direct care staff are shorthanded. Under these circumstances the teachers will be
paid $20.00 per hour, including holidays, (substitutes are not eligible for holiday pay at double time rates) upon submission of a properly prepared and approved time card

Substitute for Receptionist Position

Occasionally when a regularly employed receptionist is not available, either administrative or direct care staff may volunteer to work as a substitute receptionist. Under these circumstances the substitutes will be paid at $13.50 per hour, including holidays. (Substitutes are not eligible for holiday pay at double time rates).

Special Events

For those employees who volunteer to perform direct care work for special events such as “Special Olympics,” etc., a pre-determined flat per diem rate will be paid rather than the employee’s per diem rate.

SNOW DAY OR EMERGENCY CLOSINGS

During severe weather conditions if the day school program is canceled by administrative decision, day program employees are required to report to the School when traveling conditions become safe. When the day program is canceled, students living at the residence must still be supervised and their health and safety ensured. It is also encouraged that Daily Life Therapy is continued and classes and recreation should be pre-planned and conducted on snow days.

Day staff will be required to call management before 10 a.m. to inform them whether they can safely travel.

Residential staff will be required to remain on duty until such time as a replacement arrives.

RELIGIOUS HOLIDAYS

The School respects the right of each employee to worship as his or her faith dictates, but it is not practical for us to provide time off with pay for all religious holidays. Employees may apply for personal days, toward any religious holidays they wish to observe. If an employee has no personal time left, he or she may request the day off without pay. We expect all employees to make arrangements with their supervisors at least two weeks in advance.

JURY DUTY (regular full and regular part-time staff)

If you are called for jury duty, the School recognizes your civic responsibility and time off with pay will be granted upon submission of proof of service for the first three days. Such time is not deducted from your accumulated vacation or sick leave. If you serve beyond three days, a statement showing the date, time served and the amount of compensation received from the court must be submitted to payroll department promptly upon receipt. The School will pay the difference between the court compensation and regular earnings for those days.
BEREAVEMENT LEAVE (regular full-time staff)

In the event of the death of a member of your or your spouse’s immediate family (father, mother, brother, sister, spouse, child, parent-in-law, grandparent, brother or sister-in-law, aunt, uncle or cousin), you will be granted up to five days paid bereavement leave. Your accumulated sick and personal time will not be affected. In cases where international travel is required in connection with bereavement leave, additional time off may be allowed with the advance approval of the Personnel Committee or Executive Director.

LEAVE OF ABSENCE

Family and Medical Leave

The School is committed to providing an environment in which employees can maintain a healthy balance between their work and family responsibilities. The School’s Family and Medical Leave Act Policy provides for eligible employees to take a period of paid leave, and if exhausted, unpaid leave from their work to care for their own serious health conditions as well as those of certain family members and to take military-related family leave under certain circumstances.

Eligible Employees

Employees are eligible for leave under the School’s Family Medical Leave Act Policy if they have:

1. Been employed by the school for at least twelve months within the last seven years; and
2. Worked at least 1,250 hours during the twelve-month period preceding the leave.

General Family and Military Leave Policy

The School’s FMLA Policy allows for eligible employees to take up to twelve (12) weeks of unpaid job-protected leave during a rolling twelve month period. The rolling twelve-month period is measured backward from the date the employee uses the leave. In the case of an employee taking Service Member Family Caregiver leave, the employee may take a maximum of 26 weeks of leave in a 12-month period as described below. An employee’s period of FMLA leave may run concurrently with paid leaves such as vacation or sick leave. All employees must be able to demonstrate or provide documentation that they are fit for duty upon return from their leave.

The following types of leave are covered by the School’s FMLA Policy:

1. The birth of a child and in order to care for the newborn child
2. The placement of a child for adoption or foster care and to care for the newly placed child
3. To care for a spouse, child, or parent with a serious health condition (see description of “Serious Health condition” below)
4. The serious health condition of the employee (see description of “Serious Health Condition” below)
5. Leave because of any qualifying exigency arising out of the fact that an eligible employee’s covered family member has been called or deployed to active duty (see description of “Active Duty Leave” below)
6. To care for an injured or ill service member (see description of “Service Member Family Caregiver Leave” below)

Employees may not work for any other company during the FMLA leave without approval from the Personnel Committee. Fraudulent use of FMLA leave may lead to termination.

**Birth, Adoption or Placement of a Child or Serious Health Condition of a Child**

For family or medical leave taken for birth of a child, placement of a child for adoption or foster care, or to care for a child with a serious health condition, the term “child” shall mean a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under the age of 18, or is age 18 or older and incapable of self-care because of a physical or mental disability as that term is defined under the Americans with Disabilities Act.

For family or medical leave taken for a newborn child or placement for adoption or foster care, an employee’s entitlement to such leave expires at the end of a 12-month period beginning on the date of the birth or placement. Any such FMLA leave must be concluded for such purposes within this one-year period.

**Confirmation of Leave**

Employees requiring leave must provide Boston Higashi School with a reason for the requested leave so Boston Higashi School can determine if the leave qualifies. After an employee gives notice of intent to take a FML, the Personnel Committee will provide the employee a memorandum concerning receipt of the notice of the leave and setting forth some of the basic procedures and responsibilities of both the employee and Boston Higashi School. This memo is considered part of this policy. It will notify the employee whether the leave is approved, denied or conditionally approved pending medical certification. Employees requesting the leave for personal or family medical reasons will generally be required to provide medical certification. Under most circumstances it must be provided within 15 calendar days. Further medical verification may be required during the leave depending on the circumstances. Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.
Length of Leave and Restoration Rights

In general, an employee will be entitled to a maximum of 12 weeks of Family and Medical Leave during a 12-month period. A 12-Month period is a rolling period measured backwards from the date of an employee’s request for leave under this policy.

At the end of a Family and Medical Leave, Boston Higashi School will return the employee to his or her last position before the leave if available, and if not available, to an equivalent position. While on unpaid FML, employees do not accrue additional vacation, sick leave or personal time. However, the employee will not lose any benefit rights to the extent that these rights accrue before the leave.

An employee will not be entitled to more favorable employment terms as a result of taking a FML than he or she would have had if no leave had been taken. Thus the employee will be subject to any pay or benefit reductions or other adverse actions including layoff that would have been experienced if the employee had not been on FML.

Lactation/Breastfeeding Policy

As part of our family-friendly policies and benefits, BHS supports breastfeeding mothers by accommodating the new mother who wishes to express breast milk during her workday when separated from her newborn child.

Accommodation for Lactating Mothers

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. For more about this law, please refer to the Affordable Care Act.

Intermittent or Reduced Work Schedule Leave

Unless otherwise approved by the Personnel Committee, a FML must be taken at one time. A medical leave may be taken through either a reduced working schedule or on an intermittent basis if such an arrangement is certified to be medically necessary. Where an employee takes leave on a reduced working schedule or on an intermittent basis, Boston Higashi School may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if it better accommodates the recurring periods of leave.

Special Rule Applicable to Spouses Who Are Both Employed by Boston Higashi School

If Boston Higashi School employs both spouses, the total birth, adoption and child care leave to which both are entitled will be 12 weeks in the 12-month period.
If both spouses work for the School and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent-in-law) with a serious health condition, they may only take a combined total of 12 weeks of leave for that reason. If both work for the School and each wishes to take Service Member Family Care Leave, the spouses may only take a combined total of 26 weeks of leave for that reason.

**Leaves Defined**

A. **Serious Health Condition**

“Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves either (i) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility (including any period of incapacity or any subsequent treatment in connection with such inpatient care) or (ii) continuing treatment by a health care provider. Continuing treatment by a health care provider may include any one or more of the following:

1. A period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity related to the same condition that also involves:
   a. Treatment two or more times by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders or on referral by a health care provider, within thirty (30) days of the start of the capacity; or
   b. Treatment by a health care provider on at least one occasion within (7) days of the start of the incapacity that results in a regimen of continuing treatment under the supervision of the health care provider.

2. Any period of incapacity caused by pregnancy for prenatal care.

3. Any period of incapacity or treatment for such incapacity because of a chronic Serious Health Condition. A chronic Serious Health Condition is one which:
   a. Requires periodic visits (at least twice a year) for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision or a health care provider.
   b. Continues over an extended period of time.
   c. May cause episodic rather than a continuing period of incapacity.

4. A period of incapacity that is permanent or long-term because of a condition for which treatment may not be effective but for which the employee or family member is under the continuing supervision of a health care provider.
5. Any period of absence to receive multiple treatments from a health care provider or by provider of health care services under orders of, or on referral by, a health care provider, for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated.

A. Service Member Family Caregiver Leave

Employees may take leave of up to 26 weeks unpaid (in addition to any of the 12 weeks leave allowed for a serious health condition or military exigency leave) in a 12-month period to care for a spouse, son daughter, parent or next-of-kin who is: 1) a current member of the Armed Forces (including the National Guard or Reserves) and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retirement list, for a serious injury or illness which is incurred in the line of duty (or for a pre-existing injury or illness which is aggravated in the line of duty) and that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating: or 2) a veteran who was a member or any branch of the military (including the National Guard or Reserves) and who is undergoing medical treatment, recuperation or therapy, for a serious injury of illness that occurred in the line of duty (or for a pre-existing injury or illness that was aggravated by service in the line of duty) at any time within 5 years preceding the treatment, recuperation or therapy.

“Next-of-kin” is defined as the closest blood relative of the injured or recovering service member. For the purpose of Service member Family Caregiver leave, the terms “son” and “daughter” includes the employee’s biological, adopted, or foster child, stepchild, legal ward or child for whom the employee stood in loco parentis who is of any age.

Eligible employees are entitled to a total of 26 weeks of unpaid Service Member Family Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Service Members Family Caregiver Leave and ends 12 months after that date.

The Leave entitlement described in this paragraph applies on a per-covered service member, per-injury-basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any eligible employee.

B. Exigency Active Duty Leave

Employees may be eligible to take Active duty Leave when their spouse, son, daughter or parent who is in any branch of the military (including the National Guard or Reserves) has been called or deployed to active duty. Eligible employees may take up to 12 weeks of unpaid leave (which is included in the total of 12 weeks permitted per rolling year for medical leave described above) for qualifying exigencies related to or affected by the family member’s call-up for service. A “qualifying exigency” refers to the following circumstances:
1. Short-notice deployment; to address issues arising when the notification of a call or order to active duty is seven (7) days or less
2. Military events and related activities; to attend official military events or family assistance programs or briefings
3. Childcare and school activities: for qualifying childcare and school-related reasons for a child, legal ward or stepchild of a covered military member
4. Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member
5. Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member
6. Rest and recuperation: to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment
7. Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member’s active duty terminates or to address issues arising from the death of a covered military member while on active duty
8. Additional activities: for other events where the School and the employee agree on the time and duration of the leave.
9. The leave may begin as soon as the individual receives the call-up notice. For the purpose of Exigency Active Duty Leave, the terms “son” and “daughter” include the employee’s biological, adopted, or foster child, stepchild, legal ward or child for whom the employee stood in loco parentis who is of any age. Employees requesting this type of FMLA leave must provide proof of the qualifying family member’s call-up or deployment before leave is granted.

NOTICE AND CERTIFICATION

1. **Initial Notice**- As an employee learns of his/her need for a qualifying leave, as defined above he/she should contact Human Resources at least 30 days in advance of the requested leave start date. If a 30-day notice is not practicable because of unforeseen circumstances, notice should be given as soon as practicable. In addition, absent extenuating circumstances, an employee must follow the School’s notice and call-in policies if the employee is going to be absent. The employee must also contact Human Resources regarding the need for FMLA leave.

2. **Preliminary Determination** – the School will make an initial determination as to whether the employee is eligible for leave under the School’s FMLA Policy and if the requested leave qualifies. Under normal circumstances, HR will notify the employee of his or her eligibility within 5 business days or sooner, if possible, after learning that the leave is being taken for an FMLA qualifying reason.

3. **Medical Certification** – an employee who requests FMLA leave for Family or Medical Leave must complete the required Leave of Absence Certification Form, which includes a medical certification form and a copy of the employee’s job description. It is the employee’s responsibility to ensure that the medical certification is accurate, complete in
its entirety, and submitted in a timely fashion. Any medical certification that fails to provide clear and complete information regarding the employee’s need for leave will be returned to the employee for appropriate action.

4. **Deadline for Submission of Medical Certification** – When the need for leave is foreseeable, the employee must provide a medical certification to the School prior to the time the leave is scheduled to begin. When the need for leave is not foreseeable, the employee must provide the medical certification to the School within 15 days of the School’s request for certification. Failure to provide the required medical certification in a timely manner may delay the approval of the leave or result in a denial of the leave request.

5. **Second and Third Medical Opinions** – Under certain circumstances the School may require, at its own expense, that the employee obtain the opinion of a second health care provider (selected by the School). If there is a conflict between the opinions of the first and second health care provider, the School may require at its own expense, that the employee obtain the opinion of a third health care provider designated by the School and the employee jointly. The opinion of the third health care provider shall serve as the final determination.

6. **Evidence of Birth or Adoption** – If an employee requests a leave of absence based upon the birth of a child or placement of a child through adoption or foster care, the School may require proper legal certification of such birth or placement.

7. **Approval Notice** – Upon review of employee’s submitted certification(s) and other supporting documentation, the School will provide the employee with notice of its approval or denial of the employee’s request for leave under the FMLA. Employees will be expected to return to work at the conclusion of their approved FMLA leave unless they have obtained an approved extension from the School’s Human Resources Department.

8. **Company Designated Leave** – With or without the employee’s request, the School reserves the right to designate any leave of absence as FMLA leave provided the underlying reason is a FMLA qualifying event (e.g. worker’s compensation leave). Such leaves shall run concurrently. In such event, the School will provide notice of such designation consistent with this policy.

9. **Extensions** – the employee must contact Human Resources prior to the expiration of any approved FMLA leave to request an extension of their FMLA leave and submit appropriate documentation to support the need for an extension. Unless covered under another leave policy, any employee who fails to return to work at the conclusion of their approved leave or fails to obtain an approved extension of their FMLA will be subject to appropriate discipline, up to and including unpaid suspension or separation of employment.

10. **Return to Work Notice** – Employees will be expected to provide reasonable notice to the School of their ability and intention to return to work as originally approved.
Additionally employees will be required to comply with any fitness for duty certifications that demonstrate that they can perform the essential functions of their job prior to returning to work.

**INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULE**

An employee may request to take FMLA leave intermittently or on a reduced schedule only if such leave is deemed “medically necessary” as a result of the employee’s Serious Health Condition or as a result of the Serious Health condition of the employee’s spouse, child, or parent. Service Member Family Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

**Massachusetts Parental Leave Law effective April 7, 2015**

The School provides parental leave for eligible employees in accordance with state law.

Regular full-time employees who have completed the 90 day introductory period are eligible for up to eight weeks of unpaid parental leave for the purpose of birth, adoption of a child under the age of 18 or a child under the age of 23 if that child is physically or mentally disabled, or for the placement of a child with an employee pursuant to a court order.

Employees must provide reasonable notice of no less than two weeks of the intended departure date for leave, and notice of the intention to return to work.

Parental leave runs concurrently with any Family Medical Leave. Employees may, but are not required to, use other forms of leave (such as sick leave or vacation time) while on parental leave, unless otherwise required by law.

During parental leave, no sick days or accumulated vacation time are earned. Health benefits remain in force as long as the employee continues to contribute the same amount during the leave as was paid before as an active employee. Other benefits resume as of the date of returning to active full-time employment. This leave will not affect the employee’s right to receive vacation time, sick leave, advancement or other benefits for which he or she was eligible at the date of her departure.

**Military Leave** - the School complies with all leave laws related to military service. If you need leave for reasons related to military service, please see the Human Resource Manager

**Personal Leave** – In certain limited circumstances, employees may be granted leave for personal or other reasons. Such leave normally may not extend beyond eight weeks, subject to applicable law. Employees wishing to take personal leave should apply to the Human Resource Manager as far in advance as possible when practicable. The Executive Director shall approve or deny the grant of such leave, at his or her discretion.
**Small Necessities Leave Act** – The Small Necessities Leave Act provides eligible employees to take 24 hours of unpaid leave during any 12-month period (in addition to leave under the FMLA) for the following reasons:

1. Participation in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;

2. Accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and

3. Accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

A School employee is eligible to seek a SNLA leave if (1) the employee has worked for the School at least 13 months and (2) the employee has worked for at least 1250 hours during the 12 months preceding the leave. SNLA leave is unpaid, except to the extent that the employee has accrued but unused sick/personal time, or vacation time is available, in which case such time shall be applied to the leave. SNLA leave may be taken all at once, intermittently (in increments of an hour or greater) or through a reduced work schedule. An employee’s absence for work for SNLA leave shall be no greater than that necessary to accomplish the relevant task necessitating the leave.

An employee seeking SNL must provide a least seven days’ notice to their supervisor before taking SNL, if the need for leave is foreseeable; if the need for leave is not foreseeable, then the employee must provide as much notice as is practicable. The School, in its discretion, may require from the employee certification of the need for and SNLA leave.

**Domestic Violence Leave Act**

Effective August 8, 2014, Massachusetts signed into effect the Domestic Violence Leave Act. Under this law eligible employee can take up to fifteen (15) days of leave from work in any 12 month period if the employee or a family member of the employee is a victim of “abusive behavior”, and the employee is using leave from work to do the follow:

- Obtain medical attention, counseling, victim services or legal services;
- Secure housing
- Obtain a protective order from a court
- Appear in court or before a grand jury
- Meet with a district attorney or other law enforcement official
- Attend child custody proceedings; or
- Address other issues directly related to the abusive behavior against the employee or family member of the employee

- 42 -

Personnel Policies and Procedures 2015-2016
Abusive behavior includes domestic violence, stalking, sexual assault, and kidnapping.

“Domestic Violence” is broadly defined as abuse against an employee or employee’s family member by:

- A current or former spouse of the employee or employee’s family member,
- A person with whom the employee or employee’s family member shares a child in common,
- A person cohabitating with or has cohabited with the employee or employee’s family member,
- A person who is related by blood or marriage to the employee,
- A person with whom the employee or employee’s family member has or had a dating or engagement relationship.

“Family member” is defined to include:

- Persons who are married to one another
- Persons in a substantive dating or engagement relationship and who reside together,
- Persons having a child together
- Parents, step-parents, children, step-children, siblings, grandparents, grandchildren, and persons in guardianship relationships

This leave will be unpaid unless the staff member has any sick/personal time or vacation time available to use.

Whenever possible, the employee is generally required to provide “appropriate” notice in accordance with the BHS’s leave policies, except in cases of “imminent danger.” In cases of imminent danger, the employee is required to notify BHS of his/her absence within three (3) work days that the leave was taken or is being taken. BHS is not permitted to take “negative action” against staff for unscheduled absence, if, within thirty (30) days from the authorized absence or last unauthorized absence in cases of consecutive absences, the staff member provided any of the below-listed forms of documentation of the need for leave pursuant to the Act.

Permitted documentation includes:

- Protective order, order of equitable relief or other documentation issued by a court;
- A document under the letterhead of the court, provider, public agency which the employee attended for purposes of acquiring assistance as it relates to the abusive behavior against the employee or employee’s family member;
- A police report or statement of a victim or witness provided to police;
- Documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to be found guilty, or been convicted, or adjudicated a juvenile delinquent;
- Medical documentation of treatment as a result of the abusive behavior;
• A sworn statement, signed under pains and penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate, or other similar professional;
• A sworn statement, signed under pains and penalties of perjury, by the employee.

All documentation will only be maintained long enough to determine approval of leave and will kept confidential, unless consented to, in writing, by the employee or otherwise required by law.

An employee taking leave under this Act will not lose any benefit accrued prior to the taking of the said leave and will be restored to the same or equivalent position upon return.

WORKERS COMPENSATION (all staff)

The School strives to maintain a safe working environment. However, an employee injured while on the job may be covered by workers compensation insurance carried by the School. If applicable Worker’s Compensation insurance may cover medical expenses resulting from on-the-job injury and may provide partial salary replacement.

If an employee is injured while at work or due to work-related causes, the Supervisor on Duty must be notified immediately. The injured employee should seek appropriate medical care of his or her choosing immediately, which may include seeing the School nurse if the nurse is available or seeking treatment at the nearest Health Care Center, emergency room or from the employee’s own physician.

A “First Report of Injury” Form must be completed within 24 hours of the injury. If the injured employee is unable to complete the form the Supervisor on duty must fill out as much as possible and send to the Human Resource Manager.

If the employee needs to remain absent from work, the employee must submit a doctor’s report in writing stipulating the amount of time the employee must stay out of work – or that the employee may return to work immediately – to his or her supervisor who will in turn notify the Human Resource Manager.

In the event the injured employee feels he or she can return to work earlier than originally stipulated by the doctor, the employee must submit, in writing, an updated doctor’s report stating that the employee is able to return to work immediately and assume regular work duties.

Under certain circumstances, injured employees are able to perform modified job functions. Whenever the attending physician releases an injured employee for a modified job function, The School may develop a temporary modified work plan to accommodate the medical needs of the employee and the needs of the School.
A modified work plan should not exceed sixty (60) calendar days. Any injured employee who has been released by the treating physician as capable of performing a modified job function, but refuses an offer of modified duty will be terminated.

**TAX DEFERRED SAVINGS/SECTION 403(b) PLAN**

The School seeks to provide an opportunity for employees to save for retirement by adopting a saving plan that is both beneficial and flexible. This Plan is for the exclusive benefit of eligible employees and their beneficiaries.

The Plan is defined contribution annuity plan. This type of plan is sometimes called a 403(b) plan or a TSA plan. Section 403(b) is the Internal Revenue Code Section which sets forth the rules for this kind of Tax Sheltered Annuity.

The purpose of this Plan is to reward eligible employees by providing them with a special pre-tax way to save for retirement benefits.

- You will be eligible to make Salary Deferral Contributions beginning on the date of your employment if you are 21 years of age.
- For all Employer Contributions, you will be eligible with the completion of 3 months of service.
- There are certain employees of the School who will not be eligible to participate in this plan. Those employees are:
  - Employees who normally work less than twenty (20) hours per week.
  - Student employees of an educational institution.
  - Employees under age 21

**Salary Deferral Contributions**

As a Participant you may elect to defer a portion of your compensation each year to the Plan each payroll period instead of receiving that amount in your net pay.

The minimum amount which you may defer each year is $200.

**Employer Contributions:**

Boston Higashi School will make a Matching Contribution equal to 25% of your Salary Deferral Contribution up to $1,000. All contributions are to be invested, as directed by you, in Annuity Contracts. The allocation of all Employer Matching Contributions will be based on the participant’s current investment election.

For additional details on the Plan or Variable Annuity contracts used to fund this Plan, please contact the Accounting Department.
DISCRETIONARY RETIREMENT PLAN

Boston Higashi School has a Discretionary Retirement Plan. Employees must meet eligibility requirements. An employee must be employed and eligible for a minimum of two years from date of hire, be 21 years of age and work 20 or more hours per week. Contributions are made directly to an eligible employee’s retirement fund account and are vested immediately. For more details, please see the Human Resources Office.

SHORT AND LONG TERM DISABILITY COVERAGE

All full time employees are eligible to participate in the School’s employer paid Short Term and Long Term Disability Plans. The benefits are summarized below, but please see the Human Resources or Accounting Departments for complete details.

Short Term Disability Plan

Full time employees are eligible for coverage on the first of the month following 90 days of full time employment.

For a qualifying sickness or injury the disability benefits begins on the 15th day with a maximum benefit period of eleven weeks.

Employees are eligible for up to 66.67% of weekly earnings, less any amounts the employee is entitled to receive under the mandatory portion of any “no fault” motor vehicle plan and any state compulsory benefit act or law with a maximum as provided, please refer to the current year Plan Summary document. The Plan Summary document is available in the Human Resources Office for both short and long-term disability.

Long Term Disability Plan

Full time employees are eligible for coverage on the first of the month following 90 days of full time employment and normally after short term disability benefits have been exhausted.

Benefits, which begin after a 90 days elimination period, equal of 66.67% of basic monthly earnings with a maximum monthly benefit as provided in the Plan Summary document, less other income benefits as described in the Monthly Benefit section of the policy.

MEALS

Teaching and residential staff members are expected to eat with the students during mealtime, to assist them and teach them good eating habits and manners. Administrative and supervisory staff may also eat in the cafeteria during working hours. All staff is allowed only one meal per day, per shift and normally during the middle of the shift, unless the staff are direct care staff and are assigned to eat with the students. The juice dispenser machines at the residence and the school will only be made available to staff during meals. The juice dispenser machine is off limits to staff at shift changes, break periods and other non-meal

Personnel Policies and Procedures 2015-2016
times. Spring water is available to staff, soda is available from the vending machines and coffee is available at most times. Staff should bring their own refreshments. Snacks may be purchased through the vending machines; the school does not provide snacks for staff.

**BREAK PERIODS**

All employees working a six-hour shift are entitled to take one 30-minute break period during the shift, which will be scheduled by your supervisor.

**OVERNIGHT BREAKS**

All overnight staff should be aware of the following procedures and make every effort to be considerate and flexible toward each other and the overnight supervisor.

- Before you start your break check all students and inform supervisor and staff covering break of necessary information.

- **Breaks must be taken in the MS or JH living room or in the teacher’s room.** Sign out and sign in must done with supervisor who is stationed in front the MS or JH living room, even if taking your break in the teacher’s room. Breaks must begin and end at the scheduled times. If you are unable to start break on time please notify the supervisor immediately. **Never leave the division unattended – WAIT for staff who will cover your break or who will return from break.**

- **No breaks should be taken in your division.** All breaks must be taken in the two designated areas. Sleeping during a break is allowed, but it is the staff person’s responsibility to return from break on time. Leaving the building is not permissible. All staff must be available for any emergency situation. The Supervisor must be aware of where all staff is at any given time.

- The Supervisor will make every effort to insure that coverage arrives on time. If coverage does not arrive on time the Supervisor must be notified immediately. The same procedure should be followed if the staff person does not arrive back from break on time. IT IS IMPERATIVE THAT BREAKS FOLLOW THE SCHEDULE AS CLOSELY AS POSSIBLE IN ORDER TO AVOID A LAPSE IN COVERAGE.

- **UNDER NO CIRCUMSTANCES ARE STAFF ALLOWED TO LIE DOWN ON STUDENTS’ BEDS.**

- Your flexibility and consideration is very important in making this change in break time work proficiently. The Supervisor will give staff the opportunity to pick his/her own break time if possible, but on occasion staffing situations will make this impossible. The Supervisor’s decision is final.
We look forward to each overnight staff member benefiting from the additional time, but please be aware that this break schedule may be subject to change if found to be unproductive.

SEMINARS, WORKSHOPS AND SPECIAL COURSES

To encourage your professional development, the School may recommend your attendance at a special course, workshop, seminar or institute. In the event an employee attends a seminar/workshop or special course with School approval, the School will pay reasonable expenses connected with such attendance, which may include transportation, lodging, and fees applicable to the seminar. Costs for entertainment will only be reimbursed with the approval of the Executive Director, and other personal costs associated with the seminar or workshop will not be reimbursed.

Any employee attending a seminar paid for by the School should report on the content and benefit of the seminar.

Staff should be aware that with regards to compensation, attendance at seminars, workshops, lectures, meetings, training programs and similar activities need not be counted as working time if the following criteria are met:

- Attendance is outside of the employee’s regular working hours;
- Attendance is in fact voluntary;
- The course, lecture, or meeting is not directly related or required to the employee’s job; and
- The employee does not perform any productive work during such attendance.

TUITION ASSISTANCE PROGRAM (Exhibit #7)

Upon written pre-approval from the Personnel Committee, an employee may be eligible for tuition assistance, for graduate or certification programs that will significantly enhance the employee’s professional knowledge as a member of the School staff as may be determined by the School in its sole discretion.

The policy for tuition reimbursement will be as follows:

**Graduate Programs for Special needs** will be offered at substantially subsidized tuition rates, but will be determined on a course by course basis at management’s discretion.

See Exhibit 7 for information regarding Lesley University and Bridgewater State College graduate programs for Special Needs.
The policy for tuition reimbursement for schools other than Lesley University or Bridgewater State College will be as follows:

For less specialized Graduate Programs the School may pay 25% of each employee-participant’s tuition for each course upon completion providing an A or B is earned, or if no grade is given, a certificate of satisfactory completion, signed by the instructor is provided.

The School will reimburse an additional 25% of the tuition cost of each course if the employee completes one year of full employment, after the date the course is completed, providing a grade of A or B was earned, or if no grade was given, a certificate of satisfactory completion, signed by the instructor is provided. This provision of the benefit will not be prorated.

Nothing in this policy assures that the School will approve any request for tuition assistance – employees should not assume that reimbursement is guaranteed. Reimbursement is at the discretion of the School’s management.

This policy is subject to change or termination at management’s sole discretion. Further, nothing in this policy alters the at-will nature of employment at the School; the School and the employee may terminate employment at any time without notice or cause.

Tuition assistance may be subject to Federal and Massachusetts taxation depending on applicable tax law.

**TEACHER LICENSING POLICY (Exhibit #8)**

The Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) requires that classroom teachers hold a Massachusetts Teacher License. There are four types of licenses: Preliminary, Initial, Professional and Temporary. All staff Professionals is responsible for maintaining their own licenses. If the appropriate required license is not maintained, Management will need to transfer the employee to another position that does not need a license or the employee may have to be terminated if another position is not available.

**RECREATIONAL ACTIVITIES/USE OF SCHOOL FACILITIES**

Since Daily Life Therapy emphasizes physical exercise as part of its educational program, all staff is encouraged to participate in the physical exercising games with the children. Staff may also use the recreational facilities during non-working hours by requesting permission from the Executive Director.
PROCEDURE FOR VEHICLE USAGE

Staff must use the School’s vehicles for school-related transportation purposes if available. The employee must have a valid driver’s license. If a School vehicle is not available and particularly when transporting students if absolutely necessary, the employee may, with prior authorization only, use his or her own vehicle to complete job responsibilities. Employees who use their personal vehicles will be reimbursed according to school policy.

Whether a school or personal vehicle is used to transport a student, the employee is responsible for adherence to all safety procedures and motor vehicle laws.

*The use of tobacco products while in a school vehicle is strictly prohibited and any violation will lead to disciplinary action up to and including termination of employment.*

USE OF PERSONAL VEHICLE/ TRANSPORTATION REIMBURSEMENT

If a personal vehicle must be used for school-related business, prior authorization must be obtained from the employee’s Director/Supervisor. Further, the employee must have a valid driver’s license and maintain on his or her vehicle insurance coverage as follows: $100,000 injury per person, $300,000 injury per accident, $5,000 property damage. All personal vehicles must be currently inspected and without obvious defect.

Employees who must use their personal car for authorized business trips will be reimbursed monthly at $0.50 per mile. Expenditures for tolls, parking and other forms of local transportation will be reimbursed when verified by receipts.

Staff is responsible for their own vehicles and their contents. If a student cause’s damage to an employee’s locked personal vehicle and it is witnessed and documented, it must be reported immediately to the supervisor on duty and an incident/accident form must be completed.

PARKING

Free parking is provided for all employees in the lots surrounding the school and the residence. Employees are not allowed to park in restricted areas including those reserved for visitors, handicapped individuals, or in fire lanes.

SMOKING

The School is a smoke-free workplace and prohibits smoking in all work areas, all buildings, in all school vehicles, and on school grounds.
VISITORS

All visitors are required to sign the visitors’ log in the reception area. Visitors also must display the appropriate visitors’ badge while on the premises (Family, Visitor, or Contractor). Visitors are allowed on school premises only for work-related reasons, unless prior permission has been given. The hosting employee is responsible for the visitor. The employee should make sure the visitor follows all school rules and procedures.

ACCEPTABLE USE OF TECHNOLOGY RULES AND GUIDELINES

1. Introduction

This formalizes the rules and guidelines for users of Boston Higashi School technology hardware, software, online communication and network. These guidelines are based on the Children’s Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing and safety. A signed Personnel Policy Agreement Form is required to acknowledge an understanding of the guidelines and agreeing to comply with them in order to obtain access privileges. No access will be granted without a signed Personnel Policy Agreement Form. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this guideline. All users are expected to understand and comply with both the “letter” and the “spirit” of these guidelines and show good judgment in their use of these resources.

Boston Higashi School encourages the use of technology to assist staff and students with academic success, preparation for the workplace and lifelong learning, and will supply access to a wide range of information and technology uses to support learning and communicating with others. The use of technology will be used to increase communication, enhance productivity and assist staff and students in improving existing skills and acquiring new ones.

2. User Responsibilities

It is the responsibility of any person using Boston Higashi School technology hardware, software and network resources to read, understand, and follow these guidelines. Use of Boston Higashi School resources shall constitute acceptance of the terms of these guidelines for the duration of use. It is the responsibility of staff who are using Boston Higashi School technology tools to abide by these rules and, when working with students, to teach students about safe and responsible use of the Internet and technology resources. Educators and employees are responsible for monitoring students’ use of these resources, and to intervene if students are using them inappropriately.

3. Acceptable Uses

Technology resources available to Boston Higashi School users are for educational purposes. Technology includes all electronic and physical media, including, but not limited to, the following: computers, tablets, iPods and peripherals (cameras, video cameras, printers,
scanners, interactive whiteboards or projection devices); software; telecommunications media (Internet, email, cell phone, and fax); Web 2.0 and social networking resources; blogs; audio-visual aides; and adaptive and assistive technologies.

Users are digital citizens and use information and technology in safe, legal and responsible ways. Digital citizens follow these guidelines:

**Digital Citizenship - Respect**

- Respect yourself by selecting and posting appropriate names, images and information online. Keep personal details, personal schedules and contact information private.
- Respect others: Do not bully, stalk or harass anyone. Report abuse and inappropriate use of technology. Do not share personal account information with anyone, use an account of someone else, or leave your account open and unattended. Do not edit or delete files belonging to others.
- Respect intellectual property by citing all sources including websites, books and media; and requesting permission to use software and media produced by others, including graphics and music.

**Digital Citizenship - Responsibility**

Information technology is constantly changing, not all situations can be anticipated or addressed in this guide. All users are expected to understand and comply with both the "letter" and the "spirit" of this guideline and show good judgment in their use of these resources.

**Password Protection**

Internet passwords are provided for each user’s personal use only and are, therefore, confidential. Users should not share passwords, steal or use another person’s password. If it is suspected that someone has discovered a password, the user should change it immediately and notify a teacher or administrator who in turn will notify the network administrator. As passwords are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols. Each user will be required to use and maintain passwords created according to software requirements.

**Privacy**

Boston Higashi School technology resources are the property of Boston Higashi School and are to be used in conformance with these guidelines. Network and Internet access is provided as a tool for educational purposes only. All digital content is the property of Boston Higashi School and no user shall have any expectation of privacy regarding such content. Users are advised that emails and messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. Boston Higashi School has the right to monitor,
inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

**Online Etiquette**

Users will use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable.

**Social Media**

Refrain from using social media such as Facebook, Twitter, etc. while on work time, unless it is work-related as authorized by a supervisor. Do not use Boston Higashi School email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Plagiarism/Copyright/Licensing**

Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one’s own original work. This includes copying of papers, paragraphs, electronic resources, ideas, words and sentences, the work of another peer, as well as utilizing paper-writing services and calling the work one’s own. Paraphrasing without acknowledging the original source falls into the same category. All users must adhere to the copyright laws of the United States (P.L. 94 553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

**Proxies**

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement. In compliance with the The Children’s Internet Protection Act (CIPA), users may not try to circumvent the Internet filter to view blocked sites or attempt to hack or jailbreak the iPad, computer or other technology.

**Malicious Use/Vandalism**

Any malicious use, disruption or harm to the school’s technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

**Care of Equipment**

Users are responsible for the care of any physical technology equipment, including but not limited to iPads, cables, servers, computers and printers. Broken or damaged equipment should be reported to the Technology Department immediately. iPads that have been allocated for student use may not be used for a teacher’s personal use and must be returned to the
proper charging station/cart for secure storage. Users should not loan technology equipment assigned to them.

**Photos and Video**

Use of a camera to record or distribute photos or video requires prior authorization from the people involved. Images of confidential materials and illicit photographs or films are prohibited.

**Access to Information**

Users have the right to information as guaranteed by the First Amendment of the US Constitution; however, the school and its representatives have the right to restrict access to or use of any information that does not apply to the approved curriculum or professional activities.

**3. Website**

The objective of the Boston Higashi School website and social media tools is to increase visibility and communication, to promote understanding, and to foster support for teaching and learning. Posts to any online media associated with the Boston Higashi School must adhere to the acceptable use guidelines.

**4. Return of Devices**

Users are responsible for the prompt return of a device in accordance with the following:

- **Routine maintenance** Devices may be collected for routine maintenance. Devices may be collected before each extended break and be reissued upon return from break.
- **Leaving School** Staff must return the equipment on the date of employment termination.
- **Policy Violation/Investigation** – A user who is in violation of this policy or other school policies regarding the use of technology may be directed to return the device.

**5. Violations**

Violation of this policy may result in immediate loss of use of the technology and/or disciplinary action up to and including termination and/or legal action.

**6. Disclaimers**

Boston Higashi School makes no warranties of any kind, either expressed or implied, for its technology services and resources. Boston Higashi School is not responsible for any damages incurred using technology resources.
TELEPHONE

When answering the telephone, each employee is required to say the name of the school and identify himself or herself by stating first and last name. When making outside calls, indicate your name and the name of the school. It is our expectation that both incoming and outgoing telephone calls should be related to your work. Excessive personal calls are not allowed, including during break periods. When a personal toll call is necessary by the employee, the employee is expected to reimburse the school for the call.

CELL PHONES

UNDER NO CIRCUMSTANCES SHOULD PERSONAL CELL PHONES BE TAKEN INTO CLASSROOMS, ON THE DIVISION FLOORS, ON VOCATIONAL JOB SITES, ON COMMUNITY OUTINGS, IN MEETINGS OR USED AT ANY TIME WHILE STUDENTS ARE IN YOUR CARE.
Time Clock Procedures

1. Biometrically-enrolled employees use the electronic time clock to record their time worked. Each employee must punch in when beginning work and punch out at the conclusion of work. If an employee forgets to or is unable to punch in or out, the employee should ask his/her supervisor to verify the time the employee started or finished work.

To punch in on the time clock, follow these steps:

1. Tap “Punch in/out”
2. Enter the last four digits of your social security number (if the first digit is “0,” use the remaining three digits) or assigned number
3. **Tap the enter key**
4. Place registered finger (usually right index finger) gently resting on the plastic ridge, with the pad of your finger touching the sensor screen.
5. The clock will flash green, indicating a successful punch.

At the end of your shift, repeat the process:

1. Tap “Punch in/out”
2. Enter the last four digits of your social security number (if the first digit is “0,” use the remaining three digits) or assigned number
3. **Tap the enter key**
4. Place registered finger (usually right index finger) gently resting on the plastic ridge, with the pad of your finger touching the sensor screen.
5. The clock will flash green, indicating a successful punch.

2. An employee intentionally making a false entry on his/her own time card or making an entry on another employee’s time card is subject to disciplinary action up to and including termination of employment.

3. It is expected that all employees will be on time. **Employees should not punch in earlier than ten (10) minutes before the start of their shift.**

4. When an employee works for less than 15 minutes, the employee will be paid only if he/she works at least ten minutes out of those 15 minutes.

5. Employees must work their scheduled hours. Employees are expected to be at work once they punch in. Any change in scheduled hours must be pre-approved or requested by the appropriate supervisor. Pre-approval may not be required in the instance of a medical emergency, or if the staff person’s replacement does not report on time or if an unanticipated need arises. In these instances, the supervisor may approve the time subsequently. A full explanation of the change in scheduled hours must be provided by the supervisor, along with the supervisor’s signature, on a verification sheet or in the ADP scheduler database.
Report of Attendance
Boston Higashi School, Inc.
School Year 2015-2016

Name: _____________________________  Prepared by: ___________________________

Today’s Date: ___________________________  Time Reported: ___________________________

Reported to: ___________________________  on ___________________________

Work Scheduled: _________________AM/PM to _________________AM/PM

☒ Absent
☒ Tardy, arrived at _________________AM/PM
☒ Leave early at _________________AM/PM
☒ Partial absence from _________________AM/PM to _________________AM/PM

Total Hours Absent/Date:

_______________ hours on ___________________________

Month /Day Yr.

Explaination:

__________________________________________________________

Comments and Recommendation of Supervisor:

____________________________________________________________

Was sufficient notice provided?  YES  NO  N/A

________________________________________

Supervisor’s Signature  Date

________________________________________

Employee Signature (optional)  Date

Please submit this form to the Accounting or Human Resources Office after completed and SIGNED.
COMMUNICATION FORM (C-FORM)
(Meetings, Conversations, Telephone Calls, Emails, etc.)

Name of Student: _____________________________________________________________

Source of Information: __________________________ Date Obtained: __________

Staff Name: _________________________________ Date Written: __________

Read by (supervisor): ________________________________________________________

Comments: _________________________________________________________________

Cc: Program Committee Members, ____________________________________________
Health, Dental, Life and Group Accidental Insurance Summary
Boston Higashi School, Inc.
School Year 2015 - 2016

Health Insurance

The health plan is Health Plans, Inc. with access to the Harvard Pilgrim Health Care Network and allows its members to select many different doctors, hospitals, or specialists, etc. This plan will manage all health insurance matters as well as manage the dental plan.

A Preferred Provider Plan provides the greatest benefit for patient to who use doctors, hospital, and dentists that participate in the Health Plans, Inc. For more specific information please refer to the Boston Higashi School Summary Plan Description or contact Boston Higashi School’s Human Resources/Accounting Department.

The Monthly Employees contributions for School Year 2015-2016 will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Health</th>
<th>Dental</th>
<th>FAMILY</th>
<th>Health</th>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL</td>
<td>$150.08</td>
<td>$24.57</td>
<td></td>
<td>$341.68</td>
<td>$64.12</td>
</tr>
</tbody>
</table>

$174.65 $405.80

* Health and Dental Coverage is subject to change

Life Insurance/Accidental Death and Dismemberment Insurance

Each full-time employee will be eligible, on the date of hire/effective date of full-time employment to enroll in the School’s employer paid Term Life and Accidental Death and Dismemberment Insurance Plans. Employee’s spouse and dependents are not covered under the plan.

An employee does not have to be enrolled in the Medical or Dental plans to be eligible.
Abuse & Neglect

Reporting

What makes reporting abuse difficult?

- Fear of retaliation or retribution
- Concerns about the safety of others
- Communication barriers
- Lack of knowledge about reporting procedures
- Fear of retribution due to personal or professional relationships
- Concerns about confidentiality

Reporting

- Document all incidents in a detailed manner
- Include dates, times, locations, and any witnesses
- Contact the DPC as soon as possible after the incident
- Follow up with the DPC as necessary

Failure to Report

- Also known as covered reporting
- Includes failure to report
- Can lead to legal and moral consequences
- May result in disciplinary actions
- Can have serious consequences for both the individual and the organization

Mandatory Reporter Protection

- Persons who report abuse are protected
- Protection includes confidentiality
- Protection against retaliation
- Protection against discipline
- Protection against loss of employment

For DPC Training Contact:

1-800-265-9909

24-Hour Hotline: 1-800-265-9909

To File a Report Call:

1-800-426-9009
The State Police Detective Unit

Part 2-00-469Y7 Y/TV

City the DPfC F.04:00
Here today

When you suspect an act of neglect or person

How To File A DPfC Report

Where is the PGC in

What is a Mandated Reporter?

What To Do When an Individual

Reports Abuse or Neglect

Adverse or Protective Contacts to the PGC

Personnel Policies and Procedures 2015-2016

The mission of the DPfC is to promote awareness and protection through intervention and education of the community of the personal safety of children and adults. All allegations of abuse of neglect are referred to the appropriate programs for investigation and resolution. All reports of suspected abuse or neglect must be reported to the PGC. The failure to report a suspected case of abuse or neglect is a violation of State law. It is the responsibility of the law enforcement agency to report all cases of suspected abuse or neglect to the PGC. The PGC will investigate and determine the nature and extent of the abuse or neglect. In determining the nature and extent of the abuse or neglect, the PGC will conduct interviews with the victim, the perpetrator, and any witnesses. The PGC will also review any relevant medical, educational, or other records that may be available. If the PGC determines that abuse or neglect has occurred, it will take appropriate action to ensure the safety and well-being of the victim. If the PGC determines that abuse or neglect has not occurred, it will take appropriate action to prevent further abuse or neglect from occurring. The PGC will report its findings to the appropriate authorities, such as the Department of Social Services, the Department of Children and Families, or the Department of Mental Health. The PGC will also provide information and support to the victim and the perpetrator.
BOSTON HIGASHI SCHOOL
ANTI-HARASSMENT POLICY

Harassment Prohibited

Boston Higashi School (the "School") is proud of its policy of maintaining a work environment that encourages respect for the dignity of each individual. The School, therefore, endeavors to maintain a work environment free from unlawful harassment based on sex, sexual orientation, race, color, religious creed, national origin, ancestry, age disability, veteran status, and any other category protected by applicable law ("Harassment"). The School prohibits such Harassment, whether at the School, in outside work assignments or at School-sponsored social or non-social functions, events or programs. Should such Harassment occur, the School will take appropriate corrective action to prevent its continuation or recurrence. In addition, the School will endeavor to prevent the Harassment of its employees by persons who are not School employees, but who are on the School's premises or who have a business or other relationship with the School.

Harassment is unlawful, and any individual found to have engaged in Harassment will be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

The School will not permit retaliation of any kind against anyone who complains about Harassment or participates in good faith in an investigation of a Harassment complaint, such retaliation is unlawful, and any individual for to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

DEFINITIONS

"Harassment" includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of his or her sex, sexual orientation, race, color, religious creed, national origin, ancestry, age and disability, veteran status and any other category protected by applicable law, including material or comments intended as humor. The use of School facilities to disseminate, duplicate or display such materials is prohibited.

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decision; or (b) such unwelcome advances, requests or conduct, including conduct intended to be friendly or humorous, have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The following is a partial list of conduct which, if unwelcome, could be considered sexual harassment depending on its severity and its pervasiveness:
• Threats or insinuations, either explicitly or implicitly, that an individual’s refusal to submit to sexual advances or sexual conduct will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, benefits or any other aspect of employment or career advancement;
• Favoring any applicant or employee because that person has performed or shown a willingness to perform sexual favors for a supervisor;
• Unwelcome sexual jokes, language, epithets, advances or propositions;
• Written or oral abuse of a sexual nature or use of sexually degrading or sexually vulgar words to describe an individual;
• Display of sexually suggestive objects, pictures, posters or cartoons;
• Unwelcome comments about an individual's body, sexual prowess or sexual deficiencies;
• Asking questions about sexual conduct;
• Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and
• Assault or coerced sexual acts.

RESPONSIBILITIES

Responsibility of Supervisors
Each School employee with individuals under his or her supervision has a duty to maintain a workplace free of Harassment, to assure that each individual under his or her supervision is aware of the School's policy on Harassment and the policy's Harassment Resolution Procedure, and to assure such individuals that they need not endure insulting, degrading or exploitative treatment based on sex, sexual orientation, race, color, religious creed, national origin, ancestry, age, veteran status or disability. Any supervisor who learns of or suspects violations of this policy must promptly bring the matter to the attention of the Human Resources Manager or Executive Director.

Responsibility of Individual Employees
The line between acceptable social conduct and Harassment is not always clear. For that reason, the School encourages individuals who believe they are being or may have been harassed to communicate clearly to the offending party that the conduct is offensive, intimidating or embarrassing, to explain how the offensive behavior affects the employee's work and to ask that the conduct stop. If the individual is uncomfortable with making such a direct approach to the offending party or has done so, but the perceived harassment has not stopped, then the individual should use the procedure described below to obtain a constructive resolution of the problem.

PROCEDURES

Harassment Resolution Procedure.
An employee who believes he or she may have been harassed in a manner prohibited by this policy is urged to utilize this procedure as soon as possible after a perceived act of Harassment occurs, because prompt reporting allows the School to investigate while the facts
are still fresh and to take prompt corrective action, when appropriate. The School will handle
the matter with as much confidentiality as possible under the circumstances, and with due
regard to the rights and wishes of all parties, recognizing that there are many circumstances
where complete confidentiality is not possible. Upon receipt of a complaint, the School will
promptly undertake an investigation and, when appropriate, corrective action. The following
procedures will generally be followed in the cases of a complaint:

**Filing of a Complaint:**
An individual who believes that he or she has been the subject of Harassment should bring his
or her complaint to the attention of his or her immediate supervisor, the Human Resource
Manager, the Executive Director, or Principal each at 781-961-0800, 800 N. Main St.,
Randolph, MA 02368. In the event you have contacted your supervisor and you believe the
response has not been adequate or if the perceived harassment has continued, you should
immediately contact the Executive Director or Principal at the above addresses and number.
If you are still dissatisfied with the School’s response, or if the harassment continues, contact
the President of the Board of Directors.

**Supervisors’ Duty:**
A supervisor receiving a complaint must immediately notify the Human Resource Manager,
Executive Director, or Principal, who will determine if an investigation is warranted and, if
so, will designate one or more fact-finders, who will be responsible for conducting a prompt
investigation.

**Investigation:**
The fact-finder may ask the individual for a written statement indicating the identity of the
alleged offending party and the date, location, and nature of the alleged Harassment. As soon
as possible thereafter, the fact-finder will meet individually with the alleged offending party
to inform him or her of the contents of the complaint and provide him or her with an
opportunity to respond. If there is a significant dispute of facts, the fact-finder may give each
party an opportunity to identify persons who can support or corroborate his or her version of
the facts. The fact-finder may also investigate the matter further by contacting those
individuals and/or other individuals whom the fact-finder believes may have additional
information regarding the issues raised in the complaint.

**Resolution:**
Based upon the information gathered in the investigation, the fact finder will determine
whether the School's policy was violated and, if appropriate, will recommend corrective
action to Executive Director or Chief Operating Officer.
**Responsible Government Agencies:**
Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02108
(617) 727-3990

Springfield Office
424 Dwight St., Room 220
Springfield, MA 01103
(413) 739-2145

U.S. Equal Employment Opportunity Commission
One Congress St., 1Oth Floor, Room 1001
Boston, MA 02114
(617) 565-3200

g:/data/clients/a-i/bostonhigashi-general/harassment-policy.doc
Boston Higashi School
Graduate Degree Tuition Assistance Program
Effective June 15, 2005

Boston Higashi School is pleased to offer a Tuition Assistance Program for eligible employees who enroll in the Lesley University or Bridgewater State University graduate program leading to Teacher Licensure or Master’s Degree in Severe or Moderate Special Needs. Other programs will be reviewed at management’s discretion.

**Eligibility:** Regular full time employees in good standing who have been employed with the Boston Higashi School for 3 months and working in direct care positions are eligible to apply for tuition assistance upon acceptance into the program by the college.

**Tuition Assistance:** In order to assist eligible employees with their tuition costs, Boston Higashi School will lend each employee 75% of tuition costs but not to exceed the limitations set by BHS (excluding other fees and books) to be used towards the cost of each course he or she enrolls in, up to a maximum of 6 courses per year. Eligible employees may only participate in one course at a time, and must continue to work as a full time regular employee during the course of the program. Employees may enroll in courses which interfere with their work schedule upon management’s approval. The Boston Higashi School will pay the university or college directly upon submission of the appropriate documentation.

**Additional Tuition Assistance:** As an additional incentive, the Boston Higashi School will reimburse an additional 10% of tuition costs for each full time employee, who is employed continuously at the Boston Higashi School for a period of two years after receiving their graduation certificate from the graduate programs name above. The Employees who received scholarship or a financial aid grant on their own portion of the tuition paid will not be eligible for this reimbursement. This reimbursement will also exclude the cost of tuition for the practicum. Employees will not be eligible for this additional tuition assistance if their employment with Boston Higashi School ends (for any reason, voluntary or involuntary) prior to the completion of the two year period following their receipt of a graduation certificate.

**Loan Forgiveness Conditions:** The loan of any amount to an employee for tuition assistance pursuant to this program will be forgiven, and the employee will no longer owe such amount to Boston Higashi School if the following conditions are met: (1) the employee has remained a regular full time employee with the Boston Higashi School for a one-year period following the completion of the course; and (2) the employee received a grade of 2.7 or higher for the course. Loan forgiveness will not occur, and the employee will immediately be obligated to repay to Boston Higashi School all amounts loaned under this program, if (1) the employee’s employment with Boston Higashi School ends (for any reason, voluntarily or involuntarily) prior to the one-year period following the completion of the course, or (2) if the employee does not receive a grade of 2.7 or higher in the course (proof of which must be provided in the form of an official report card). Any employee accepting tuition assistance pursuant to this program agrees to allow Boston Higashi School to deduct any owed tuition assistance funds from his/her pay.

**At-Will Employment:** All employment at Boston Higashi School is at-will, which means that either the employee or Boston Higashi School may terminate an employee’s employment with or without notice at any time and for any or no reason or cause. Neither this Tuition Assistance Program, Boston Higashi School practice, nor other oral or written policies or statements of Boston Higashi School or its agents shall create an employment contract, guarantee a definite term of employment, or otherwise modify in any way the agreement and understanding that employment with Boston Higashi School is at-will. Participation in the Tuition Assistance Program and/or enrollment in the Lesley University or Bridgewater State college graduate program does not guarantee that the employee will remain employed with Boston Higashi School for any period of time or for the period of time required to complete a course or earn a degree, or become eligible for additional tuition assistance. No representative of Boston Higashi School, except the Executive Director, in a written document signed by him and the employee, has any authority to enter into any agreement contrary to the foregoing.

**Taxes:** this Tuition Assistance Program is intended to qualify as a “qualified educational assistance program” under the Internal Revenue Code and thus funds employees receive for educational assistance may potentially be excluded from taxation. Participating employees should consult with their tax advisor concerning this issue.
TEACHER LICENSING POLICY FOR THE BOSTON HIGASHI SCHOOL

The Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) requires that teachers hold a Massachusetts Teacher’s License. There are four types of licenses: Preliminary, Initial, Professional and Temporary.

For any teacher not licensed by the DESE, the Boston Higashi School will file for an approval of a teacher waiver. Upon approval of the waiver, teachers are then responsible for fulfilling the requirements for licensure.

The following are the necessary steps for Massachusetts Teacher Licensure:

1. Teachers are responsible for applying for licensure to the Massachusetts Department of Elementary and Secondary Education.

2. The Boston Higashi School will apply for a waiver for non-licensed teachers.

3. Teachers are responsible for taking and passing the Massachusetts Tests for Educator Licensure (MTEL).

4. Teachers are responsible for enrollment in an approved teacher preparation licensure program and must submit documentation to the Department of Elementary and Secondary Education demonstrating continued progress towards licensure each year.

5. Upon receiving initial licensure, teachers are responsible for seeking professional licensure.

The Boston Higashi School supports teachers and all employees in the licensure process and offers an approved teacher license cohort program on the Boston Higashi School’s campus from Lesley University. For MTEL tests scheduled during the teacher’s regular working hours, 4 hours of time will be granted if approved by a supervisor. These 4 hours will not be deducted from sick/personal time upon proof of completion of the test.

Staff are responsible for license exam fees except when a staff is waiting for results and must enroll for the next test before results are received to notify the staff of a passing grade. If the staff person has passed and had to pay to take the next exam the Boston Higashi School will reimburse the full amount.
I have received and reviewed a copy of the Personnel Policy Handbook for Boston Higashi School, Inc.

I understand this handbook has been prepared by Boston Higashi School, Inc. as a resource to its employees and does not constitute a contract nor does it imply, in any way, a contractual agreement. I further acknowledge that my employment with the School is at will, meaning that both the School and I can terminate my employment at any time without notice and with any or no reason. I understand that nothing in this handbook promises any form of discipline and the School is free to terminate my employment at any time without notice.

I understand the policies may be changed, at any time, at the sole discretion of Boston Higashi School, Inc.

I understand and agree to comply with the policies set forth in the Personnel Policy Handbook. I understand that my failure to comply with these policies may result in discipline, up to and including termination of my employment.

EMPLOYEE’S NAME:
___________________________________________________

EMPLOYEE’S SIGNATURE:
___________________________________________________

POSITION:
___________________________________________________

DATE:
___________________________________________________

Sign and return to HR Department for Personnel File