



Book	Policy Manual
Section	3000 Employees
Title	Assignment and Transfer
Code	3009
Status	Active
Adopted	April 5, 2023

### **Authority**

The assignment and transfer of employees within Westinghouse Arts Academy Charter School (WAA) shall be determined by the management, supervisory, instructional and operational needs of WAA.

The Board of Trustees (Board) shall approve the initial assignment of all employees at the time of employment and when such assignments [1] involve a transfer from one building or supervisor to another.

The need for new or updated criminal history record checks, reporting forms and child abuse clearances as a result of a transfer shall be determined in accordance with law and regulations. [2][3][4][5][6]

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall provide a system of assignment or reassignment for WAA employees that includes consideration of requests for voluntary transfers.

The Chief Executive Officer, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers. [1][7]

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Chief Executive Officer and/or Board.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal	1. Pol. 3004
	<a href="#">2. 23 Pa. C.S.A. 6344.3</a>
	<a href="#">3. 23 Pa. C.S.A. 6344.4</a>
	<a href="#">4. 24 P.S. 1724-A</a>
	5. Pol. 3017
	<a href="#">6. 24 P.S. 111</a>
	<a href="#">7. 20 U.S.C. 6312</a>
	<a href="#">23 Pa. C.S.A. 6301 et seq</a>



Book	Policy Manual
Section	3000 Employees
Title	Attendance and Tardiness
Code	3018
Status	Active
Adopted	April 5, 2023

### **Authority**

Punctual and reliable attendance by all Westinghouse Arts Academy Charter School (WAA) employees is essential for the operation of WAA. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties. Staff member absenteeism disrupts the educational program and attendance is an important component of a staff member's job performance. [1][2][3][4]

### **Delegation of Responsibility**

It shall be the responsibility of the immediate supervisor, Chief Executive Officer, or designee to assess penalties when a WAA employee fails to meet attendance requirements.

Any staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with PTO policy, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences unrelated to authorized leaves of absence may be subject to appropriate discipline, up to and including termination.

Any staff member who is absent without giving notice or cause either before or after the absence will be assumed to be a no-call no-show. After accumulating 3 consecutive no-call no-shows it will be assumed that the employee has abandoned their job. A termination letter will be generated and sent to the employee and the employee will be terminated effective as of the date on the termination letter.

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

Legal	1. Pol. 3032
	2. Pol. 3034
	3. Pol. 3035
	4. Pol. 3036



Book	Policy Manual
Section	3000 Employees
Title	Clearances
Code	3004.2
Status	Active
Adopted	November 2, 2022

## **Authority**

Westinghouse Arts Academy Charter School (WAACS) will take steps to ensure any employees, student teachers, contractors, volunteers, and any other persons who have direct interactions with students will have the appropriate clearances as dictated by local, state, and federal laws.

## **Process**

### **Student Teacher Candidates:**

The policy shall apply to student teacher candidates. For purposes of this policy, “student teacher candidate” shall mean any individual participating in a classroom teaching, internship, clinical or field experience who, as part of the program for the initial or advance preparation of professional educators, performs classroom teaching or assists in the education program at Westinghouse Arts Academy Charter School or in a public or private school or intermediate unit throughout western Pennsylvania. Student teacher candidates shall comply with the Employee/Contractor clearance requirements as set forth by this policy.

Prior to a student teacher candidate’s participation in any classroom teaching, internship, clinical or field experience, that candidate shall provide to the administrator of his/her professional preparation all criminal history record information required of an employee or prospective employee under this policy.

The student teacher candidate may not participate in any classroom teaching, internship, clinical or field experience if this policy would prohibit an employee or prospective employee subject to this section from being employed under those circumstances.

During the course of a student teacher candidate’s participation in a professional preparation program, the administrator of the professional preparation program shall maintain a copy of the criminal history record information that is provided by the student teacher candidate.

If a student teacher candidate is continuously enrolled in a professional preparation program, the criminal history record information initially submitted by that candidate for that program shall remain valid during that period of enrollment, but subject to the requirements for reporting subsequent arrests or convictions for crimes enumerated under School Code Section 111(e) and (f.1). If a student teacher candidate’s enrollment in a professional preparation program is interrupted or that candidate transfers to another professional preparation program, the candidate shall provide the administrator of his/her professional preparation program all criminal history record information required of an employee who is subject to this policy. [\[1\]](#)

### **Volunteers:**

A prospective volunteer must submit a completed Arrest/Conviction Report and Certification Form (PDE 6004) if any of the following criteria exist:

1. The volunteer will be responsible for the welfare of children or will have direct contact with children;
2. The volunteer is serving in a mentoring or coaching capacity; **or**
3. The volunteer will accompany students on an overnighttrip.

Volunteers that will potentially have unsupervised direct contact with students must also submit a copy of the following:

1. A report of criminal history record information from the Pennsylvania State Police (Act34); [2]
2. The prospective employee's federal criminal history record in a manner prescribed by the Department of Education (Act 114); **and**
3. A child abuse clearance certification from the Pennsylvania Department of Human Services (Act 151)

Volunteers subject to these requirements must submit their clearances to the Principal prior to beginning their volunteer assignment and the clearances can be no more than one (1) year old at the time they are submitted. Once submitted, the clearances must be renewed at least once every three (3) years or thirty-six (36) months. A returning volunteer does not have to resubmit his/her clearances to the Principal unless the clearances are more than three (3) years or thirty-six (36) monthsold.

If the report of the criminal history record information indicates the individual has been convicted of any offense enumerated under 63 Pa.C.S. § 6344(c)(2) and School Code Section 111(e), the individual may engage in a volunteer position with Westinghouse Arts Academy Charter School only if a period of five (5) years has elapsed from the date of expiration of the sentence, which prevents the individual from providing volunteer services.

No individual may engage in a volunteer position with Westinghouse Arts Academy Charter School where the child abuse clearance shows that the individual is the perpetrator of a founded report of child abuse or the individual is responsible for a founded report of student abuse.

No individual may engage in a volunteer position if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five- year period immediately preceding the date of the report.

The Principal may permit provisional volunteers to begin services for a single period of thirty (30) days prior to receipt of clearances only in the following circumstances and with the submission of an affidavit for provisional volunteering:

1. The volunteer has applied for the required reports and clearances and provides a copy of the completed request forms to the Director of Employee Relations;
2. The Director of Employee Relations has no knowledge of information pertaining to the volunteer which would disqualify him/her from volunteering;
3. The volunteer swears or affirms in writing that s/he is not disqualified from volunteering pursuant to this policy;
4. The volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled; and
5. The Principal and other administrators do not permit the volunteer to work alone with children and can ensure that the volunteer is supervised at all times by a permanent employee (who has all necessary clearances) until the necessary reports and clearances for the volunteer are received.

If the information obtained reveals that the applicant is disqualified from volunteering, the applicant shall be prohibited from volunteering for Westinghouse Arts Academy Charter School.

Volunteer clearance requirements contained in this policy will not apply to students' parents, family members or other individuals visiting for supervised classroom and school activities.

WAACS shall prohibit a parent, family member or other individual from volunteering if the individual refuses to submit the required clearances or engages in behavior that jeopardizes the health, safety or welfare of students or staff or the orderly operation of Westinghouse Arts Academy Charter School.

### **Employee/Contractor Required Clearances:**

Administrators shall require prospective employees and independent contractors and their employees who will have direct contact with children, to submit a copy of the following:

1. A report of criminal history record information from the Pennsylvania State Police (Act34);
2. The prospective employee's federal criminal history record in a manner prescribed by the Department of Education (Act 114); **and**
3. A child abuse clearance certification from the Pennsylvania Department of Human Services (Act 151) The above clearances shall be no more than five (5) years old at the time of submission.

All employees will be required to submit updated clearances within three (3) months of employment.

No person subject to this policy shall be employed or remain employed by Westinghouse Arts Academy Charter School where a report of criminal history record information indicates the person has been convicted of any offense enumerated in School Code Section 111(e). [\[1\]](#)

If a report of criminal history information indicates the person has been convicted of an offense graded as a felony offense of the first, second or third degree other than one of the offenses enumerated in School Code Section 111(e), the person shall be eligible for continued or prospective employment only if a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.

If a report of criminal history record information indicates the person has been convicted of an offense graded as a misdemeanor of the first degree, other than one of the eligible offenses enumerated in School Code Section 111(e), the person shall be eligible for continued or prospective employment only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense.

If a report of criminal history record information indicates the person has been convicted more than once for an offense enumerated in School Code Section 111(f.1)(3)(relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree, the person shall be eligible for continued or prospective employment only if a period of three (3) years has elapsed from the date of expiration of the sentence for the most recent offense.

No person subject to this policy shall be employed or remain employed by Westinghouse Arts Academy Charter School where an individual is the perpetrator of a founded report of child abuse or the individual deemed responsible for a founded report of student abuse.

Any administrator or other person responsible for employment decisions or recommending employment decisions who willfully fails to comply with the provisions of this policy shall be subject to disciplinary action, up to and including dismissal.

Employees who have obtained the information required by this policy may move from position to position within Westinghouse Arts Academy Charter School and shall not be required to obtain additional reports before making such transfer as long as the employee's clearances are no more than thirty-six (36) months old.

### **Provisional Employment:**

Westinghouse Arts Academy Charter School may not employ any applicant until the applicant has submitted the criminal history background check. Westinghouse Arts Academy Charter School may employ applicants on a provisional basis for a single period not to exceed ninety (90) days subject to the following conditions:

1. The applicant has applied for the required information and, where applicable, the applicant provides a copy of the appropriate completed request forms to the administrator.
2. The administrator has no knowledge of information pertaining to the applicant which would disqualify him/her from employment.
3. The applicant swears or affirms in writing that s/he is not disqualified from employment pursuant to this policy.
4. If the information obtained reveals that the applicant is disqualified from employment, the applicant shall be suspended and subject to termination proceedings as provided for by law.
5. The administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee.

Westinghouse Arts Academy Charter School shall make available a form affidavit to be completed and submitted with the required documentation.

### **Renewal Requirements for Employees and Contractors:**

All employees who have direct contact with children shall be required to update their state, federal and child abuse clearances every thirty-six (36) months.

In instances where an employee is out of compliance as per the timeline, Westinghouse Arts Academy Charter School may choose between two courses of action:

1. Remove the employee from any position that has "direct contact with children" (defined in the statute as "the care, supervision, guidance or control of children or routine interaction with children") until the renewed documents are submitted to Westinghouse Arts Academy Charter School; **or**
2. Treat the employee as a "provisional employee" for up to 90 days. Employees to be treated as provisional employees will not be permitted to work alone with children and must work in the immediate vicinity of a permanent employee.

### **Continued Reporting Requirement for Employees, Contractors and Volunteers:**

If an employee, independent contractor, employee of an independent contractor, or volunteer is arrested or convicted for an offense enumerated under School Code Section 111(e) or (f.1), the individual shall provide the Director of Employee Relations with written notice within seventy-two (72) hours of the arrest or conviction.

Additionally, volunteers must immediately notify the Director of Employee Relations if they are charged with child abuse, or arrested or convicted for an offense enumerated under 23 Pa.C.S. § 6344(c)(2), after submission of clearances and during the period of service to the Westinghouse Arts Academy Charter School. Failure on the part of a volunteer to make timely notifications shall be cause for termination of the volunteer relationship.<sup>[3]</sup>



Book	Policy Manual
Section	3000 Employees
Title	Comp Time
Code	3030.1
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) believes the importance of internal and external committee work at Westinghouse Arts Academy Charter School (WAA).

In an effort to encourage staff and faculty to participate in internal and external committees, and as compensation for unexpected time spent past the normal work day, WAA will reward those employees with compensation (comp) time that can be used in lieu of PTO.

This only extends to WAA's exempt status employees.

WAA shall determine an employee's exempt or non-exempt status in accordance with law, and shall inform the employee of the designated status.

Comp time is not to be used in place of overtime as stated by the Department of Labor (DoL) and the National Labor Relations Board (NLRB) or in place of any legally required compensation.

### **Guidelines**

Comp time can be accumulated at a rate of 1:1. One (1) hour of extra time grants one (1) hour of comp time.

Comp time can be earned for time spent working beyond your normal work day if it necessitates a legal duty to a student. I.E. if a student misses a bus at the end of the day and a teacher or staff member has to stay with that student until their designated ride arrives to fulfill our *in loco parentis* obligation to the student.

Comp time can be earned for participating in any scheduled committee meeting outside of the normal work day.

Comp time can be given as a last minute incentive to drive involvement in activities such as prom, homecoming, etc. at the discretion of the Chief Executive Officer or designee.

### **Restrictions**

Employees can earn up to a maximum of 40 cumulative hours of comp time during the school year. Any hour earned after the first 40, regardless of the amount in the employees comp bank, will be lost.

Comp time does not transfer at the end of the year and is lost if not used.

Comp time can not be used to take time off during Inservice days, training days, or any days deemed unacceptable by the Chief Executive Officer or designee, or the Principal.

Comp time can not be given for any duty that is already covered by an additional monetary stipend.

Any activity completed during the standard work day will not be eligible for comp time.

Comp time can not be earned for work on committee business outside of planned, active meetings.



Book	Policy Manual
Section	3000 Employees
Title	Compensation/Salary
Code	3028
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) shall approve compensation plans or schedules and/or salary lists or schedules for administrative, professional and support employees.[\[1\]](#)

Salary lists or schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to Westinghouse Arts Academy Charter School (WAA), and salary adjustments that result from earning advanced degrees while employed by WAA.

### **Delegation of Responsibility**

Implementation of compensation plans or schedules, individual contracts, and/or salary lists or schedules shall be the responsibility of the Chief Executive Officer and/or the HR Manager.

The Chief Executive Officer or designee is authorized to credit past experience of a candidate when determining salary.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 24 P.S. 1724-A](#)





Book	Policy Manual
Section	3000 Employees
Title	Complaint Process
Code	3026
Status	Active
Adopted	April 5, 2023

### **Authority**

It is the intent of the Board of Trustees (Board) to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and Westinghouse Arts Academy Charter School (WAA) employees.

The Board adopts this policy to facilitate proper and equitable solutions to complaints by employees at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.

There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.

### **Definition**

**Complaint** - any unresolved problem or interpretation of federal or state laws and regulations; Board policies, rules, processes or written administrative procedures.

### **Guidelines**

A complainant may be represented or accompanied by anyone s/he chooses at any higher level of the complaint process.

In the event a complaint is filed late in the school year, both parties shall endeavor to expedite the process so that the complaint process may be completed as soon after the school term as practicable.

The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.

### **Level One - Immediate Supervisor**

Within ten (10) days after the occurrence giving rise to the complaint, the complainant shall present the written complaint to his/her immediate supervisor.

This statement shall include:

1. Clear, concise expression of the complaint.
2. Board policy, administrative procedure, law or regulation of which there is an alleged violation.
3. Circumstances on which the complaint is based.

4. Person(s) involved.

5. Remedy sought.

Within ten (10) days, the immediate supervisor shall communicate a written decision to the employee. If the supervisor does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the problem. Either party may request the presence of one (1) conferee.

In cases where the Chief Executive Officer is the complainant's immediate supervisor, the complainant shall file his/her complaint with the Chief Executive Officer as required by Level One, but may appeal directly to the Board as permitted by Level Three.

#### Level Two – Chief Executive Officer

Within ten (10) days after receiving the decision of the immediate supervisor at Level One, the complainant may appeal the decision in writing to the Chief Executive Officer. The written appeal shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Chief Executive Officer shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Chief Executive Officer shall submit a written decision, together with the supporting reasons, to the complainant and the individuals involved.

#### Level Three - The Board

Within ten (10) days after receiving the decision of the Chief Executive Officer, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting. The complainant and his/her conferee may be present at the hearing.

Within thirty (30) days of the hearing, the Board shall submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the individuals involved.

The decision of the Board is final.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[24 P.S. 1716-A](#)

[24 P.S. 1724-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Conduct/Disciplinary Procedures
Code	3017
Status	Active
Adopted	November 2, 2022

### **Purpose**

All Charter School employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the Charter School requires the cooperation of all employees working together and complying with a system of policies, administrative procedures and rules, applied fairly and consistently.

### **Authority**

The Board of Trustees (Board) requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

The Board directs that all Charter School employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative procedures and rules.[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Delegation of Responsibility**

All Charter School employees shall comply with state and federal laws and regulations, Board policies, administrative procedures and rules. Charter School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.

When engaged in assigned duties, Charter School employees shall not participate in activities that include but are not limited to the following:

1. Carrying onto or possessing a weapon on Charter School grounds without authorization from the appropriate administrator or supervisor.[\[6\]](#)
2. Physical or verbal abuse, or threat of harm, to anyone.
3. Nonprofessional relationships with students.[\[2\]](#)
4. Causing intentional damage to Charter School property, facilities or equipment.
5. Forceful or unauthorized entry to or occupation of Charter School facilities, buildings or grounds.
6. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[7\]](#)
7. Use of profane or abusive language.
8. Breach of confidential information.
9. Failure to comply with directives of Charter School officials, security officers, or law enforcement officers.

10. Violation of Board policies, administrative procedures or rules.
11. Violation of federal, state, or applicable municipal laws or regulations.
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Charter School, or any activity sponsored or approved by the Board.

Disciplinary rules for violations of Board policies, administrative procedures, and rules will include progressive penalties as follows:

#### 1. Verbal Warning

After an offense is brought to the attention of the administration an investigation will be conducted. Once the investigation is concluded and there is sufficient evidence of a violation of policy, a meeting is called between the employee in question, their supervisor, HR, and another administrator. A discussion is had outlining the offense, why it's an offense, and how the supervisor would like it corrected. The employee will participate in this discussion to explain their point of view and why they did what they did. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### 2. Written Warning

If the employee repeats the offense that was discussed or directly ignores a directive from a supervisor, the employee will receive a written warning. A meeting may or may not be called to correct a continuing offense. If a meeting is called, the employee in question, their Supervisor, HR, and another administrator will give witness that the offense has continued. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### 3. Suspension

In the event of a third consecutive infraction a meeting will be called between the employee, their immediate supervisor and an HR representative. The repeated offense will be discussed and the employee will be suspended without pay for one (1) working day. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### 4. Termination

Should an employee persist in continuing an offense that has been addressed before, a meeting will be called with the employee in question, their Supervisor, HR, and another administrator to outline the behavior and terminate the employee. ALL school items will be collected at this meeting. All work done on behalf of Westinghouse Arts Academy will be turned over at this meeting. HR will provide final termination benefits and pay information.

### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[8\]](#)[\[9\]](#)

Employees shall also report to the Chief Executive Officer or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[10\]](#)

An employee shall be required to submit new criminal history background checks if the Chief Executive Officer or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Chief Executive Officer or designee.[\[8\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Chief Executive Officer or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[10\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[8\]](#)[\[10\]](#)

#### Reporting Requirements - Dismissal of Teacher on Leave From Another Public School Entity

When a teacher has been dismissed by the Charter School, the Chief Executive Officer or designee shall provide the following information to the school entity which granted the leave of absence:[\[4\]](#)[\[11\]](#)

1. The reasons for such dismissal at the time such dismissal occurs;
2. A list of any witnesses who were relied upon by the Charter School in moving for dismissal;
3. A description of and access to any physical evidence used by the Charter School in moving for dismissal; and
4. A copy of any record developed at any dismissal proceeding conducted by the Charter School.

**[Please consult with the school solicitor and select optional language and revise or eliminate this policy language based on Charter School processes, the Charter School application, employee handbooks and the contents of any applicable collective bargaining agreements or employment contracts.]**

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[1. 22 PA Code 235.10](#)

2. Pol. 6024

[3. 24 P.S. 1716-A](#)

[4. 24 P.S. 1724-A](#)

[5. 24 P.S. 510](#)

[6. 18 Pa. C.S.A. 912](#)

7. Pol. 3051

[8. 24 P.S. 111](#)

[9. 24 P.S. 2070.9a](#)

[10. 23 Pa. C.S.A. 6344.3](#)

11. Pol. 3004.1

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1732-A](#)

[24 P.S. 2070.1a et seq](#)

[24 P.S. 777](#)

[22 PA Code 235.1 et seq](#)

Pol. 3017.1



Book	Policy Manual
Section	3000 Employees
Title	Creating a Position
Code	3001
Status	Active
Adopted	April 5, 2023

### **Authority**

Positions for administrative, professional and support employees shall be established by the Board of Trustees (Board) in order to provide the effective leadership and management necessary to operate Westinghouse Arts Academy Charter School (WAA) and to provide quality educational programs and services, consistent with the needs and resources of WAA.[\[1\]](#)

The need for creating positions shall be determined by the Board, based on the recommendation of the Chief Executive Officer, in accordance with WAA application and written Charter. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of WAA.

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Chief Executive Officer and supporting documentation.[\[2\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

Effective management of Charter School programs.

Number of students enrolled.

Special needs of students.

Operational needs of the Charter School.

Financial resources of the Charter School.

The Chief Executive Officer shall be responsible for recommending a new or additional administrative, professional or support position.

### **Delegation of Responsibility**

Recommendations for a new or additional position shall include:

Job description clearly stating the duties for which the position was created.

Title that conforms with the appropriate certificate if certification is required.

The Board may, through the Chief Executive Officer or designee, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Chief Executive Officer or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the Charter School. Job descriptions shall be prepared in accordance with all applicable federal and state laws and regulations.[\[3\]](#)

Legal

[1. 24 P.S. 1716-A](#)

2. Pol. 3028

3. Pol. 1004

[24 P.S. 1724-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Dress and Grooming
Code	3025
Status	Active
Adopted	November 2, 2022

### **Authority**

Charter School employees set an example in dress and grooming for students and the Charter School community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the Charter School's programs and operations.

The Board of Trustees (Board) has the authority to specify reasonable dress and grooming requirements, within law, for all Charter School employees to prevent an adverse impact on the educational programs and Charter School operations.[\[1\]](#)[\[2\]](#)

Westinghouse Arts maintains a business casual environment. Employees are expected to maintain a professional appearance while at work to project an image of professionalism to students, parents, visitors, and the public. Employees are to exercise common sense and good judgment regarding their clothing and appearance and to dress in a manner that is consistent with the goals of this Policy.

Employees should maintain a clean and neat appearance, and dress according to the requirements of their positions.

Business casual attire in the context of Westinghouse Arts Academy is defined as: Clothing that does not contain profanity, drug or drug paraphernalia related messages, or gang related symbols or messages. Clothing that is not sexually explicit or sexually inappropriate for a highschool. Any clothing that is prohibited by local, state, or federal law.

The dress codes shall not differentiate employee dress based on gender or gender identity. Employees shall have the right to dress in accordance with their gender identity, within the constraints of the dress code adopted by the school. Westinghouse Arts Academy staff shall not enforce a dress code more strictly against transgender and gender-expansive individuals than other individuals.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall have the authority to designate special days when some departure from the dress code shall be allowed. If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to their immediate supervisor.

### **Guidelines**

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and will be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work. Employees who disregard this policy and its standards will be subject to discipline.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to their immediate supervisor. Exceptions to the dress code may be made to accommodate religious, medical/health or other matters. Requests for exceptions to the dress code must be made in writing to the Administration. Westinghouse Arts prohibits any form of discipline, reprisal, intimidation or retaliation for requesting a reasonable accommodation for grounds protected by



applicable law. Westinghouse Arts expressly reserves the right to change, modify or delete the provisions of this Dress Code and agrees to notify employees of any change in advance to allow employees to plan accordingly. This policy is not intended to restrict communications or actions protected or required by applicable law.

### **Identification Badges**

The Westinghouse Arts shall prepare and distribute identification badges for all employees. Badges shall display a picture of the employee, employee's name and the name of the School. All Westinghouse Arts employees are required to wear identification badges during the school day. Identification badges must be easily visible at all times.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[1. 24 P.S. 1724-A](#)

[2. 24 P.S. 510](#)

3. Pol. 3017



Book	Policy Manual
Section	3000 Employees
Title	Drug and Substance Abuse
Code	3051
Status	Active
Adopted	November 2, 2022

## **Purpose**

Westinghouse Arts Academy Charter School (WAACS) recognizes that the misuse of drugs by School employees is a serious problem with legal, physical and social implications for the whole School community, and is concerned about the problems that may be caused by employee drug use, especially as the use relates to an employee's safety, efficiency and productivity.

All employees are expected to report to work in a physical and emotional condition that allows them to perform their assigned tasks in a competent and safe manner. Therefore, the use, abuse, presence in the body or reporting to work under the influence of alcohol, drugs or other impairing substances by an employee is strictly prohibited. These scenarios limit the ability of the user to exercise good judgment, to react properly in unexpected situations or to perform tasks safely and efficiently. They endanger not only the employee, but also students, coworkers, the public, and property.

## **Definitions**

**Drugs** - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act. [\[1\]](#)

**Conviction** - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. [\[2\]](#)

**Criminal Drug Statute** - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance. [\[2\]](#)

**Drug-free Workplace** - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. [\[2\]](#)

## **Authority**

The Board requires that each WAACS employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify WAACS of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction. [\[3\]](#)[\[4\]](#)

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with WAACS. [\[1\]](#)[\[5\]](#)

At any time employees are on school premises or on school business, the following activities are strictly prohibited: the illegal use of any drug, narcotic or controlled substance; the possession, transit, transfer or purchase of illegal or unauthorized drugs; the use, abuse, presence in the body or reporting to work under the influence of drugs/alcohol or other intoxicants; the sale of illegal or unauthorized drugs or substances or drug-related paraphernalia. Any employee in violation of this policy is subject to

disciplinary action, up to and including termination. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

### **Delegation of Responsibility**

This policy is inform employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by HR and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.[4][6]

Within ten (10) days after receiving notice of the conviction of a WAACS employee, WAACS shall notify any federal agency or department that is the grantor of funds to WAACS.[4]

WAACS shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.[4][6]

In establishing a drug-free awareness program, the Chief Executive Officer or designee shall inform employees about:[4]

1. Dangers of drug abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

WAACS shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.[4]

### **Guidelines**

The Chief Executive Officer or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[7][8][9][10][11][12]

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.[10][12]

### **Prescription Drugs (Legally Controlled Substances) and Off-The-Shelf Medicines**

The use of off-the-shelf drugs/medicine or those prescribed by a licensed physician for a given employee is permitted, provided work performance is not affected, under the following conditions: employees must only possess a reasonable amount of medication; employees must inform their supervisor of possible adverse side effects prior to using such substances on the job; employees must not consume prescribed drugs more often than prescribed by their doctor; employees must not allow any other person to consume their prescribed drugs; all medicine must be in its original container with the employee's name, the doctor's name and prescription number on the label. Any violation of this policy can result in disciplinary action, up to and including termination.

For Cause/Post-Incident Testing. When there is reasonable cause to suspect that a working employee's behavior, performance, error in judgment, accident or incident or unsafe actions are related to substance abuse; when there is an accident or near accident involving personnel in which injury to

persons or damage to property has occurred or potentially could have occurred; or when an employee returns from absences of six (6) weeks or more, it will be a condition of continued employment for said employee to submit to a requested drug screening.

### Illegal Drug Use:

Any employee found in violation of this policy due to the use, abuse, presence in the body or reporting to work under the influence of illegal drugs or the bringing of illegal drugs onto School premises; the use, possession, transit, transfer, storage, concealment, promotion, sale or attempt to sell any form of illegal drugs or substances while on School premises or on School business, at any time during the hours between the beginning and ending of the employee's work day; or the possession or sale or attempt to sell drug-related paraphernalia will be subject to disciplinary action, up to and including termination. Possession or sale of illegal drugs or substances will be causes for immediate termination.

### Alcohol Abuse

Any employee who is under the influence of alcoholic beverages at any time while on company premises, on company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, shall be in violation of this policy and is subject to disciplinary action up to and including termination. An employee shall be determined to be under the influence of alcohol if his/her normal faculties are apparently impaired due to consumption of alcohol or if the employee has a blood alcohol level of 0.04 percent (40 MG/DL blood) or higher

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[1. 35 P.S. 780-101 et seq](#)

[2. 41 U.S.C. 8101](#)

[3. 24 P.S. 111](#)

[4. 41 U.S.C. 8103](#)

[5. 24 P.S. 527](#)

[6. 41 U.S.C. 8104](#)

[7. 22 PA Code 10.2](#)

[8. 22 PA Code 10.21](#)

[9. 24 P.S. 1302.1-A](#)

[10. 24 P.S. 1303-A](#)

[11. 35 P.S. 780-102](#)

12. Pol. 6005.1

[24 P.S. 1724-A](#)

[24 P.S. 1732-A](#)

[41 U.S.C. 8101 et seq](#)

Pol. 3017



Book	Policy Manual
Section	3000 Employees
Title	Educator Misconduct
Code	3017.1
Status	Active
Adopted	November 2, 2022

### **Purpose**

The Westinghouse Arts Academy Charter School (WAACS) adopts this policy to promote the integrity of the education profession and to create a climate within the Charter School that fosters ethical conduct and practice.

### **Authority**

WAACS requires School educators and contracted educational providers to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act. [\[1\]](#)[\[2\]](#)

### **Definitions**

**Educator** - shall mean a person who holds a certificate or a person employed by the Charter School in a position for which certification would be required in a public school other than a charter school, but who is not required to hold certification under the Charter School Law. The term includes a Charter School administrator, including the Chief Executive Officer. [\[3\]](#)[\[4\]](#) The term also includes a contracted educational provider staff member.

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code. [\[4\]](#)

**Contracted educational provider** - shall mean an individual or an entity with which the Charter School has contracted to provide direct educational services to its students; this shall include contracted educational provider staff members who: [\[4\]](#)

1. Serve in a position for which certification would be required in a public school; and
2. Are employed by a contracted educational provider, or employed by or serve in the Charter School as an individual contracted educational provider. The term includes an individual who is an administrator, including the chief administrator or the individual with primary responsibility for the administration of a contracted educational provider.

**Sexual Abuse or Exploitation** - shall mean any of the following: [\[5\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any

individual.

c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[4]

1. Sexual or romantic invitation.

2. Dating or soliciting dates.

3. Engaging in sexualized or romantic dialog.

4. Making sexually suggestive comments.

5. Self-disclosure or physical disclosure of a sexual or erotic nature.

6. Any sexual, indecent, romantic or erotic contact with a child or student.

### **Delegation of Responsibility**

#### Duty to Report

The Chief Executive Officer or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator, as defined in this policy:[6]

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.

2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.

3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.

4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.

5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.

6. Who is the subject of a report filed by the Charter School under 23 Pa. C.S. Ch. 63 (relating to child protective services).[7]

7. Who the Charter School knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.[7]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Chief Executive Officer and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[\[6\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the Charter School relating to the misconduct resulting in the report.[\[6\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[11\]](#)

## **Guidelines**

### Investigation

Charter School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Department with any relevant information and documentary and physical evidence upon request.[\[12\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Chief Executive Officer or designee shall investigate the allegations of misconduct as directed by the Department and may pursue the Charter School's own disciplinary procedure as established by law or Board policy.[\[9\]](#)[\[12\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the Charter School to conduct an investigation (extensions may be requested), the Chief Executive Officer or designee shall report to the Department the outcome of the Charter School's investigation and whether it will pursue local employment action. The Chief Executive Officer or designee may make a recommendation to the Department concerning discipline. If the Charter School makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[12\]](#)

### Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to Board policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the Charter School of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the Charter School of educator misconduct.[\[13\]](#)[\[14\]](#)

### Confidentiality Agreements

The Charter School shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[12\]](#)

### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[\[15\]](#)

### Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability.[16]

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

Legal

[1. 22 PA Code 235.1 et seq](#)

[2. 24 P.S. 2070.1a](#)

[3. 24 P.S. 1724-A](#)

[4. 24 P.S. 2070.1b](#)

[5. 23 Pa. C.S.A. 6303](#)

[6. 24 P.S. 2070.9a](#)

7. Pol. 6006

[8. 24 P.S. 111](#)

9. Pol. 3017

10. Pol. 6018

[11. 24 P.S. 2070.9c](#)

[12. 24 P.S. 2070.11](#)

13. Pol. 1003

14. Pol. 1004

[15. 24 P.S. 2070.17b](#)

[16. 24 P.S. 2070.17a](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1715-A](#)

[24 P.S. 1743-A](#)

[24 P.S. 2070.1a et seq](#)





Book	Policy Manual
Section	3000 Employees
Title	Employees on Leave From Other Public Schools
Code	3004.1
Status	Active
Adopted	April 5, 2023

### **Authority**

Employees granted leave from a public school entity to work at Westinghouse Arts Academy Charter School (WAA) shall be subject to all Board of Trustees policies, administrative procedures, rules and the employee handbook.

### **Guidelines**

#### Tenure/Service

No temporary professional employee or professional employee shall have tenure rights against WAA.[\[1\]](#)

Professional employees on leave from a public school entity who hold a first level teaching or administrative certificate may have the time completed in satisfactory service of WAA applied to the length of service requirements for the next level of certification.[\[1\]](#)

#### Dismissal of Teachers on Leave From Another Public School

When a teacher has been dismissed by WAA, WAA shall provide the following information to the school entity which granted the leave of absence:[\[1\]](#)

1. The reasons for such dismissal at the time such dismissal occurs;
2. A list of any witnesses who were relied upon by WAA in moving for dismissal;
3. A description of and access to any physical evidence used by WAA in moving for dismissal; and
4. A copy of any record developed at any dismissal proceeding conducted by WAA.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 24 P.S. 1724-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Employment of Staff
Code	3004
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) places substantial responsibility for the effective management and operation of Westinghouse Arts Academy Charter School (WAA) and the quality of the educational program with its employees.

The Board shall be responsible to approve the employment; set the compensation; and establish the term of employment for each staff member employed by WAA. Approval shall normally be given to the candidates for employment recommended by the Chief Executive Officer, who meet the requirements of Board policy. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

WAA shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.

Qualifications for positions, in addition to the requirements of law, regulations and Board policy, shall be advertised to potential applicants. An employee's or candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

No religious or political test or qualification shall be required for any candidate for employment.[\[5\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures for employment of staff, in accordance with Board policy and state and federal laws and regulations.[\[6\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be advertised to WAA employees so they may apply for such positions.

The Chief Executive Officer or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[7\]](#)

The Chief Executive Officer or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

### **Guidelines**

#### Pre-Employment Requirements

WAA shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. WAA may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[8\]](#)

A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and WAA has evaluated the results of that screening process.[\[2\]](#)[\[9\]](#)[\[10\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[10\]](#)

### Medical Examinations

After receiving a conditional offer of employment, but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[\[11\]](#)[\[12\]](#)

### Administrator Responsibilities

**Administrator** - includes a staff member who by virtue of his/her position exercises management or operational oversight responsibilities for WAA.[\[13\]](#)

WAA administrators are considered to be public officials under the Public Officials and Employee Ethics Act and shall comply with the requirements and file a Statement of Financial Interest in accordance with law and applicable regulations.[\[13\]](#)[\[14\]](#)[\[15\]](#)

### Certification

A candidate for employment shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

Each certificated administrative and professional staff member employed by WAA shall be responsible for maintaining a valid certificate when such certificate is required.[\[16\]](#)[\[17\]](#)[\[19\]](#)

### *Professional Staff –*

At least seventy-five percent (75%) of the professional staff members employed by WAA shall hold appropriate state certification for the area in which they are working.[\[2\]](#)[\[17\]](#)[\[18\]](#)

Professional employees who do not hold appropriate state certification must present evidence that they meet the qualifications in sections 1109 and 1209 of the School Code, and have demonstrated satisfactorily a combination of experience, achievement and qualifications as defined in WAA Application in basic skills, general knowledge, professional knowledge and practice, and subject matter knowledge in the subject area where the individual will teach. [\[2\]](#)[\[17\]](#)[\[20\]](#)

### *Principals –*

Staff members serving as a principal in a WAA building or program, who devote one-half (1/2) or more of their time to supervision and administration, shall hold appropriate state administrative certification, in accordance with law, regulations and Pennsylvania Department of Education guidance.[\[17\]](#)[\[21\]](#)[\[22\]](#)

### *Special Education Staff –*

All individuals providing special education or related services to students with disabilities shall hold appropriate state certification in the special education area in which they are working.[\[23\]](#)

Staff members responsible for supervising special education programs and services shall hold appropriate state supervisory or administrative certification for special education programs, in accordance with state regulations and Pennsylvania Department of Education guidance.[\[21\]](#)[\[22\]](#)[\[24\]](#)

## Nepotism

No teacher shall be employed who is related to any Trustee, as defined by law, unless such teacher receives the affirmative vote of a majority of all Trustees of the Board, other than the Trustee related to the applicant, who shall abstain from voting.[25]

No applicant for other WAA employment shall be employed who is related to any Trustee, unless the applicant receives the affirmative vote of a majority of all Trustees of the Board, other than the Trustee related to the applicant, who shall abstain from voting.

Any WAA employee, or any current Trustee, who is related by blood or marriage to any person who is the subject of any personnel action, and who is or would be responsible for interviewing, evaluating, promoting, disciplining or terminating his/her relative, shall not be permitted to make any significant recommendation in any personnel action involving his/her relative.

Favoritism based on familial relationship shall not, at any time, enter into the employment, assignment or promotion of individuals, or other personnel actions.

## Title I Requirements

WAA shall ensure that students are taught by qualified, effective educators, and that students in Title I programs receive equitable access to WAA resources, in accordance with law, regulations and Board policy.[26][27][28]

## Special Education Paraprofessionals

All instructional paraprofessionals hired by WAA, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities, shall have a secondary school diploma and one (1) of the following:[23][29]

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[23]

## Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.[23]

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.[23]

## Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[23]

Educational interpreters shall provide evidence of a minimum of twenty (20) hours of staff development activities relating to interpreting or transliterating services annually.[23]

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 24 P.S. 1716-A](#)

[2. 24 P.S. 1724-A](#)

3. Pol. 0006

4. Pol. 3028

[5. 24 P.S. 108](#)

6. Pol. 1004

[7. 42 U.S.C. 12112](#)

[8. 24 P.S. 111.1](#)

[9. 23 Pa. C.S.A. 6344](#)

[10. 24 P.S. 111](#)

[11. 24 P.S. 1418](#)

12. Pol. 3014

[13. 24 P.S. 1715-A](#)

[14. 51 PA Code 15.2](#)

[15. 65 Pa. C.S.A. 1101 et seq](#)

[16. 22 PA Code 49.1 et seq](#)

[17. 24 P.S. 1109](#)

[18. 24 P.S. 1201](#)

[19. 24 P.S. 2070.2](#)

[20. 24 P.S. 1209](#)

[21. 22 PA Code 49.121](#)

[22. PA Dept. of Education Certification Staffing Policies](#)

[23. 22 PA Code 711.5](#)

[24. 22 PA Code 49.111](#)

[25. 24 P.S. 1111](#)

[26. 20 U.S.C. 6312](#)

[27. 20 U.S.C. 6321](#)

28. Pol. 1050

29. Pol. 1013

[24 P.S. 1205.3](#)

[24 P.S. 1732-A](#)

[28 PA Code 23.43](#)

[28 PA Code 23.44](#)

[28 PA Code 23.45](#)

[18 Pa. C.S.A. 9125](#)

[23 Pa. C.S.A. 6301 et seq](#)

[42 U.S.C. 12101 et seq](#)

Pol. 3004.1



Book	Policy Manual
Section	3000 Employees
Title	Employment of Substitutes
Code	3005
Status	Active
Adopted	April 5, 2023

### **Authority**

The Charter School shall employ qualified and competent substitutes for professional and support employees in order to provide continuity in the educational programs, operations and services of Westinghouse Arts Academy Charter School (WAA).

The Board of Trustees (Board) shall approve [\[1\]](#) the names of potential substitute employees and the positions in which they may substitute.

Additional names may be added to the list of substitutes by the Board during the school year.

Approval shall normally be given to the candidates for employment as substitutes recommended by the Chief Executive Officer.

Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of WAA and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate's misstatement of fact material to qualifications for employment or determination of compensation shall constitute grounds for dismissal by the Board.

### **Pre-Employment Requirements**

The Charter School shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by WAA or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. WAA may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[2\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and WAA has evaluated the results of that screening process.[\[1\]](#)[\[3\]](#)[\[4\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[4\]](#)

### **Compensation**

Substitutes shall be compensated on a per diem basis at a rate set periodically by the Board for the various classes of employees.

## **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures regarding employment of substitutes.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

The Chief Executive Officer or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[1. 24 P.S. 1724-A](#)

[2. 24 P.S. 111.1](#)

[3. 23 Pa. C.S.A. 6344](#)

[4. 24 P.S. 111](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 108](#)

[24 P.S. 1109](#)

[24 P.S. 1716-A](#)

Pol. 1004

Pol. 3004



Book	Policy Manual
Section	3000 Employees
Title	Evaluation of Chief Executive Officer
Code	3012
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) is responsible for the regular, periodic evaluation of the Chief Executive Officer's performance. In carrying out this responsibility, the Board recognizes that the Chief Executive Officer is entitled to such a review in an objective and straightforward manner, so that his/her leadership of Westinghouse Arts Academy Charter School (WAA) may be as effective as possible.

The Board shall evaluate the performance of the Chief Executive Officer annually and at any time such action is prudent.

### **Guidelines**

Prior to the beginning of the period under evaluation, the Board and Chief Executive Officer shall agree upon the criteria to be used for evaluation purposes.

Evaluation criteria may include any of the following:

1. Chief Executive Officer's self-evaluation.
2. Leadership/Administrative skills.
3. Objectives/Goals agreed upon by the Board and Chief Executive Officer.
4. Working relationship between the Board and the Chief Executive Officer.
5. Chief Executive Officer's relationship with staff, students and the WAA community.
6. Chief Executive Officer's professional growth.
7. Compilation of assessments by individual Trustees, which shall then be reviewed by the Board and the Chief Executive Officer.
8. Evaluation interviews between the Board and Chief Executive Officer during which no other business is discussed.
9. Consideration of objective data regarding student achievement, student test scores, curriculum development, business management, property maintenance, and staff evaluations or grievances.

As an outcome of the Chief Executive Officer's evaluation, the Board shall:

1. Recognize strengths and assist the Chief Executive Officer in capitalizing on them.
2. Identify areas for improvement and establish a course of action that will assist the Chief Executive Officer in improving performance in these areas.



3. Establish specific objectives to advance the WAA toward its goals.

4. Determine the necessity of any action regarding the employment of the Chief Executive Officer.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[24 P.S. 1716-A](#)

[24 P.S. 1724-A](#)

Pol. 3002



Book	Policy Manual
Section	3000 Employees
Title	Evaluation of Employees
Code	3013
Status	Active
Adopted	April 5, 2023

### **Purpose**

Evaluation is a continuing process in which administrative, professional and support employees and the respective supervisors cooperatively identify strengths and areas for improvement in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of Westinghouse Arts Academy Charter School (WAA) goals and objectives.

### **Authority**

The Board of Trustees (Board) shall approve plans for regular, periodic evaluations of administrative, professional and support employees. [\[1\]](#)[\[2\]](#)

The Board shall be informed periodically about the results of evaluations.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop plans and administrative procedures for the evaluation of WAA employees.

The Chief Executive Officer shall ensure that evaluation plans and administrative procedures are reviewed periodically and updated as necessary.

Evaluations shall be conducted by administrators and supervisors designated by the Chief Executive Officer.

### **Guidelines**

Evaluators shall provide employees with a signed copy of the evaluation report.

Staff evaluations shall be conducted as a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the observation report.

Employees with similar classifications or job functions shall be evaluated in a consistent and uniform manner.



Book	Policy Manual
Section	3000 Employees
Title	Family and Medical Leaves
Code	3035
Status	Active
Adopted	November 2, 2022

### **Authority**

Westinghouse Arts Academy Charter School (WAACS) shall provide eligible employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA. [\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative procedures.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop and disseminate administrative procedures to implement FMLA leave for eligible employees.

WAACS shall post, in conspicuous places in the customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. [\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on an appropriate form to HR.

### **Guidelines**

Employees' eligibility for FMLA leave shall be based on the criteria established by law. [\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment. [\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember. [\[5\]](#)

The Charter School shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period. [\[6\]](#)

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave before utilizing the FMLA leave. [\[5\]](#)

[3. 29 U.S.C. 2619](#)

[4. 29 U.S.C. 2611](#)

[5. 29 U.S.C. 2612](#)

[6. 29 CFR 825.200](#)



Book	Policy Manual
Section	3000 Employees
Title	Freedom of Speech in Nonschool Settings
Code	3020
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) acknowledges the right of Westinghouse Arts Academy Charter School (WAA) employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to WAA and its programs, however, the employee's freedom of expression must be balanced against the interests of WAA.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the Charter School's interests. [\[1\]](#)[\[2\]](#)

In situations in which a WAA employee is not engaged in the performance of assigned duties, s/he shall:

1. Refrain from making comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about WAA known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or WAA officials.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 24 P.S. 1724-A](#)  
[2. 24 P.S. 510](#)



Book	Policy Manual
Section	3000 Employees
Title	Gifts
Code	3022
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) considers the acceptance of gifts by Westinghouse Arts Academy Charter School (WAA) employees an undesirable practice.

It is the policy of the Board that staff members shall not accept gifts of significant value, as determined by the Chief Executive Officer or designee. [\[1\]](#)[\[2\]](#)

The Board prohibits any WAA employee from demanding or requesting, directly or indirectly, any gift, donation or contribution of any kind from any parent/guardian, teacher, employee or any other person affiliated with WAA as a condition for employment or enrollment at WAA, and/or continued attendance of any student. [\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee may approve acts of generosity to individual WAA employees in unusual situations. but shall report such instances to the Board on a timely basis.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal	<a href="#">1. 24 P.S. 1724-A</a>
	<a href="#">2. 24 P.S. 510</a>
	<a href="#">3. 24 P.S. 1725-A</a>



Book	Policy Manual
Section	3000 Employees
Title	Job Related Expenses
Code	3031
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) shall reimburse Westinghouse Arts Academy Charter School (WAA) employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for WAA, in accordance with Board policy and administrative procedures.

### **Delegation of Responsibility**

The validity of payments for job related expenses for WAA employees shall be determined by the immediate supervisor and the Business Manager.

The Chief Executive Officer or designee shall develop administrative procedures for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

### **Guidelines**

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned buildings, but not between home and the assigned building, and is authorized in advance by the immediate supervisor and the Business Manager.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS.

Actual and necessary expenses incurred when attending functions away from WAA shall be reimbursed to an employee if approval has been obtained in advance from the immediate supervisor and the Business Manager.

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

Legal	1. Pol. 3009.1
	2. Pol. 4024
	<a href="#">24 P.S. 1724-A</a>
	Pol. 4026.1



Book	Policy Manual
Section	3000 Employees
Title	Jury Duty
Code	3042
Status	Active
Adopted	November 2, 2022

### **Authority**

Regularly employed Charter School employees shall be protected against loss of employment for time served on jury duty. [\[1\]](#)

### **Guidelines**

When an employee is notified of jury duty, s/he shall inform the immediate supervisor and HR.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty and employees shall submit a record from the court of the number of days served to their immediate supervisor.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 42 Pa. C.S.A. 4563](#)





Book	Policy Manual
Section	3000 Employees
Title	Outside Activities
Code	3019
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) recognizes that Westinghouse Arts Academy Charter School (WAA) employees have the right to private lives and associations with others outside of the School. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when non-school activities directly impact upon an employee's effectiveness within WAA, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments. [\[1\]](#)[\[2\]](#)

The Board does not endorse, support, nor assume liability for any WAA staff member who conducts non-school, outside activities in which WAA students or employees may participate.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall disseminate this policy and administrative procedures so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of WAA.

### **Guidelines**

The following guidelines are provided for the direction of all employees:

1. An administrator shall not receive compensation from another Charter School or from a company that provides management or other services to another Charter School. [\[3\]](#)
2. WAA material shall not be utilized for personal gain. Copyrights to materials or equipment developed, processed, or tested by WAA employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by WAA.
3. WAA property or time shall not be used to solicit or accept customers for private enterprises.
4. WAA time shall not be used for outside activities when there is no valid reason to be excused from assigned duties.
5. Employees may receive compensation for outside employment as long as that employment does not interfere with the proper discharge of their assigned WAA duties.
6. A teacher shall not tutor a student in his/her class for compensation.

[2. 24 P.S. 510](#)

[3. 24 P.S. 1715-A](#)

[24 P.S. 1732-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Overtime
Code	3030
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) adopts this policy in order to ensure consistent treatment of all affected employees and compliance with applicable law regarding payment of overtime.

In accordance with federal and state law and this policy, [\[1\]\[2\]](#) and the employee handbook, overtime shall be paid for work in excess of the established workday or workweek for non-exempt Westinghouse Arts Academy Charter School (WAA) employees.

WAA shall determine an employee's exempt or non-exempt status in accordance with law, and shall inform the employee of the designated status.

No overtime shall be scheduled or worked without prior approval of the immediate supervisor and/or the Chief Executive Officer.

Overtime shall be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours). [\[1\]\[2\]](#) WAA may use compensatory time off in accordance with state and federal laws and regulations. [\[1\]\[3\]](#)

### **Guidelines**

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in WAA records and as provided by law.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal	<a href="#">1. 29 U.S.C. 207</a>
	<a href="#">2. 43 P.S. 333.104</a>
	<a href="#">3. 34 PA Code 231.42</a>
	<a href="#">29 CFR Part 778</a>
	<a href="#">29 U.S.C. 201 et seq</a>
	<a href="#">34 PA Code 231.41</a>
	<a href="#">34 PA Code 231.43</a>
	<a href="#">43 P.S. 333.101 et seq</a>



Book	Policy Manual
Section	3000 Employees
Title	Paid Holidays
Code	3043
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) shall approve paid holidays for regularly employed Westinghouse Arts Academy Charter School employees in accordance with Board policy.

Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board and the employee handbook.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal	1. Pol. 6003 <a href="#">24 P.S. 1724-A</a>
-------	--



Book	Policy Manual
Section	3000 Employees
Title	Personal/Vacation Leave
Code	3036
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) shall provide personal leave, bereavement leave and vacation days for eligible employees in accordance with the employee handbook to all employees of Westinghouse Arts Academy Charter School (WAA).

### **Guidelines**

#### **PTO**

The Board has the authority to specify reasonable conditions under which PTO may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for PTO.

All full time employees are granted 80 hours of PTO on July 1st for staff and the first day of beginning of the year in-service for teachers.

All part-time employees are granted 40 hours of PTO on July 1st.

The total number of days granted for PTO in any school year may not exceed 80.

PTO days shall be prorated based on the employee's date of hire.

Requests for PTO shall be input into the employee portal, CSIU, at least 3 day(s) in advance, when possible.

PTO rolls over on July 1st every year and has no maximum.

#### **Bereavement Leave**

When a WAA employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of 5 school days. The Board may extend the period of absence, at its discretion.

**Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.

When a WAA employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence of 3 school days. The Board may extend the period of absence, at its discretion.

**Near relative** shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

## Vacation Leave

The Board shall provide vacation days to eligible employees, consistent with the employee's request and convenience while considering WAA's management and operational needs.

WAA employees who work twelve-month schedules shall be awarded vacation days as follows:

1. Full time 12 month employees will earn vacation at a rate of 6.7 hours per month, up to 80 hours, awarded at the first of every month beginning at the employees start date.
2. Beginning at the 4th year of service, the rate of vacation accrual will increase to 10 hours per month, up to 120 hours, awarded at the first of every month.

Requests for Vacation shall be input into the employee portal, CSIU, at least 3 day(s) in advance, when possible.

Vacations shall normally be scheduled at times when they will not interfere with the operation of WAA.

All days of earned vacation over the listed maximum will roll over into PTO.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[24 P.S. 1724-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Personnel Files
Code	3024
Status	Active
Adopted	April 5, 2023

### **Authority**

Orderly operation of Westinghouse Arts Academy Charter School (WAA) requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a Charter School employee.

The Board of Trustees (Board) requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative procedures, and rules; and evidence of completed evaluations.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

The Board delegates the establishment and maintenance of official personnel records to the Chief Executive Officer or designee, who shall prepare administrative procedures defining the material to be incorporated into personnel files.

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[3\]](#)[\[4\]](#)

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.

Personnel records shall not normally be available to individual Trustees.[\[5\]](#)

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.

Personnel files shall be reviewed at intervals established by WAA, and material no longer required shall be destroyed.[\[6\]](#)

### **Employee Access**

WAA employees shall have access to their own file. Information relative to confidential employment references/recommendations and witness statements related to an investigation are not part of the personnel file and shall not be available for review by the employee.[\[7\]](#)[\[8\]](#)

Employees who wish to review their own records shall: [\[8\]](#)[\[9\]](#)

1. Request access in writing.

2. Review the record in the presence of the administrator responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material

### Appeals

To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for the appeal.

The responsible administrator shall refer the appeal to the administrator directly involved, hear the appeal and make a determination, and permit the addition of employee comments.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

### Legal

- [1. 24 P.S. 1724-A](#)
- [2. 24 P.S. 510](#)
- [3. 42 U.S.C. 12112](#)
- [4. 42 U.S.C. 2000ff et seq](#)
- [5. 15 Pa. C.S.A. 5512](#)
6. Pol. 6000
- [7. 43 P.S. 1321](#)
- [8. 43 P.S. 1322](#)
- [9. 43 P.S. 1323](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [24 P.S. 111](#)
- [42 U.S.C. 12101 et seq](#)
- [43 P.S. 1321 et seq](#)
- [8 CFR 274a.2](#)
- Pol. 3004





Book	Policy Manual
Section	3000 Employees
Title	Physical Examination
Code	3014
Status	Active
Adopted	April 5, 2023

## **Purpose**

In order to certify the fitness of Charter School employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, the Board of Trustees (Board) requires physical examinations of all Charter School employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.

## **Definitions**

A **physical examination**, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

**Health monitoring**, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.

## **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require [\[1\]](#)[\[2\]](#)[\[3\]](#) the expense for which shall be paid by the applicant.

The Board requires that all employees undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.[\[1\]](#)[\[4\]](#)

The Board may require an employee to undergo a physical examination at the Board's request.[\[1\]](#)

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[\[5\]](#)[\[6\]](#)

## **Guidelines**

### **Health Monitoring and Communicable Diseases**

The Board may require employees to participate in health monitoring by designated WAA staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated WAA staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[\[7\]](#)

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated WAA staff for further assessment, and may be excluded from WAA facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to WAA facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

### **Delegation of Responsibility**

The results of all required physical examinations shall be made known to the Chief Executive Officer on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.[3][12]

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

- Legal
- [1. 24 P.S. 1418](#)
  - [2. 28 PA Code 23.43](#)
  - [3. 42 U.S.C. 12112](#)
  - [4. 28 PA Code 23.44](#)
  - [5. 24 P.S. 1419](#)
  - [6. 28 PA Code 23.45](#)
  7. Pol. 1004
  - [8. 28 PA Code 27.71](#)
  - [9. 28 PA Code 27.72](#)
  10. Pol. 3034
  11. Pol. 3035
  - [12. 42 U.S.C. 2000ff et seq](#)
  - [24 P.S. 1416](#)
  - [24 P.S. 1732-A](#)
  - [42 U.S.C. 12101 et seq](#)
  - [U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws](#)
  - [U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace](#)
  - Pol. 3002
  - Pol. 3004



Book	Policy Manual
Section	3000 Employees
Title	Political Activities
Code	3021
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) recognizes and encourages the right of Westinghouse Arts Academy Charter School (WAA) employees, as citizens, to engage in political activity. However, WAA time, resources, property or equipment may not be used for political purposes by WAA employees when performing assigned duties.

### **Guidelines**

During assigned work hours on WAA property, employees shall not: [\[1\]](#)[\[2\]](#)

1. Engage in political activities.
2. Collect or solicit campaign funds or campaign workers.
3. Use students or employees for writing, addressing, or distributing partisan political materials.
4. Distribute campaign literature for a specific candidate.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.
4. Any conversations protected by the NLRB.

This policy is not intended to restrict communications or actions protected or required by applicable law.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 24 P.S. 1724-A](#)  
[2. 24 P.S. 510](#)



Book	Policy Manual
Section	3000 Employees
Title	Professional Development
Code	3033
Status	Active
Adopted	April 5, 2023

### **Authority**

Continuing professional study and inservice training for School employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

Westinghouse Arts Academy Charter School (WAACS) directs School employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[\[1\]](#)[\[2\]](#)

An uncertified teacher or administrator employed full time by the School shall comply with the applicable continuing professional education requirements of School Code to maintain employment in the School. The School shall maintain the professional development records of an uncertified teacher or administrator who is employed full time.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Guidelines**

#### Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the School.

Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made when preapproved by the Chief Executive Officer or designee.

#### Induction Plan

The Charter School shall comply with Pennsylvania Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the Charter School. The Charter School shall develop and submit the induction plan to the Department for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department, the induction plan shall be made available for public inspection and comment in the Charter School's administrative office and the nearest public library for a minimum of twenty-eight (28) days.[\[4\]](#)[\[5\]](#)[\[6\]](#)

#### School System Leaders

School system leaders shall complete induction and professional education requirements consistent with the Pennsylvania School Leadership Standards in accordance with applicable law and regulations.[\[2\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

**School system leaders** include principals, vice-principals, assistant principals, and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

## Professional Education Plan

The School shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the School and its administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the School's administrative office and the nearest public library for a minimum of twenty-eight (28) days.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[10\]](#)

The Board shall ensure an annual review of the School's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the School, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Pennsylvania Department of Education.[\[1\]](#)

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the School's professional education plan.[\[2\]](#)

If the School assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[\[2\]](#)

### *Trauma-Informed Approach Education -*

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[\[1\]](#)[\[11\]](#)

The School shall provide certificated School employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[\[11\]](#)[\[12\]](#)

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on School employees and appropriate resources for employees experiencing secondary trauma.
4. The School's policies regarding trauma-informed approaches.[\[13\]](#)
5. The School's policies regarding connecting students with appropriate services.[\[14\]](#)[\[15\]](#)[\[16\]](#)

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the Charter School's community and reflect current best practices related to trauma-informed approaches.[\[11\]](#)[\[17\]](#)

### Special Education Paraprofessionals, Educational Interpreters and Personal Care Assistants

Special education instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[\[18\]](#)[\[19\]](#)

Educational interpreters shall provide evidence of a minimum of twenty (20) hours of staff development activities relating to interpreting or transliterating services annually, in accordance with law and Board policy.[\[18\]](#)[\[19\]](#)

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.[\[18\]](#)[\[19\]](#)

[2. 24 P.S. 1205.2](#)

[3. 24 P.S. 1205.3](#)

[4. 22 PA Code 49.16](#)

[5. 22 PA Code 4.13](#)

6. Pol. 1000

[7. 24 P.S. 1109](#)

[8. 24 P.S. 1205.5](#)

[9. 24 P.S. 1217](#)

[10. 22 PA Code 49.17](#)

[11. 24 P.S. 1205.7](#)

[12. 24 P.S. 102](#)

13. Pol. 1046.1

14. Pol. 1046

15. Pol. 2009

16. Pol. 2036

[17. 20 U.S.C. 7801](#)

[18. 22 PA Code 711.5](#)

19. Pol. 3004

[24 P.S. 1205.6](#)

[24 P.S. 1719-A](#)

[24 P.S. 1724-A](#)

[24 P.S. 1732-A](#)

Pol. 6006



Book	Policy Manual
Section	3000 Employees
Title	Reduction of Staff
Code	3011
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) is responsible for providing the administrative, professional and support staff necessary for implementation of the educational program and the effective operation of Westinghouse Arts Academy Charter School (WAA), and to do so efficiently and economically.

In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to staffing needs, financial stability, the overall effect upon the WAA's educational program, and shall ensure compliance with individual contracts. [\[1\]](#)

Abolishment of positions may occur due to such factors as:

1. Substantial decline in student enrollment.
2. Changes in WAA's organizational structure.
3. Changes in WAA's facilities or technology.
4. Changes in WAA's economic resources.

### **Delegation of Responsibility**

The Chief Executive Officer shall continuously review the efficiency and effectiveness of WAA's organization and staff, and shall present recommendations for reduction of staff for Board consideration when such actions are deemed in the best interests of WAA.

The Chief Executive Officer shall consult with the solicitor as necessary.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal [1. 22 PA Code 4.4](#)  
[24 P.S. 1716-A](#)  
[24 P.S. 1732-A](#)



Book	Policy Manual
Section	3000 Employees
Title	Religious Holiday Policy
Code	3018.1
Status	Active
Adopted	November 2, 2022

## **Religious Holiday**

Westinghouse Arts Academy recognizes that employees come from a diverse background of religious and spiritual natures. Reasonable accommodations to religious observances and practices should be arranged with HR who will, in good faith, provide said reasonable accommodations as long as it does not cause an undue hardship. If these accommodations require a leave of absence from work, the employee will request these dates in advance. Paid time off will be utilized for these time off requests at the behest of the employee. If the employee does not wish to use paid time off, the time off request shall be granted as unpaid time off for those hours missed.





Book	Policy Manual
Section	3000 Employees
Title	Respectful Workplace
Code	3016
Status	Active
Adopted	April 5, 2023

## **Purpose**

It is the commitment of the Board of Directors (Board) and Westinghouse Arts Academy Charter School (WAA) to ensure this place of work is free from negative, aggressive, and inappropriate behaviors, and that the environment is aimed at providing a high quality education in an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect.

All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution, and employees who file complaints will not be victimized for “whistle-blowing” or reporting others for their inappropriate behavior. Retaliation of any kind is strictly prohibited and will be dealt with appropriately.[1]

## **Scope**

Protection from negative, aggressive, and inappropriate behaviors extends to management, fellow employees, subordinates, students, customers and other contacts and expands beyond the place of work to off-site and school-related social events. It is the responsibility of all employees and managers to provide a healthy workplace environment for peers and co-workers, where all communication and interactions are marked by dignity and respect.

## **Definitions**

### **Acceptable and Healthy Workplace Behaviors Defined**

Acceptable and healthy workplace behaviors are any behaviors that promote respect, positivity and civility in our workplace. They include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Questioning a peer’s position on an issue politely rather than asserting your position is the right one; listening to your peer’s position with an open mind
- Giving peers direct, non-personal feedback as opposed to criticism
- Expressing appreciation when a peer does something correctly and in a timely manner
- Respecting each other as adults and trusting their decision making abilities
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker
- Maintaining a positive attitude, even when you are having a bad day

### **Inappropriate and Unacceptable Behaviors Defined**

Inappropriate and unacceptable behaviors are defined as negative and even aggressive acts aimed at one or more individual and causing them to feel hurt, embarrassed, incompetent, disrespected, anxious, or depressed. Examples include, but are not limited to:

- Excessive yelling, repeated emotional outbursts, berating others, using a harsh tone of voice
- Talking down to others or using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group; using a condescending tone
- Social exclusion or ostracism, ignoring others, silent treatment
- Treating some less favorably than others
- Undermining another's work by giving impossible to meet deadlines or workloads
- Excessive monitoring of work or unnecessary micromanagement
- Arbitrary or punitive punishment without cause; inconsistent discipline
- Withholding pertinent work-related information; undermining another's work by not giving them enough information to do what is required of them
- Gossiping or spreading rumors
- Manipulating a person's job content; unwarranted removal of core responsibilities to make them feel bad
- Blaming others for things out of their control
- Acting "out to get" others
- Making threats; using intimidating tactics
- Any malicious behavior a reasonable person would find unprofessional, disturbing and harmful to their psychological health

These types of behaviors are well recognized as having damaging consequences for their recipients, the observers of the behavior, and the organization as a whole and are therefore not tolerated.

### **Delegation of Responsibility**

Management and others in positions of authority and workplace representatives have a particular responsibility to ensure that healthy and appropriate behaviors are being exhibited at all times and that complaints to the contrary are addressed speedily. Management will:

- Provide good examples by treating all with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates
- Deal sensitively with employees involved in a complaint, whether as complainant or alleged aggressor
- Explain the procedures to be followed if a complaint of inappropriate behavior at work is made
- Ensure that an employee making a complaint is not victimized for doing so, and seek resolution of such behavior if it occurs
- Monitor and follow up the situation after a complaint is made so as to prevent recurrence of the behavior.

Employees can contribute to achieving a work environment which does not tolerate aggressive behavior at work. Employees should report what they see in the workplace as it relates to behaviors defined as unacceptable; employees are in a far better position than management to know what is happening with peers and co-workers. Employees should also co-operate with preventative measures introduced by management, and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures. Equally, a finding of false or purposefully malicious complaints will also be dealt with through appropriate disciplinary procedures.

Cross References

1. 1004.1 Anti-Retaliation



Book	Policy Manual
Section	3000 Employees
Title	Responsibility for Student Welfare
Code	3040
Status	Active
Adopted	November 2, 2022

### **Authority**

The Board of Trustees (Board) adopts this policy to ensure appropriate oversight of and responsibility for student welfare by Westinghouse Arts Academy Charter School (WAACS) employees.[1]

School employees are responsible for the safety of students in their charge within WAACS buildings, on WAACS property, and during school-sponsored activities.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other School staff member at all times while engaged in School activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of the safety rules and procedures included in the Board-approved health and safety plan and the approved curriculum.[2]  
[3]

Each employee has the responsibility to report immediately to the immediate supervisor, building administrator or Chief Executive Officer or designee, an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of Charter School safety rules.[2]

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized in advance by the Chief Executive Officer or designee.

Employees shall not require a student to perform services that may be detrimental to the student's health.

### **Delegation of Responsibility**

The Chief Executive Officer and immediate supervisors shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

The Chief Executive Officer or designee shall develop and implement administrative procedures that include plans of supervision for the following:

1. Student arrivals and departures, including monitoring buses.
2. Halls, restrooms and playgrounds.

3. Cafeteria.
4. Before and after school.
5. Field trips.
6. School-sponsored and extracurricular activities.

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

Legal

[1. 24 P.S. 1724-A](#)

2. Pol. 5005

3. Pol. 6005



Book	Policy Manual
Section	3000 Employees
Title	Student Teachers/Interns
Code	3007
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that Westinghouse Arts Academy Charter School (WAA) shall accept student teachers and interns from accredited institutions with which WAA has a cooperative agreement approved by the Board.

The Board directs that student teachers and interns shall not be accepted into WAA programs unless they have complied with the mandatory background check requirements for criminal history and child abuse and WAA has evaluated the results of those screening processes. [\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall be responsible to assign student teachers and interns within WAA.

Recommendations for selection of cooperating teachers shall be made by the Chief Executive Officer and the building administrator or program supervisor with the agreement of the college or university supervisor.

The Chief Executive Officer or designee shall ensure distribution of student teachers throughout WAA so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to WAA staff. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

While serving at WAA, student teachers and interns shall be responsible for their conduct to the Chief Executive Officer or designee or the supervising teacher/administrator.

### **Arrest or Conviction Reporting Requirements**

Prior to being accepted into WAA programs, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. [\[2\]](#)

While serving at WAA, student teachers and interns shall use the designated form to report to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law. [\[2\]](#)

While serving at WAA, a student teacher or intern shall be required to report to the Chief Executive Officer or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law. [\[9\]](#)

A student teacher or intern shall be required to submit a current criminal history background check report if the Chief Executive Officer or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Chief Executive Officer or designee.[2]

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.[2][9]

## **Guidelines**

### Observers

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit WAA and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the building administrator or designee.[10]

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[1. 23 Pa. C.S.A. 6344](#)

[2. 24 P.S. 111](#)

[3. 24 P.S. 1724-A](#)

[4. 24 P.S. 1418](#)

[5. 28 PA Code 23.43](#)

[6. 28 PA Code 23.44](#)

[7. 28 PA Code 23.45](#)

8. Pol. 3014

[9. 23 Pa. C.S.A. 6344.3](#)

10. Pol. 7007

[23 Pa. C.S.A. 6301 et seq](#)



Book	Policy Manual
Section	3000 Employees
Title	Telework
Code	3009.1
Status	Active
Adopted	April 5, 2023

## **Purpose**

The Board of Trustees (Board) recognizes that in certain limited circumstances it may be necessary to allow or require Westinghouse Arts Academy Charter School (WAA) employees to work remotely in order to maintain continuity of WAA educational programs and operations.[1]

The Board adopts the following policy to establish rules for WAA employees who telework from a remote work location.

## **Definitions**

**Remote work location** – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

**Telework/Teleworking** – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

**Teleworking agreement** – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

**Teleworking employee** – a WAA employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

## **Delegation of Responsibility**

The Board directs the Chief Executive Officer or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

## **Guidelines**

Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, if applicable, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.
2. The employee shall be subject to and shall comply with the same Board policies, administrative procedures, and standards of conduct as are expected at their regularly assigned place of work.



3. A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that WAA equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing WAA property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any WAA equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or WAA administration at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

### General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other WAA business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[9][10]

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative procedures, and standards of conduct as are expected under normal working conditions.

### Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For WAA employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an individual contract or Board resolution where applicable.[6][7][8]

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal	1. Pol. 6005
	2. Pol. 1013.4
	3. Pol. 2016
	4. Pol. 3024
	5. Pol. 5008
	6. Pol. 3034
	7. Pol. 3035

- 8. Pol. 3036
- 9. Pol. 3030
- 10. Pol. 3032
- Pol. 6015
- Pol. 6024

[3009.1 Telework Agreement Form.pdf \(61 KB\)](#)



Book	Policy Manual
Section	3000 Employees
Title	Tobacco and Vaping Products
Code	3023
Status	Active
Adopted	April 5, 2023

### **Purpose**

The Board of Trustees (Board) recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the environment of Westinghouse Arts Academy Charter School (WAA). The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by WAA employees and contracted personnel.

### **Definition**

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: [\[1\]](#)[\[2\]](#).

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following: [\[1\]](#)[\[2\]](#).

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires WAA to maintain a drug-free workplace, at which marijuana of any kind is prohibited.* [\[3\]](#)[\[4\]](#)

### **Authority**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by WAA employees and contracted personnel at any time in a WAA building; on school buses or other vehicles that are owned, leased or controlled by WAA; or on property owned, leased or controlled by WAA.[\[2\]](#)[\[5\]](#)[\[6\]](#)

The Board also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by WAA employees at any time while responsible for the supervision of students during school-sponsored activities that are held off WAA property.[\[2\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by WAA employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any WAA employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[\[1\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on WAA website.[\[2\]](#)

### **Guidelines**

#### Reporting

##### *Office for Safe Schools Report –*

The Chief Executive Officer shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, on WAA property to the Office for Safe Schools on the required form.[\[7\]](#)[\[8\]](#)

##### *Law Enforcement Incident Report –*

The Chief Executive Officer or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

**Revised 7/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

- Legal
- [1. 18 Pa. C.S.A. 6305](#)
  - [2. 18 Pa. C.S.A. 6306.1](#)
  3. Pol. 3017
  4. Pol. 3051
  - [5. 20 U.S.C. 7973](#)
  6. Pol. 6018
  - [7. 24 P.S. 1303-A](#)
  8. Pol. 6005.1
  - [9. 24 P.S. 1302.1-A](#)
  - [10. 22 PA Code 10.2](#)
  - [11. 22 PA Code 10.22](#)
  - [24 P.S. 1724-A](#)
  - [20 U.S.C. 7971 et seq](#)



Book	Policy Manual
Section	3000 Employees
Title	Uncompensated Leave
Code	3037
Status	Active
Adopted	April 5, 2023

### **Authority**

The Board of Trustees (Board) recognizes that in certain situations, a Westinghouse Arts Academy Charter School (WAA) employee may request a leave of absence without pay for personal reasons, and WAA could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

All applications for uncompensated leave require approval by the Board, upon recommendation of the Chief Executive Officer.

### **Guidelines**

Uncompensated leave shall be granted in accordance with the employee handbook.

Uncompensated leave may be granted for the following purposes:

1. Childrearing/Parental.
2. Medical condition of immediate family member.
3. Restoration of health.
4. Elected public office.
5. Completion of program of study.
6. Work-related experience in business or industry.
7. Personal emergency

### **Application**

Requests for uncompensated leave shall be made in writing to the Chief Executive Officer or designee. Special consideration may be given to emergencies.

### **Period of Leave**

An uncompensated leave may be granted for a period of one (1) semester.

Extensions for one (1) semester shall be considered upon proper application.

### **Commitment of Employee**

The employee granted an uncompensated leave of absence shall inform the Chief Executive Officer or designee of his/her intentions within 4 weeks of the scheduled return date.

If notification is not received, WAA shall assume that the employee has terminated employment with WAA.

### Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided.

Nothing in this policy is intended to conflict or override an employees right to leave under the FMLA or ADA or other applicable laws and regulations.

© PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services

Legal

[24 P.S. 1724-A](#)

Pol. 3035



Book	Policy Manual
Section	3000 Employees
Title	Westinghouse Arts Academy Employee Handbook v4
Code	3000
Status	Active
Adopted	September 14, 2022
Last Revised	September 14, 2022

## I. Introduction

- A. Mission & Vision (pg. 3)
- B. Commitment to Diversity and Inclusion (pg. 4)
- C. Educator Misconduct (pg. 4)
- D. Student Welfare (pg. 8)
- E. Harrassement and Discrimination (pg. 9)
- F. Anti-Retaliation (pg. 10)
- G. Sexual Misconduct (pg. 11)

## II. Employment Status

- A. Hiring (pg. 12)
- B. AT Will (pg. 13)
- C. Clearances for positions (pg. 13)
- D. Provisional Employees (pg. 15)
- E. Student Teacher Candidates (pg. 16)
- F. Volunteers (pg. 17)
- G. Evaluation (pg. 19)

## III. Internal Policies & Protocols

- A. Discipline (pg. 19)
- B. Dress Code (pg. 22)
- C. Tobacco and Vaping products (pg. 23)
- D. Drug Free Workplace (pg. 26)
- E. Injury (pg. 28)
- F. Safety Drills (pg. 28)
- G. Network Use (pg. 28)
- H. Internet Safety (pg. 31)

## IV. Compensation

- A. Pay Period (pg. 33)
- B. Exempt vs Non-Exempt (pg. 34)
- C. Full time vs Part time (pg. 34)
- D. Calendars (pg. 34)
  - 1. 12 Month Employee Calendars
  - 2. 10 Month Employee Calendars
- E. Wages (pg. 36)
  - 1. Time Tracking
  - 2. Calling Off
  - 3. Paid and Non- Paid Time

- a. PTO Time
- b. Vacation Time
- c. Bereavement
- d. Jury Duty
- e. Covid Bank
- f. Religious Holiday Policy

F. Leave (pg. 38)

- 1. Parental Leave
- 2. Medical & FMLA

G. Benefits (pg. 41)

- 1. Health Coverage
- 2. Retirement
- 3. Group Term Life Coverage

V. Human Resources Policies and Guidelines

- A. School ID and Door Card (pg. 42)
- B. Employee Services (pg. 42)

VI. APPENDIX

- A. General Communicable Diseases Guidance (pg. 43)
- B. 22-23 COVID Policy and Procedure (pg. 44)
- C. 22-23 Monkeypox Prevention and Procedure (pg. 51)

## I: INTRODUCTION

This handbook is intended for use by staff members of Westinghouse Arts Academy (WAA). This handbook is designed as an informational document and does not constitute or reflect a contract. The information contained herein supersedes all previously published staff handbooks and is subject to change at the discretion of WAA. WAA policies and procedures, which may be updated and approved subsequent to the publication of this document, will take precedence over the contents of this handbook. To ensure that you have the most current information, you may contact your supervisor, access current policies and procedures and this handbook through the staff portal or Board Docs website, or contact Human Resources at [humanresources@westinghousearts.org](mailto:humanresources@westinghousearts.org).

### A: Mission and Vision

Westinghouse Arts Academy Charter School (Westinghouse Arts) is dedicated to providing a comprehensive arts program for high school students to further develop their artistic skills and achieve higher academic goals through the arts. Westinghouse Arts will also encourage the importance of individuality, excellence, and self-responsibility, as well as problem solving, divergent, autonomous thinking. It is our intention to achieve these goals through an environment that accommodates diverse interests within a set of uniform standards that allows each student to pursue their own objectives, yet work together to compete on a larger world stage.

The vision of Westinghouse Arts Academy Charter School is to provide a unique environment where students with investment in the arts can immerse themselves in their chosen art form with other like-minded students by achieving artistic and academic success through a personalized approach tailored to their individual needs. Through blending computer-based learning with small group instruction and project-based learning groups, students can learn at their own pace and apply what they have learned to real-life questions and challenges. An



intensive study of the arts and individualized goals give students ownership of their own learning, leading to higher levels of engagement and increased academic achievement. Westinghouse Arts administrators, faculty, and staff are committed to promoting artistic and academic excellence, collaboration, individuality, divergent and autonomous thinking, and self-responsibility to provide an innovative choice for students. Students will be empowered to explore artistic interests while meeting or exceeding academic standards, better equipping them to compete on the larger world stage.

## **B: Commitment to Diversity and Inclusion**

Westinghouse Arts Academy affirms and actively promotes the rights of all individuals to equal opportunity in education and employment without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected class. This policy applies to all aspects of employment, including but not limited to, application/hiring, promotion, discipline, compensation, benefits, training, transfer, and separation.

In accordance with the Americans with Disabilities Act (ADA) and other federal, state and local laws, Westinghouse Arts makes reasonable accommodations for qualified employees and applicants. Employees and applicants who seek reasonable accommodations should notify the administration of their specific limitations and, if known, their specific requested accommodations. Employees are encouraged to request accommodations before any disability interferes with their work.

Westinghouse Arts respects all recognized forms of religious observance. Employees, whose religious beliefs require particular scheduling needs or exemptions from the dress policy, or any other policy of Westinghouse Arts, are encouraged to discuss the issue with the administration as soon as possible and no less than three weeks before any requested time off.

Any employees with questions or concerns about equal employment opportunities are encouraged to bring these issues to the attention of the administration. Westinghouse Arts will not retaliate against individuals who raise issues of equal employment opportunity in good faith.

## **C: Educator Misconduct**

The Westinghouse Arts Academy adopts this policy to promote the integrity of the education profession and to create a climate within the Charter School that fosters ethical conduct and practice.

The Westinghouse Arts Academy requires School educators and contracted educational providers to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.

### **Definitions**

Educator - shall mean a person who holds a certificate or a person employed by the Charter School in a position for which certification would be required in a public school other than a charter school, but who is not required to hold certification under the Charter School Law. The term includes a Charter School administrator, including the Chief Executive Officer. The term also includes a contracted educational provider staff member.

- Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.

- Contracted educational provider - shall mean an individual or an entity with which the Charter School has contracted to provide direct educational services to its students; this shall include contracted educational provider staff members who:
  - Serve in a position for which certification would be required in a public school; **and**
  - Are employed by a contracted educational provider, or employed by or serve in the Charter School as an individual contracted educational provider. The term includes an individual who is an administrator, including the chief administrator or the individual with primary responsibility for the administration of a contracted educational provider.

Sexual Abuse or Exploitation - shall mean any of the following:

- The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
- Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
- Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:

- Sexual or romantic invitation.
- Dating or soliciting dates.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments.
- Self-disclosure or physical disclosure of a sexual or erotic nature.
- Any sexual, indecent, romantic or erotic contact with a child or student.

## **Responsibility**

The Chief Executive Officer or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator, as defined in this policy:

- Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
- Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
- Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
- Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.

- Who is the subject of a report filed by the Charter School under 23 Pa. C.S. Ch. 63 (relating to child protective services).
- Who the Charter School knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

## **Mandatory Reporting**

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Chief Executive Officer and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the Charter School relating to the misconduct resulting in the report.

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence.

Failure to comply with the reporting requirements may result in professional disciplinary action.

Charter School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Department with any relevant information and documentary and physical evidence upon request.

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Chief Executive Officer or designee shall investigate the allegations of misconduct as directed by the Department and may pursue the Charter School's own disciplinary procedure as established by law or School policy.

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the School to conduct an investigation (extensions may be requested), the Chief Executive Officer or designee shall report to the Department the outcome of the Charter School's investigation and whether it will pursue local employment action. The Chief Executive Officer or designee may make a recommendation to the Department concerning discipline. If the School makes a recommendation concerning discipline, it shall notify the educator of such recommendation.

## **Title IX Sexual Harassment and Other Discrimination**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to Board policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the Charter School of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the Charter School of educator misconduct.

## **Confidentiality Agreements**

The Charter School shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.

## **Confidentiality**

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.

## **Immunity**

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability.

## **D: Student Welfare**

Westinghouse Arts adopts this policy to ensure appropriate oversight of and responsibility for student welfare by School employees.

School employees are responsible for the safety of students in their charge within School buildings, on School property, and during school-sponsored activities. Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other School staff member at all times while engaged in Charter School activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties. Teachers and designated staff shall provide proper instruction in and enforcement of the safety rules and procedures included in the approved health and safety policies.

Each employee has the responsibility to report immediately to the immediate supervisor, building administrator or Chief Executive Officer or designee, an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of School safety rules.

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized in advance by the Chief Executive Officer or Supervisor.

Employees shall not require a student to perform services that may be detrimental to the student's health.

The Chief Executive Officer and immediate supervisors shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

## E: Harassment and Discrimination

Westinghouse Arts fosters a working environment free from harassment. Examples of unacceptable or harassing behavior include but are not limited to the use of defamatory or abusive words or phrases of a sexual, racial, religious, age or ethnic nature; and derogatory or abusive behavior, actions, jokes, pictures, or materials that demean someone on the basis of gender, race, color, religion, national origin, age, disability, sexual orientation, gender identification, gender expression, veteran status, marital status, family responsibilities, genetic information, or other protected class. Harassment also includes any action that intentionally or unintentionally interferes with an employee's work performance, creates an intimidating, hostile, or offensive work environment or marginalizes a person. Harassment may occur between persons of the same protected class.

Westinghouse Arts does not discriminate on the basis of race, color, gender, national origin, age, religion, disability, sexual orientation, gender identification, gender expression, veteran status, marital status, family responsibilities, genetic information, or any other basis protected by law.

**Employees who believe that they have been discriminated against on the basis of any protected class (e.g., gender, age, color, identity ) must report the alleged discrimination to their Immediate Supervisor.** If the Supervisor is the person who initiated the alleged discrimination, the employee should report the alleged discrimination to Human Resources or the Executive Director. Additionally, employees who witness discrimination, even if they are not the intended target of such discrimination, are strongly encouraged to report the alleged discrimination to the Administration. If the Administration is the person who initiated the alleged discrimination, the employee should report the alleged discrimination to Human Resources or the Executive Director. All reported or suspected discrimination will be investigated promptly and thoroughly in the strictest confidence. If it is determined that discrimination has occurred Westinghouse Arts will take appropriate disciplinary action, which may include termination of the person responsible for the discriminatory act. Employees making good faith reports of discrimination or participating in investigations will not be retaliated against. Complaints about retaliation should be reported to the Immediate Supervisor or Executive Director. **Charges of discrimination or retaliation should be made within seven days of the alleged incident.**

## F: Anti-Retaliation

In many instances, Westinghouse Arts must rely on individual faculty, staff, and students to report to the appropriate person cases where it appears that a member or members of the Westinghouse community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to clearly articulate that Westinghouse Arts prohibits retaliation against those who make bona fide reports of possible non-compliance.

Westinghouse Arts faculty, administrators, and staff shall not intimidate or take retaliatory action, as defined below, against any member of the Westinghouse Arts community or a relative of such a person who is an employee or student at Westinghouse Arts, who makes a report of the type defined below in good faith and without malice.

This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.

The prohibition against retaliation applies to:

- The disclosure of information concerning conduct that the reporter believes is illegal or in violation of School policies;
- The provision of information or testimony to, or the filing of a complaint initiating proceedings before, a duly constituted investigatory body of the School or the School Health System;
- Disclosures made during compliance review or a peer review process;
- The filing of a legitimate complaint or incident report

The types of retaliation that are prohibited include but are not limited to:

- Intimidation;
- Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
- Unlawful discrimination;
- Termination of employment;
- Adverse actions against a relative of the reporter who is a University employee or student; **and**
- Threats of any of the above

**Note that an adverse personnel, academic or other disciplinary action against an employee or student whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.**

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings and, if found to have violated the policy, they may face disciplinary action up to and including termination of employment.

Persons who knowingly and intentionally make a false report of non-compliance may also face disciplinary action, up to and including termination of employment.

## G: Sexual Misconduct

Members of the school, community, guests of the school have the right to be free from sexual misconduct, which includes sexual harassment and sexual assault. Sexual misconduct that affects the educational or employment environment is a form of sexual discrimination. Sexual harassment is absolutely prohibited. Any employee, student, Board member or agent of the Board or school who is found to have sexually harassed a student or employee of Westinghouse Arts will be subject to investigation and discipline.

Sexual harassment is defined as: The unwelcome or unwanted sexual (a) attention; (b) advances; (c) requests; (d) physical contact; (e) speech; and (f) other conduct, behavior or actions between one or more persons (of similar or different sex) when;

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
- such conduct unreasonably interferes or is intended to unreasonably interfere with an individual's work performance; or
- such conduct creates or is intended to create an intimidating, hostile, or offensive working environment.

**Employees who believe that they have been the victim of any type of harassment must report the incident or behavior to the Administration.** If the Administration is the alleged harasser, the employee should report the alleged harassment to Human Resources or the CEO. Additionally, employees who witness harassment

even if they are not the intended target of such harassment are strongly encouraged to report the incident to the Administration. If the Administration is the alleged harasser, the employee should report the alleged harassment to Human Resources or the CEO. All reported or suspected harassment will be promptly and thoroughly investigated in the strictest confidence. If it is determined that harassment has occurred, Westinghouse Arts will take appropriate disciplinary action, which may include termination of the harasser. Employees making good faith reports of harassment or participating in investigations will not be retaliated against. Complaints about retaliation should be reported to the Administration or to the CEO. **Charges of harassment or retaliation should be made within seven days of the alleged incident.**

## **II: Employment Status**

### **A: Hiring**

The Administration is responsible for all hiring decisions. The first 90 days of employment is considered to be an evaluation period during which Westinghouse Arts and the employee can assess whether the employment relationship is appropriate. If at any time during the 90-day period Westinghouse Arts believes that the employment relationship is not beneficial for our students or other employees, Westinghouse Arts may terminate the employment relationship. As stated above, nothing in this Policy changes the at-will employment status, and Westinghouse Arts does not guarantee employment for any period of time [including, but not limited to, the evaluation period].

### **B: At Will**

The employment relationship created between the Westinghouse Arts Academy and an Employee is voluntarily entered into and is at the will of **both** the Academy and the Staff Employee. An employment relationship, therefore, may be terminated at any time and for any reason or no reason by either the Academy or by the Staff Employee, consistent with the law.

Should the employment relationship end, we request a 2 week notice for the benefit and educational continuity of our students. At the end of your employment, all work done on behalf of Westinghouse Arts Academy and any property given to you to perform your duties will be given back to Westinghouse Arts Academy uncompromised.

This handbook is an informational document that defines the overview of general policies and practice of Westinghouse Arts Academy. Should Contractual agreements be needed, they will be derived from these employment practices within this document.

### **C: Clearances**

All school employees, sub-contractors, and volunteers must provide upon start date the following PA approved clearances.

- Department of Human Services Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Criminal History Record Information (CHRI)

Administrators shall require prospective employees and independent contractors and their employees who will have direct contact with children, to submit a copy of the following:

- A report of criminal history record information from the Pennsylvania State Police (Act 34);
- The prospective employee's federal criminal history record in a manner prescribed by the Department of Education (Act 114); **and**
- A child abuse clearance certification from the Pennsylvania Department of Human Services (Act 151) The above clearances shall be no more than five (5) years old at the time of submission.

**Information on how to obtain these clearances will be given to the employee during the on-boarding process. All clearance must be kept up to date and renewed every 5 years.**

**All employees will be required to submit updated clearances within thirty (30) days of Employment.** No person subject to this policy shall be employed or remain employed by Westinghouse Arts Academy where a report of criminal history record information indicates the person has been convicted of any offense enumerated in School Code Section 111(e).

- **If a report of criminal history information indicates** the person has been **convicted of an offense graded as a felony offense of the first, second or third degree** other than one of the offenses enumerated in School Code Section 111(e), the person shall be eligible for continued or prospective employment only if a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.
- **If a report of criminal history record information indicates** the person has been **convicted of an offense graded as a misdemeanor of the first degree**, other than one of the eligible offenses enumerated in School Code Section 111(e), the person shall be eligible for continued or prospective employment only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense.
- **If a report of criminal history record information indicates** the person has been **convicted more than once** for an offense enumerated in School Code Section 111(f.1)(3)(relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree, the person shall be eligible for continued or prospective employment only if a period of three (3) years has elapsed from the date of expiration of the sentence for the most recent offense.

No person subject to this policy shall be employed or remain employed by Westinghouse Arts Academy where an individual is the perpetrator of a founded report of child abuse or the individual deemed responsible for a founded report of student abuse. Any administrator or other person responsible for employment decisions or recommending employment decisions who willfully fails to comply with the provisions of this policy shall be subject to disciplinary action, up to and including dismissal. Employees who have obtained the information required by this policy may move from position to position within Westinghouse Arts Academy and shall not be required to obtain additional reports before making such transfer as long as the employee's clearances are no more than sixty (60) months old.

## D: Provisional Employees

Westinghouse Arts Academy Charter School may not employ any applicant until the applicant has submitted the criminal history background check. **Westinghouse Arts Academy may employ applicants on a provisional basis for a single period not to exceed thirty (30) days subject to the following conditions:**

- The applicant has applied for the required information and, where applicable, the applicant provides a copy of the appropriate completed request forms to the administrator.
- The administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment.
- The applicant swears or affirms in writing that they are not disqualified from employment pursuant to this policy.



- If the information obtained reveals that the applicant is disqualified from employment, the applicant shall be suspended and subject to termination proceedings as provided for by law.
- The administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee.

Westinghouse Arts Academy shall make available a form affidavit to be completed and submitted with the required documentation. All employees who have direct contact with children shall be required to update their state, federal and child abuse clearances every sixty (60) months. In instances where an employee is out of compliance as per the timeline, **Westinghouse Arts Academy may choose between two courses of action:**

- Remove the employee from any position that has “direct contact with children” (defined in the statute as “the care, supervision, guidance or control of children or routine interaction with children”) until the renewed documents are submitted to Westinghouse Arts Academy Charter School; **or**
- Treat the employee as a “provisional employee” for up to 30 days. Employees to be treated as provisional employees will not be permitted to work alone with children and must work in the immediate vicinity of a permanent employee. Continued Reporting Requirements for Employees, Contractors and Volunteers must be adhered to. If an employee, independent contractor, employee of an independent contractor, or volunteer is arrested or convicted for an offense enumerated under School Code Section 111(e) or (f.1), the individual shall provide the Director of Employee Relations with written notice within seventy-two (72) hours of the arrest or conviction.

**Additionally**, employees and volunteers must immediately notify Human Resources if they are charged with child abuse, or arrested or convicted for an offense enumerated under 63 Pa.C.S. § 6344(c)(2), after submission of clearances and during the period of service to the Westinghouse Arts Academy. **Failure on the part of an employee and /or volunteer to make timely notifications shall be cause for termination of the employment or volunteer relationship.**

## E: Student Teacher Candidates

For purposes of this policy, “student teacher candidate” shall mean any individual participating in a classroom teaching, internship, clinical or field experience who, as part of the program for the initial or advance preparation of professional educators, performs classroom teaching or assists in the education program at Westinghouse Arts Academy Charter School or in a public or private school or intermediate unit throughout western Pennsylvania. Student teacher candidates shall comply with the Employee/Contractor clearance requirements as set forth by this policy.

Prior to a student teacher candidate’s participation in any classroom teaching, internship, clinical or field experience, that candidate shall provide to the administrator their professional preparation, as well as all criminal history record information required of an employee or prospective employee under this policy.

**The student teacher candidate may not participate in any classroom teaching, internship, clinical or field experience if this policy would prohibit an employee or prospective employee subject to this section from being employed under those circumstances.** During the course of a student teacher candidate’s participation in a professional preparation program, the administrator of the professional preparation program shall maintain a copy of the criminal history record information that is provided by the student teacher candidate. If a student teacher candidate is continuously enrolled in a professional preparation program, the criminal history

record information initially submitted by that candidate for that program shall remain valid during that period of enrollment, but subject to the requirements for reporting subsequent arrests or convictions for crimes enumerated under School Code Section 111(e) and (f.1).

If a student teacher candidate's enrollment in a professional preparation program is interrupted or that candidate transfers to another professional preparation program, the candidate shall provide the administrator of their professional preparation program all criminal history record information required of an employee who is subject to this policy.

## F: Volunteers

**A prospective volunteer must submit a completed Arrest/Conviction Report and Certification Form (PDE 6004) if any of the following criteria exist:**

- The volunteer will be responsible for the welfare of children or will have direct contact with children;
- The volunteer is serving in a mentoring or coaching capacity; **or**
- The volunteer will accompany students on an overnight trip.

**Volunteers that will potentially have unsupervised direct contact with students must also submit a copy of the following:**

- A report of criminal history record information from the Pennsylvania State Police (Act 34);
- The prospective employee's federal criminal history record in a manner prescribed by the Department of Education (Act 114); **and**
- A child abuse clearance certification from the Pennsylvania Department of Human Services (Act 151)

Volunteers subject to these requirements must submit their clearances to the Administration prior to beginning their volunteer assignment and the clearances can be no more than one (1) year old at the time they are submitted. Once submitted, the clearances must be renewed at least once every three (3) years or thirty-six (36) months. A returning volunteer does not have to resubmit their clearances to the Administration unless the clearances are more than three (3) years or thirty-six (36) months old.

If the report of the criminal history record information indicates the individual has been convicted of any offense enumerated under 63 Pa.C.S. § 6344(c)(2) and School Code Section 111(e), the individual may engage in a volunteer position with Westinghouse Arts Academy Charter School only if a period of five (5) years has elapsed from the date of expiration of the sentence, which prevents the individual from providing volunteer services.

No individual may engage in a volunteer position with Westinghouse Arts Academy where the child abuse clearance shows that the individual is the perpetrator of a founded report of child abuse or the individual is responsible for a founded report of student abuse.

No individual may engage in a volunteer position if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five- year period immediately preceding the date of the report.

**The Administration may permit provisional volunteers to begin services for a single period of thirty (30) days prior to receipt of clearances only in the following circumstances and with the submission of an affidavit for provisional volunteering:**

- The volunteer has applied for the required reports and clearances and provides a copy of the completed request forms to the Director of Employee Relations;
- Human Resources has no knowledge of information pertaining to the volunteer which would disqualify them from volunteering;
- The volunteer swears or affirms in writing that they are not disqualified from volunteering pursuant to this policy;
- The volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled; and
- **The Principal and other administrators do not permit the volunteer to work alone with children and can ensure that the volunteer is supervised at all times by a permanent employee (who has all necessary clearances) until the necessary reports and clearances for the volunteer are received.**

If the information obtained reveals that the applicant is disqualified from volunteering, the applicant shall be prohibited from volunteering for Westinghouse Arts Academy. Volunteer clearance requirements contained in this policy will not apply to students' parents, family members or other individuals visiting for supervised classroom and school activities.

**The Administration shall prohibit a parent, family member or other individual from volunteering if the individual refuses to submit the required clearances or engages in behavior that jeopardizes the health, safety or welfare of students or staff or the orderly operation of Westinghouse Arts Academy.**

Employees in a full-time position are expected to consider their positions with Westinghouse Arts their primary employment during the school year. Any outside activity, whether employment or volunteer, must not interfere with an employee's ability to properly perform their job duties at Westinghouse Arts. No outside employment may reflect adversely on Westinghouse Arts or give the appearance of impropriety. Additionally, faculty and staff members may be issued directives from their supervisor as the need and /or concern arises in a day to day environment. These directives are to be immediately followed and completed to ensure educational advancement and the safety of the students. Faculty and / or Staff may follow up with the supervisor for additional information once the directive has been accomplished.

## G: Evaluations

Faculty and staff evaluations will be based on PDE's Act 13, Teacher Effectiveness. Evaluation documents and flow will be housed and tracked in PDE's PA-Etep (Pennsylvania Electronic Teacher Evaluation Portal) system. Evaluation observations will be held annually and bi-Annually depending on your position and certification requirements. More frequent evaluations may be performed at the discretion of the Administration. Evaluation procedures and PA-Etep registration will be shared with you at orientation or prior to your first observation.

**An employee's immediate supervisor is responsible for performing employees' annual evaluations.** Factors to be considered in performance evaluations include, but are not limited to, job performance, achievements, attitude, attendance, and student academic performance. Faculty evaluations will align with Pennsylvania's Code of Professional Practice and Conduct for Educators (Appendix 1) and Pennsylvania Act 13: Educator Effectiveness (Appendix 2).

# **III: Internal Policies & Protocols**

## **A: Discipline**

Employees may be disciplined for a variety of reasons including, but not limited to:

- Carrying onto or possessing a weapon on School grounds without authorization from the appropriate administrator or supervisor.
- Physical or verbal abuse, or threat of harm, to anyone.
- Nonprofessional relationships with students or colleagues.
- Causing intentional damage to School property, facilities or equipment.
- Unauthorized or intentional procurement and use of School property or equipment
- Forceful or unauthorized entry to or occupation of School facilities, buildings or grounds.
- Use, possession, distribution, or sale of alcohol, drugs or other illegal substances on School grounds.
- Use of profane or abusive language.
- Breach of confidential information.
- Failure to comply with directives of School officials, security officers, or law enforcement officers.
- Violation of Board policies, administrative procedures or rules.
- Violation of federal, state, or applicable municipal laws or regulations.
- Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the School, or any activity sponsored or approved by the Board.

### **Discipline will be administered through the following matrix:**

#### **Step 1 - Verbal Warning**

After an offense is brought to the attention of the administration an investigation will be conducted. Once the investigation is concluded and there is sufficient evidence of a violation of policy, a meeting is called between the employee in question, their supervisor, HR, and another administrator. A discussion is had outlining the offense, why it's an offense, and how the supervisor would like it corrected. The employee will participate in this discussion to explain their point of view and why they did what they did. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### **Step 2 - Written Warning**

If the employee repeats the offense that was discussed or directly ignores a directive from a supervisor or is involved in another offense, the employee will receive a written warning. A meeting may or may not be called to correct a continuing offense. If a meeting is called, the employee in question, their Supervisor, HR, and another administrator will give witness that the offense has continued or a new offense has happened. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense(s) and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### **Step 3 - Suspension**

In the event of a third consecutive infraction a meeting will be called between the employee, their immediate supervisor and an HR representative. The repeated offense(s) will be discussed and the employee will be suspended with or without pay for an appropriate amount of time. The disciplinary action sheet will be completed by the Supervisor, or HR as directed by the Supervisor, and presented to the employee. The document will show the offense and outlined steps for correction. Coaching aids will be provided if necessary. The disciplinary action sheet will be signed by the employee and their supervisor. A copy will be given to the employee, supervisor, and HR.

#### Step 4 - **Termination**

Should an employee persist in continuing an offense that has been addressed before, a meeting will be called with the employee in question, their Supervisor, HR, and another administrator to outline the behavior and terminate the employee. ALL school items will be collected at this meeting. All work done on behalf of Westinghouse Arts Academy will be turned over at this meeting. HR will provide final termination benefits and pay information to the terminated employee within 48 hours via email and traditional mail to their home address.

**The severity of the discipline can depend on the severity of the action for which discipline is imposed.** Corrective actions will be included in the disciplinary action. Nothing in this Discipline Policy, however, changes the at-will employment status of employees. Employees may be terminated from employment at any time. There is no guarantee of progressive discipline to address disciplinary issues.

### B: Dress Code

Westinghouse Arts maintains a business casual environment. Employees are expected to maintain a professional appearance while at work to project an image of professionalism to students, parents, visitors, and the public. Employees are to exercise common sense and good judgment regarding their clothing and appearance and to dress in a manner that is consistent with the goals of this Policy. Employees should maintain a clean and neat appearance, and dress according to the requirements of their positions.

Below are general guidelines outlining examples of acceptable and unacceptable workplace attire. This list may differ for different positions. Employees with questions about appropriate workplace attire should contact their immediate supervisor. **The following list is guidance only, not a complete list.**

#### **Appropriate clothing for Westinghouse Arts includes:**

- Suits
- Sport jackets or blazers
- Pants, skirts, kilts, nice jeans
- Sweaters, sweater vests
- Blouses or shirts, including polo/golf shirts
- Dresses
- Dress shoes, clean or new sneakers, job appropriate work shoes
- Dress or Country Club shorts / skorts
- School logo T-shirts / Sweatshirts (Friday attire mainly)

#### **Inappropriate clothing includes:**

- Gym Shorts

- T-shirts, \*unless they are approved school logo to show school spirit
- Sweat suits
- Sweatshirts, \*unless they are approved school logo to show school spirit
- Halters
- Tube tops
- Midriff-baring tops
- Hats, knit caps, baseball caps
- Flop-flops
- Slippers
- Garden shoes (such as Crocs)
- Dirty or Ripped Sneakers
- Torn, ripped or dirty clothing

The Administration may exempt certain employees from this dress code if the employee's position so requires. *For example, a physical education teacher may be permitted to wear a sweat suit or sport appropriate shorts and a t-shirt, Dance instructor may wear dance or non-movement restrictive clothing.* Employees should confirm with their supervisor that they are dressed appropriately for their duties.

**Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and will be asked to go home and return to work appropriately dressed.** In such a case, the employee will not be compensated for time spent away from work. Employees who disregard this policy and its standards will be subject to discipline. The dress code may be suspended temporarily for special occasions such as holidays. The decision to suspend the dress code for a special occasion will be made by the Administration, who will announce their decision in advance. Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to their immediate supervisor. Exceptions to the dress code may be made to accommodate religious, medical/health or other matters. Requests for exceptions to the dress code must be made in writing to the Administration. Westinghouse Arts prohibits any form of discipline, reprisal, intimidation or retaliation for requesting a reasonable accommodation for grounds protected by applicable law. Westinghouse Arts expressly reserves the right to change, modify or delete the provisions of this Dress Code and agrees to notify employees of any change in advance to allow employees to plan accordingly. **This policy is not intended to restrict communications or actions protected or required by applicable law.**

## C: Tobacco and Vaping products

Westinghouse Arts Academy recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the environment of the Charter School. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by Charter School employees and contracted personnel.

### **Definition**

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

- Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other

- means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
  - Any product containing, made or derived from either:
    - Tobacco, whether in its natural or synthetic form; or
    - Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
  - Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

- A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
- A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the Charter School to maintain a drug-free workplace, at which marijuana of any kind is prohibited.

## **Authority**

In accordance with state law, WAA prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by School employees and contracted personnel at any time in a School building; on school buses or other vehicles that are owned, leased or controlled by the Charter School; or on property owned, leased or controlled by the Charter School.

WAA also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by School employees at any time while responsible for the supervision of students during school-sponsored activities that are held off Charter School property.

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by School employees and contracted personnel of legal age.

WAA deems it to be a violation of this policy for any School employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.

## **Reporting**

- Office for Safe Schools Report – A WAA representative shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, on School property to the Office for Safe Schools on the required form.
- Law Enforcement Incident Report – A WAA representative may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## D: Drug Free Workplace

Westinghouse Arts Academy recognizes that the misuse of drugs by School employees is a serious problem with legal, physical and social implications for the whole School community, and is concerned about the problems that may be caused by employee drug use, especially as the use relates to an employee's safety, efficiency and productivity.

All employees are expected to report to work in a physical and emotional condition that allows them to perform their assigned tasks in a competent and safe manner. Therefore, the use, abuse, presence in the body or reporting to work under the influence of alcohol, drugs or other impairing substances by an employee is strictly prohibited. These scenarios limit the ability of the user to exercise good judgment, to react properly in unexpected situations or to perform tasks safely and efficiently. They endanger not only the employee, but also students, coworkers, the public and property.

### **Definitions**

- Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.
- Conviction - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.
- Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

### **Guidelines**

At any time employees are on school premises or on school business, the following activities are strictly prohibited: the illegal use of any drug, narcotic or controlled substance; the possession, transit, transfer or purchase of illegal or unauthorized drugs; the use, abuse, presence in the body or reporting to work under the influence of drugs/alcohol or other intoxicants; the sale of illegal or unauthorized drugs or substances or drug-related paraphernalia. Any employee in violation of this policy is subject to disciplinary action, up to and including termination. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

### **Prescription Drugs (Legally Controlled Substances) and Off-The-Shelf Medicines**

The use of off-the-shelf drugs/medicine or those prescribed by a licensed physician for a given employee is permitted, provided work performance is not affected, under the following conditions: employees must only possess a reasonable amount of medication; employees must inform their supervisor of possible adverse side effects prior to using such substances on the job; employees must not consume prescribed drugs more often than prescribed by their doctor; employees must not allow any other person to consume their prescribed drugs; all medicine must be in its original container with the employee's name, the doctor's name and prescription number on the label. Any violation of this policy can result in disciplinary action, up to and including termination.

### **For Cause/Post-Incident Testing**



When there is reasonable cause to suspect that a working employee's behavior, performance, error in judgment, accident or incident or unsafe actions are related to substance abuse; when there is an accident or near accident involving personnel in which injury to persons or damage to property has occurred or potentially could have occurred, it will be a condition of continued employment for said employee to submit to a requested drug screening.

## **Substance Abuse Violations**

### **Illegal Drug Use**

Any employee found in violation of this policy due to the use, abuse, presence in the body or reporting to work under the influence of illegal drugs or the bringing of illegal drugs onto School premises; the use, possession, transit, transfer, storage, concealment, promotion, sale or attempt to sell any form of illegal drugs or substances while on School premises or on School business, at any time during the hours between the beginning and ending of the employee's work day; or the possession or sale or attempt to sell drug-related paraphernalia will be subject to disciplinary action, up to and including termination. Possession or sale of illegal drugs or substances will be causes for immediate termination.

### **Alcohol Abuse**

Any employee who is under the influence of alcoholic beverages at any time while on company premises, on company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, shall be in violation of this policy and is subject to disciplinary action up to and including termination. An employee shall be determined to be under the influence of alcohol if his/her normal faculties are apparently impaired due to consumption of alcohol or if the employee has a blood alcohol level of 0.04 percent (40 MG/DL blood) or higher.

## **E: Injury**

**Employees** - All employee injuries and illnesses that occur on Westinghouse Arts premises must be reported immediately to the Administration via [healthandsafety@westinghousearts.org](mailto:healthandsafety@westinghousearts.org).

Administration must complete the necessary reports. Employees must complete a written statement regarding the on-the-job accident or illness. Failure to promptly and accurately report work injuries and illnesses could affect available benefits. Additional information regarding work-related accidents and illnesses (including information about workers' compensation coverage) can be addressed with Human Resources and is posted on the Employee Resource webpage through the Staff Portal. You may also refer to the Crisis Response Manual for additional procedures.

**Non-employees** - If a student or visitor is injured or becomes ill on the premises, employees should attend to the person, contact the school nurse, and then notify Administration.

## **F: Safety Drills**

Please refer to the school's Crisis Response Manual

## **G: Network Use**

The Westinghouse Arts computer network has been developed for instructional use. All files created or used on the computer network are the property of Westinghouse Arts and subject to normal review and maintenance procedures. Employees should not store personal confidential information on the Westinghouse Arts network, and Westinghouse Arts is not responsible for any employee personal confidential information stored on the network in violation of this Policy. Employees must use the internet/network in a responsible manner. Use of the internet/network is a privilege, not a right. Violation of these procedures or rules may result in loss of privilege or appropriate disciplinary action. Westinghouse Arts reserves the right to determine, in its discretion, what appropriate disciplinary action will be applied.

The network is to be used for Westinghouse Arts instructional and school business use only. All users of the network are expected to abide by the following guidelines:

- Installing personal software is prohibited. No one shall execute a personal software program that is not on the server.
- Intentionally altering the files or the hardware on Westinghouse Arts computers will be considered vandalism.
- Deliberately attempting to spread viruses through the network will be considered vandalism.
- Unauthorized copying of Westinghouse Arts software will be considered theft.
- Using or accessing other employees' individual employee passwords is prohibited (except for legitimate purposes of system repair, maintenance or monitoring).
- Logging off is required at the end of every session.
- Distributing threatening, obscene or harassing messages over the network or through the printer is prohibited.
- Advertising products or services for sale or participating in "chain letters" or "pyramid schemes" is prohibited.
- Distributing confidential information to other parties for purposes unrelated to Westinghouse Arts business is prohibited. This includes reposting of information sent by another party. This does not prevent an employee from sharing their own confidential information or from participating in concerted activity as protected by law.
- Using copyrighted software illegally is prohibited. Any and all damages that may occur as a result of unauthorized usage or access will be the responsibility of the user.
- Accessing obscene or pornographic material is prohibited and will be dealt with as a serious breach of school policy.
- Sending messages using someone else's name or reading mail or files without owner's permission is prohibited (except for legitimate purposes of system repair, maintenance or monitoring).
- Accessing internet sites containing sexually explicit or hate materials is prohibited.

**This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law or raising complaints about working conditions for their and their fellow employees' mutual aid or protection or legally required activities.**

Westinghouse Arts owns the hardware and software and has unrestricted access to all Email, voicemail and internet communications on its equipment. Email accounts on the Westinghouse Arts system are not private, and Westinghouse Arts retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over its E-mail system as necessary.

School administration reserves the right to make random audits of the history files that record which sites users have visited. **This policy is not intended to restrict communications or actions protected or required by applicable law. Westinghouse Arts is not, and cannot be, held responsible for the loss of material, accidental**

**corruption or any other action that might affect transmission or loss of data.** Westinghouse Arts has taken precautions to maintain safety of all users and these guidelines are written and will be enforced in the interest of all users' safety and effective use of the internet.

**Violations of the policies and procedures governing use of the Westinghouse Arts computer network may result in any or all of the following consequences being imposed against the violator:**

- Restriction of network access.
- Discipline up to and including termination.
- Financial responsibility for repair/replacement of damaged items.
- Criminal prosecution under appropriate state and federal laws.

The above-listed consequences are not all inclusive. Westinghouse Arts reserves the right to take, at its discretion, any and all appropriate action against persons violating this policy, including actions not listed above. Employees will not be disciplined for communications or actions protected or required by applicable law.

**Telephones and voicemail are for Westinghouse Arts use and are the property of Westinghouse Arts.** Westinghouse Arts reserves the right to monitor use of its telephones and voice mail systems. Employees should use their own telephones and voice mail for personal calls and messages. If necessary, employees may use Westinghouse Arts telephones for short, infrequent local personal calls. Employees shall not use Westinghouse Arts telephones to place long distance personal calls. Any employee violating the telephone use policy may be disciplined and billed for personal use of Westinghouse Arts telephones. Employees will not be disciplined for communications or actions protected or required by applicable law.

## H: Internet Safety

Westinghouse Arts works to:

- Prevent its computer network from being used to access or to transmit inappropriate material via internet, email or other forms of direct communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use or dissemination of minors' personal identification information; **and**
- Comply with the Children's Internet Protection Act, 47 U.S.C. § 254(h) ("CIPA").

To the extent practical, technology protection measures (*Defined as: A specific technology that blocks or filters internet access to the material covered by a certification under the CIPA. 47 U.S.C. § 254(h)(7)(I). Also known as "Internet filters."*) shall be used to block or filter access to inappropriate material on the internet or in other forms of electronic communications.

**Specifically, as required by the CIPA, "internet filters" will be used to block any material deemed to be:**

- **Obscene** (*Defined as: Any material or performance, if: (1) the average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; (2) the subject matter depicts or describes in a patently offensive way, sexual conduct of a type described in this section; and (3) the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.*)
- **Child Pornography** (*Defined as: Any visual depiction, including any photograph, film, video, picture, or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, in which (a) the production of such visual depiction involves the use of a minor*

engaging in sexually explicit conduct; (b) such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.)

- **Minor** (Defined as: Any individual who has not attained the age of 17 years. 47 U.S.C. § 254(h)(7)(D).)
- **Sexually Explicit Conduct** (Defined as: **Sexual Conduct**; Actions or Intentions meant to convey notion of or occurrence of a **sexual act** or **sexual contact**.)
  - **Sexual act** (Defined as: (a) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight; (b) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; (c) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or (d) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. 18 U.S.C.A. § 2246(2); 47 U.S.C. § 254(h)(7)(H).)
  - **Sexual contact** (Defined as: Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. 18 U.S.C.A. § 2246(3); 47 U.S.C. § 254(h)(7)(H).)
- **Inappropriate material** (Defined as: Includes any Internet site, electronic mail or other communication containing information, pictures, visual depictions, comments or other content that is obscene and/or is harmful to minors. This definition includes child pornography.)
- **Harmful to Minors** (Defined as: Harmful to minors – Any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated **sexual act or sexual contact** [Defined above in this section], actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. 47 U.S.C. § 254(h)(7)(G).

**Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. 47 U.S.C. § 254(h)(5)(D).**

**To the extent possible**, steps will be taken to promote the safety and security of users of Westinghouse Arts’s online network when using Email, texts, instant messaging and other forms of direct electronic communications. Specifically, as required by the CIPA prevention of inappropriate network use includes (a) unauthorized access, including so-called “hacking” and other unlawful activities; (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

**All Westinghouse Arts employees shall be responsible for supervising and monitoring use of the online computer network and access to the Internet in accordance with this policy and the CIPA.**

The Administration or their designated representative(s) shall be responsible for developing and implementing procedures for disabling or otherwise modifying any technology protection measures.

## **IV: COMPENSATION**

## A: Pay Period

The annual employment cycle begins on July 1st and continues through June 30th of the following year. Employees are hired in various classes according to position and duties. Classes are Exempt vs Non-exempt; Full Time vs. Part Time, and 12 month vs. 10 month calendar employees.

Paydays are bi-weekly on Fridays. If a regular payday falls on a holiday employees will be paid on the workday before the regularly scheduled payday. All employees are encouraged to have pay directly deposited into their bank accounts. Employees with direct deposit are responsible for keeping Westinghouse Arts informed of any change in bank account information. Employees who do not opt for direct deposit will receive their checks at work on payday. Checks not claimed on payday will be mailed to the employee's home address on file with Westinghouse Arts. Employees who do not have direct deposit are responsible for keeping Westinghouse Arts informed of any change in home address.

Employees separated from Westinghouse Arts, whether such separation is the result of resignation or termination will be paid through their last day of employment plus accrued vacation time and will receive their last pay on the first regularly scheduled payday following their last day of work.

## B: Exempt vs Non-exempt

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.

### Exempt Employees

Exempt Employees job duties normally include managerial, supervision, and business focused clerical types of duties (policies, budgetary, confidential assistants) or a specific learned profession, such as lawyers, teachers, registered nurses, and other employees who perform work requiring "advanced knowledge" similar to that historically associated with the traditional learned professions.

### Non-exempt Employees

Non-exempt Employees are entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Non-exempt employees may be paid on a salary, hourly or other basis. Their job duties are more in line with direct product or line work (customer service, facilities, manual labor). Non-exempt Employees can be Full or Part Time.

## C: Full Time vs Part Time

The annual employment cycle begins on July 1st and continues through June 30th of the following year. All employees regularly scheduled to work an average of 30 hours per week (or 130 hours per month) or more are full-time employees.

All employees who work an average of fewer than 30 hours per week (or fewer than 130 hours per month) are part-time employees.

Full-time employees are eligible for benefits after appropriate waiting periods.

Part-time employees are not eligible for health or retirement benefits (Should a part-time employee work at least 500 hours within a year, starting 2021, that employee may be offered access to a similar health and retirement plan). For purposes of determining hours worked, the work week begins on Sunday at midnight and ends on Saturday at 11:59 P.M.

## D: Calendars

Westinghouse Arts Academy uses a fiscal year calendar for budgeting and school calendar for educational purposes. Employees are hired using a fiscal year and job duties may be directed by a 12 Month FY Calendar or a 10 Month School Calendar.

### **1. 12 Month Employee Calendar**

Employees that follow a 12 month FY calendar are employees that directly impact the running of the building and educational programs. 12 month employees can be added at any point in the FY as the staffing is needed to support the operational demands of the entity. 12 month employees may be fulltime or part-time status. They also may be salaried or hourly employees.

12 month Part-time non-exempt employees, full-time non-exempt employees, and full-time exempt employees will receive pay during the following recognized holidays:

Martin Luther King Day (Mid-January)	Spring Break (Friday before Easter and Monday after Easter)
Memorial Day (Last Monday in May) & Independence Day (First week in July)	Juneteenth (June 19th)
4th of July	Labor Day (First Monday in September)
Thanksgiving Break (Thanksgiving Day, Friday and Monday after holiday)	Winter Break (December 24 through January 1)

### **2. 10 Month Employee Calendars**

Employees that follow a 10 month school calendar are employees directly impacted by student participation. 10 month employees are usually actively in the school late August through early June. 10 month employees may be fulltime or part-time status. They also may be salaried or hourly employees.

All calendars recognize the following holidays and the building will be closed:

Martin Luther King Day (Mid-January)	Spring Break (Friday before Easter and Monday after Easter)
Memorial Day (Last Monday in May) & Independence Day (First week in July)	Labor Day (First Monday in September)
Thanksgiving Break (Thanksgiving Day, Friday and Monday after holiday)	Winter Break (December 24 through January 1)

Additional traditional holidays may be added in accordance to school calendar approval by the School Board.

## E: Wages

### 1. Time Tracking

Time and Attendance Records - All non-exempt employees are responsible for accurately reporting all time worked on a time record each pay period. Both the employee and the Administration must approve and verify the hours being paid, including hours worked and any overtime payments that will be paid during the pay period. All overtime MUST be approved in advance by the Immediate Supervisor. Proper completion of time records is a vital step to ensure that employees are paid properly. The Immediate Supervisor or Administration must review and sign off on all time sheets posted through the staff portal, including use of PTO days used by an employee and any vacation days used by a 12 month employee. Payroll will be based upon the time sheets and attendance records submitted. Failure to adhere to the time keeping and attendance reporting policy will result in disciplinary action.

Employees must bring discrepancies between timesheets and attendance records and pay (or any other pay issues) to the attention of Human Resources. Such discrepancies must be brought to the attention of Human Resources as soon as the discrepancy is discovered and before the next regularly scheduled payday.

### 2. Call Off Policy

Sometimes missing work is unavoidable. In the event that you can not request the time off in advance, employees should utilize the Call Out email address [CALLOFF@westinghousearts.org](mailto:CALLOFF@westinghousearts.org). This will alert your immediate supervisor and administration of your absence. Please include any substitute information and location of substitute lesson plans when applicable. Within 24 hours of calling off, all employees should submit a time off request for the day or days missed. If you have any issues submitting the request, please email [humanresources@westinghousearts.org](mailto:humanresources@westinghousearts.org).

### 3. Paid vs Non-Paid Time

All calendar employees receive at the beginning of the fiscal year PTO to use in hourly increments. Amount of PTO is assigned by full-time or part-time status. 12 month, full-time employees will also earn vacation time to be used primarily when school is not in session. Employees using PTO or Vacation time will be paid their regular rate of pay and the PTO or vacation time will not count towards overtime if the employee is classified as non-exempt.

Part-time non-exempt employees, full-time non-exempt employees, and full-time exempt employees will NOT be paid for days that the building is closed and NO work is done. If the building is closed and work can be done remotely, the employee is to pre-arrange remote work through their immediate supervisor. That supervisor would have to sign off that the work was completed and approve the hours on the employees time sheet. Employees may use PTO time to cover these closed days.

If School is canceled or switched to remote learning and once the building is opened safely, Part-time non-exempt employees, full-time non-exempt employees, and full-time exempt employees would need to report, unless special arrangements are made with immediate supervisor to work remotely or the employee decides to use PTO Time / Vacation Time.

Any time the building is open and/or school is in session and an employee does not work, no matter class, pay the equivalent of hours missed will be docked from the employee's pay for that pay period. Also the immediate supervisor will contact the employee to discuss the reason and it will reflect on your evaluation.

a. **PTO time**

PTO Time is granted July 1 to all employees for use throughout the year. PTO time is to be used in hourly increments and, when able, approved in advance. To use PTO time, the employee must notify their immediate supervisor and place a request for the time through the Staff Portal.

Part-Time employees are granted 40 hours to use for the year. Full-Time employees are granted 80 hours to use for the year. Unused PTO is rolled into the new award for the new fiscal year.

PTO time cannot be used more than three full days in a row unless it's for a medical reason. A meeting must be held with your immediate supervisor and HR, where medical documentation must be presented.

**PTO time rolls over every year and has no cap. PTO is NOT paid out at separation of employment or retirement.**

b. **Vacation time**

Full time 12 month employees earn vacation time in monthly increments starting the first full month after hiring. Vacation time accrual rate is as follows:

Employees 1-3 years of service	6.7 hours per month (80 hours per year)
Employees 4 + years of service	10 hours per month (120 hours per year)

At the end of the fiscal year (June 30) any unused earned vacation time will roll over into PTO time for the following year.

c. **Bereavement**

Regular full-time employees are eligible for a paid leave of three (3) working days in the event of a miscarriage or stillborn birth, or the death of a spouse, registered domestic partner, child, stepchild, son-in-law, daughter-in-law, parent, stepparent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, or parent of registered domestic partner. Bereavement leave associated with funeral services must be taken within seven calendar days of the death.

d. **Jury Duty**

Regular full-time employees are eligible for a bank of time to serve on Jury Duty. If you are called to serve jury duty you must notify your supervisor immediately and provide a copy of the notice.

e. **COVID Bank**

During this time of pandemic, a COVID PTO BANK will be set up to allow for additional paid time off should the employee or a person in the care of the employee be diagnosed with COVID. Full-Time Salary and Full-Time Hourly employees are given 80 hours of PTO time at the start of the Fiscal (July 1). Part-time hourly employees will also have access to this bank up to the max number of average work hours for a two week pay



period. Once the COVID Bank Hours are spent, those employees with granted PTO (and/or earned vacation time) as part of their benefits package will be urged to use those hours for any additional time off for recovery or secondary illness.

f. **Religious Holiday Policy**

Westinghouse Arts Academy recognizes that employees come from a diverse background of religious and spiritual natures. Reasonable accommodations to religious observances and practices should be arranged with HR who will, in good faith, provide said reasonable accommodations as long as it does not cause an undue hardship. If these accommodations require a leave of absence from work, the employee will request these dates in advance. Paid time off will be utilized for these time off requests at the behest of the employee. If the employee does not wish to use paid time off, the time off request shall be granted as unpaid time off for those hours missed.

## F: Leave

### 1. **Parental Leave**

All full-time employees who have worked a minimum of one full school year or two full consecutive semesters and are in good standing are eligible for maternity/paternity leave for adoptive and natural parents. Employees must request leave a minimum of 30 days in advance if possible. If this is not possible, employees must place their request as soon as possible once they become aware of it.

The total maternity/paternity leave may not exceed one semester. For the first 4 weeks of leave employees will receive a percentage of their salary (40% if employed for 1-3 years, 60% if employed for 3-5 years, 80% if employed for 5 or more years). Employees may also use any available/accrued PTO hours which are paid at 100% of their salary amount. Westinghouse Arts Academy Charter School will continue to cover employee health insurance premiums during maternity/paternity leave provided that the employee intends to return to work for Westinghouse Arts Academy Charter School at the end of the leave. The employee is still responsible for their monthly contribution and for the full cost of any spouse or dependents on the policy during the time of the leave. If the employee does not return to their position at the end of the leave, the total amount of insurance premiums paid on the employee's behalf during the leave must be reimbursed to the school.

Prior to the start of maternity/paternity leave, the employee and administration will create a return to work plan. The employee is expected to communicate with administration if any changes need to be made to the plan prior to the end of the leave

### 2. **Medical & FMLA**

All full-time employees who have worked a minimum of 12 months are eligible for FMLA leave for qualifying events. Employees must request leave a minimum of 30 days in advance if possible. If this is not possible, employees must place their request as soon as possible once they become aware of need or advised by a Care Provider.

Eligible employees may take up to 12 work weeks of leave in a 12 month period for one or additional qualifying events (or upto 26 work weeks in a 12 month period to care for an ill or injured service member, when the employee is a spouse, parent, child, or next of kin to that service member. Discussion of terms for The Military Family Leave Act under FMLA will be discussed at time of request). These 12 work weeks have a 4 week reduced

pay period and an 8 week unpaid period (for service member care: 4 weeks reduced pay period and 22 week unpaid period). Employees requesting FMLA must complete request forms and provide written documentation from a Care Provider of the qualifying event.

Prior to the start of FMLA leave or shortly after it begins, the employee and administration will create a return to work plan. The plan outlines the employee's due dates of work projects and duties, as well as, deadlines for employees to submit care provider updates and paperwork to Human Resources. The employee is expected to communicate with administration if any changes need to be made to the plan prior to the end of the leave. The employee is aware that during FMLA their employment will be continued; however, the position they currently hold may not be the position they return to but a comparable position may be assigned to them. This role change will only be necessary should the organization deem the duties necessary work to fulfill organizational needs and to reduce workload on other employees. Human Resources will inform the employee of any position changes prior to the end of the leave period.

Once FMLA Leave is approved due to qualifying events, the employee must first use all PTO and /or Vacation time prior to the start of the FMLA Leave. Once all time is used, the employee will receive reduced pay for the first 4 weeks of leave. Employees will receive a percentage of their base pay (40% if employed for 1-3 years, 60% if employed for 3-5 years, 80% if employed for 5 or more years). The employee will continue any medical coverage provided by Westinghouse Arts Academy. The employee's typical payroll deductions will remain during these reduced pay weeks.

At the start of the 8 unpaid weeks, the employee will be required to provide an updated status from the care provider , including a possible return to work date. Westinghouse Arts Academy will continue to cover employee health insurance provided that the employee is responsible for their typical monthly payroll contribution to the policy during the time of the leave and the employee intends to return to work for Westinghouse Arts Academy at the end of leave. An invoice will be provided to the employee for the monthly contribution amount and the invoice must be paid and submitted to Westinghouse Arts Academy by the 15th of every month. If the employee does not return to their or similar position at the end of the leave or invoiced contributions are not made, the total amount of insurance premiums paid on the employee's behalf during the leave must be reimbursed to the school, through legal means if needed.

During this time of unpaid leave, the employee may apply for Short Term Disability through Westinghouse Arts Academy's insurance provider. The employee will contact the Human Resources Department for the appropriate request forms and contact information. Short Term Disability award will be determined by the insurance carrier.

At the conclusion of the FMLA Leave, the employee will present the administration with a release of care / return to work document from their care provider. The document should include any accommodation needed for the safe return to work and continue healing of the employee. All accommodation requests will be reviewed by administration and granted or adjusted, with care providers approval, to safely return the employee to work and avoid any undue hardship to the organization. Should the employee exhaust FMLA and the care provider will not release the employee for a return to work, Human Resources will review ADA guidelines. Through consultation with the Care Provider, if the event is deemed to fall within ADA parameters, the employee may be granted an additional 4 weeks for unpaid leave, adhering to the guidance of paragraph 5 (8 weeks of unpaid leave).

If the FMLA Leave is exhausted, the event does not fall within ADA guidelines, and the Care Provider will not release the employee, or the employee refuses to return to working at Westinghouse Arts Academy, the administration will decide if more unpaid weeks will be granted or if termination of the employee is required to fulfill organizational needs and to reduce workload on other employees.

## G: Benefits

### 1. Health Coverage

All full time employees are eligible to enroll in health coverage provided by Highmark. This includes medical, dental, and eye insurance. Employees can sign up for coverage when they are hired, if they have a life altering event (as defined by Highmark), or during open enrollment in May. Deductions for any coverage that an employee is currently enrolled in will be taken out of each pay period.

### 2. Retirement

All full time employees are eligible to enroll in the 401k retirement plan through HB Retirement. Employee contributions are voluntary, but the School will contribute 10% of the employee's annual base salary on the employee's behalf into the 401K plan regardless of employee contribution.

### 3. Group Term Life Coverage

All employees who work at least 30 hours per week are eligible to participate in the group term life insurance provided through Principal Life Insurance. This provides \$50,000 of life insurance coverage to the employee and is completely covered by Westinghouse. Principal offers additional life insurance coverage to spouse and family members at an additional cost to the employee. For more information, contact HR or Principal Life Insurance.

## V: Human Resources Policies and Guidelines

### A: School ID & Door Card

All employees will be given a school ID. ID photos are taken the first week of school and distributed shortly after. You are allowed 1 Free replacement ID. If you lose your ID a second time, a fee will be required for your replacement. Your ID must be displayed on your person at all times. School ID's are an important part of school safety. If you do not have your ID on you while you are performing job related duties on campus you may be subject to disciplinary action.

Door access cards are distributed upon your first week of employment and are used to enter any area that requires an electronic lock. If you lose or misplace your door access card please contact the Director of Operations as soon as possible so it can be deactivated. A replacement fee will be required for replacement of any lost door access cards.

### B: Employee Services

The Human Resources Department will continue to develop benefit programs to enhance the working conditions of Westinghouse Arts employees. These benefits will be announced to all qualifying employees as programs are developed and approved by the School Board.

### **Current Programs:**

Westinghouse Arts Academy participates in the Company discount program with Dunham's Sports. Employees can obtain a 10% discount on the entire purchase of sporting goods items at check out by showing the participant card or obtaining a virtual card by scanning this QR code



## **VI: APPENDIX**

### **A: General Communicable Diseases Guidance**

#### **COMMUNICABLE DISEASES IN CHILDREN AND STAFF ATTENDING SCHOOL**

##### **PA Code § 27.71. Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions.**

A person in charge of a public, private, parochial, Sunday or other school or college shall exclude from school a child, or a staff person, including a volunteer, who has contact with children, who is suspected by a physician or the school nurse of having any of the communicable diseases, infections or conditions. Readmission shall be contingent upon the school nurse or, in the absence of the school nurse, a physician, verifying that the criteria for readmission have been satisfied. The diseases, the periods of exclusion and the criteria for readmission are as follows:

- Diphtheria. Two weeks from the onset or until appropriate negative culture tests.
- Measles. Four days from the onset of rash. Exclusion may also be ordered by the Department as specified in § 27.160 (relating to special requirements for measles).
- Mumps. Nine days from the onset or until subsidence of swelling.
- Pertussis. Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- Rubella. Four days from the onset of rash.
- Chickenpox. Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- Respiratory streptococcal infections including scarlet fever. At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Infectious conjunctivitis (pink eye). Until judged not infective; that is, without a discharge.
- Ringworm. The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- Impetigo contagiosa. Twenty-four hours after the institution of appropriate treatment.
- Pediculosis capitis. The person shall be allowed to return to either the school, child care or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, 7 days post treatment.
- Pediculosis corpora. After completion of appropriate treatment.
- Scabies. After completion of appropriate treatment.
- Trachoma. Twenty-four hours after institution of appropriate treatment.

- Tuberculosis. Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is noncommunicable shall be submitted prior to readmission.
- Neisseria meningitidis. Until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective.

## B: 22-23 COVID Policy and Procedures

### **Westinghouse Arts Academy Employee & Student COVID-19 POLICY 2022-2023**

#### **General Prevention**

This policy was updated using guidance from the PA Dept. of Health and the CDC. More information can be found at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/schools.aspx>

#### **Masking**

Employees and Students are given the option to wear a well-fitting mask (a mask that covers the nose and mouth) while in the school building and / or participating in school sponsored events. We ask that everyone respects the choices of others no matter their decision.

Using guidance from the CDC and the PA Dept. of Health masking will remain a choice, although strongly recommended, UNLESS Community and/or County COVID transmission levels go to HIGH. If a HIGH Level is assigned to the Community and/or County by the CDC and/or the PA Dept. of Health, Westinghouse Arts will institute a Masking at ALL TIMES (except during lunch) directive to all until transmission levels return to Medium or Low and with the assistance of the CDC and/or the PA Dept. of Health.

#### **Social Distancing**

Employees and Students should try to maintain a 3 ft distance between themselves and another individual when/where possible. Classroom furniture and Commons Area furniture will be arranged to allow distance between individuals. Employees and Students are asked to not move furniture, unless directed to do so by school officials. Should furniture be moved, we ask that the furniture be replaced to where it originally was prior to the movement.

#### **Hygiene & Respiratory Etiquette**

Hand washing has been found to help prevent the spread of viruses. Employees and Students are asked to properly wash their hands, using soap and water for a minimum of 20 seconds. If soap and water are not available, the use of hand sanitizer made with 60% alcohol can be used. Hand sanitizing stations will be made available in certain locations around the school building.

Proper respiratory etiquette covering your nose and mouth when you cough or sneeze. You can do so with a tissue or the upper portion of your arm (elbow to shoulder). If a tissue is used, please dispose of it in a trash receptacle.

#### **Cleaning & Disinfecting**

Facilities will clean surfaces daily to reduce the risk of spreading germs. If there is a COVID event, the building will receive a deep cleaning. The use of nebulizing equipment will be done weekly or more if necessary.

Employees and Students are allowed to wipe down hard surfaces that they will interact with. A request for cleaning supplies for that area can be made through the School Safety Committee ([healthandsafety@westinghousearts.org](mailto:healthandsafety@westinghousearts.org))

## **Miscellaneous Information**

- **Meetings** - Decide if a meeting needs to be held in-person or virtual.
- **Virtual Meetings** - Recommended method whenever possible until the CDC and/or the PA Dept.of Health says the COVID Crisis is fully under control.
- **In-Person Meetings** - Masking is optional, although recommended that ALL participants use a well fitting mask, as long as social distancing can be maintained.
- **Private Offices** - Masking is optional as long as social distancing can be maintained. If the meeting will exceed the size of the office, an alternate space or method to meet should be considered.
- **Common Areas** - Please maintain social distancing whenever possible. Masking is optional in these areas (UNLESS directed by CDC and/ or PA Dept. of Health) and recommended social distancing is unavailable. Please keep areas clean, especially if you created the mess. Cleaning supplies will be made available. Try not to congregate in these areas.
- **Visitors** - Visitors to the school are asked to follow the guidance of the school policy that is in effect during the time of their visit. Should the visitor feel ill, we ask the visitor to stay home and reschedule the event that would bring them to our school.

## **STAYING HOME & TESTING - POLICIES with PROCEDURES**

Employees and Students that are not feeling well should STAY HOME. If they are experiencing COVID like symptoms ( fever; cough,shortness of breath/difficulty breathing; diarrhea; chills; muscle pain; headache; sore throat;loss of taste or smell), it is recommended that they contact their health provider and get tested.

### **If illness is NOT COVID**

The individual is asked to stay home until their symptoms have subsided and are fever free for 24 hours without the use of fever reducing medications.

### **Procedures for staying home due to NON-COVID Illness**

#### **EMPLOYEES**

- Email your immediate supervisor that you are staying home due to illness.
- Enter your PTO time into the staff portal with 24 hours of your day out email
- Email your immediate supervisor if you will be out additional days due to illness or if you will be returning to the building

#### **STUDENTS**

- Contact the school receptionist and notify them that your student will be out of school due to illness.
- Students should email their teachers requesting any missed work or links to virtual instruction. They should also ask for deadlines to turn in missed work.

- An absence note from a guardian or doctor should be brought to the school office upon students return to school.

### If Individual tests POSITIVE FOR COVID -

Regardless of your vaccination status, **EMPLOYEES** and **STUDENTS** must:

- ISOLATE for at least 5 calendar days. You can end isolation after 5 calendar days IF you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may linger for weeks or months after recovery and need not delay the end of isolation). DAY 1 is the first day following the first day of your symptoms.
- WEAR A WELL FITTING MASK around others at your home and in public (at school) for an additional 5 calendar days AFTER the end of your 5 day isolation period.

### Procedures for TIME TO ISOLATE

#### **EMPLOYEES**

- Email your immediate supervisor that you have tested POSITIVE for COVID and will be isolated for 5 days. Proof of POSITIVE results should be sent to the School Nurse and HR.
- Employees that provide proof of Positive results will use hours from their COVID BANK time. 5 days worth of instructional assignments should be provided to substitute covering classes.
- After 5 calendar days of isolation and improved symptoms, Employees may return to work at the school building wearing a well fitting MASK at ALL Times(except when eating or drinking) for an additional 5 calendar days.

#### **STUDENTS**

Contact the school nurse ([nurse@westinghousearts.org](mailto:nurse@westinghousearts.org)) that you have tested POSITIVE and that you will be isolating for 5 days. This will start the Contact Tracing process for the school nurse.

Students should email their teachers requesting any missed work or links to virtual instruction. They should also ask for deadlines to turn in missed work.

After 5 calendar days of isolation and improved symptoms, Students may return to the school building wearing a well fitting MASK at ALL Times (except when eating or drinking) for an additional 5 calendar days.

### If Individual was CLOSE CONTACT FOR COVID

Close Contacts are people who have been within 3-6 ft of a person with a confirmed COVID infection for at least 15 minutes or have been notified of exposure by a school official.

- Individuals who have been in close contact with a confirmed Covid case should be tested regardless of the presence of symptoms.
- Individuals who have been exposed to someone with Covid and are UP TO DATE with vaccines/boosters, should PROPERLY wear a WELL FITTING MASK for 10 days at ALL TIMES (except when eating and drinking), but DO NOT need to quarantine.

- Individuals who are UNVACCINATED or not UP TO DATE with vaccines/boosters MUST Quarantine at home for 5 calendar days. If No symptoms appear, the individual may return to school PROPERLY Wearing a Well Fitted MASK (except when eating and drinking).
- ALL CLOSE CONTACT individuals should get a test after 5 days from the exposure date regardless of vaccine status.
- IF the CLOSE CONTACT should start showing symptoms and/or receive a POSITIVE test result, the individual should follow the steps for isolation.

### Procedures for TIME TO QUARANTINE

#### **EMPLOYEES**

- Email your immediate supervisor that you have been identified as a CLOSE CONTACT for COVID and will be quarantined for 5 days. Confirm with the immediate supervisor that you have 5 days of assignments for the substitute folder.
- Your immediate supervisor will notify the School Nurse and HR of your quarantine and that COVID Bank time may be used.
- After 5 calendar days of quarantine and no symptoms, Employees may return to work at the school building wearing a well fitting MASK at ALL Times(except when eating or drinking) for an additional 5 calendar days.

#### **STUDENTS**

- Contact the school nurse ([nurse@westinghousearts.org](mailto:nurse@westinghousearts.org)) that you were exposed to Covid and that you will be quarantining for 5 days.
- Students should email their teachers requesting any missed work or links to virtual instruction. They should also ask for deadlines to turn in missed work.
- After 5 calendar days of quarantine and no symptoms, Students may return to the school building wearing a well fitting MASK at ALL Times (except when eating or drinking) for an additional 5 calendar days.

### If INDIVIDUAL was exposed to Covid AND already had a CONFIRMED CASE of Covid within 90 days of exposure

- NO QUARANTINE time is needed and Properly wear a well fitting MASK for 10 calendar days (except when eating and drinking)
- Watch for symptoms. If you develop symptoms, ISOLATE IMMEDIATELY and follow ISOLATION policy

### **EMPLOYEES ONLY - COVID BANK**

Employees are awarded 80 hours per school year of time specifically set aside for COVID related needs. To use these hours, HR must receive proof of positive results or CLOSE CONTACT from the employee, their immediate supervisor, or school nurse. Once the 80 hours are used, any additional Covid related need will be covered by the employee's PTO Time.

Employees will no longer be able to work from home, UNLESS a written approval from their immediate supervisor is sent to HR.



## Prevention

Monkeypox does not spread easily between people. However, anyone in close contact with a person with monkeypox can get it and should take steps to protect themselves. People who do not have monkeypox symptoms cannot spread the virus to others.

People residing in a home with a person showing symptoms of monkeypox or who has tested positive for the monkeypox virus, or a person awaiting test results, can avoid getting the infection if they understand how it is spread. The virus can spread from person to person through direct contact with the rash, scabs, or body fluids of a person with monkeypox. It also can be spread by saliva droplets during prolonged, face-to-face contact, or during intimate physical contact, such as kissing, cuddling, etc. Touching objects, such as clothing or linens, previously touched by the rash or body fluids of a person infected with the disease, is another way monkeypox spreads.

Therefore, people in the home should:

- Avoid close, skin-to-skin contact with the infected or potentially infected person
- Not touch the rash or scabs
- Not kiss, hug, cuddle, etc
- Not share eating utensils or cups
- Not handle or touch bedding, towels or clothing worn or used by the affected person
- Use a separate bathroom and sleeping spaces
- Wash hands often with soap and water or use an alcohol-based hand sanitizer
- Talk to a health care provider about the monkeypox vaccine

### **Preventative Measures**

Use an EPA-registered disinfectant, in accordance with the manufacturer's instructions. Follow all manufacturer directions for use, including concentration, contact time, and care and handling. When choosing a disinfectant, it is important to consider any potential health hazards, and do not mix disinfectants or add other chemicals. More considerations can be found here: [Hazard Communication for Disinfectants Used Against Viruses | NIOSH | CDC](#). Follow these steps for safe and effective disinfectant use:

- Check that your product is EPA-registered
- Follow the product's directions. Check "use sites" and "surface types" to make sure this is the right product for your surface.
- The surface should remain wet for the amount of time indicated to ensure the product is effective. Reapply if necessary.

### **Cleaning and Disinfection**

During isolation at home, people with monkeypox should clean and disinfect the spaces they occupy regularly to limit household contamination.

#### **ISOLATING ALONE IN HOME**

- People with monkeypox who are isolated alone at home should regularly clean and disinfect the spaces they occupy, including commonly touched surfaces and items, to limit household contamination. Perform hand hygiene afterwards using an alcohol-based hand rub (ABHR) that contains at least 60% alcohol, or soap and water if ABHR is unavailable.

## ISOLATING WITH OTHERS IN HOME

- People with monkeypox who are isolating in a home with others who don't have monkeypox should follow the isolation and infection control guidance, and any shared spaces, appliances, or items should be disinfected immediately following use.

People who have recovered from monkeypox and whose isolation period has ended should conduct a thorough disinfection of all the spaces within the home that they had been in contact with. Follow the steps below to minimize risk of infection to others in your home after recovery.

- If cleaning and disinfection is done by someone other than the person with monkeypox, that person should wear, at a minimum, disposable medical gloves and a respirator or well-fitting mask.
- Standard clothing that fully covers the skin should be worn, and then immediately laundered according to recommendations below.
- Hand hygiene should be performed using an ABHR, or soap and water if ABHR is unavailable.
- Focus on disinfecting items and surfaces that were in direct contact with the skin of the person with monkeypox, or often in the presence of the person with monkeypox, during isolation. If unsure, disinfect.
- Do not dry dust or sweep as this may spread infectious particles.
  - Wet cleaning methods are preferred such as disinfectant wipes, sprays, and mopping.
  - Vacuuming is acceptable using a vacuum with a high-efficiency air filter. If not available, ensure the person vacuuming wears a well-fitting mask or respirator.
- Clean and disinfect household in the following order:
  - General waste containment
    - Collect and contain in a sealed bag any soiled waste such as bandages, paper towels, food packaging, and other general trash items.
  - Laundry
    - Gather contaminated clothing and linens before anything else in the room is cleaned. Do not shake the linens as this could spread infectious particles.
  - Hard surfaces and household items
  - Upholstered furniture and other soft furnishing
  - Carpet and flooring
  - Waste disposal

## Laundry

Used or contaminated clothing, linens and bedding materials, towels, and other fabric items should be contained until laundering. When at all possible, people with monkeypox should handle and launder their own soiled laundry. Laundry should not be mixed with that of other members of the household.

Follow these laundering procedures:

- Handle soiled laundry according to standard practices, avoiding contact with contaminants from the rash that may be present on the laundry.
- Soiled laundry should never be shaken or handled in a manner that may spread infectious particles.
- In-home laundry facilities:
  - Transfer soiled laundry items to be laundered in an impermeable container or bag that can be disinfected afterwards. Alternatively, a fabric bag may be used that can also be laundered along with the soiled items.
  - Wash laundry in a standard washing machine with detergent, following label instructions. Laundry sanitizers may be used but are not necessary.
- In-home laundry facilities not available:
  - When in-home laundry facilities (facilities not shared with other households) are not available, individuals should coordinate with their local public health department to determine appropriate

laundering options.

## **Hard Surfaces (and non-porous car interiors)**

Routinely clean and disinfect commonly touched surfaces and items (such as counters or light switches) using an EPA-registered disinfectant in accordance with the manufacturer's instructions.

- This includes surfaces like tables, countertops, door handles, toilet flush handles, faucets, light switches, and floors.
- Include interior surfaces of refrigerator, freezer, other appliances, interior cabinet spaces, or drawers if they have been accessed by the person with monkeypox.
- Items and surfaces within the home that have likely not been in contact with the person while sick with monkeypox do not need to be disinfected.
  - This includes clothing and items in drawers or boxes that have not been in contact with, or in the direct presence of the person with monkeypox.
- Wash soiled dishes and eating utensils in a dishwasher with detergent and hot water or by hand with hot water and dish soap.

## **Upholstered Furniture, Carpet and Soft Furnishing (and porous car interiors)**

- If the person with monkeypox had direct skin contact and/or excessive drainage of fluids from rashes onto soft furnishings, such as upholstered furniture, carpets, rugs, and mattresses, steam cleaning can be considered. Discuss with state or local health authorities for further guidance.
- If the person with monkeypox had minimal contact with soft furnishings, disinfect the surface with a surface-appropriate disinfectant.

## **Waste Disposal**

Generally, management of waste from homes, including those of people with monkeypox isolating at home, should continue as normal. Municipal waste management systems routinely collect and dispose of waste materials from individuals with infectious diseases and can do so safely using existing procedures.

- The person with monkeypox should use a dedicated, lined trash can in the room where they are isolating.
  - Any gloves, bandages, or other waste and disposable items that have been in direct contact with skin should be placed in a sealed plastic bag, then thrown away in the dedicated trash can.
  - The person with monkeypox or other household members should use gloves when removing garbage bags and handling and disposing of trash.
- If professional cleaning services are used, treat and/or dispose of waste in accordance with applicable state, local, tribal, and territorial laws and regulations for waste management. For more information, the Department of Transportation has monkeypox-specific information in Appendix F-2 of the federal interagency guidance for managing solid waste contaminated with a Category A infectious substance.

## **Procedures -**

### **EMPLOYEES**

- Email your immediate supervisor that you have a confirmed case of Monkeypox or have been exposed and are awaiting test results. You will need to be isolated until all rash/lesions have completely healed and a doctor gives you clearance to return to work. Isolation for Monkeypox could last 4 weeks. Proof of POSITIVE results should be sent to the School Nurse and HR.

- Employees that provide proof of Positive results will be able to use hours from their COVID BANK time for the Monkeypox isolation period. Employees who do not have any COVID Bank hours available or have used up their COVID Bank hours, will use their PTO time. Should the Employee run out of PTO time and are NOT cleared to return to work, will contact Human Resources to explore other options, including FMLA. Faculty who must isolate should work with their immediate supervisor to provide instructional assignments to the substitute covering their classes.
- After all symptoms have cleared and they receive written approval from their doctor to return to work, can the employee return to the building. As will ALL EMPLOYEES, they must follow the prevention measures to the best of their ability.

## **STUDENTS**

Contact the school nurse ([nurse@westinghousearts.org](mailto:nurse@westinghousearts.org)) that you have tested POSITIVE and that you will be isolating for the extent of the infection. This will start the Contact Tracing process for the school nurse.

Students should email their teachers requesting any missed work or links to virtual instruction. They should also ask for deadlines to turn in missed work.

The student's MAY NOT return to the building and school activities until all their symptoms have cleared and they receive written approval from their doctor to return to the building. Upon returning to the school building, Students should follow all preventive measures to the best of their ability.

### **If Individual was CLOSE CONTACT FOR MONKEYPOX**

- Individuals who have been in close contact with a confirmed Monkeypox case should be tested regardless of the presence of symptoms.
- Individuals who have been exposed to someone with Monkeypox and awaiting results of testing, however DO NOT have symptoms, are asked to provide a note from their doctor stating that they may be in school. They are also asked to follow preventive measures, such as wearing clothing that covers the body; do not share clothing, utensils, or drinks with others; refrain from close contact with other individuals, etc.
- IF the CLOSE CONTACT individual should start showing symptoms and/or receive a POSITIVE test result, the individual should follow the steps for isolation immediately.



Book	Policy Manual
Section	3000 Employees
Title	Working Periods
Code	3032
Status	Active
Adopted	April 5, 2023

### **Authority**

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of Westinghouse Arts Academy Charter School (WAA).

The Board of Trustees (Board) has the authority and responsibility to determine the hours and days during which WAA programs and services shall be available.[\[1\]](#)[\[2\]](#)

The Board, in coordination with its chartering school district(s) and written Charter, has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with Board resolutions and/or Board-approved health and safety plans.[\[1\]](#)[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures to ensure WAA employees are informed of and adhere to their assigned work schedules.

During the times students are in attendance, staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the Principal, immediate supervisor, or the Chief Executive Officer or designee.

**Revised 8/20 © PSBA 2020, charter school series made available by permission exclusively through Bent Creek Services**

Legal	<a href="#">1. 24 P.S. 1716-A</a>
	<a href="#">2. 24 P.S. 1724-A</a>
	3. Pol. 6003
	4. Pol. 6005
	Pol. 3018