

# The Segue Institute for Learning

## Personnel and Employee Handbook



Approved: Board of Directors (May, 2015)

**PERSONNEL & EMPLOYEE HANDBOOK  
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## **SEGUE INSTITUTE FOR LEARNING MISSION STATEMENT**

The mission of the Segue Institute for Learning is to meet the individual needs of the pre and early adolescent student from the Central Falls community.

Segue will provide its students/scholars with a unique educational experience and a venue for the exploration of individual interests. We recognize middle school as a time of change emotionally, physically, and socially. The Segue Institute for Learning will develop a safe, nurturing environment, which will promote diversity and encourage individual growth. Segue students will be given the necessary support to make a smooth and successful transition from the middle to high school setting.

### **Overview**

Since its inception in early 2006, the mission of the SEGUE INSTITUTE FOR LEARNING is to meet the individual needs of the pre and early adolescent student in Central Falls on a number of levels. Segue provides its students with a unique educational experience that promotes academic excellence and serves as a venue for the exploration of individual interests.

The Segue Institute has developed a safe, nurturing environment, which promotes diversity and encourages individual growth. Segue students are given the necessary support to make a smooth and successful transition from the middle school environment to a high school setting, eventually entering and succeeding in college.

At the Segue Institute, teaching and learning go hand-in-hand. Successful teaching requires a broad knowledge of the learning process. Educators at Segue recognize that middle school students succeed when learning relates to real life, when the learner is able to make an emotional connection to a topic, and when they are having fun. The faculty and staff at Segue also know that teaching and learning is a process and will make every effort to try new ideas and share successful techniques.

The administration of the Segue Institute plays an integral part in the success of each student. The administration serves as the school's support network, along with students, parents, teachers, staff, and community leaders. Segue's administrators recognize the importance of professional development, parent involvement, and the school's relationship with the community.

Various methods of instruction are employed in each classroom to ensure that Segue students acquire basic skills in the core subject areas and are able to explore elective subjects. Educators at Segue have training in the many ways students learn, in multiple intelligences, in differentiated instruction and in varied classroom techniques. Teachers organize lessons in order to accommodate various learning and thinking styles, recognizing that students can be visual, auditory and /or tactile learners. The importance of literacy is emphasized in each core subject area.

## **EMPLOYEE HANDBOOK INTRODUCTION**

This handbook is designed to acquaint you with the SEGUE INSTITUTE FOR LEARNING and provide you with information about working conditions, employee benefits, and the policies affecting your employment. You must read, understand, and comply with all provisions of this handbook. It describes your responsibilities as an employee and outlines the programs developed by the SEGUE INSTITUTE FOR LEARNING to benefit employees.

One of our objectives is to provide a work environment that is conducive to both personal and professional growth as we educate and empower the students of our school.

The policies in this Employee Handbook are to be considered as guidelines. The Board of Directors of the Segue Institute for Learning may change or discontinue any part or parts of the policies in this manual at any time without prior notice. The changes shall apply to existing as well as to future employees.

No one other than the Board of Directors of the Segue Institute for Learning may alter or modify any of the policies in this Employee Handbook. No statement or promise by a supervisor or other manager shall constitute a modification of these policies.

Employees seeking resolution of conflicts should consult with their immediate supervisor and or a department director as appropriate.

## **ORGANIZATIONAL STRUCTURE/BOARD OF DIRECTORS**

The Board of Directors (also known as The Board) of the SEGUE INSTITUTE FOR LEARNING is responsible for working with the school's administration on planning the long-range strategic goals of the school.

The Board is also responsible for the oversight of SEGUE INSTITUTE FOR LEARNING's Founder/Executive Director. The Founder/Executive Director is responsible for the day-to-day operations of the SEGUE INSTITUTE FOR LEARNING.

The Board of Directors and Founder/Executive Director will update employees on changes to the Employee Handbook of SEGUE INSTITUTE FOR LEARNING.

### **Nature of Employment**

Each member of the SEGUE INSTITUTE FOR LEARNING staff is an employee-at-will of a Rhode Island not-for-profit, (501) (c) (3) corporation.

Employment with the SEGUE INSTITUTE FOR LEARNING is voluntarily entered into between the school and the employee. The employee is free to resign at any time, with or without cause (voluntary termination). Similarly, the SEGUE INSTITUTE FOR LEARNING may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law (involuntary termination).

One of the goals of SEGUE INSTITUTE FOR LEARNING is to promote leadership among its staff. Involuntary termination will be exercised once all avenues have been thoroughly examined and a proper process of review has taken place in accordance with the handbook.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the SEGUE INSTITUTE FOR LEARNING and any of its employees.

## **Employee Relations**

The SEGUE INSTITUTE FOR LEARNING believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers/schools in this area and in this field. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor(s).

Our experience has shown that when employees deal openly and directly with each other, the work environment can be excellent, communications can be clear, and attitudes can be positive.

We believe that The SEGUE INSTITUTE FOR LEARNING amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The SEGUE INSTITUTE FOR LEARNING will be based on merit, qualifications, and abilities. The SEGUE INSTITUTE FOR LEARNING does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, handicap, age, sexual orientation or any other characteristics protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor or the Founder/Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Immigration Law Compliance**

The SEGUE INSTITUTE FOR LEARNING will employ only United States citizens and individuals who are authorized to work in the United States, and do not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with SEGUE INSTITUTE FOR LEARNING within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Founder/Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **HIRING PROCESS**

### **Employment Applications**

SEGUE INSTITUTE FOR LEARNING relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in any of this information or data may result in the SEGUE INSTITUTE FOR LEARNING's exclusion of the individual from further consideration for employment. If the person had already been hired, this may result in the termination of employment.

### **Background Checks**

As a school providing educational programming and services to students and families, it is SEGUE INSTITUTE FOR LEARNING's primary responsibility to ensure the protection of the recipients of its services. In light of this obligation, the SEGUE INSTITUTE FOR LEARNING will require a recent Bureau of Criminal Investigation (BCI) from every potential employee and consultant prior to their being hired. This process will be repeated periodically as long as the employee or consultant is engaged by SEGUE INSTITUTE FOR LEARNING. If a check reveals a criminal record that counter reflects the ideals and philosophies of the SEGUE INSTITUTE FOR LEARNING, the person will be considered permanently ineligible for employment of any kind.

### **Employment Reference Checks**

To ensure that individuals who join SEGUE INSTITUTE FOR LEARNING are well qualified and have a strong potential to be productive and successful, it is the policy of SEGUE INSTITUTE FOR LEARNING to check the employment references of all applicants.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. The Founder/Executive Director/Director of Finance/Operations will respond to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rate, and position(s) held.

### **Introductory Period**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. SEGUE INSTITUTE FOR LEARNING uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their start date. Any significant absence will automatically extend an introductory period by the length of the absence. If SEGUE INSTITUTE FOR LEARNING determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security. After becoming regular employees, they may also be eligible for other SEGUE INSTITUTE FOR LEARNING-provided benefits, subject to the

terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### **Founder/Executive Director**

The Board of Directors has responsibility for the recruitment, hiring, evaluation and termination of the Founder/Executive Director. The Board may delegate the responsibility for recruitment and screening of applicants for this position to an ad hoc committee of the Board.

### **Employees**

The Founder/Executive Director shall have the responsibility for the recruitment, hiring and terminating all the employees of The SEGUE INSTITUTE FOR LEARNING and ensuring that they are evaluated as specified in this handbook.

### **Nepotism**

It is the policy of the Segue Institute for Learning to seek the best-qualified applicants for positions and to further the careers of those employed regardless of whether they have relatives already employed at Segue.

The basic criteria for appointment and retention are appropriate qualifications and professional development and retention at Segue provided the individual meets and fulfills the appropriate appointment and retention approximant and professional development standards.

Family relationships referred to in this policy are defined as parents-in-law, spouses, children and their spouses, siblings and their spouses and their children.

Notwithstanding, the forgoing, no (2) two persons of the same family may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave of absence, or any other job related function of a supervisory or evaluative nature.

In cases where this conflict develops, the subordinate family member will be assigned to another supervisor at the appropriated level for all recommendations, decisions, or evaluations.

No member of Segue Board of Directors shall be employed in any position under the jurisdiction of the Board. No member of a Board Member's family shall be employed by Segue unless the employee's hiring was recommended by a search committee and approved by a formal vote of the Board.

### **Conflict of Interest and / or Commitment**

The participation of employees in external activities that enhance their professional skills and constitute public service can be beneficial to SEGUE INSTITUTE FOR LEARNING's as well as the individual employee. However, external activities can lead to conflicts of commitment or conflicts of interest with regard to an employee's responsibilities, along with the misuse of SEGUE INSTITUTE FOR LEARNING's resources.



Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of the policy is to remove or control the possibility of personal influence that might bear upon an individual's decision in his or her capacity as an employee of SEGUE INSTITUTE FOR LEARNING.

### **Conflict of Interest**

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of SEGUE INSTITUTE FOR LEARNING's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SEGUE INSTITUTE FOR LEARNING does business, but also when an employee or relative receives any reimbursement, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the SEGUE INSTITUTE FOR LEARNING.

SEGUE INSTITUTE FOR LEARNING requires that any employee who has, or whose relative has, a financial or proprietary interest in any contract, sale, lease, purchase, the provision of services or any other transaction by or with the school shall complete and submit a Disclosure form to the Founder/Executive Director. It will be the responsibility of each employee to keep the disclosure current. If such an interest exists, the employee shall refrain from participating in the decision, contract, sale, or purchase in any manner.

No "interference or conflict" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions including but not limited to purchases, contracts, or leases, it is imperative that they disclose to the Founder/Executive Director.

### **Conflicts of Commitment**

Conflicts of commitment are prohibited. Conflicts of commitment occur when the time or effort that an employee devotes to external activities interferes with the employee's fulfillment of assigned SEGUE INSTITUTE FOR LEARNING responsibilities, or when an employee makes unauthorized use of school resources in the course of an external activity. External activities not related to SEGUE INSTITUTE FOR LEARNING responsibilities shall take place outside of the employee's designated work activities or during periods of authorized leave.

### **Employment Categories**

It is the intent of SEGUE INSTITUTE FOR LEARNING to clarify the definitions of employment classification so that employees understand their employment status and benefit eligibility.

Each employee is designated as being **non-exempt** or **exempt** from federal and state wage and hour laws. Non-exempt employees are employees who are compensated on an hourly basis and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. **Exempt employees are defined as executive, administrative or professional employees, who meet criteria set forth in the FAIR LABOR STANDARDS (FLSA) ACT of 1938.**

In addition to the above categories, each employee will belong to one other employment category:

**Regular Full-Time\*\*** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work SEGUE INSTITUTE FOR LEARNING's full-time schedule (minimum 30 hours per work week schedule). Generally, they are eligible for SEGUE INSTITUTE FOR LEARNING's benefit package, subject to the terms, conditions, and limitations of each benefit program. These employees may include teachers, administration and support staff of the school.

\*\* Full time employees can be either school year or 52 week employees.

**Introductory employees** are those whose performance is being evaluated to determine whether further employment in a specific position or with SEGUE INSTITUTE FOR LEARNING is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**Temporary/ Part-Time** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and part-time employees retain that status unless and until notified of a change. While temporary or part time employees receive all legally mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all of SEGUE INSTITUTE FOR LEARNING's other benefit programs.

**Consultants** are independent contractors hired by the SEGUE INSTITUTE FOR LEARNING who provide temporary services on a per diem or contract basis. All Consultants hired by the SEGUE INSTITUTE FOR LEARNING must meet the IRS's definition of "consultant." No benefits are paid to consultants, except reimbursement for project related expenses agreed upon in the Memorandum of Agreement for consultants.

## **Employee Data:**

### **Access to Personnel Files**

SEGUE INSTITUTE FOR LEARNING maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, job description, resume, records of trainings, documentation of performance appraisals, and other employment records.

Personnel files are the property of the SEGUE INSTITUTE FOR LEARNING, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the SEGUE INSTITUTE FOR LEARNING who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Founder/Executive Director or Director of Finance/Operations. With advanced notice in writing, employees may review their own personnel files in the SEGUE INSTITUTE FOR LEARNING's offices and in the presence of an individual appointed by the SEGUE INSTITUTE FOR LEARNING to maintain the files.

Any medical information pertaining to employees are kept confidential and are filed separately from the personnel file, records, and any other employee forms.

## **Personnel Data Changes**

It is the responsibility of each employee to promptly notify SEGUE INSTITUTE FOR LEARNING of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency other such status reports should be accurate and current at all times. If any personnel data has changed, notify the school's Director of Finance/Operations.

## **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance on an ongoing basis. Formal written performance evaluations will be conducted at least twice a year. Additional formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluation feedback will be gathered by stakeholders (which may include peers, students, and parents).

## **GENERAL GUIDELINES FOR BEHAVIOR AT WORK**

SEGUE INSTITUTE FOR LEARNING hires people who reflect and demonstrate our values of personal integrity, collaboration, and responsibility and who perform at high standards. It is expected that employees will be respectful to students, co-workers, and the community. When we are guided by our values, our actions will follow. Such values would be aligned with the values and mission of SEGUE INSTITUTE FOR LEARNING.

Violent behavior on the part of staff, such as fighting or disorderly conduct, should be reported to supervisory staff immediately and is grounds for immediate termination. If you have reason to believe that your own safety or the safety of others is threatened, report the situation immediately to your supervisor or the Founder/Executive Director.

If you have a question about what might be appropriate or inappropriate behavior, your supervisor is available to assist you in making these determinations.

## **Alcohol and Other Drug Use**

It is the SEGUE INSTITUTE FOR LEARNING's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on SEGUE INSTITUTE FOR LEARNING premises and while conducting business-related activities off SEGUE INSTITUTE FOR LEARNING premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/ or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to alcohol, or other drug use in the workplace should raise their concerns with their supervisor or the Founder/Executive Director without fear of reprisal.

## **Tobacco Use**

SEGUE INSTITUTE FOR LEARNING is a smoke-free workplace. In keeping with SEGUE INSTITUTE FOR LEARNING's intent to provide a safe and healthful work environment, cigarette smoking or other tobacco use is prohibited throughout the workplace and at any other site supervised by SEGUE INSTITUTE FOR LEARNING staff, unless otherwise stated.

## **Sexual and Other Unlawful Harassment**

The SEGUE INSTITUTE FOR LEARNING is committed to providing a work environment that is free of discrimination and unlawful harassment. Action, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Founder/Executive Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Founder/Executive Director or any member of management who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **Attendance and Punctuality**

To maintain a safe and productive work environment, SEGUE INSTITUTE FOR LEARNING expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on SEGUE INSTITUTE FOR LEARNING. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify the Founder/Executive Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **Work Schedule**

SEGUE INSTITUTE FOR LEARNING typical school hours are from 7:00 a.m. to 4:30 p.m., Monday through Friday. Your actual work schedule may vary depending on your position, staffing needs and school operational demands. Due to the nature of the school, employees may need to work evenings, weekends, or other atypical hours to meet the requirements of their position. Employees should contact their supervisor with any questions relative to the work schedule.

Non-exempt employees will receive compensation for all hours worked in accordance with state and federal laws and regulations. Exempt employees' compensation is based on an annual salary, not actual hours worked, in accordance with FLSA and DOL requirements.

### **Personal Appearance and Appropriate Language**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image SEGUE INSTITUTE FOR LEARNING presents to the community. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. In addition, it is assumed that all employees will use language free of profanity and racial slurs or other demeaning language. Consult your supervisor or the Founder/Executive Director if you have questions as to what constitutes appropriate attire or language.

### **Employees' Personal Belongings**

Employees bring and/ or use personal items at the SEGUE INSTITUTE FOR LEARNING or its activities at their own risk. Employees' property is their responsibility during their working hours. If personal equipment, clothing or other personal items are lost, stolen, or damaged during individual's working hours, the employee is responsible for repair/replacement of those item(s).

### **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with SEGUE INSTITUTE FOR LEARNING. SEGUE INSTITUTE FOR LEARNING requests at least two weeks' written resignation notice from all employees.

### **Corrective Action**

The purpose of this policy is to state the SEGUE INSTITUTE FOR LEARNING's position on administering equitable and consistent discipline for unsatisfactory conduct and / or performance in the workplace.

The SEGUE INSTITUTE FOR LEARNING's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform, and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Corrective action may call for any of four steps depending on the severity of the problem and the number of occurrences:

- Verbal warning
- Written warning
- Suspension with or without pay
- Termination of employment

The SEGUE INSTITUTE FOR LEARNING recognizes that there are certain types of employee actions that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual corrective discipline steps.

By using corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the SEGUE INSTITUTE FOR LEARNING.

As a school serving children and families of the community, the SEGUE INSTITUTE FOR LEARNING will engage and fully cooperate with local and state law enforcement officials to assist in any matter that would require their involvement.

### **Problem Resolution**

The SEGUE INSTITUTE FOR LEARNING is committed to providing the best possible working conditions for its employees.

The SEGUE INSTITUTE FOR LEARNING strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive feedback. In turn, supervisors /management will respond in a timely manner.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the SEGUE INSTITUTE FOR LEARNING in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor or acting supervisor after incident occurs.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion and resolution with employee.
3. If problem is unresolved, then the employee presents problem to Founder/Executive Director. The Founder/Executive Director counsels and advises the employee, assists in putting problem in writing, visits with employee's supervisor(s), and documents discussions and resolution with employee.
4. If the problem continues to be unresolved, the employee may contact the Personnel Committee of the Board of Directors for an appointment to review the situation. The Personnel Committee conducts a thorough investigation which may include communication with all individuals involved. The Personnel Committee has full authority to make any adjustment deemed appropriate to resolve the problem. This may include seeking legal counsel representation.

*Note - Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.*

### **Safety**

To assist in providing a safe and healthful work environment for employees, students and visitors; the SEGUE INSTITUTE FOR LEARNING has established an Emergency Evacuation and Crisis Plan. This program is a top priority for the SEGUE INSTITUTE FOR LEARNING. The Founder/Executive Director has responsibility to assign staff to the program for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The SEGUE INSTITUTE FOR LEARNING provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

In the case of an accident that results in injury to a staff or student, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. This applies also to any situation during a SEGUE INSTITUTE FOR LEARNING program that can result in illness or a hospital visit. Employees must complete an Incident Report on all such incidents within 24 hours. The employee and his/her supervisor should sign this report and file it with the Director of Finance/Operations. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Visitors in the Workplace**

To provide for the safety and security of employees, students and the facilities at SEGUE INSTITUTE FOR LEARNING, only authorized visitors are allowed in the workplace/school or any site of a SEGUE INSTITUTE FOR LEARNING program.

All visitors should enter and sign in at the SEGUE INSTITUTE FOR LEARNING at the main entrance of the administration building. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the SEGUE INSTITUTE FOR LEARNING's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

### **Emergency Closing**

At times, emergencies such as severe weather, fires, power failures, or any natural disaster can disrupt the SEGUE INSTITUTE FOR LEARNING's operation. In extreme cases, these circumstances may require the closing of the SEGUE INSTITUTE FOR LEARNING offices/school. If it becomes necessary for the SEGUE INSTITUTE FOR LEARNING to close, staff will be notified by telephone of the closing (via Connect Ed). The Founder/Executive Director will make the decision of any school closing or delay.

Students and families are notified of school closings through local television and radio announcements no later than 5:30 a.m. of the school day.

When school operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed.

### **Use of Telephones**

Personal use of office telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse SEGUE INSTITUTE FOR LEARNING for any charges resulting from their personal use of the telephone.

Employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Texting/Cell phone conversations during work hours are grounds for verbal or written warning. Unless for emergencies or used during employee's break/lunch time, the use of cell phones is prohibited by staff.

### **Use of Equipment**

When using school equipment property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees are required to request property / equipment with a minimum week's notice with the IT Coordinator. Employees are required to sign out all equipment and must notify the IT Coordinator if any equipment or machines appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury. The improper, careless, negligent, destructive, or unsafe use or operation of equipment will result in disciplinary action.

### **Computer and Email Usage**

Computers, computer files, the email system, and software furnished to employees are the SEGUE INSTITUTE FOR LEARNING property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage will be monitored.

The SEGUE INSTITUTE FOR LEARNING strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, SEGUE INSTITUTE FOR LEARNING prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be constructed as harassment or showing disrespect for others.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. SEGUE INSTITUTE FOR LEARNING prohibits the illegal duplication of software and its related documentation.

Employees should notify the Director of IT or the Founder/Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action.

### **Return of Property**



Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all SEGUE INSTITUTE FOR LEARNING property immediately upon request or upon termination of employment. Employees will be held liable for the cost of repair or replacing equipment that are either damaged while in their possession or not returned. The SEGUE INSTITUTE FOR LEARNING may also take any action seemed appropriate to recover or protect its property.

## **EMPLOYEE BENEFITS:**

Eligible employees at the SEGUE INSTITUTE FOR LEARNING are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees:

- Medical Insurance**
- Dental Insurance**
- Sick Time**
- Vacation Time**
- Holidays**
- Personal Time**
- Bereavement Time**
- Jury Duty**
- Family and Medical Leave**
- Personal Leave**
- Military Leave**
- Workers' Compensation Insurance**
- COBRA**
- Retirement Plans**

While some benefit programs require contributions from the employee, most are paid by the SEGUE INSTITUTE FOR LEARNING.

### **Sick Time**

The SEGUE INSTITUTE FOR LEARNING's sick time plan is designed to protect you, as a full time regular employee, against loss of income should an illness or injury cause you to be absent from work.

All full time regular employees earn 6 days of sick leave per year, accrued at 1 day every 2 months of service. Sick time **must be used** within the academic year or it will be lost as it does not roll over to successive years.

Sick days are not payable upon termination, voluntary or involuntary.

### **Vacation Time**

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation and personal pursuits.

All full time staff are required to use vacations during scheduled school vacation weeks.

All 52 week employees also receive the first week off in July which is non-transferable.

Unused vacation time will not be rolled into a new academic year. Any accrued and unused vacation time **will not be paid out** upon separation from employment in accordance with state regulations.

## **Holidays**

The SEGUE INSTITUTE FOR LEARNING will grant paid time off to all full time employees on the holidays listed below.

**New Year's Day (January 1)**

**Martin Luther King (third Monday in January)**

**Good Friday**

**Memorial Day (last Monday in May)**

**Independence Day (July 4)**

**Victory Day (second Monday in August)**

**Labor Day (first Monday in September)**

**Columbus Day (second Monday in October)**

**Veterans' Day (November 11)**

**Thanksgiving (fourth Thursday and Friday in November)**

**Christmas Day (December 25)**

## **Personal Time**

Personal time with pay may be granted for a period of up to two calendar days every year with appropriate advance notice to full time regular employees. Personal days cannot be taken together and cannot be taken on major school event days. Teachers are responsible for proper planning prior to these personal days. Questions regarding personal days should be directed to the school's Director of Finance/Operations and Founder/Executive Director/Instructional Leader.

## **Bereavement Time**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The SEGUE INSTITUTE FOR LEARNING defines "immediate family" as the employee's spouse/partner, parent, child, or sibling, grandparent, parent-in-law, current brother/sister-in-law. Up to three (3) days of paid bereavement leave will be provided to eligible employees.

## **Jury Duty**

The SEGUE INSTITUTE FOR LEARNING encourages employees to fulfill their civic responsibilities by serving jury duty when called. SEGUE INSTITUTE FOR LEARNING will continue to pay staff their regular salary but require that they submit the stipend payments allocated by the State to the Director of Finance/Operations within two business days of receipt.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

## **Family and Medical Leave (FML)**

In accordance with the Family and Medical Leave Act of 1993, The SEGUE INSTITUTE FOR LEARNING may provide family or medical leaves of absence without pay to eligible employees for:

- Your own serious health condition or serious illness
- The serious health condition or serious illness of your family member
- The birth of your child or the placement of an eligible child for adoption or foster care

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

To be eligible for a family / medical leave, an employee must be a regular full time employee and have been employed continuously for at least 12 months.

Eligible employees are required to request for family or medical leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible after any unforeseeable events.

Employees requesting family or medical leave related to the serious health condition must submit a Medical Certification from a health provider. The health care provider's statement should verify the need for family or medical leave, its beginning and expected ending dates, and the estimated leave time required.

Eligible employees may request up to a maximum of 13 weeks of family leave within any 24-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time concurrently with the leave time. Married employee couples may be restricted to a combined total of 12 weeks leave within 24-month period for childbirth, adoption, or placement of a foster child or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the SEGUE INSTITUTE FOR LEARNING during the approved family/ medical leave. Employees must make arrangements with the Director of Finance/Operations to continue payment for their employee contribution premium payments, either through payroll deductions, or by direct payment to SEGUE INSTITUTE FOR LEARNING. If an employee's contribution is more than 30 days late, the SEGUE INSTITUTE FOR LEARNING may terminate the employee's insurance coverage.

Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide SEGUE INSTITUTE FOR LEARNING with at least two weeks advance notice of the date the employee intends to return to work. When the leaves ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, SEGUE INSTITUTE FOR LEARNING will assume that the employee has resigned.

## **Personal Leave**

The SEGUE INSTITUTE FOR LEARNING may allow a leave of absence without pay to eligible employees who request to take time off from work duties to fulfill personal obligations. Employees in certain employment classification(s) are eligible to request personal leave from the Founder/Executive Director and Director of Finance/Operations as described in this policy:

All employees must request from his/her supervisor personal time of any sort at least two (2) weeks in advance.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by SEGUE INSTITUTE FOR LEARNING until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by SEGUE INSTITUTE FOR LEARNING according to the applicable plans.

Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position,

If an employee fails to report to work promptly at the expiration of the approved leave period, the SEGUE INSTITUTE FOR LEARNING will assume the employee has resigned.

## **Military Leave**

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the SEGUE INSTITUTE FOR LEARNING until 30 calendar days after military leave begins. At the time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by SEGUE INSTITUTE FOR LEARNING according to the applicable plans.

Benefits accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel

time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and/or federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purpose of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### **Workers Compensation**

The SEGUE INSTITUTE FOR LEARNING provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither SEGUE INSTITUTE FOR LEARNING nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by SEGUE INSTITUTE FOR LEARNING.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees the opportunity to continue health insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence; or an employee's divorce or legal separation. COBRA election notice will be sent within 14 days after the qualifying event has occurred. The notice will be mailed to the home address on file. Qualified participants have 60 days to decide whether to elect COBRA. If election is made, the person has 45 days from that date to pay the initial premium.

### **Retirement Plans**

The Segue Institute for Learning encourages all of its staff to consider best ways to position themselves for future retirement.

Certified Teaching Staff are required by law to participate in the RI Teacher Pension Plan. Participating staff have to contribute what the state's expectations are at the current time. Segue IFL contributes to this plan on behalf of eligible participants by law as well.

Non-Teaching staff can participate in Segue's simple IRA Plan. Participants establish the contribution to their accounts (not to exceed IRS regulations) and Segue IFL will match up to 3% of the individual's salary.

## **PAY ADMINISTRATION**

## **Timekeeping**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the SEGUE INSTITUTE FOR LEARNING to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees, both exempt and nonexempt, should accurately record the time they begin and end their work, indicating the project area for which they are working. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initializing the time record. All time records should be submitted to the Director of Finance/Operations in accordance with the payroll deadline.

## **Paydays**

All employees are paid biweekly on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

## **Administering Pay Corrections**

The SEGUE INSTITUTE FOR LEARNING takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director of Finance/Operations so that corrections can be made as quickly as possible.

## **Pay Deductions**

The law requires that the SEGUE INSTITUTE FOR LEARNING make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The SEGUE INSTITUTE FOR LEARNING also must deduct Social Security taxes on each employee's earnings up to a specific limit that is called the Social Security "wage base" and Temporary Disability Insurance. The SEGUE INSTITUTE FOR LEARNING matches the amount of Social Security taxes paid by each employee.

Garnishments are court ordered pay deductions taken by the SEGUE INSTITUTE FOR LEARNING, usually to help pay off a debt or obligation. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Director of Finance/Operations can assist in having your questions answered.

## **Overtime**

The Fair Labor Standards Act (FLSA) of 1938, as amended, governs the circumstances under which overtime pay is required. Employers are not required to provide overtime pay or compensatory time off to employees in exempt positions.

## **Business Travel Expenses**

SEGUE INSTITUTE FOR LEARNING will reimburse employees for reasonable school/business travel expenses incurred while on assignments away from the normal work location (conferences, overnight professional development opportunities, etc.). The Founder/Executive Director and Director of Finance/Operations must approve all business travel in advance.

Employees whose travel plans have been approved should make all travel arrangements through the SEGUE INSTITUTE FOR LEARNING's designated staff person.

When approved, the actual documented cost of travel, lodging, and other expenses directly related to accomplishing school/business travel objectives will be reimbursed by SEGUE INSTITUTE FOR LEARNING. Meals will be reimbursed on a per diem basis as determined by the grant or funding source under which the travel is being funded or, if not applicable, under the SEGUE INSTITUTE FOR LEARNING policy. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor and proper authorities. Vehicles owned, leased, or rented by the SEGUE INSTITUTE FOR LEARNING may not be used without prior approval and may not be used for personal reasons at any time. To do so will result in disciplinary action.

Cash advances to cover reasonable anticipated expenses may be made to employees after travel had been approved. Employees must submit a written request to the Director of Finance/Operations when travel advances are needed.

When travel is completed, employees must submit completed travel expense reports within 14 days to the Director of Finance/Operations. Original receipts for all individual expenses and any unspent cash advances should accompany reports.

Employees should contact the Director of Finance/Operations for guidance and assistance on procedures related to travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect cost not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

## **Reimbursement/Payment**

Invoices will be paid or reimbursement made only if backup is provided and the expense is detailed in an approved budget and it has prior approval from a coordinator. All Requests for Payment (RFP) must be made prior to making any purchase unless it is absolutely impossible to do so.

## REQUEST FOR PAYMENT (RFP) BEFORE MAKING AN EXPENDITURE

1. Consult with Director of Finance/Operations before making the request
2. Complete an internal RFP. The amount of the payment, a detailed description and party to be paid are **required**. If amount is unknown, backup must be provided within 24 hours. The request must be authorized by the Director of Finance/Operations or the Founder/Executive Director.
3. Checks are traditionally cut every other Wednesday after Founder/Executive Director' approval. All RFP's must be submitted by the previous Friday.

## REQUEST FOR REIMBURSEMENT

1. Obtain approval by the Director of Finance/Operations before spending out of pocket
2. Return original receipt ASAP to the Director of Finance/Operations.
3. When traveling out of state on behalf of the school, submit all original receipts with nametag and agenda from the conference. If the employee charges any fees with his/her own credit card, that person must bring a copy of the credit card statement showing the expense to be reimbursed along with a receipt corresponding to it.

Reimbursement checks are traditionally cut every other week after Founder/Executive Director' signature. All RFP's must be submitted by the previous Friday.

## INCURRING EXPENSES

Orders for anything other than disposal program materials, such as craft and workshop materials, are to be made by Director of Finance/Operations.

## OTHER WORK EXPECTATIONS & CLASSROOM MANAGEMENT ISSUES -

### Employee Sign-in and out:

Any employee leaving the building during school hours should notify the main office with the details of the departure and return time.

### Partners & Volunteers:

Bringing in outside people to enhance the curriculum with their area of expertise or to provide real life examples to a lesson or concept being taught is ideal. Everyone must be BCI checked therefore you must inform the Founder/Executive Director and the necessary paperwork will be filed to allow volunteer to partner with the school. Volunteers are not to be left alone with the students. The teacher of record must be there in a co- teaching/facilitating role.

Volunteers have a lot of knowledge that the students can benefit from but they are not trained as teachers in the area of classroom management. It is essential that we apply our experience to help them be successful volunteers with the students. Whenever a volunteer is leaving after visiting the volunteer must sign out at the main office.

### Lesson Plans:

For teachers - Regular Instructional and Substitute Plans. At a minimum, lesson plans should include a basic framework of each lesson. Include goals and activities. It is expected that you have lesson plans written to cover at least 2-3 days into the future. Lesson plans are submitted to the Director of Instructions at the beginning of each week.



## **Meetings:**

Common planning time will offer staff an opportunity to provide an update of their work as well as a chance to discuss future work. This will allow the whole school to be aware of the work being done collectively to better prepare students and advance toward adequate yearly progress goals.

Staff Meetings are held every Friday at the end of the school day.

Parent Conference: Teachers are encouraged to meet with parents as deemed necessary for positive academic support. Appointments should be scheduled at times that do not conflict with teaching or supervisory duties. Please invite parents to participate in student report presentations, exhibitions or simply as a “guest”.

## **Homework:**

Homework is an important factor in extending the learning that takes place in school and reinforcing skills. Please provide parents with your homework policy and/or procedure for make-up homework (parent sign off sheet is recommended). Encourage daily independent reading for all students in the class as well as a response journal.

## **Discipline:**

A spirit of respect for others and mutual cooperation are essential elements of the learning environment. Students are expected to act with courtesy and respect toward one another and toward all members of the staff.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline within the classroom setting is at the discretion of the teacher, but should not include public humiliation or corporal punishment. For severe infractions that require administrative intervention, the teacher and Founder/Executive Director will discuss the issue at hand; however the consequences are within the discretion of the Founder/Executive Director.

Every staff has the responsibility to ensure the safety of students. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, denial of privileges, and detention (Saturday School). Please refer to the SEGUE INSTITUTE FOR LEARNING Parent Student Handbook.

## **Abuse and Neglect Policy:**

Per state law, and in accordance with the best interest of all scholars, Segue Institute for Learning strictly abides by RIGL 40-11-3, which states that ALL persons in Rhode Island are required by law to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect. Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen (18) by a person who is responsible for the child's welfare. These reports can be made by any adult in the school community, and do not require that guardians be notified of the report.



**Employee Acknowledgement Form**

This employee handbook describes important information about the SEGUE INSTITUTE FOR LEARNING and I understand that I should consult the Founder/Executive Director regarding any questions either not answered or not understandable to me in this handbook.

I have entered into my employment relationship with the SEGUE INSTITUTE FOR LEARNING voluntarily and acknowledge that there is no specified length of employment.

Accordingly, either the SEGUE INSTITUTE FOR LEARNING or I can terminate the relationship at will, with or without cause, at any time so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies in this handbook.

I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook as well as any revisions made to it. I acknowledge that this handbook is neither a contract nor promise of employment.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Segue Administration

\_\_\_\_\_  
Date