



CAREER VISIONS  
NY

PROGRAM  
EMPLOYEE  
HANDBOOK

21<sup>ST</sup>  
CENTURY  
COMMUNITY  
LEARNING  
CENTERS



New York  
21st Century Community Learning Centers  
SOARING BEYOND EXPECTATIONS

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## **A Word About This Handbook**

This Employee Handbook contains information about the employment policies and practices of Career Visions, NY. We expect each employee to read this employee handbook carefully, as it is a valuable reference for understanding your job, Career Visions, NY. The policies outlined in this employee handbook should be regarded as management guidelines only, which will require changes from time to time. Career Visions, NY. retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to its clients and the company. This Employee Handbook supersedes and replaces any and all prior employee handbooks and inconsistent verbal or written policy statements, except for the policy of at-will employment. Career Visions, NY. reserves the right to revise, delete and add to the provisions of this employee handbook. All such revisions, deletions or additions must be in writing and must be signed by the Executive Director of Career Visions, NY. No oral statements or representations can change the provisions of this Employee Handbook.

This handbook is provided as an easy reference to assist employees in understanding the policies and practices of the company. If there are questions concerning the contents of this handbook or in understanding policies or procedures, feel welcomed to consult with your immediate supervisor.

This handbook does not constitute a contract. Career Visions, NY, as the employer, reserve the right at any time to adjust or make modifications regarding procedures at its sole discretion.

Career Visions, NY is an at will employer. This means that regardless of any provision in this employee handbook, either you or the school may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee or representative of the school is authorized to enter into an agreement expressed or implied – with any employee.

Community Change, Inc. (CVNY) provides community and educational institutions with college courses, after school programs, and workshops for youth and professionals that focus on career explorations and community organizing. These services are based on the Community Change and CareerVisions Models developed by Kenyatta Funderburk. CCI's parent workshops cover a wide-range of topics, including money management, housing, public assistance issues and financial aid. Through our grant writing services, CCI works with private, non-profit and government agencies to secure funding to support the adaptation of our programs.

## **The Challenge**

If something isn't done about the lack of leadership and ambition amongst young people,

they will continue to be ill-equipped for survival in their community and unprepared to successfully compete professionally as adults.

### **Vision**

Career Visions, NY envisions a population of people who can and will support the survival and success of themselves and their community.

### **Mission**

To make our community a better place to live.

### **Goals**

1. To develop youth into effective leaders of their community.
2. To support youth in defining and pursuing their career ambitions.
3. To facilitate students' pursuit of their interests through college.
4. To promote positive and empowering relationships among all community members.

### **Philosophy**

Career Visions, NY recognizes that students, parents, staff, teachers and community members are all partners who have important roles in achieving our vision. We believe that education is a most valuable tool for gaining the power necessary to create our desired futures. We believe that education must prepare people to control and overcome the challenges of their environment.

Career Visions, NY believes that observation and application are essential elements of an excellent education. Through creative repetition, our efforts focus on advancing participants' knowledge, skills, values and behaviors in community organizing and career explorations.

We believe that people learn best when topics are presented to them in a relevant and appropriate manner. We also believe that teaching is most effective when an approach seeking to achieve one's mastery over the content is used. We believe that a foundation of love and a dedication to learning are necessary ingredients towards achieving our vision.

### **TEACHING STRATEGIES**

1. **Appropriateness** – the content of lessons is delivered to program participants in an appropriate manner. Content of lessons is delivered in such a way that can be easily grasped by the learners because it clear and understandable to *every* student in the group.
2. **Relevance** – the content of lessons accommodates the needs, interests, and concerns of program participants. The degree in which something is relevant determines the level of attention and action it receives from an individual or group.
3. **Observation (Analysis)** – lessons allow for learners to observe and analyze the content. This analysis involves the activation of one or any combination of the learners' senses (i.e. sight, smell, touch, taste, and hearing).

4. **Application (Action)** – lessons allow for learners to use the content through practical activities/experiences.
5. **Creative Repetition (Reinforcement)** – important content of lessons are repeated through a variety of learning activities and experiences.
6. **Mastery** – lessons allow for learners to demonstrate that they have mastered the content. Learners are provided with opportunities to teach their peers what they have learned.

### **GUIDING PRINCIPLES**

1. **Learning**– increasing one's knowledge, skills, values and behaviors.
2. **Community** – a neighborhood; a group of people having common interests; togetherness.
3. **Power** - the capacity to create a desired outcome; strength.
4. **Leadership** - the ability to provide guidance and direction towards reaching certain goals.
5. **Excellence** - superiority; the state of being of the highest quality.
6. **Vision** – the picture of the reality or world that you are seeking to create.
7. **Focus** - to concentrate; to center one's attention on something. Target or goal (noun).
8. **Organization** – the practice of having a formalized structure to get things done.
9. **Love** - possessing deep devotion and care for someone or something
10. **Creativity** - possessing resourcefulness, inventiveness, or imagination.
11. **Dedication** - commitment, loyalty, or devotion to an act, idea, person, or group.
12. **Professionalism** - the practice of meeting or exceeding the standards of a particular industry.
13. **Critical Thinking** - the process of questioning common assumptions, beliefs, standards or ideas.

### **Equal Employment Opportunities**

Career Visions, NY shall adhere to a policy of equal employment opportunities for all employees. It is the policy of Career Visions, NY to not discriminate on the basis of race, gender, religion, age, national origin, marital status, disability or sexual orientation in admission or access to, or treatment or employment in its programs and activities.

### **Americans with Disabilities Act**

Career Visions, NY is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your immediate supervisor of the need for accommodation. Upon doing so, they may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

### **A Word about our Employee Relations Philosophy**

We are committed to providing the best possible atmosphere for maximum development and goal achievement for all employees. Our practice is to treat each employee as a valued individual of our team. We seek to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful manner. We take into account individual circumstances and the individual employee. We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

### **Harassment**

It is the policy of Career Visions, NY to maintain a working and learning environment for all its employees and students that provides for fair and equitable treatment, including freedom from harassment.

All employees are entitled to fair treatment regardless of gender, race, age, religion, national origin, marital status, disability, political affiliation or sexual orientation. Any bias a person holds should not affect their behavior toward any member of the community.

### **It is against Career Visions, NY policy for any employee to:**

1. Harass another employee verbally, physically or based on any bias. Respectful dialogue and behavior is expected at all times as part of professional behavior. Any type of harassment of one employee against another is in violation of Community Change, Inc. policy and employees responsible will be subject to disciplinary action.
2. Sexually harass another employee by making unwelcomed sexual advances, requests for sexual favors, or by exhibiting sexually offensive behavior or language at any time. No one at Community Change, Inc. is permitted to require an employee to consent to sexual advances as a condition for continued employment or promotion.

Any employee who believes that he or she is or has been the subject of harassment should report the incident immediately to his/her supervisor. A written statement of the alleged incident of harassment should be promptly submitted. All information will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter. Any employee who, as a result of the investigation of a complaint, is found by Career Visions, NY to have harassed another employee will be subject to disciplinary action, depending on the circumstances, up to and including termination.

The employee that reports the incident will receive, within a three to four week time period, the results of the investigation and the resolution.



The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

### **Background Checks**

The New York City Department of Education requires background checks. The Schools and partnering organizations we work with recognizes the importance of maintaining a safe place for our students and employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their coworkers or others. Consistent with Education Department guidelines, prospective employees are fingerprinted for a criminal background check and must be cleared by the New York City Department of Education before hire. For purposes of furthering these concerns and interests Community Change, Inc. reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to Community Change, Inc. .

### **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, Career Visions, NY is committed to employing only individuals who are legally authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification I-9 Form and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Community Change, Inc. .

### **Suggestions and Ideas**

We are always interested in your constructive ideas and suggestions for improving our operations and programs. Your suggestions should be submitted in writing to your supervisor. After we investigate your suggestion, you will be notified whether it is feasible to be put into practice. We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance.

### **Talk to Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing efforts to improve our programs and operations.

If you feel you have a problem, present the situation to your immediate supervisor so that the problem can be settled by examination and discussion of the facts. Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with the Associate Executive Director of Programs, discuss your concern with the Director of Administration or the Associate Executive Director of Administration whomever you feel most comfortable with.

### **Recording Your Time**

All employees must record their hours on a daily sign-in sheet and time sheet each pay period and turn it in by the close of programs Friday evening following the end of the pay period. All employees subject to this policy are required to accurately record all time worked. Employees should record the time work begins and ends, as well as the beginning and ending time of each meal period if applicable. For payroll purposes, the workweek starts on Monday and ends Saturday.

### **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. Career Visions, NY encourage all employees to use direct deposit.

### **Performance Reviews**

Your performance is important to Career Visions, NY. Once annually, the program coordinator will conduct a formal review your job performance and help you to set new job performance plans. Our performance review program provides the basis for better understanding between you and the program coordinator with respect to your job performance, potential and development within the company.

### **Pay Advances**

Pay advances will not be granted.

### **Jury Duty**

Employees summoned for jury duty will receive unpaid leave. We reserve the right to request proof of jury service issued by the Court upon your return. Make arrangements with your supervisor as soon as you receive your summon. We expect you to return to your job if you are excused from jury duty during your regular working hours.

### **Sick Leave/Restrictions**

With approval, sick leave may be used for personal illness, or for illness or death of an immediate family member requiring the attendance of an employee. Physician certification of need for leave and/or clearance for return to work is required from the employee.

If there are any physical or medical restrictions, the employee must submit a doctor's note that specifically states the nature of the condition, this includes; limitations, restrictions, the length of time, and whether or not you are able to fully perform the duties of your job.

### **Family and Medical Leave**

Any eligible employee is entitled, pursuant to the Family Medical Leave Act (FMLA), to job protected, unpaid leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job.

### **Attendance and Punctuality Expectations**

Attendance and punctuality are important factors for your success within Career Visions, NY. We work as a team and this requires that each person be in the right place at the right time. If you are going to be late for work or absent, notify the Associate Executive Director of Programs and or your immediate supervisor as far in advance as is feasible under the circumstances, but no later than 9:00 AM on the day of your absence. **Under no circumstances should you leave a message on Career Visions, NY answering machine to report an absence or tardiness. E-mails and text messages are not acceptable methods to communicate attendance and punctuality.**

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible. If you are absent one day without notifying Career Visions, NY, it is assumed that you have voluntarily abandoned your position with Career Visions, NY, and you will be removed from the payroll.

All employees are expected to be present during all work hours. Three or more absences regardless of the reason are considered obsessive. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including employment termination.

### **Business Hours**

Because of the nature of our business, your work schedule may vary depending on your position, job function, and job location. Career Visions, NY. Headquarters normal business hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Check with your supervisor to regarding your specific work schedule.

### **Standards of Conduct**

Each employee has an obligation to observe and follow Career Visions, NY 's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a division, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by Career Visions, NY. Career Visions, NY do not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including termination: violation of the School's policies or safety rules; violation of Career Visions, NY policies or safety rules; insubordination; unauthorized or illegal possession of, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in school activities or on school property or in company or school vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises or during work hours; theft or dishonesty; physical harassment; sexual harassment; disrespect towards fellow employees, visitors or other members of our constituencies; performing outside work or use of Career Visions, NY, the 21st CCLC or school property, equipment or facilities in connection with outside work during work hours; poor attendance or poor performance. These examples are not all inclusive. We emphasize that all terminations will be based on an assessment of all relevant factors.

**Nothing in this policy is designed to modify our employment-at-will policy.**

### **Tutoring for Pay**

Professional employees may not be paid for tutoring students enrolled in a class under their direction.

### **Gifts and Solicitations**

Career Visions, NY prohibit the solicitation of gifts between staff and students, and between staff and parents.

### **Conflict of Interest/Code of Ethics**

Career Visions, NY's reputation for integrity is its most valuable asset and are directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Career Visions, NY adhere to the highest legal and ethical standards applicable in our business. Career Visions, NY are conducted in strict observance of both the

letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Career Visions, NY shall conduct their personal affairs such that their duties and responsibilities to Career Visions, NY are not jeopardized and/or legal questions do not arise with respect to their association or work with our clients, partners or Career Visions, NY.

### **Outside Employment**

Staff may be permitted to engage in outside consulting activities and other outside activities provided the employee meets his/her obligation to Career Visions, NY.

Career Visions, NY, facilities, equipment, stationary, supplies, personnel and other resources are to be used only for the furtherance of Career Visions, NY's mission. An employee shall not make unauthorized use of any resources, including the services of school employees, for the personal benefit of the employee.

### **Student and Parent Relations**

The opinions and attitudes that students and parents have towards Career Visions, NY may be determined for a long period of time by the actions of one employee. Our success depends on treating our population with dignity and respect. We must attend to our parents' questions promptly and professionally. If you need assistance, please contact your supervisor or another employee who you know will be able to assist you and/or the parent. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

CVNY will hire each school's most popular and effective teachers to run its 21st CCLC clubs, a best practice among successful programs (Manhattan Strategy, 2011). Each teacher is responsible for recruiting 20 students for their club; they are also responsible for designing and implementing engaging lessons that will retain them.

Only students enrolled in the host schools are eligible to participate. Students submitting completed enrollment applications will be accepted on a first come, first serve basis, and be notified of their acceptance, the program activities and schedule in writing by the teacher of their primary club choice.

Program staff will deliver presentations to publicize the program and distribute materials in classrooms, the cafeteria, at parent meetings, assemblies and other school-wide gatherings. 21<sup>st</sup> CCLC applications, fliers, calendars, and newsletters will be bilingual and have photos that highlight students engaged in fun activities. Applications will be available through CVNY teachers, the principal's office, assistant principals, guidance counselors, school safety officers and social workers. Each school's website, social media, email and text messages will help promote the 21<sup>st</sup> CCLC. Completed forms must be returned to the principal's office. CVNY's 21st CCLC will retain students by designing and adjusting the program according to their needs, interests, input and feedback.



**Plan for taking attendance.**

CVNY teachers will lead activities and ensure daily attendance for each student is kept by activity and time. They will have a daily attendance form, that will include columns to tally students' total time in the club for that day. Students will be required to sign-in at the start of a club, and to sign-out before they leave. Staff will check the attendance before sending it to the administrative assistant, who will enter the activity hours for each student into the attendance database.

Older Students" (TASC, 2012), high school youth have little to no interest in activities they have no influence in planning and selecting. Students will not only select which clubs to join; they will also determine which project-based activity their club will do. Students will also discuss conflicts, ideas and make suggestions during club meetings and in their journals. Staff will share students' feedback with the site coordinator during monthly staff meetings; program adjustments will be made accordingly.

A subcommittee of students, teachers, and parents will use the QSA Tool to help improve the program. Students who meet CVNY's minimum expectation for regular attendance (at least two days per week/168 hours out of a possible 420 total program hours per academic year) of select activities will receive consideration for academic credit. Students are expected to complete projects to earn such credit. Offering school credit to students in the 21<sup>st</sup> CCLC is a best practice in recruiting and retaining students (Manhattan Strategy, 2011).

**Student Supervision**

CVNY is committed to providing a safe environment and duty of care towards students at all times.

**Aim:** To promote safety and duty of care in our school community by:

- Ensuring the safety and security of all program participants by providing adequate supervision.
- Ensure that CVNY staff conduct themselves at all times consistently with their legal obligations and responsibilities.

CVNY site coordinators counselors, teachers and assistants have a special duty of care in relation to their students to take steps that are reasonable in the circumstances to protect students from risks of harm and injury that should reasonably have been foreseen. This duty includes the duty to provide an adequate system of supervision.

The duty is not to prevent injury in all circumstances – it is a duty to take reasonable steps to prevent injury which is known or foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors:

- The probability that the harm would occur if care were not taken
- The likely seriousness of the harm
- The burden of taking precautions to avoid the risk of harm
- The social utility of the activity that creates the risk of harm

The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the relationship between staff and student extends to the individual circumstances, whether the risk was known or foreseeable, and whether there were any reasonable steps that could be taken to prevent the injury from occurring.

The duty is non-delegable, meaning that it cannot be assigned to another party. Site coordinators are responsible for ensuring that there is an adequate system of supervision in place during program hours.

Teachers and other school staff are responsible for following reasonable and lawful instructions from the site coordinator, including instructions to provide supervision to students at specific dates, times and places.

### **Classroom**

The classroom teacher has ultimate responsibility for the supervision of all students in their care. This duty cannot be delegated to external education providers or volunteers. In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the site coordinator for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

### **Late arrival or early departure**

The site coordinator will ensure that the school has a procedure in place in the office for the safe collection and drop off of students at school during school hours (e.g. late arrival or an early departure). This will include a record of the date and time, the reason for

### **Use of information and communication technologies**

Teachers and other staff also have a responsibility to reasonably supervise the use of information and communication technologies, and the use of online learning environments at school. • It is not reasonable or practicable for a teacher or principal to inspect every website that will be accessed by a student. The nature of the Internet means that there can be no guarantee against inappropriate content or changing circumstances in website content. • It is not reasonable or practicable for a teacher or principal to supervise an online learning environment 24 hours a day.

The site coordinator and teachers are expected to respond to an online incident that impacts on students at the school as soon as they have knowledge of its occurrence.

### **Incursions**

Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class as visitors, speakers and instructors should not be responsible for supervising students on the school premises.

**Accommodation Plan for SWDs** CVNY's 21st CCLC will serve students from the participating schools regardless of gender, race, national origin, language or disability.

CVNY will welcome and accommodate all English language learners and students with disabilities. Some CVNY's staff will be bilingual. An English Language Learner Club will be offered to students, and bilingual workshops will be offered to their families. At least one bilingual staff member will be present during all Advisory Council meetings to translate for Spanish-speaking members.

All marketing materials will be bilingual. Each school is wheelchair accessible. Feedback will be solicited to identify and effectively respond to any unanticipated needs of special populations.

### **Field trips**

The site coordinator must ensure that students participating in excursions and camps are appropriately supervised. Supervision can be provided by CVNY staff only. The minimum requirements for staff- student ratio is 1:15. However, site coordinators should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- The experience, qualifications and skills of staff
- The age, maturity, physical characteristics and gender of the students
- The size of the group
- The nature and location of the excursion / camp
- The activities to be undertaken

### **Most trips must**

- be under the direct control of a teacher with at least one other excursion staff member present
- have enough teachers to maintain appropriate control of the excursion and each activity

### **Travel & Transition.**

- The site is easily accessible by public transportation as the bus and the train
- station are within walking distance from the school. The schools will provide students with free or reduced-fare transportation passes to travel to and from the school.
- CVNY teachers will lead activities and ensure daily attendance for each student is kept by activity and time. They will have a daily attendance form, that will include columns to tally students' total time in the club for that day. Students will be required to sign-in at the start of a club, and to sign-out before they leave. Staff will check the attendance before sending it to the administrative assistant, who will enter the activity hours for each student into the attendance database. CVNY's 21st CCLC is designed to comfortably enable 300 students to meet or exceed the legislative intent of a minimum of 90 hours annually. Changes in routines will be communicated through bilingual fliers and letters to students and their parents, as well as the school's mass caller for home.



- CVNY will adhere to NYCDOE procedures for locating missing students. Schools will implement a Soft Lockdown *and* assign Shelter-In staff to secure the exit doors. (Note: even though Shelter-in staff are used to secure exit doors in an effort to prevent a missing student from leaving the building, the Shelter- In announcement *is not* used to avoid confusion throughout the school.
- The Soft Lockdown is announced and in the case of a Missing Student, the announcement must include that school staff are attempting to locate a specific individual.
- All staff and students must follow the Soft Lockdown procedures until the attendance of every student is accurately taken and sweep teams report to the command post that their sweep has been completed.
- In the case of a Soft Lockdown for a missing student, sweep teams **MAY** communicate with teachers in the classroom as necessary.
- Once it is confirmed that all sweeps have been conducted, the school can transition from soft lockdown and allow instruction to continue *but* prohibit the use of passes or students leaving the classrooms.
- This *may* affect the change of classes or transitioning to other subject areas for an extended period of time.

### **Personal Property**

Career Visions, NY are not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft or damages might occur.

### **Visitors**

Unfortunately, in today's environment we need to be more careful about visitors in the school. Employees may have an occasional visit from a friend or relative provided advance approval is obtained from the site coordinator. Any visit must be arranged to minimize disruption of work. Generally, friends and relatives should be asked not to visit employees during work hours. Unattended children and children of staff members are not allowed in any facility or on any school or partner premises at any time. For safety and insurance reasons, friends, relatives, and parents of students are not permitted in areas restricted to employees only, unless authorized.

CVNY has security procedures in place to insure the safest environment possible for our students and staff. Security at each school is provided by the New York City Department of Education. All adult visitors to our school will be required to present photo identification at the front door before entering and again in the front office. Staff **CANNOT "VOUCH" FOR VISITORS.....THEY MUST HAVE THEIR PHOTO ID.** Acceptable photo identification includes a current driver's license, military, or other government-issued identification. Visitors to our school who are picking up their children in the office will also need to present photo identification before signing them out.

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Each adult visitor will be provided a visitor's badge to wear while visiting the school. If a visitor does not have their photo identification, they will not be allowed to enter the school. The safety and security of our children, whom we have been entrusted, is our highest priority. We regret any inconvenience this may cause; yet, we hope that all of our parents, guardians, and patrons will appreciate our desire to provide for the safety of our children, teachers, and support staff. Please contact the site coordinator to discuss any questions you may have regarding school security procedures.

### **Sign-in Sheets**

All employees are required to provide student attendance sheets to support their time sheets. Failure to provide student attendance sheets to support your time will result in non-payment for that day.

### **Additional Hours**

All additional hours must be approved in writing by the Executive Director and he/she must initial the additional hours. The employee is responsible writing the reason(s) the additional hours were granted and obtaining the supervisors initial's immediately after the assignment has been completed. Failure to do so will result in non-payment of time.

### **Professional Development**

Staff may elect to complete a program of professional development beyond required training to enhance their skills and functioning in a school setting. Any time a training is attended the employee is responsible for submitting the training request form and returning the trainee attendance form as well as securing all the necessary signatures.

### **Staff Ethics**

Staff is expected to behave in a professional manner at all times.

### **Stealing and or Falsification of Documents**

Any form of stealing of Career Visions, NY property provides immediate grounds for termination of employment. Falsification of documents of any kind provides immediate grounds for termination of employment.

### **Employee Dress Code**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our students' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct students contact, you represent Career Visions, NY with your appearance as well as your actions. The properly attired individual helps to create a favorable image for Career Visions, NY, to the public and fellow employees. Professional dress is strongly encouraged. We ask staff to refrain from wearing low-cut outfits that reveal body parts (breasts, midriffs, buttocks, etc.). All staff and administrators must be dressed in a professional manner. When attending some social functions throughout the year, staff is expected to dress semi-formally. Headwear of all kind with exception for religious reasons is to be removed once you enter the building and should not be placed onto your head until you have exited the building. This is applicable to both male and female staff.

### **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of Career Visions, NY. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

### **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Administrative Assistant promptly.

### **Protecting Information**

Protecting Career Visions, NY information about the company, its employees, parents, students, supplies and vendors is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Information should be kept confidential and divulged only to individuals within Career Visions, NY. with necessary authorization. Nothing should ever be discussed in a public place. At all times we must remain conscious and sensitive of our surroundings when having "Career Visions, NY " discussions, whether in or outside of our offices, partner and school sites. If in doubt as to whether information should be divulged, err in favor of not divulging the information and discuss the situation with the either Associate Executive Directors of Programs or Administration.

All records and files maintained by Career Visions, NY are confidential and remain the property of Career Visions, NY. Records and files are not to be disclosed to any outside party without the express permission of the Executive Director. Confidential information includes, but is in no way limited to: financial records; business, personnel, and payroll records regarding current and former employees; the identity of, contact information for,

and any other account information on parents, students, vendors, partners, techniques, and processes; and any other documents or information regarding Career Visions, NY. operations, procedures, or practices. Confidential information may not be removed from Career Visions, NY premises without express authorization. All telephone calls regarding a current or former employee's position/compensation with Career Visions, NY must be forwarded to the Director of Administration.

### **Care of Equipment**

You are expected to demonstrate proper care when using the Career Visions, NY, and school property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

### **Reference Checks**

Career Visions, NY will not honor any oral requests for references. All requests must be in writing and on letterhead. Generally, we will only confirm our employees' dates of employment, salary history and job title. Under no circumstances should an employee provide another individual with information regarding current or former employees of Career Visions, NY. If you receive a request for reference please contact the Associate Executive Director of Programs.

### **Contact with the Media and Outside Agencies**

All inquiries by the media and outside agencies regarding Career Visions, NY and its operations must be referred to the Executive Director. Only the Executive Director and/or his designee are authorized to make or approve public statements pertaining to Career Visions, NY or its operations. No Employees, unless specifically designated by the Executive Director, are authorized to make those statements. Any Employee wishing to write and/or publish an article, paper, or other publication on behalf of Career Visions, NY must first obtain approval from the Executive Director before publication. Employees may not contract with an outside agency for field trips, presentations or other school business without the permission of the Associate Executive Director of Programs.

### **Office Supplies**

Career Visions, NY maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. All office supplies will be provided to you by your immediate supervisor. If you need additional items not regularly stocked, please submit the supply request form to your immediate supervisor to place a special order. Note: all supplies will be ordered monthly so be sure to plan well and in advance to anticipate needed supplies. The supply request log has to be submitted no later than the third Wednesday of each month to ensure processing and receipt of supplies in a timely manner.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including termination.

### **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the Associate Executive Director of Programs with at least two weeks advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with Career Visions, NY.

All Career Visions, NY property, including this Employee Handbook, must be returned upon termination and or during your exit interview. Otherwise, Career Visions, NY may take action to recoup any replacement costs and/or seek the return of property through appropriate legal recourse. You should notify the Career Visions, NY if your address changes during the calendar year in writing in which termination occurs so that your tax information will be sent to the proper address.

### **Each Employee's Responsibility**

Safety can only be achieved through teamwork at our School. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The beverages or illegal substances on the School's property are forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
6. Know the locations, contents and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### **Travel & Transition.**

The site is easily accessible by public transportation, as the bus and the train station are within walking distance from the school. The schools will provide students with free or reduced-fare transportation passes to travel to and from the school.

CVNY teachers will lead activities and ensure daily attendance for each student is kept by



activity and time. They will have a daily attendance form, that will include columns to tally students' total time in the club for that day. Students will be required to sign-in at the start of a club, and to sign-out before they leave.

Staff will check the attendance before sending it to the administrative assistant, who will enter the activity hours for each student into the attendance database. CVNY's 21st CCLC is designed to comfortably enable 300 students to meet or exceed the legislative intent of a minimum of 90 hours annually. Changes in routines will be communicated through bilingual fliers and letters to students and their parents, as well as the school's mass caller for home.

The first priority of CVNY is to ensure the safety and security of students. CVNY will adhere to, deliver trainings on, and reinforce NYS' Safe Schools Against Violence in Education laws and the school's emergency response plans. CVNY will maintain student to staff ratios of 15 to 1 so that groups are manageable. One school safety officer will be present at the school's entrance during the program. Each club will have a first aid kit. A defibrillator will be located on each floor. Fire drills will be conducted monthly. A health and nutrition club will be offered to students. Each staff is provided with a log of listing only those students with special health issues. This list is updated by the Attendance Coordinator/ Administrative Assistant upon receipt of new enrollment forms.

CVNY will adhere to NYCDOE procedures for locating missing students. Schools will implement a Soft Lockdown *and* assign Shelter-In staff to secure the exit doors. (Note: even though Shelter-in staff are used to secure exit doors in an effort to prevent a missing student from leaving the building, the Shelter- In announcement *is not* used to avoid confusion throughout the school.

The Soft Lockdown is announced and in the case of a Missing Student, the announcement must include that school staff are attempting to locate a specific individual. All staff and students must follow the Soft Lockdown procedures until the attendance of every student is accurately taken and sweep teams report to the command post that their sweep has been completed. In the case of a Soft Lockdown for a missing student, sweep teams **MAY** communicate with teachers in the classroom as necessary. Once it is confirmed that all sweeps have been conducted, the school can transition from soft lockdown and allow instruction to continue *but* prohibit the use of passes or students leaving the classrooms. This *may* affect the change of classes or transitioning to other subject areas for an extended period of time.

#### **AFTER-SCHOOL SAFETY PLAN**

All after-school clubs are mandated to adhere to emergency protocols provisioned by the Department of Education NYC. All Fire Drills, Soft/Hard Lockdowns, Shelter Ins, Rapid Dismissals, Early Dismissals and School Closings/evacuations follow the routines, procedures and protocols provided to every DOE certified faculty member and pedagogue.

During the after-school hours, staff will egress through exits in case of a fire drill and evacuation. During a fire drill, all faculty will stay with students until the building deemed clear for reentry. The administrator in charge of safety and security supervision will be each school's assistant principal or the 21<sup>st</sup> CCLC's site coordinator. All team members involved in any after-school activity are fully licensed and fingerprinted DOE employees with appropriate and mandated training in emergency protocols.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.

**Lockdown (Soft/Hard) –***Soft lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. *Hard lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

**“Attention: We are now in soft/hard lockdown. Take proper action”**  
(Repeated twice over the PA system)

**Students** are trained to:

1. Move out of sight and maintain silence

**Teachers** are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message  
**‘The Lockdown has been lifted’** followed by specific directions.
4. Take attendance and account for missing students by contacting main office

**Evacuate –**

The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention” and be followed with specific directions. (Repeated twice over the PA system).

**Students** are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. *Students in physical education attire WILL NOT return to the locker room.* Students without proper outdoor attire will be secured in a warm location as immediately as possible.

**Teachers** are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly cards).

2. Lead students to evacuation location as identified on Fire Drill Posters.

**ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**

3. Take attendance and account for students.

4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method. **Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.” (Repeated twice over the PA system).**

**Students** are trained to:

1. Remain inside of the building
2. Conduct business as usual
3. Respond to specific staff directions

**Teachers** are trained to:

1. Increase situational awareness
2. Conduct business as usual
3. The Shelter- In directive will remain in effect until hearing the “All Clear” message “**The Shelter- In has been lifted**” followed by specific directions.

**Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor, and member of management or student will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Community Change, Inc. property in the event someone, for whatever reason, may be unhappy with Community Change, Inc. decision or action by an employee or member of management. If you receive or overhear any threatening communications from an employee or outside third party, report it to any member of the executive team immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact security and or emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation. Violations of this policy, including your failure to report or fully cooperate in the investigation, may result in disciplinary action, up to and including discharge.

**Respect and community are two key values at Career Visions, NY (CVNY).** CVNY strives to maintain a supportive, civil workplace, one in which employees treat each other with respect and dignity. In keeping with its values, CVNY prohibits and does not tolerate workplace discrimination, harassment or bullying against or by anyone in our community - faculty, staff, students, or anyone else who is working on campus or visiting. Workplace discrimination, harassment and bullying are prohibited on campus and at any CVNY-sponsored event whether on- or off-campus.



If CVNY determines that discrimination, harassment or bullying has occurred, the person found to have engaged such conduct may be subject to discipline up to and including termination. CVNY is committed to principles of free speech and upholding the principles of academic freedom. This policy is not intended to restrict reaching methods or freedom of expression, nor will it be permitted to do so. Harassment or discrimination prohibited by this policy is not a proper exercise of academic freedom.

**What is workplace discrimination or harassment?** Workplace discrimination occurs when someone in a *legally protected class* is treated adversely with respect to their *participation in the workplace*. Workplace harassment is conduct that relates to an individual's membership in a *legallyprotected class* and that is so offensive, severe or pervasive that it interferes with an individual's *participation in the workplace*. Such conduct is illegal under federal and state laws, and violates this policy. Sexual harassment is a type of illegal workplace discrimination and harassment and is addressed in the CVNY Employee Manual.

There are some important terms in the definition of workplace discrimination and harassment, which are important to understand -

- ⌘ A *protected class* means a personal characteristic that is protected by law. This includes race, color, national origin, religion, creed, sex, sexual orientation, gender identity and/or expression, marital status, age, citizenship status, disability, genetics, military or veteran status, choice of health insurance, or any other characteristic protected by law.
- ⌘ *Participation in the workplace* includes all aspects of being an employee at CVNY. This includes recruitment, hiring, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination, and/or retirement.

Examples of conduct that might be considered workplace harassment include ethnic slurs, racist comments or jokes, displays of offensive pictures, or any other verbal, visual or physical conduct based on one of those protected characteristics. These are only a few examples of workplace harassment; other behavior that relates to an individual's membership in a protected class may also be considered workplace harassment.

**What is bullying?** Bullying also violates CVNY's values of respect and community and is also prohibited. Like workplace harassment, bullying is conduct that is so offensive, severe or pervasive that it interferes with an individual's participation in the workplace. However, bullying can occur to anyone and is not based on someone's membership in a legally protected class. Examples of bullying include verbal abuse, use of denigrating language, or physical intimidation. Bullying can occur face-to-face, in a group setting, through social media or email, or through gossip.

Any time an employee may be subject to discipline, the consequence should be proportionate to the offense. Counseling may be appropriate in some cases, while termination may be appropriate in other cases. If an employee is determined to have engaged in workplace discrimination, harassment or bullying, CVNY will consider factors such as the nature and severity of the offense, whether there is a history of prior offenses, and what consequence will be effective in making sure the behavior stops and does not recur.

#### **Protection from Retaliation.**

No retaliation will be taken against anyone who reports discrimination, harassment or bullying, files internal or external complaints, opposes prohibited practices, or participates in the investigation of such complaints.

#### **Duty of Good Faith.**

While employees are encouraged to raise issues regarding workplace discrimination, harassment or bullying, employees may not knowingly or recklessly make a false complaint of workplace discrimination, harassment or bullying. Any such action may lead to disciplinary action, up to and including termination of employment.

#### **Drug-Free Work Force:**

Career Visions, NY is committed to maintaining a Drug-Free Work Force. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. Any employee charged with any drug related crime occurring under the circumstances described above shall notify the Director of Administration immediately after such charges are placed. Compliance with this provision is a condition of employment. Any employee charged shall be admitted to random drug testing.

#### **Tobacco-Free School for Staff**

Smoking, chewing, or any other use of any tobacco products by staff is prohibited on school property. For the purposes of this policy, school property shall mean all property, including vehicles, owned, leased, rented or otherwise used by the school division, Career Visions, NY. Staff found to be in violation of this policy shall be subject to appropriate disciplinary action.

**Alcohol Abuse by Staff** It is the policy of the Career Visions, NY that the abuse of alcohol shall not be tolerated. Staff and employees are expected to set an example for their students in this regard. The safety and welfare of students is of prime importance. Such convictions shall be grounds for dismissal or other disciplinary action. If such employee is not dismissed, he or she may be required to submit to regular alcohol testing as a condition to further employment. In addition, such employee may be required to participate in alcohol treatment and/or counseling.

**What to do if workplace discrimination, harassment or bullying occurs to you.** If you believe that you have been subjected to workplace discrimination, harassment or bullying, let someone know! If someone at CVNY in a position to help is not aware of the problem, we can't make sure the behavior stops and does not recur. There are several ways discrimination, harassment and bullying can be addressed –

- ⌘ **Talk to someone**, such as your supervisor or another coworker. These individuals can provide guidance and coaching on how to approach the person engaging in the unwanted behavior, or they can counsel you on how to proceed in other ways. These people may have additional information and may be a source of support.
- ⌘ **Talk to the person engaging in the behavior**, *only* if you are comfortable doing so. Explain that their behavior makes you uncomfortable or is offensive and that you want it to stop. In some cases, the person is not aware that their behavior is inappropriate or causing offense. However, not everyone is comfortable having such conversations, so don't worry if you would prefer not to go this route.
- ⌘ **File a report** of discrimination, harassment or bullying by emailing CVNY's Executive Director at [kf@communitychangeinc.com](mailto:kf@communitychangeinc.com). When you file a report, you can either request informal assistance or a formal investigation, as explained in that document. Reports of bullying will be addressed by CVNY's Executive Director.
- ⌘ **File an external complaint (for unlawful workplace discrimination or harassment)**. While employees are encouraged to report and resolve workplace discrimination and harassment complaints internally, employees may file a formal complaint with either or both of the government agencies listed below within their mandated timeframes.

**See something, say something - don't be a bystander!** If you believe that another employee has been subjected to conduct that violates this policy, report the conduct immediately to your supervisor or division head, your HR Business Partner, or the University Ombudsman. If employees do not report discriminatory or harassing conduct or bullying, CVNY may not become aware that such conduct exists and may not be able to ensure that the behavior stops.

**What will happen if someone is found to have engaged in workplace discrimination, harassment or bullying?**

At times, employees are reluctant to report such conduct because they think that “nothing will be done” or they “don't want anyone to lose their job.” CVNY takes these issues seriously. If a claim of workplace discrimination, harassment or bullying is brought to the attention of Human Resources or the Ombudsman, they will work with you to determine how to proceed.

**Staff Weapons in School:**

Career Visions, NY are committed to maintaining a safe and secure working and learning environment. Staff is prohibited from carrying, bringing, using or possessing any weapon, as defined below, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

Such weapons include, but are not limited to:

- Any pistol, shotgun, stun gun, taser, revolver, other firearm designed or intended to propel a projectile of any kind, including a rifle,
- Toy guns and look-alike guns,
- Any dirk, knife, or razor,
- Slingshots,
- Spring sticks,
- Brass or metal knuckles, blackjacks,
- Any flailing instrument which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain,
- Any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a throwing star or oriental dart,
- Explosives, and destructive devices

**Political Activities for Staff**

Career Visions, NY recognize the right of its employees to engage in political activities. Such political activity must occur outside regular work hours and off school property. It is the responsibility of the employee to make it clear that their actions are made as individuals and that they do not represent the views of Career Visions, NY.

**Grievance Procedures**

Career Visions, NY encourage communication to interchange ideas and viewpoints between employees and their immediate supervisors. Employee concerns or problems should be discussed openly with the immediate supervisor to bring about resolution of the issue. When disputes cannot be resolved, the grievance procedures below must be adhered to. Employee and supervisor must complete the Grievance Unsatisfied Form and submit it to the Director of Administration for review and hearing date. The Director of Administration will call for a hearing, conduct an investigation and render a solution. This process could be separate or combined. If the parties are still not satisfied with the rendered solution the grievance will be forwarded to the Executive Director for the final solution.

**Workplace Searches**

To protect the property and to ensure the safety of all employees, students and the school, Career Visions, NY reserves the right to conduct personal searches consistent with

state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from Career Visions, NY and the School's property. In addition, Career Visions, NY reserve the right to search any employee's office, desk, files, locker, equipment or any other area or article on the premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of or controlled by Career Visions, NY , and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Career Visions, NY. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the security procedures or any other rules and regulations.

### **Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized, clean and clear of clutter, and materials in good order at all times. Report anything that needs repair or replacement to your supervisor. We encourage staff to help students participate in maintaining a clean classroom, office and storage space. While at work, employees are expected to perform their job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with Employees' duties and responsibilities. During authorized work hours phone calls are not allowed at all. Abuse of the telephone policy may result in disciplinary action, up to and including termination.

Employees are expected to turn off all cell phones while working in the school building. The Site Coordinator is the only ones allowed to receive and make calls during work hours so long as the calls are directly related to the operations of the program.

**Sitting on top of Furniture** At no time should an employee be found sitting on top of desks or any other furniture besides a chair or stool.

### **Computer use Policy**

Electronic communication systems include computer networks, electronic mail and access to the Internet, voice mail, facsimile machines, and photocopiers. Electronic communication systems are Career Visions, NY property and their purpose is to facilitate Community Change, Inc. business. Employees should not assume electronic communications are totally private. Communications transmitted or stored in these systems are the property of Career Visions, NY , and Career Visions, NY , in its sole discretion, reserves the right to monitor, access, retrieve, read, disclose, and/or delete any material on its electronic communications systems to make sure that the systems are not being misused and that business is being conducted properly.



Career Visions, NY may exercise this right, despite the use of passwords or other security measures. Career Visions, NY technical resources are provided for the benefit of the programs it runs, its students and volunteers. Nevertheless, Employees have no right of privacy as to any information or files maintained in or on Career Visions, NY property or transmitted or stored through Career Visions, NY computer, voice mail, e-mail, or telephone systems.

All information, including e-mail messages and files, that are created, sent, or retrieved over the Career Visions, NY technical resources is the property of Career Visions, NY, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through the School's computer, voice mail, e-mail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of Career Visions, NY.

Employees should also be aware that, even when a file or message is erased or a visit to an Internet or Web site is closed; it is still possible to recreate the message or locate the Web site. Career Visions, NY reserves the right to monitor your use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or onto other third parties without prior consent of the sender or the receiver. Playing computer games during regular work hours is not permitted.

### **Copyrighted Materials**

You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources in writing that Career Visions, NY has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Community Career Visions, NY as well as legal action by the copyright owner.

All Employees should safeguard Career Visions, NY confidential information, as well as that of students and others, from disclosure. Messages containing confidential information should not be left visible while you are away from your work area. E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message: **CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.**

### **Security of Information**

Although you may have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to Career Visions, NY, are to be accessible at all times by Career Visions, NY, and are subject to inspections by Career Visions, NY executive staff with or without notice.

Career Visions, NY may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. All passwords must be made available to the Executive staff and your immediate supervisor upon request. You should not provide a password to other employees or to anyone outside Career Visions, NY and should never access any technical resources using another employee's password. In order to facilitate the Career Visions, NY access to information on its technical resources, you may not encrypt or encode any voice mail or e-mail communication or any other files or data stored or exchanged on school systems without the express prior written permission from the executive staff.

### **Software Policy**

If you want to install software on Career Visions, NY computers, you must contact the Associate Executive Director of Administration. Employees are prohibited from installing any software. Following these procedures ensures that Career Visions, NY can manage the software on computer systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes Career Visions, NY and the individual Employee to substantial fines and exposes the individual Employee to imprisonment. Therefore, Employees may not load personal software onto Career Visions, NY computer system and may not copy software from the School for personal use.

### **Travel Policy**

***Travel and Meals:*** In general, employees' reimbursement from state or federal grants is limited to the following and the requests must be approved by management:

- The actual or per diem cost of meals , not to exceed the maximum allowable federal per diem rate;
- The actual cost of lodging, not to exceed the current federal rate in the locale to which the employee is traveling;
- The actual cost of coach airfare;
- Actual mileage in a personal vehicle;
- The cost of a rental car and gasoline;
- Other necessary travel costs (such as cabs, tips, business related baggage fees, tolls, and parking).

***Allowable expenses Airfare:*** Calculate based on actual expenses, not to exceed the standard commercial rate. A domestic airline must be used if the expense is to be reimbursed with federal funds (unless one is not available). Rates above standard commercial rate (such as for first class) are only allowable based on the OMB concepts on page 2 (for example, for medical reasons) and must be approved by management.

***Hotel and lodging:*** Lodging costs are reimbursed based on the actual cost. Any costs above what would be considered a “reasonable” amount can be approved by management based on identifiable extenuating circumstances and factors, such as:

1. No lower cost lodging available;
2. Benefits of staying at a conference center or hotel where activities are taking place versus staying offsite;
3. To avoid excessively long travel to and from work locations.

***Meals and incidentals:*** Meals are reimbursed based on the actual cost or on a per diem basis. Incidentals are reimbursed based on the actual cost

***Tips and other costs:*** Employees will only be reimbursed for reasonable costs, meaning those that meet the “prudent person test.” Employees are encouraged to tip at a rate of 15 percent, and no more than 20 percent in tips will be reimbursed.

***Unallowable expenses:***

1. Costs not related to the business portion of the trip (the extra cost of staying more days cannot be billed to our organization or to a grant);
2. Travel costs for family members or dependents;
3. Excessive costs and those that do not conform to OMB, grant agreements, or our organization's policies.

## **Employee Responsibilities**

Each Employee is responsible for the content of all text, audio, or images that they place or send over Career Visions, NY technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter. Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the School may advise appropriate legal officials of any illegal violations. Electronic communications should never be used for inappropriate purposes. Since electronic communications can be copied, forwarded, saved, intercepted and archived, employees should be careful about the words they use and the documents they transmit, as well as the Internet sites they access. Electronic communications are subject to Community Change, Inc. Policy against Harassment. Anything that would be inappropriate to send in a non-electronic communication (i.e. by memo or letter) is similarly inappropriate if sent electronically (i.e. by E-mail or telephone).

## **User Accountability**

To prevent unauthorized parties from obtaining access to electronic communications, employees should choose passwords that are difficult to guess (not a personal detail or reflection of work activities) and these should be changed regularly. Passwords must be disclosed to Director of Administration. Employees should not reveal their individual passwords to anyone other than the Director of Administration.



### **Employee Corrective Procedure and Consequences**

All employees will be given the opportunity to correct deficiencies in their work performance. The notification and correction process is as follows:

1. The employee is made aware of the deficiency by his/her immediate supervisor.
2. The immediate supervisor is to record in writing the deficiency. The employee is given the opportunity to correct the deficiency on his/her own.
3. An action plan must then be devised, written and set into place; the supervisor and the employee must sign the action plan. This action plan is then placed in the employee's personnel file and is to be reviewed on a regular basis
4. If the deficiency continues the employee will receive in writing a recommendation from supervisor for further action. Such consequences may include suspension or termination of services. This evaluation is to be signed by the employee and the supervisor.

**Note:** Keep in mind Career Visions, NY reserves the right to terminate employment at any time when and if policies are broken. Verbal or physical abuse by staff towards co-workers, students, parents or other members of the community will not be tolerated. Any reported incident will be investigated and a written warning will be issued. Repetition may lead to termination.

### **Receipt of Employee Handbook and Employment-At Will Statement**

**The following are statements that you have read and understood the policies of the Career Visions, NY. Please sign both copies of the appropriate section, keeping one with your handbook and returning the other to the Director of Administration to be placed in your personnel file.**

I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that Career Visions, NY retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and Career Visions, NY. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Executive Director Career Visions, NY in a signed written contract, Career Visions, NY reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Executive Director of Career Visions, NY.

I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**CAREER VISIONS, NY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, CAREER VISIONS, NY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF CAREER VISIONS, NY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR OF CAREER VISIONS, NY.**

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook, I will ask any member of the executive team.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_