



# **Employee Handbook**

**2020-21 School Year**

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## **A Word about This Handbook**

We have but one duty: to serve and satisfy the educational-based needs of each child attending our schools. All decisions regarding the deployment of staff, school policy and procedural operations will be based upon on how best we can accomplish this mission.

The CMC Employee Handbook is provided to employees for informational purposes and should not be considered a definitive statement of policies or an employee appointment. No employee appointment, compensation, or benefit is valid unless it is in writing and signed by the Executive Director.

This Handbook describes CMC's current policies, procedures, benefits, rules and expectations. In applying this guide to individual employee situations, CMC retains the right to make decisions based on management's assessment of its needs and a consideration of the specific facts and circumstances presented by each situation and/or the individual circumstances of the employee involved. CMC also retains the right to review its policies, procedures, benefits, rules and expectations periodically and may revise, modify, or eliminate them at any time. Nothing in this handbook shall be construed to be in violation of any federal or state law, and if any provision is later found to be unlawful, this will not invalidate the remainder of this handbook.

This handbook is not a contract. All employees of CMC are employees at will. The employee or the CMC may terminate employment at any time with or without notice and with or without cause. Employees are appointed for a period of one year. Employee appointments are renewed at the start of each school year.

***Note:***

*This Handbook supersedes all previous manuals, handbooks or descriptions of our policies.*

## **Section 1: CMC Overview**

### **1.1: Mission Statement**

The Central Massachusetts Collaborative's (CMC) mission is to jointly conduct programs and/or services which shall complement and strengthen member districts in a cost effective manner, increase educational opportunities for children ages 5 to 22 and improve educational outcomes for all students.

### **1.2: Vision Statement**

Provide all students with the opportunity and support to reach the highest possible standard and level of independence and to demonstrate measurable student achievement.

### **1.3: Guiding Principles**

- We believe programs, services and facilities should be of the highest quality and responsive to the changing needs of the member districts.
- We believe it is our responsibility to provide all students with the opportunity and support to reach the highest possible standard and level of independence and to demonstrate measurable student achievement.
- We recognize and celebrate the unique contributions and accomplishments of each individual in our CMC community.
- We believe that all students should be challenged to learn in a caring, inclusive environment that respects diversity and values lifelong learning.
- We believe high quality and relevant professional development is essential for growth and the success of the educational process.
- We recognize the need to partner with families, community organizations and other stakeholders in order to promote learning and growth of all students.
- We encourage and accept a diversity of opinions to stimulate innovative and creative ideas and effective solutions.
- We believe student assessment and program evaluation are essential for continuous improvement.

### **1.4: Common Expectations**

- **Accountability:** All members of the faculty and staff will perform their assigned duties with excellence, while consistently adhering to the policies, procedures and expectations of the CMC.

- **Professional Development is Not an Option:** All staff will engage in professional growth activities, selected to translate into learning opportunities for students, and aligned with both CMC and personal improvement plans.
- **School Climate:** Evidence shows a strong connection between parent and family involvement in schools, and children’s academic achievement, attendance, attitude and continued education. Families may not become involved if they do not feel that the school climate—the social and educational atmosphere of the school—is one that makes families feel welcomed, respected, trusted, heard and needed. When schools create a positive school climate by reaching out to families and creating structures for them to become involved, the result is effective school-family partnerships. Such partnerships connect families and schools to help children succeed in school and their future. All faculty and staff are responsible for promoting a positive and safe learning environment for all students.
- **Cooperation:** All members of the faculty and staff are expected to work in harmony with colleagues, supervisors, administrators and staff. Issues will be resolved in a timely manner to ensure a positive work environment.
- **Professionalism:** All members of the faculty and staff are expected to model desired behaviors for students by being prepared, punctual, dependable and respectful.

### **1.5: Diversity**

CMC values innovative ideas and the variety of perspectives that come from a diverse work environment. We increasingly embrace diversity in our work and in our staffing, bringing unique elements together to create a larger picture. To make diversity work to our advantage, it is our goal to build an environment that respects and values individual differences. To that end, each of us is charged with the responsibility to recognize, respect, and value the differences among us. This charge should be demonstrated in the way we communicate and interact with each other on a daily basis and in the business decisions we make.

### **1.6: Equal Employment Opportunity**

CMC is an equal opportunity employer. We expect all employees to treat each other, students, parents, clients, visitors, and those with whom you have contact with dignity and respect. We are committed to maintaining an environment in which employees, interns, and visitors are treated equally. Therefore, any discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, veteran, or homeless status will not be accepted or tolerated. In addition, any discrimination on the basis of pregnancy or a condition related to an employee’s pregnancy including, but not limited to, lation or the need to express breast milk for a nursing child, will not be accepted or tolerated. It is CMC’s goal to provide equal employment opportunities for all employees and applicants for employment, to prevent any unlawful discrimination or harassment of any individual working at or with CMC, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to our attention.

## Section 2: Employment Information

### 2.1: School/Administration Information

Program	Staff Information	Grades
<b>Central MA Academy</b> 121 Higgins Street Worcester, MA 01606 Tel: 508-538-9109 Fax: 508-852-5375	Director: Ann Ortiz Assistant Director: Michelle Klotz  Staff Hours: 8:30 AM - 4:00 PM	6-12
<b>Central MA Prep</b> 14 New Bond Street Worcester, MA 01606 Tel: 508-538-9103 Fax: 508-854-1347	Director: Daniel Smachetti Assistant Director: Melissa Pichierri  Staff Hours: 8:30 AM - 4:00PM	6-8
<b>Hartwell Learning Center</b> 14 New Bond Street Worcester, MA 01606 Tel: 508-538-9104 Fax: 508-854-1348	Director: Elizabeth Pinzino Assistant Director: Carol DeAngelis  Staff Hours: 8:30 AM - 4:00 PM	K-5
<b>Recovery High School</b> 121 Higgins Street Worcester, MA 01606 Tel: 508-538-9102 Fax: 508-854-4984	Principal: MaryEllen McGorry  Staff Hours: 7:45 AM - 3:15 PM	9-12
<b>Robert Goddard Academy</b> 14 New Bond Street Worcester, MA 01606 Tel: 508-538-9101 Fax: 508-854-1346	Director: Michael Kelly Assistant Director: Elizabeth Driscoll Assistant Director: Maureen Rose  Staff Hours: 8:30 AM - 4:00 PM	9-12+
<b>THRIVE</b> 14 New Bond Street Worcester, MA 01606 Tel: 508-538-9105 Fax: 508-854-1348	Director: Elizabeth Pinzino Assistant Director: Carol DeAngelis  Staff Hours: 8:30 AM - 4:00 PM	K-12+
<b>Woodward Day Schools</b>  20 Rockdale Street Worcester, MA 01610 Tel: 508-538-9108 Fax: 508-854-4973	Staff Hours: 7:00 AM - 2:30 PM  Director: Evelyn Marrone Assistant Director: Richard Cameron Assistant Director: Kris Collins	6-12



190 Fremont Street Worcester, MA 01603 Tel: 508-538-9107 Fax: 508-799-3486  14 New Bond Street Worcester, MA 01606 Tel: 508-538-9100 Fax: 508-854-1348		
<b>Central Administration</b> 14 New Bond Street Worcester, MA 01606 Tel: 508-538-9100 Fax: 508-854-1689	Executive Director: Susan Farrell Director of Finance and Operations: Beverly Tefft Director of Clinical Services: Jean Lindquist Grady Technology Coordinator: Alan Palmer Facilities Manager: Conrad Lizano Executive Assistant: Lynn NeJaime Receptionist: Adrienne Sicard	

## 2.2: Employee Classification - Hours of School and Work

Employees at CMC are classified according to the nature and function of their jobs and the length of their work year. Employees are classified as either full-time or part-time at the time of hire. Regardless of your classification, all employees are considered employees at will.

### 2.2.1 Regular Full-Time Employees

Full-time employees are regularly scheduled to work a minimum of thirty (30) hours per week on a 10-month or 12-month calendar. Full-time employees are eligible for all CMC benefits described in this handbook.

### 2.2.2 Regular Part-Time Employees

Part-time employees are regularly scheduled to work less than thirty (30) hours per week on a 10 or 12-month calendar. Part-time employees are eligible for the benefits described in this handbook *only as specified*.

### 2.2.3 Salaried/Exempt Employees

All employees who perform the majority of their work in a professional or administrative capacity and meet the requirements of the Fair Labor Standards Act are salaried and exempt from the overtime provisions of the Fair Labor Standards Act.

### 2.2.4 School/Work Hours

School hours vary between programs. Work hours also vary according to the building and assignment. Unless specified by your letter of appointment, work schedules will be developed by Program Directors in light of what best meets our needs to service students. All employees are required to arrive a minimum of fifteen (15) minutes prior to their scheduled time to allow for adequate preparation and readiness.

### **2.3: Pre-Employment State and Federal Background Checks**

Prior to the start of employment and/or internship, all employees/interns must undergo and successfully pass a CORI (Criminal Offender Registry Information) background check. The CORI check is performed by designated CORI certified personnel. Results are kept in a locked storage area for seven (7) years. CORI checks on current employees are performed every three (3) years as required by law.

In January 2013, Governor Deval Patrick signed into law Chapter 77 § 38, an act relative to background checks. This new law expands on the Massachusetts criminal background check (CORI). Specifically, it requires a fingerprint-based state and national criminal record check for all school employees/interns through the FBI's national criminal history database.

Unlike state CORI checks that have no fee, individuals will pay a fee to comply with this requirement; **\$35.00** for non-licensed employees and **\$55.00** for DESE licensed professionals.

### **2.4: State Ethics Commission**

Chapter 28 of the Acts of 2009, enacted ethics reform law which imposes mandatory education and training requirements for public employees. The requirements can be summarized as follows:

- Public employees, including employees of educational collaboratives, must be given a Summary of the Conflict of Interest Law prepared by the Ethics Commission within thirty (30) days of hire, and annually thereafter. Every employee must file an acknowledgement of receipt within ten (10) days of the receipt of the Summary.
- Public employees, including employees of educational collaboratives, must complete an online training program within thirty (30) days of becoming a public employee, and again once every two (2) years thereafter.
- Public employees, including employees of educational collaboratives, must supply a copy of the Certificate of Completion to the Central Administrative Office.
- **If in doubt** about any perceived, potential or real conflict between the interests of the Collaborative and the personal, professional or financial interests of the individual, the employee is advised to **request clarification** from the Executive Director of the Collaborative or State Ethics Commission (617) 371-9500.

#### Conflict of Interest Highlights:

- Family Considerations
  - No person shall be employed by CMC while a member of the employee's immediate family serves on the Board of Directors, a committee of the Board, or a program advisory board.
  - No management employee shall hold a job that would require him/her to supervise a member of their immediate family.

- No employee shall hold a job in a program of the Collaborative that also employs a member of the person's immediate family in the same program.
- A member of the immediate family, as defined by CMC, includes parent, step-parent, sibling, grandparent, spouse/partner, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law or grandchild.
- Employees may not ask for or accept gratuities from any organization or individual who does business or seeks to do business with CMC. *See also: Gifts or payments, Section 4.7.*
- Employees may not, either while an employee or after separation of service, disclose information about individuals served by CMC or other confidential data or material, gained or learned as a CMC employee. *See also: Confidentiality, Section 4.3.*
- Employees may not use or permit others to use CMC resources for political or private purposes unless specifically authorized by the Executive Director or designee. Resources that are prohibited for this purpose include, but are not limited to, agency staff, computers, email, voice mail, telephones, postage meters, fax machines, copiers, and company letterhead. *See also: CMC Property, Section 4.12.*
- Employees must not benefit personally from any acquisitions or purchases by CMC.
- Employees must not take any action that could create an appearance of impropriety, such as rendering services to students, parents of students, or to school districts in Massachusetts by private agreement when such services would normally be contracted through the CMC. *See also: Work Performed Outside of CMC Employment, Section 4.4.*
- Unless you qualify for an exemption, you may not have more than one job with the same public employer.

## **2.5: Development of Material, Products and/or Ideas**

Anything created, developed or produced by an employee, in any manner, as part of job-related activities, is the sole property of the CMC and cannot be sold, transferred or bartered for without the written consent of the Executive Director.

Protected property must include the agency logo and/or a statement identifying CMC as the exclusive owner. Individuals responsible for development of materials, products and/or ideas will be given recognition on materials produced as a result of their efforts. The following information will be prominently displayed: Title, Developed by: name of individual(s), Property of the Central Massachusetts Collaborative, Copyright information, Funding Source, if other than the agency, and date.

Examples of protected property include, but are not limited to: videos, audios, podcasts, images, photos, text, program design, design elements, products, software, books, curriculum, training materials, grant proposals, and brochures.

## **2.6: Communication Protocols**

Communications in all media must be consistent with agency standards. All communications are expected to utilize standardized logo art and high quality visuals, with proper crediting of the agency and funding source.

The Executive Director or designee must approve all press releases, advertising, online presence, curricula, publications, brochures and other collateral material, and preauthorize their dissemination. *See also: Public Statements/External Communication, Section 4.6.*

## **2.7: Employee Benefits**

The following provides a brief description of the current insurance and other benefits offered by CMC. From time to time, these benefits may change. Details of insurance plans described in this handbook are contained in booklets written by the insurance company and coverage of specific situations and benefits are determined by the insurance carrier.

For purposes of insurance classification and co-payment calculation, a full-time employee is someone who is regularly scheduled to work a minimum of thirty (30) hours per week. The employee portion of the health premium is paid through payroll deduction.

Benefits consultation with the Director of Finance & Operations and benefit providers is part of the CMC orientation process when the employee starts at CMC. Forms are available through the Central Administrative Office.

**Open Enrollment** occurs each year during the month of January. This is the only time employees can voluntarily make changes to their health and dental benefits.

## **2.8: Health Care**

### *2.8.1 Medical Insurance*

Full time employees are eligible to participate in CMC's group health insurance plan. Employees may enroll in either an individual or a family plan. Employees are required to pay the balance of the premium cost through payroll deduction. For new employees, medical coverage begins thirty (30) days from the date of enrollment. Please see the Summary Plan Description for details of the group health insurance program.

### *2.8.2 Dental Insurance*

Dental insurance is available to all CMC employees. This insurance premium is paid in full by the employee with pre-taxed dollars through payroll deduction. Please see the Summary Plan Description for details of the group dental insurance program.

### *2.8.3 Flexible Spending Account (FSA) - Health*

CMC offers all employees the option of opening an FSA. An FSA is a benefit option plan designed to save you money by offering a means to pay for eligible health care and dependent care out-of-pocket expenses with tax-free dollars that are not paid for by your medical and/or dental plan. The maximum allowance per plan year is \$2,600.

### *2.8.4 Dependent Care Assistance Program*

The maximum allowance per plan year is \$5,000. The Dependent Care Assistance Program allows you to pay for up to \$5,000 per married couple (or \$2,500 if you are married filing separately) for eligible dependent care expenses (child or adult) on a tax-free basis.

### *2.8.5 COBRA Medical and Dental Insurance Continuation*

If an employee participates in a medical or dental insurance plan, the employee and his/her beneficiaries (if the employee is covered by a family plan) have the right to continue group coverage when one of the following qualifying events occur: termination of employment (except for termination due to gross misconduct); death of the employee; divorce or legal separation; loss of eligibility for a dependent child; employee becomes entitled to Medicare.

To continue coverage, the employee or his/her eligible beneficiaries must elect such coverage and pay the entire cost of the medical insurance premium plus an administrative charge. Payments are due by the 10<sup>th</sup> of the month prior to coverage. The period of continuation is 18-months for termination of employment or 36-months for all other reasons.

Baystate Benefits will provide each qualified beneficiary with a notice of his/her election rights within fourteen (14) days of knowledge of a qualifying event. The qualified beneficiary must provide CMC with notice of certain qualifying events (divorce or legal separation and loss of eligibility for a dependent child) within sixty (60) days of the event.

Continuation of COBRA coverage may end, if any of the following occurs:

- Failure to make timely payments of all premiums and administrative fees;
- Assumption of coverage under another group plan that has no pre-existing conditions exclusions or entitlements to Medicare; or
- Termination of CMC's group health or dental plans.

## **2.9: Retirement Plan**

Teachers, Nurses, Clinicians and Administrators contribute to the Massachusetts Teachers' Retirement System (MTRS).

Instructional Assistants, Administrative and Support Personnel contribute to the Massachusetts State Employees Retirement System.

### **2.10: Tax Deferred Annuity - 403(b) and 457**

The CMC offers its employees two (2) Tax Deferred Annuity Plans. The total contribution to the annuity account is paid by the employee through payroll deductions. Details and information are available through CMC's Business Office.

### **2.11: Disability Insurance**

A variety of short term disability insurance coverage is available to all employees through AFLAC. The total premium is paid by the employee through payroll deductions, some of which are paid with pre-taxed dollars. Details and information are available through CMC's Business Office.

### **2.12: Life Insurance**

Full-time CMC employees are eligible for a group life insurance policy worth one annual salary, but not to exceed \$50,000.00. The CMC pays the total premium.

### **2.13: Employee Assistance Program**

CMC has partnered with **ESI Employee Assistance Group** to offer an employee assistance program to all staff and their household members. This free service includes:

- Confidential counseling with licensed mental health providers;
- Free legal and financial consultation with qualified attorneys and financial planners;
- Referrals to child and eldercare resources, self-help and parent support groups, education programs, summer camps, fitness classes, weight loss and smoking cessation programs, etc.; and
- Consultation with EAP professionals about work issues to help employees and supervisors work together successfully.

Examples of when someone may wish to call the EAP include:

- A problem takes up considerable time in your thoughts, affecting your mood, concentration, productivity or relationships;
- A problem affects your physical health or makes you unusually irritable;
- You feel a workplace or supervisory issue could be improved through professional consultation; or
- You struggle with difficult feelings such as depression, anxiety, anger, panic or stress.

The ESI Employee Assistance Group maintains complete client confidentiality; records will not become part of your personnel file. In some cases, when discussing job performance difficulties,

a supervisor may refer you to the EAP. However, the employee has the final decision as to whether or not to access the EAP service.

The EAP website, [www.EducatorsEAP.com](http://www.EducatorsEAP.com), offers a full spectrum of behavioral healthcare solutions and resources. Support is available 24-hours per day, 7-days per week. **For more information and access to all services call: 800-666-5327 or 800-252-4555.**

## **2.14: Payroll Information**

The Office of the Director of Finance & Operations is responsible for payroll.

### *2.14.1 Pay Periods*

Employees are paid every two (2) weeks. Electronic pay stubs can be viewed by logging into your account and accessing the [employeeforward.com](http://employeeforward.com) application. Paystubs are available for review the Friday morning of each pay period. New employees will receive an email from the Business Office with an invitation to set up their account.

### *2.14.2 Time Sheets*

Because of the public nature of the CMC, timesheets are an essential component in the agency's record-keeping system. All Employees are required to complete the timesheet form: properly filled out and hand signed for each pay period.

Administrative Program Staff are responsible for submitting the employee's timesheet every week to the Central Administrative Office. Time sheets are formal documentation of employee attendance and payroll.

### *2.14.3 Direct Deposit*

Direct deposit options are available to all employees to either a checking or savings account. A voided check is necessary for the deposit to be directed to your checking account, and the net amount will be deposited in one account only.

### *2.14.4 Required Deductions*

Payroll deductions required by law are withheld from paychecks for state income tax, federal income tax, Medicare, MTRS, MSERS, etc.

### *2.14.5 Other Deductions*

Full-time employees may consent to payroll deductions for group health, dental, and disability insurance. Eligible employees may consent to payroll deductions for tax-sheltered annuity contributions, etc. These deductions are recorded on each employee's paycheck stub.

## **2.15: Sick Time and Earned Sick Time**

The sick leave benefit ensures that employees are able to perform their responsibilities at maximum efficiency and contributes to the health and safety of all students and staff. The sick leave benefit may be used for the employee's illness or to care for an ill or injured member in the immediate family of the employee or spouse. **Appointments with medical or dental professionals should be scheduled outside of normal working hours when possible.**

Full time employees earn one (1) sick day per month of employment to a maximum of ten (10) days for 10-month employees and twelve (12) days for 12-month and 52-week employees. **NO** sick leave accrues during periods of TEMPORARY employment, such as summer school employment, or during time not worked while out on FMLA leave or disability leave.

Sick leave for full-time employees may be cumulative to a maximum of sixty (60) days, to be used, if needed, to supplement unpaid time in the event of Family Medical Leave Act, short term disability, and worker's compensation leave. An employee may access their accumulated sick days to supplement unpaid leave by filling out an application (See Appendix) and submitting to the Central Administrative Office. The application process requires a physician's statement of illness, estimated period of absence, and an explanation of the event that is keeping the employee from returning to work. Upon termination of employment, employees will not be paid for earned, unused sick time.

#### *2.15.1 Sick Leave Use After the First Forty (40) Hours of Sick Leave*

- Assistant Directors and Coordinators, Teachers, Clinicians, Instructional Assistants, Nurses, Administrative and Technology support staff and Custodians taking a sick day must call in personally to their immediate supervisor. Directors, Site Coordinators and Central Administration Staff should contact the Executive Director prior to the time they are supposed to report to work.
- Employees who are out on sick leave are required to call their immediate supervisor on a daily basis.
- A claim of illness/injury must be supported by a doctor's certificate if the illness exceeds three (3) consecutive working days. If such certificate is not furnished by the employee, sick leave shall not be paid for the entire period of absence.
- Unexcused absences will be unpaid and patterns of abuse of sick leave will result in disciplinary action.
- Sick leave will not be used for pre- or post- extension of a holiday, weekend or school vacation period without medical documentation.
- All full-time employees who have been a member of the CMC organization for at least one (1) calendar year at the start of an academic school year will be advanced with their full sick leave benefit. Ten (10) days for 10-month employees and twelve (12) days for 12-month and 52-week employees.
- Employees who leave employment are not paid for accrued unused sick days and must reimburse the agency for any advanced, unearned sick leave.

Employees who are on leave under the Family and Medical Leave Act (FMLA) must use sick leave concurrently with FMLA leave. For more information see Section 2.17 or contact the Central Administrative Office.



Upon depletion of accumulated sick leave days, the daily salary deduction of a teacher, instructional assistant, or any other 10-month salaried employee shall be 183rd of their annual salary. The rate for all other employees will be calculated according to their yearly work schedule. Any employee whose absence results from work related injury while on official duty shall have no deductions made from their sick leave. Subsequent medical documentation will be required.

### *2.15.2 Earned Sick Time Policy*

It is CMC's policy to provide paid sick time in accordance with the Massachusetts Earned Sick Time Law, M.G.L.c. 149, § 148C, and its related regulations (collectively "the EST Law"). For more information regarding the law or this policy, please contact the Central Administrative Office.

#### Earning and Usage

- As noted above, full time employees earn one (1) sick day per month of employment to a maximum of ten (10) days for 10-month employees and twelve (12) days for 12-month and 52 week employees. The first forty (40) hours of earned sick time taken during the calendar year for sick time purposes as set forth in Section 2 below, shall count as earned sick time for the purposes of the Sick Leave Law and its regulations and any other applicable law.
- All employees other than regular full-time employees accrue paid sick time at the rate of one (1) hour of earned sick time for every thirty (30) hours actually worked up to a maximum of forty (40) hours of sick time per calendar year. Such employees may carry over up to forty (40) hours of unused earned sick time to the next calendar year. However, all employees other than regular full-time employees who carry over earned sick time may only use up to forty (40) hours of earned sick time in a calendar year. Upon termination of employment, employees will not be paid for earned, unused sick time.
- All employees other than regular full-time employees shall begin accruing earned sick time commencing on their date of hire, i.e., each employee's first date of actual work. Such employees may not, however, use earned sick time until the 90th calendar day after the date of hire.
- CMC's "calendar year," as that term is used in this Policy, is defined to run from September 1 to August 31.
- Paid sick time must be used in no less than half day increments. Provided however, quarter day increments may be granted by the employee's immediate supervisor up to four (4) times per calendar/school year.
- Where an employee's absence from work requires CMC to hire or call in to work a replacement employee and CMC does so, CMC may require the absent employee to use an equal number of hours of earned sick time as the replacement or call-in employee works, up to a full shift of earned sick time. If the absent employee lacks sufficient

accrued earned sick time to cover such time away from work, CMC shall provide sufficient job-protected unpaid leave to make up the difference in that shift.

### Permissible Uses

Earned sick time may be used under this Policy for the following reasons:

- to care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of the employee's spouse;
- to address the psychological, physical or legal effects of domestic violence; or
- to travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

For purposes of this Policy, domestic violence shall be defined as abuse committed against an employee or the employee's dependent child by: (1) a current or former spouse of the employee; (2) a person with whom the employee shares a child in common; (3) a person who is cohabitating with or has cohabitated with the employee; (4) a person who is related by blood or marriage; or (5) a person with whom the employee has or had a dating or engagement relationship.

For the purposes of this Policy, abuse shall include (1) attempting to cause or causing physical harm; (2) placing another in fear of imminent serious physical harm; (3) causing another to engage involuntarily in sexual relations by force, threat or duress or engaging or threatening to engage in sexual activity with a dependent child; (4) engaging in mental abuse, which includes threats, intimidation or acts designed to induce terror; (5) depriving another of medical care, housing, food or other necessities of life; and (6) restraining the liberty of another.

### Notice

- An employee must notify his/her supervisor or the Central Administrative Office before using earned sick time, except in the case of an emergency.
- When the use of earned sick time under this Policy is foreseeable or prescheduled, the employee must provide his/her supervisor or the Central Administrative Office with seven (7) days' prior notice (by either telephone or email) of the employee's intent to use earned sick time, except where the employee learns of the need to use such sick time within a shorter period.

- For unforeseeable absences, notice to CMC shall be based on what is reasonable under the circumstances. To the extent possible, employees shall either notify their supervisor or the Central Administrative Office by telephone or email at least one (1) hour before their scheduled start time.
- For multi-day absences, CMC may require the employee or his/her surrogate (e.g. spouse, adult family member or other responsible party) to provide CMC with notification of the expected duration of the leave or, if unknown, then on a daily basis by either telephone or email at least one hour before their scheduled start time, unless the circumstances make such notice unreasonable.
- CMC may require employees who have used any amount of earned sick time to personally submit written verification that they have used earned sick time for allowable purposes after such employees have used any amount of earned sick time. Additional documentation may also be required as detailed below.

#### Documentation Requirements

- CMC may require written documentation for an employee's use of earned sick time that:
  - exceeds twenty-four (24) consecutively scheduled work hours;
  - exceeds three (3) consecutive days on which the employee was scheduled to work; or
  - occurs within two (2) weeks prior to the employee's final scheduled day of work before separation from employment (except in the case of temporary employees).
- Certification and other forms of acceptable documentation listed in this Section may be submitted to CMC either in hand, by email, mail, or facsimile.
- Written documentation that may be required includes:
  - Written documentation signed by a health care provider (as defined under the EST Law) indicating that the use of earned sick time was for an authorized purpose; or
  - With regard to indicating the need of leave related to domestic violence, any of the following:
    - a restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
    - a police record documenting the abuse;
    - documentation that the perpetrator of the abuse has been convicted of one or more of the offenses enumerated in M.G.L.c. 265 where the victim was a family or household member;
    - medical documentation of the abuse;
    - a statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abuse on the employee or the employee's family; or
    - a signed written statement from the employee attesting to the abuse.

- Employees must submit such documentation within seven (7) days after taking earned sick time for which such documentation is required. Additional time to provide such documentation will be allowed for good cause shown.
- Employees who do not have health care coverage may provide a signed, written statement evidencing the need for the use of earned sick time in lieu of documentation by a healthcare provider.
- In requesting documentation for any earned sick time absence, employees shall not be required to submit documentation explaining the nature of the illness or the details of the domestic violence.
- All evidence of the domestic violence experienced by an employee, including the employee's statement and corroborating evidence, shall not be disclosed by CMC unless consent or such disclosure is given by the employee at the time the evidence is produced.
- If an employee fails to comply with the documentation requirements set forth above without reasonable justification, CMC may recoup the sum paid for earned sick time from future pay, as an overpayment.

#### CMC Expectations Regarding Attendance

Employees should remember that regular, reliable attendance and timeliness is expected.

- Employees may not use sick time as an excuse for being late to work and may not use sick time for purposes other than those described above or allowed for by the EST Law.
- An employee may not accept a specific assignment with the intention of calling out sick for all or part of that workday.
- If an employee commits fraud or abuse of earned sick time by engaging in activities that are not consistent with the allowable purposes for which earned sick time may be taken under this Policy, the employee may be subject to disciplinary action.
- Similarly, if an employee is exhibiting a clear pattern of taking sick time on days just before or after a weekend, vacation, or holiday, CMC may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use.
- In the event an employee is suspected of committing fraud or abuse of earned sick time, including but not limited to, exhibiting a clear pattern of taking sick time on days just before or after a weekend, vacation, or holiday, CMC shall investigate such suspected fraud or abuse and shall take such appropriate action as may be necessary up to and including termination from employment.
- Interaction with Leave under Family and Medical Leave Act (FMLA) and Other State and Federal Leave Laws. The time off provided under this Policy pursuant to the EST Law shall run concurrently with time off provided by the Family and Medical Leave Act (FMLA), the Massachusetts Parental Leave Act, the Massachusetts Domestic Violence

Leave Act, the Small Necessities Leave Act, M.G.L.c. 149, § 52D, and other leave laws that may allow employees to make concurrent use of sick time for any of the permissible uses set forth above. In the event time off under this Policy overlaps with any such laws, the employee shall be required to use any accrued, unused sick time concurrently with such other leave.

## **2.16: Personal Leave**

Personal days are available for personal, legal, religious or family matters. Personal days are not intended to be used to extend a holiday weekend, school break (including summer break), or employee vacation. While there may be extenuating circumstances permitting exceptions that may be approved by the Executive Director, these are typically a one-time occurrence and allowable on a case-by-case basis following a written request and explanation to the Executive Director. (See Appendix for Personal Day Request Form)

School year employees may take up to three (3) paid personal days off during the fiscal year.\* 12-month and 52-week employees may take up to four (4) paid personal days per year. Personal days are prorated for employees hired after the start of the year. Personal days do not accrue. Unused personal days will be forfeited. In addition, taking personal days during the first two weeks of school and in June is prohibited except in emergency situations and with the prior written approval of the Executive Director.

Ordinarily a request for a personal day should be made in writing to the Program Director or Supervisor at least two (2) weeks in advance, submitted on a Personal Day Request Form (see Appendix 1). A request with appropriate reason for more than one (1) personal day at a time must be made to the Executive Director in writing.

*\*School year employees are allowed to use their personal time during the school year only. Summer school hours are under a separate agreement that does not include benefits.*

**New employees-** Personal days may only be taken after thirty (30) days of employment.

## **2.17: Family and Medical Leave Act (FMLA)**

CMC's policy is to provide family and medical leave in accordance with the Family and Medical Leave Act of 1993. Employees who have worked for at least twelve (12) months and have a minimum 1,250 hours of service with CMC are eligible for leave under the Family and Medical Leave Act (FMLA). Under FMLA, an eligible employee is entitled to a total of twelve (12) work weeks of leave during any 12-month period for any one or more of the following reasons:

- The birth of a child of the employee or in order to care for such child;
- The placement with the employee of a child for adoption or foster care;
- The care of a child, spouse, or parent of the employee with a serious health condition;
- A serious health condition that renders the employee unable to perform any one of the essential functions of the position; or

- A “qualifying exigency” (as defined in 29 CFR §825.126) when an employee’s spouse, son, daughter, or parent who is a member of any branch of the military, including the National Guard or Reserves, has been deployed or called active duty in a foreign country.

**Note:** The entitlement to leave for the birth or placement of a child for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement of the child.

CMC will also grant an eligible employee up to a total of twenty-six (26) weeks of unpaid FMLA leave, known as "military caregiver leave" in accordance with the Family and Medical Leave Act.

Employees should contact the Central Administrative Office for further information and direction regarding applying for FMLA. (See Appendix for FMLA Request Form)

## **2.18: Parental Leave**

*(When FMLA is not applicable)*

All full-time employees who have been employed by CMC for at least three (3) full consecutive months are eligible for Parental Leave. Eligible employees will be granted an unpaid leave of absence of eight (8) weeks for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption.

In order to receive Parental Leave, an employee must give at least two (2) weeks written notice of his/her anticipated date of departure and intention to return, or provide notice as soon as practicable if the delay in providing such notice is beyond the employee's control.

The Parental Leave Request form is shown in the Appendix.

## **2.19: Bereavement Leave**

When the death of a wife, husband, father, mother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, child, step-child or relative living in the same household, or someone who has acted in loco parentis occurs in the family of a full time employee, such employee is entitled to a paid leave of absence of up to five consecutive days or Memorial Week for people of the Jewish faith, without loss of salary, such leave to take effect from the date of death.

If the death occurs on a school day and the staff member has worked all or part of said day, the five days will commence the following day.

In the event that the funeral services are not held immediately after the death, then the bereavement leave may be delayed to better coincide with the funeral services. Such delay may be requested by the employee and approved by the Executive Director, which approval will not be unreasonably withheld.

Employees are also eligible for bereavement leave as follows:

- Grandmother, grandfather, grandchild, cousin, niece, nephew, uncle, aunt, brother-in-law, sister-in-law – one (1) day without loss of pay.
- In the case of the funeral of an employee, present or past, a delegation of a limited number of staff may attend the funeral services at the discretion of the Director and Executive Director without loss of pay.
- In the case of the death of a friend, necessary time without loss of pay may be granted by the Director to attend funeral services (see Appendix for Bereavement Form)

## **2.20: Leave of Absence for Prolonged Illness**

Employees may be eligible for a leave of absence without pay in the event of a prolonged illness after exhaustion of all accrued leave and FMLA leave, if applicable. The length of any such leave is based on an individual's circumstances and is subject to written approval of the Executive Director. All requests must be accompanied by medical documentation as deemed necessary. Please see the Appendix for the Extended Medical Leave Request Form.

### *2.20.1 Return to Work After Medical Absence*

An employee returning to work after taking sick time of ten (10) or more consecutive days or medical leave (including workers' compensation) must submit a doctor's report certifying that the employee is medically fit to return to work and/or is capable of performing the essential functions of the position to which the employee is returning and the nature and duration of any job duty restrictions the employee may need.

This policy is not to be construed as preventing any qualified disabled individual from working at CMC. Our institution maintains a commitment not to discriminate on the basis of disability and will provide reasonable accommodation for known physical or mental limitations of employees with a disability to enable them to perform the essential job functions and enjoy equal benefits of employment, unless such accommodations would constitute an undue hardship to CMC.

### *2.20.2 Reinstatement*

If you are granted a leave of absence, CMC cannot guarantee that a previously held position will be available when you are ready to return to work. CMC will make every effort to offer the employee the same position or a position similar to the one previously held.

### *2.18.3 Failure to Return*

An employee who fails to return to work on the designated date without prior approval by the Director and Executive Director will be considered to have voluntarily resigned their employment.

### *2.20.4 Group Health Insurance*

An employee participating in group health insurance plan may continue coverage by paying the employee's portion (25%) of the monthly premium to CMC by the first of each month. If the unpaid leave of absence extends beyond twelve (12) weeks, the employee must make

arrangements to either cancel applicable insurance or go on COBRA coverage for health insurance.

#### *2.20.5 Other Insurances*

Coverage for life insurance will continue for the first thirty (30) days of leave. After thirty (30) days, coverage will be terminated, and the employee will be eligible to convert to an individual policy.

### **2.21: Military Leave**

Leave of absence for performance of duty with the Armed Forces of the United States or with a reserve component thereof shall be granted in accordance with applicable law. Those employees who are members of the Armed Forces Reserve and National Guard units will be paid the difference between their military pay and their regular pay from the Collaborative during an absence for a single period up to seventeen (17) consecutive days for active duty in each calendar year. Evidence of service orders shall be filed with the Program Director and the Central Administrative Office upon receipt and followed with documentation of time served and pay schedule.

### **2.22: Jury Duty**

Employees who miss regularly scheduled work due to Jury Duty will receive their regular pay for the first three (3) days or portion thereof. It is the obligation of the employee to show the Program Director the summons or notification to serve on a jury within seven (7) days of the employee's receipt of the summons or notification to serve. An employee who reports for jury duty and is excused from such duty for all or part of the day must report to the work site whenever the interruption of said service will permit four (4) or more consecutive hours of employment during the regularly scheduled work day.

After the completion of jury duty, employees must provide a copy of the Certificate of Trial Juror Service to the Central Administrative Office.

### **2.23: Vacation**

Vacation time for 52-week employees is as follows:

- One to five years employment - 2 weeks
- Six to ten years employment - 3 weeks
- Eleven to fifteen years employment - 4 weeks
- Sixteen years employment and beyond - 5 weeks

Requests for vacation leave must be approved in advance by the employee's Director. Vacation time requested two (2) weeks prior to the opening or closing of school is highly discouraged and requires approval from the Executive Director.



## 2.24: Advanced Degree Salary Adjustment

The following is a guideline to the process of requesting a salary adjustment when advancing your degree. Please follow these steps in order to receive a salary adjustment:

<b>BACHELOR'S +15</b>	<b>MASTER'S+15</b>	<b>MASTER'S +30</b>
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1. A [Course Approval Form](#) must be submitted in advance of starting the course/workshop.
2. The graduate credits must be obtained in the teacher's major area of concentration with such courses approved by the Program Director on a Course Approval Form and filed with the Central Administrative Office.
3. You may apply college graduate credits; or you may apply college graduate credits and up to ninety (90) PDPs (the equivalent of 6 credits) toward your degree change if they are in your teaching area. **ALL** PDPs require a completed Course Approval Form and a certificate of completion to request a salary adjustment.
4. A [Request for Degree Change Form](#) must be completed. Attach all necessary documentation (course approval forms, transcripts, certificates of completion) and submit to the Central Administrative Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

\*\*\*\*\*

<b>MASTERS</b>	<b>2 MA/CAGS</b>	<b>DOCTORATE</b>
<b>ASSOCIATES OR BACHELORS – For Instructional Assistants only</b>		

1. [Course Approval Forms](#) are not required for these degrees.
2. Complete a [Request for Degree Change Form](#) along with official transcripts and/or diploma and submit to the Central Administrative Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

### PLEASE NOTE:

- Transcripts must be submitted with accompanying form(s). It is the responsibility of the employee to formally request the salary adjustment when changing degrees.
- Transcripts must be **official** for ASSOC/BA/MA/CAGS/DOC. For BA+15, MA+15, MA+30, grade reports or unofficial transcripts on institution letterhead are eligible. **Grades from the internet are not acceptable.**
- Course Approval Forms **must** be obtained for BA+15, MA+15, MA+30.
- Educators who participate in school and district-based in-service programs that focus on strengthening professional knowledge and skills in content areas are eligible to receive one (1) PDP/PTP per clock hour. Educators may receive PDPs after the successful completion of

a professional development program (minimum of 10 hours on a topic) with an observable demonstration of learning that includes a written product.

- Failure to follow these procedures may result in the denial of salary adjustment.
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## **Section 3: Staff Procedure Information**

### **3.1: New Employee Orientation and Professional Development Practices**

The CMC requires all new employees to participate in a staff orientation session held in August of each year prior to the start of a new school year. This comprehensive event emphasizes, among other topics, benefits, third party providers, description of each school, mission, guiding principles, and educational practices of the organization.

Each school will hold an orientation/training meeting for all staff members on the first day of the new school year in August. This meeting is conducted by the Director of the school and should include, among other items, emergency procedures, behavior management procedures, safety procedures, school protocol, practices, etc. Each school will also identify, throughout the year, areas of need in which professional development is required.

If an employee is hired during the school year, the Director of the school will conduct a personalized orientation/training session for the new employee. Orientation/training is inclusive to interns and volunteers.

In compliance with state regulations 603 CMR 28.00, the required topics for the in-service training shall include, but are not limited to:

- Reporting students' abuse and neglect to the Department of Children and Families and to the Disabled Persons Protection Commission;
- Disciplinary and Behavior Management Procedures;
- Bullying Policy;
- Runaway Policy;
- Emergency Procedures;
- Civil Rights Responsibilities (discrimination and harassment);
- Curriculum Alignment & MCAS testing, including alternate assessment;
- Student record and confidentiality issues;
- State Ethics Commission Training;

- Universal Precautions; and
- CPI training (scheduled regularly throughout the year).

### **3.2: Performance and Evaluation Process**

The CMC Performance Evaluation process applies to all employees. Review of new hires is conducted at the end of the first ten (10) weeks of employment. Formal and informal observations with oral and/or written feedback are scheduled and provided by the Program Director.

CMC's Performance and Evaluation process is intended to foster ongoing, open communication between staff members and their Directors and includes the following:

- A discussion of your job responsibilities;
- Setting of personal and professional goals;
- Ongoing feedback from your Director on your work performance throughout the year; and
- Professional Development planning to meet your job responsibilities and your professional objectives.

### **3.3: Work Hours and Schedule**

The length of the school year for all personnel shall be determined by the Executive Director and noted in the employee's Employment Agreement. All staff shall be on duty continuously during the school hours as their Director or Executive Director deems necessary for the proper functioning of the school.

Staff is expected to be on duty a minimum of fifteen (15) minutes before the opening of the school and available for a minimum of fifteen (15) minutes after the school day. Each school has established the daily staff working hours and daily pupil hours. Each staff assigned to individual schools must follow the set schedule.

Individual or collective conferences with the Director or Executive Director may be conducted outside of regular school hours.

### **3.4: Absences**

Regular attendance and punctuality on the job is important to CMC's successful operation. If an employee will be delayed or unable to come to work because of illness, accident, or other unavoidable cause, the employee must notify their Director before the start of the school day. Any employee who fails to give proper notification may be charged with an unexcused, unpaid absence. *Employees with direct responsibility for students are also subject to immediate disciplinary action. See also: Sick Time and Earned Sick Time*

If the period of absence will be longer than one day, the employee must call before the start of the school day each day of the absence.

All requests for leave must be approved by the employee's Director and the Executive Director. A leave document must be filed if the absence will be longer than one (1) week. If the period of illness is extensive (exceeding 3 days), and whenever possible, the employee is encouraged to maintain periodic contact with his or her Director. Disciplinary action will be taken in the event of:

- Repeated unexcused absences;
- Excessive absences (without medical documentation);
- Patterns of abuse (e.g. sick days used to extend a weekend, holiday or vacation); or
- False statements regarding use of sick time.

An employee who is absent for three (3) consecutive days and does not contact their Director will be considered to have terminated their employment.

### **3.5: Cancellation/Delay/Early Release Notices**

Occasionally it is necessary to close school because of extreme weather conditions. CMC follows the Worcester Public Schools decisions in these matters. If the Worcester Public Schools has cancelled classes, delayed the start of the school day or plans an early release due to weather CMC will do the same. Announcements can be found on all local radio and television stations.

### **3.6: Arriving Late/Leaving Early (Tardiness)**

An employee who has repeated incidences (two or more within 30 days) of being late for work, or late returning from lunch or leaves work early either at lunchtime or at the end of the work shift may be penalized by loss of pay. Repeated incidences (two or more within 30 days) can be subject to disciplinary action. **Employees with direct responsibility for students, who do not give advance notification of expected tardiness, are subject to immediate disciplinary action.**

### **3.7: Reporting Suspected Child Abuse Procedure**

You have a legal obligation to safeguard the rights and welfare of children, as a school employee. Suspicion of child abuse should immediately be reported to the immediate supervisor (to the classroom Teacher, in the case of an Instructional Assistant), the Director, Assistant Director, Clinician and or the School Nurse. Failure to report suspected abuse in a child under eighteen (18) is a punishable offense under Massachusetts law. In the case of a person over eighteen (18) years of age who is mentally or physically disabled, and, as a result of such disability is wholly or partially dependent on others to meet his/her daily needs, suspected abuse or neglect of the disabled person must be reported to the Program Director who will then inform the Executive Director, who will in turn notify the Disabled Persons Protection Commission.

The requirements of this reporting are similar to those for persons under eighteen (18), except the agency to which the report must be made. *See also: Mandated Reporting of Abuse and Neglect*

### **3.8: Field Trips**

Field trips should be an extension of instruction. As such, they should be planned in a timely fashion to reinforce a given unit or lesson. Parental Permission slips are necessary for all events which take students off school grounds. There must be an adequate number of adults supervising each trip. An adequate number is dependent on the age of the student and the types of activities required of the students; however, there should never be less than two (2) adults. Permission from the Program Director and Executive Director are required for all field trips.

### **3.9: Volunteers and Chaperones**

Often parents and community members serve as volunteers or chaperones for various field trips. CORI (Criminal Offender Registry Information) background checks are required for all parents and community members who volunteer in our schools. This includes parents who chaperone field trips.

Teachers should ascertain that classroom volunteers and chaperones have an approved CORI check on file. Please check with your respective school office to inquire about the status of a volunteer's CORI check at least four (4) weeks prior to the date of the event.

Volunteers must come to the Central Administrative Office to fill out the appropriate form and bring along with them a picture ID (driver's license for example). Please allow ten (10) days for CORI requests to be processed and received in the Central Administrative Office. CORI checks are kept on file for up to three (3) years; a volunteer does not have to have it repeated within the three (3) year window.

### **3.10: Personal Articles**

CMC will reimburse employees for clothing and eyeglasses that are damaged by students. All requests for such reimbursements need to be documented with an Accident/Injury Report, Purchase Order form and receipt of purchase, and submitted to the Central Administrative Office within thirty (30) days of the incident.

CMC cannot assume responsibility for personal articles (accessory items such as jewelry, watches, etc.) that are damaged, lost and/or stolen. Theft of purses/wallets and their content or personal cell phones and other electronic devices are not covered by the Collaborative insurance carrier and will not be reimbursed.

### **3.11: Staff Conduct**

#### *3.11.1 Confidentiality of Student Records / Behavior*

Students as well as co-workers are entitled to work in an environment respectful of their privacy. Confidentiality of student records of academic achievement, health and behavior is governed by law. All employees must exercise the utmost discretion regarding all matters of official business of CMC. All employee and student matters are confidential. Written documents and other

information concerning or prepared for an employee or student are to be held in confidence unless otherwise specified. *See also: Confidentiality*

Confidential matters should always be discussed behind closed doors. Do not discuss these matters in public spaces (i.e. lobbies, classrooms). A student's name or information should never be included in email. If you **must** relay information to another employee about a student only their initials or Student ID number should be used.

### *3.11.2 Dress Code*

Employees are representatives of the Collaborative to every student, program participant, vendor, donor, visitor and fellow employee whom we meet in the performance of our daily duties. While position and program needs may influence acceptable dress standards, all of us should be mindful of the importance of maintaining a professional image through personal appearance (attire, grooming and personal hygiene) as well as words and actions. A professional appearance will positively enhance the educational environment and set the standard which students will emulate. **Clothing that is not acceptable includes: sweat pants (except for P.E.), ripped jeans, tank tops, beach sandals and other specific items deemed not suitable by the Program Director.**

### *3.11.3 Respecting Boundaries*

When working with students CMC requires that all employees maintain a professional and ethical relationship with students whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could lead to even the appearance of impropriety, regardless of the student's age. Inappropriate employee behavior would include, but not be limited to, flirting, dating, giving inappropriate personal gifts to students, frequent personal communications with students (whether by social networking, email, phone, letters, notes, etc.) that is unrelated to coursework or official school matters, or becoming unduly familiar with a student's personal life outside of the school setting. Allegations of inappropriate staff-student behavior shall be promptly investigated by the Executive Director or designee and will be treated as confidential and private to the extent possible within legal constraints. Employees found in violation will be subject to disciplinary action up to and including termination of employment.

Any CMC employee who has knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student must report those suspicions to their Program Director. The Program Director will forward the information to the Executive Director.

When working with co-workers, employees need to be sensitive to boundaries with each other as well. It is the goal of CMC to create an environment that encourages respect and acceptance of diverse perspectives. Conflict among co-workers should be avoided as much as possible, e.g. don't gossip, don't share too many of your personal opinions about controversial topics, and steer clear of highly personal and sensitive matters in the workplace. If conflict does arise, deal with it immediately. Diagnose intercultural communication problems within a work group; recognize verbal and nonverbal aspects of communication that can lead to misunderstandings and miscommunication. Every employee needs to master the core competencies required to get work completed effectively, efficiently and in cooperation with others. Program Directors, the

Central Administrative Office and our Employee Assistance Program can be effective partners in dealing with boundary issues or conflict situations.

### **3.12: Performance and Behavior Expectations**

CMC believes that many employment problems can be satisfactorily resolved through a discussion and the clear exchange of information and of job performance expectations between the employee and his or her director. CMC attempts to help employees identify problems and develop plans designed to rectify any performance and/or behavior deficiencies. These plans may be developed in meetings which include other Directors or the Executive Director. Such plans will be documented and filed in the employee's personnel file.

Rather than list every situation that would warrant discipline or corrective action, CMC seeks to make clear its general expectations in the hope that disciplinary action can be avoided. CMC expects that each staff member will perform his or her job in a satisfactory manner. Poor work habits, such as careless work, a failure to complete work assignments on time, or a failure to follow instructions are unacceptable.

Further, in order to ensure that the organization's operations are conducted in a fair and orderly manner, CMC has, and will from time to time in the future, develop policies and procedures for handling certain types of situations.

CMC expects that its employees will conduct themselves in a manner consistent with the highest standards of professional conduct and conducive to the maintenance of a harmonious and pleasant work environment. Behavior which does not meet these standards, such as a lack of respect or courtesy to a fellow employee, student, parent, visitor or others; disruptive or disorderly conduct; any breach of trust; behavior which shows serious lack of dependability or good judgment; insubordination; theft; conflict of interest; falsification of records; destruction of property; etc., will result in immediate discipline, up to and including discharge.

No employee will, directly or indirectly, encourage any work stoppage, slow down, strike, withholding of services or interfere with any functions of the CMC. Any employee who engages in the aforementioned conduct shall be subject to disciplinary action, including reprimand, suspension, and possible discharge.

### **3.13: Safety Procedures/Reporting Injuries**

Precautions are taken to provide a safe workplace for all employees. Directors are responsible for regularly checking safety conditions in their respective areas. Employees share responsibility for maintaining their safety as well as their peers and students by immediately reporting safety hazards or potential dangers to the Program Director. Since employees are frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their Director so that such unsafe conditions or hazards may be corrected. Staff should also dress in clothing that will not limit their ability to respond to students in crisis and protect (to the fullest extent possible) their own physical safety, (i.e. closed shoes, long sleeves, etc.). It is the employees' responsibility to complete all necessary paperwork immediately (within 24-hours) after an accident regardless of

how insignificant it may appear to be at the time. Failure to do so may forfeit your ability for compensation benefits.

**Note:** An OSHA-approved first aid kit for minor emergencies is located in the Nurse's Office. Employees of the Collaborative are covered by Workers' Compensation Insurance. This policy provides benefits in cases of personal injury (bodily injury or disease) or death arising out of and in the course of fulfilling a work agreement with the CMC.

The following procedure is required for **all** work –related injuries or accidents:

- If an injury occurs, IMMEDIATELY report to the School Nurse and complete an Employee Injury Report Form (see Appendix 9). The School Nurse will file an Accident/Incident Report Form;
- The Director should be informed at the time of the injury and will complete the Accident/Incident Report Form. This form must be hand delivered or sent to the Central Administrative Office **within 24-hours**. Timely reporting is a state requirement;
- If medical evaluation or treatment is required, the Program Director or his/her designee will contact the Reliant Medical Group Occupational Health Department to arrange for your medical treatment between the hours of 8:00 am and 9:00 pm;
  - Proceed directly to Reliant Medical Group Occupational Health Department, 630 Plantation Street, Worcester, MA 01605, or in an emergency, the nearest hospital.
  - Present the provider a copy of the Voluntary Medical Release Form.
  - Request that the treating physician fax a status report (care provided, plan for returning to work) to the Central Administrative Office at 508-854-1689.
  - Request that the bill for medical evaluation or treatment be sent to CMC at 14 New Bond Street, Worcester, MA 01606. Once a claim number has been established, subsequent medical bills for treatment resulting from the work-related injury can be forwarded directly to our Worker's Compensation carrier.
- If an on-the-job injury prevents an employee from being able to work for up to five (5) days, the employee will be paid. Should the incident require a work absence of six (6) or more days, our Workers' Compensation carrier will begin to pay a portion of the employee's salary.

An employee under Workers' Compensation may continue to receive full pay to the extent that the employee can submit a timesheet for the period requesting to draw on accumulated sick leave (in quarter day increments) to make up the difference between our Workers' Compensation benefits and the employee's normal full-time pay. If and when sick leave benefits are exhausted, the employee will be eligible to receive Workers' Compensation benefits only. Employees remain responsible for their share of their elected healthcare (medical & dental) benefits and any other voluntary benefits you wish to continue while on Workers' Compensation (if applicable). The employee should contact the Business Office to make arrangements.



The CMC will make accommodations whenever possible to the employee's duties to facilitate the timely return to work (e.g. light duty or reassignment).

### **3.14: Smoking/Vaping**

Smoking and vaping are not permitted on school premises, including outdoor areas or at school sponsored activities.

### **3.15: Accommodations to Disabilities**

CMC will make reasonable accommodations to enable an individual with a disability to perform the essential functions of his or her job.

If an employee is unable to do the essential of his/her job due to a disability, s/he should contact his/her Director, inform them about the disability, and discuss the type and nature of any assistance or adjustment in the employee's job duties which would enable the employee to perform the essential functions of his or her job.

CMC may ask to speak to the employee's physician or healthcare provider to help it assess the proposed accommodations and to ensure that the employee can safely perform the essential functions of his/her job with or without reasonable accommodation. CMC may also ask the employee to submit to an independent medical or other appropriate examination, at CMC's expense, to help CMC assess an employee's needs.

#### *3.15.1 Pregnant Workers*

If you are pregnant and request a reasonable accommodation for your pregnancy or any condition related to your pregnancy, CMC will engage in a good faith interactive discussion to determine an effective reasonable accommodation to enable you to perform the essential functions of your job including, but not limited to, the following:

- More frequent or longer paid or unpaid breaks;
- Paid or unpaid time off to recover from childbirth;
- Acquisition or modification of equipment or providing seating;
- Temporary transfer to a less strenuous or hazardous position;
- Job restructuring;
- Light duty;
- Private non-bathroom space for expressing milk;
- Assistance with manual labor; and
- Modified work schedules.

CMC may require documentation about the need for a reasonable accommodation from an appropriate health care professional. CMC shall not request documentation to support the following four (4) reasonable accommodations, if requested, for pregnant workers: (1) more frequent restroom, food, and water breaks; (2) seating; (3) limits on lifting over 20-pounds; and (4) private non-bathroom space for expressing milk.

Pregnant employees will not be required to accept a reasonable accommodation or a leave of absence if that accommodation or a leave of absence is unnecessary for the employee to perform the essential functions of the job.

When the need for a reasonable accommodation ceases, the employee will be restored to her original employment status or equivalent position with equivalent pay, accumulated seniority and other benefits.

CMC will not retaliate against an employee for requesting a reasonable accommodation.

### **3.16: Employee Resolution Procedure**

CMC encourages all employees to participate in internal communications by freely discussing work-related issues. Problems regarding working conditions, issues with CMC staff, and other matters may be dealt with through resolution discussion. Should a resolution discussion be required, the sequential procedure set forth below should be followed. Also, the employee and Director have the option of determining whether or not a meeting is considered formal (i.e., is documented and signed by the employee and his/her Director, and a copy is given to the employee and retained in the employee's personnel file).

**Note:** Problems involving sexual harassment are handled under the sexual harassment policy (see Section 4.10); resolutions involving harassment are handled under the same procedures as sexual harassment.

If an employee has a complaint, the following procedure will be utilized in the resolution of the stated complaint:

Step 1: The employee meets with his/her immediate supervisor and attempts to resolve the complaint. If no resolution is reached, the employee may request a meeting with the Executive Director.

Step 2: The Executive Director will meet with the employee and attempt to resolve the complaint. If no resolution is reached, the employee may request, in writing, to meet with the Board of Directors.

Step 3: The Executive Director, once a written request for a meeting with the Board of Directors has been received, shall place the employee on the agenda of the next Board of Directors meeting. The Board of Directors will meet with the employee and attempt to resolve the complaint. Action by the Board of Directors will be the final administrative step.

### **3.17: Compensation**

Salaries for all staff are determined by the salary schedules approved by the Board of Directors. Salary step decisions are based upon employee's qualifications, certification, and experience.

Salary adjustment based on degree advancement change is available twice per school year for all staff. Staff pursuing a salary adjustment must fill out the request form prior to the adjustment dates. Non-degreed Instructional Assistants are eligible for a salary adjustment upon the completion of degree program earning them an Associate or Bachelor Degree only. Please see the Appendix for the salary adjustment guidelines and forms.

### **3.18: Personnel Files**

#### *3.18.1 Change of Status*

In order to keep employees' personnel records current, it is **the employee's responsibility** to notify the Central Administrative Office, in writing, whenever there is a change in the employee's status. The Central Administrative Office is responsible for notifying Payroll, Insurance Companies, Program contact, etc. of the change. Examples of changes may include:

- Name (copy of updated Social Security Card required);
- Home Address;
- Home Telephone;
- Family Status (marriage, divorce);
- Emergency Contact Information;
- Beneficiary Updates;
- Tax Exemptions (attach copy of updated federal or state withholding form);
- Benefit Elections Based on an Event (change in marital status, birth or adoption of child, etc.); and
- Licensure, Certification or Degree changes (with attached documentation).

#### *3.18.2 Reviewing Your Files*

An employee may submit a written request to review his or her own personnel file during regular business hours. The review will take place at the convenience of and under the supervision of the Executive Director or designee. No materials shall be removed from individual files without permission from the Executive Director.

### **3.19: Termination of Employment**

#### *3.19.1 Voluntary Termination of Regular Employees*

Employees wishing to terminate their employment with CMC should submit a letter of resignation, preferably at least two (2) weeks in advance, to the Executive Director and their Program Director specifying their last day of employment. The Director will forward final time sheets and separation documentation to the Central Administrative Office for processing of final pay. It is the responsibility of the employee to schedule a final meeting with the Central Administrative Office, if desired, to ensure that the employee rights have been discussed and handled in a timely, appropriate manner. The exit process will include:

- Confirmation of the employee's official last day of work;
- Clearance of all outstanding obligations to the Collaborative and the return of all the CMC property;
- Instructions regarding distribution of the employee's final check, which will include a reconciliation of money owed to the employee and to the agency (e.g., payment for all work performed; deduction for vacation, sick or personal time taken, but not yet accrued);
- Information regarding unemployment benefits, when and where withholding tax statements will be mailed and, if applicable, what happens to payroll deductions such as retirement, annuities, garnishments, insurance payments, etc.; and
- Eligible departing employees will also have explained to them their rights under federal COBRA laws, with regards to continuation of health and/or dental insurance plans. The corresponding COBRA paperwork will be sent directly to the employee's home from CMC's benefit partner.

### *3.19.2 Involuntary Termination*

As an employee at will, you may choose to terminate your employment at any time. This also allows CMC to terminate your employment at any time, for any reason not covered by applicable federal and state law.

### *3.19.3 Retirement*

Employees intending to retire shall notify the Executive Director, in writing, at least thirty (30) days prior to the date the retirement is to take effect. Upon receipt of the letter of intent to retire, the Executive Director or designee will conduct an exit interview to inform the employee of the separation procedures.

To be eligible for group health insurance coverage after retirement, the following criteria must be met:

- The employee must be enrolled in the group health insurance plan at the date of retirement; and
- The employee has met the vested requirements for retirement under their respective retirement systems, namely, Massachusetts Teachers' Retirement System (MTRS) or Massachusetts State Employees Retirement System (MSERS)

The employer/employee portion of the premium coverage shall remain the same for a retiree as that of an active employee.

## Section 4: Staff Policy Information

### 4.1: Bullying Prevention Policy

#### 4.1.1 Overview Statement

The Central Massachusetts Collaborative (CMC) aims to ensure a safe and happy learning environment for all members of the school community. We recognize that bullying does occur, and we work to promote a culture that rejects bullying and provides support to any members of the school community who are bullied. Bullying behavior is recognized as being anti-social and unacceptable. Procedures are outlined in this plan for reporting bullying and responding to incidents.

The CMC also aims to work with students, teachers, families, community members and organizations to raise awareness, encourage reporting, and prevent bullying and to promote the values of tolerance and respect as well as the valuing of difference and diversity. This will be accomplished through public comment periods of the Bullying Prevention and Intervention Plan, parent workshops and presentations.

The policy applies to all members of the school community which includes students, teaching and non-teaching staff, parents/caregivers and visitors to the school. All members of the school community have responsibility to support and promote these objectives. They also have the right to be involved in ongoing collaboration to develop strategies to support the anti-bullying plan.

#### 4.1.2 Definitions

**Bullying:** The repeated use by one or more students or by a member of a school staff, including but not limited school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target and / or damage to the target's property;
- places the target in reasonable fear of harm to himself and / or of damage to his property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school;
- materially and substantially disrupts the education process or the orderly operation of the school.

#### **Cyberbullying**

Bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence

of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications, Cyberbullying shall also include

- The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, of the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v) inclusive, of the definition of bullying.

### **Aggressor**

A student or member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

### **Target**

A student against whom bullying, cyberbullying, or retaliation has been perpetrated.

### **Hostile Environment**

A situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

### **Retaliation**

Any form of intimidation (verbal or physical), reprisal or harassment taken against any person who reports or makes a complaint of harassment, intimidation or bullying, or who participates in an investigation of the same.

### **School**

Includes a classroom, on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, including at remote learning platforms, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school Collaborative or school, or through the use of technology or an electronic device owned, leased or used by the school Collaborative or school **and**

At a location, activity, function or program that is NOT school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school Collaborative or school, if the bullying creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

#### **4.1.3 Prohibition of Bullying, Cyberbullying and Retaliation**

Acts of bullying, cyberbullying, and retaliation are prohibited;

- On school ground, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, including remote learning platforms, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school Collaborative or school, or through the use of technology or an electronic device owned, leased or used by a school Collaborative or school and
- At a location, activity, function or program that is NOT school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school Collaborative or school, if the bullying creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

#### **4.1.4 Procedures for Reporting Bullying**

Employees are **required** to report to their Program Director incidents of bullying they have witnessed or become aware of.

Employees, students, parents, and visitors **are strongly encouraged** to report *suspected incidents* to their Program Director and/or appropriate CMC Administrator either verbally or in writing.

The CMC expects students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Program Director. Any individual who wishes to file such a report may request and shall be provided with, assistance from a school staff member. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with the Program Director.

Each school has available at its office a form to be utilized upon request of a complaining party to initiate an investigation of the incident. Additional forms can be found in the Clinician's Office, the School Nurse's Office and other locations determined to be appropriate by the Program Director. The form will be made available in the primary language of the student's household. (see Appendix 12, 13, and 14) Anonymous reports can be made through the CMC website [www.emasscollaborative.org](http://www.emasscollaborative.org) or by calling 508-538-9100.

Each school within the Collaborative will include a copy of the Bullying referral form in the Student Handbook which is distributed in the beginning of each school year and upon intake for new students. A copy of the form will also be posted on the school's website.

No disciplinary action shall be taken against a student solely on the basis of an anonymous report.



#### **4.1.5 Retaliation**

The Collaborative will take appropriate steps to protect from retaliation persons who take action consistent with the Bullying Policy, or who report, file a complaint of, or cooperate in an investigation of an alleged violation of the Bullying Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and or other corrective action.

Any person found, upon proper investigation, to have made an intentional false accusation; report or complaint of bullying will be subject to disciplinary action and/or other appropriate consequences. This may include counseling, education, mediation or other opportunities for problem solving between all parties.

#### **4.1.6 Procedures for Responding to and Investigating Reports of Bullying or Retaliation**

*The program director or the appropriate Collaborative administrator will take specific steps to investigate all complainants of bullying. The program director or Collaborative administrator will use reasonable efforts to initiate an investigation of all reports of bullying within 1 school day and it will be the goal to complete the investigation within 10 school days after its initiation unless circumstances require additional time for the investigation to be completed.*

Upon receiving a report of bullying the program director will confer with the complainant to obtain an understanding and statement of the alleged facts. If, based on the facts alleged, the Program Director determines that the conduct complained of would not constitute bullying as defined by M.G.L. c.71, s370 and Collaborative policies, the Program Director shall document that determination on the Bullying Referral Form and shall take no further action with regard to the complaint. If the Program Director determines that such facts, if true, would constitute bullying, as defined above, the Program Director will immediately initiate the following steps:

- Contact the Parent/Guardian of the target;
- Contact the Parent/Guardian of the alleged aggressor(s);
- The Program Director shall conduct a factual investigation by means of discussions with the individuals involved, witnesses, if any, review of any documents and other written or electronic materials, etc.;
- Determine if any actions need to be taken to maintain the safety of the target or other witnesses/reporters during the investigation.
  - Such interventions may include, but are not limited to, creating a personal safety plan for the target; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Program Director may take additional steps deemed necessary by the school administration to protect the safety of the target and any witnesses while the investigation is ongoing;
- Interview reporter;

- Interview target if different from reporter;
- Determine witnesses (if any) and interview;
- Interview the alleged aggressor;
- Identify any adults present, interview;
- Investigate actions by alleged aggressors friends or others on his/her behalf;
- Ask about online involvement;
- Question about behaviors which are threatening in the context of bullying but are not explicitly forbidden in the school's discipline code;
- Determine the merit and the plausibility of the report;
- Determine if the incident should be reported to Law Enforcement.
  - At any point after receiving a report of bullying, cyberbullying or retaliation, the Program Director will notify the local law enforcement agency if the Program Director has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice to law enforcement agencies will be consistent with the requirements of 603 CMR 49.00 and other applicable state and federal laws and regulations pertaining to student records and privacy. In making this determination, the Program Director may consult with the school resource office, if any, and other individuals the Program Director or designee deems appropriate;
- Notify another school or district.
  - If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Program Director or designee first informed of the incident will promptly notify by telephone the Program Director or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00;
- Develop a Response Plan that includes:
  - Safety Plan for the target and;
  - determine disciplinary actions taken against the aggressor for bullying or retaliation (keep in mind that the law states the “disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior”);
- Consider referral for the target and aggressor for in-school services such as counseling or the need to involve outside agencies;

- Notify the target’s parents of the findings of the investigation, the plan and steps that will be taken to deter any further acts of bullying or retaliation; and
- Notify the parents of the aggressor(s) of the findings of the investigation, corrective actions, referrals, and/or disciplinary actions that will be imposed.

In notifying the parents of a target or aggressor of an investigation or the Program Director’s findings thereon, the Program Director shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The Program Director shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to 603 CMR 49.00, and shall not report specific information to the target’s parent(s) about the disciplinary action taken against an aggressor unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

*Documented on “Investigation Report” Appendix 12*

#### **4.1.7 Responses to Bullying**

##### Education Skill Building

In determining the appropriate response to an incident of bullying, cyberbullying or retaliation, the Program Director shall consider a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c.71, s370(d)(v). Skill-building approaches that the Program Director or designee may consider include, but are not limited to:

- Offering individualized skill-building sessions based on the collaborative’s anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students; in consultation with counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students attainment of pro-social ways to achieve their goals; and
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home.

##### Range of Disciplinary Actions

*Consequences for confirmed bullying will include referrals, interventions, and/or disciplinary actions as outlined by the Student Code of Conduct.*

If a student has been found in violation of the bullying policy, the Collaborative will impose disciplinary measures and/or corrective action to end and prevent further occurrences of the action(s). The Collaborative will take into account harm suffered by the target(s) as well as any damage to school or Collaborative property. The nature of the action taken must comply with

Collaborative and school disciplinary policies. Any disciplinary or corrective action shall conform to the due process requirements of federal and state law.

Action concerning students may include a written warning; classroom transfer, suspension (short- or long-term); exclusion from school-sponsored functions, after-school programs and/or extra-curricular activities; limited or denied access to parts or areas of the building; exclusion, expulsion, referral to law enforcement authorities; adult supervision on school premises; parent conferences; awareness training; empathy development awareness programs; counseling or any other action authorized by and consistent with the Student Code of conduct and/or school disciplinary code.

The Collaborative complies with federal and state laws and regulations pertaining to the discipline of students with disabilities.

#### Promoting Safety for the Target and Others

Upon determining that bullying or retaliation has occurred, the Program Director shall, in conjunction with relevant school personnel, consider what adjustments or interventions, if any, are needed in the school environment to enhance the target's sense of safety and that of any witnesses. Any such adjustments or interventions to be provided for the target shall be documented in writing in an Individual Safety Plan.

#### Monitoring of Interventions

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Program Director or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Program Director or designee will work with appropriate school staff to implement them immediately.

### 4.1.8 Professional Development

#### Annual Staff Training on the Plan

Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the Program Director or designee will follow upon receipt of a report of bullying or retaliation and an overview of the bullying prevention curricula to be offered at all grades throughout the Collaborative. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

#### Ongoing Professional Development

The goal of professional development is to establish a common understanding of the tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G. L. c.71, s 370, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- Developmentally (or age-) appropriate strategies to prevent bullying;
- Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; especially but not limited to: students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students;
- Information on the incidence and nature of cyberbullying;
- Internet safety issues as they relate to cyberbullying;
- Promoting and modeling the use of respectful language;
- Fostering an understanding and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching students skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individual Education Programs (IEP's). This will include a particular focus on the needs of the students with autism or students whose disability affects social skills development.

#### ***4.1.9 Anti-Bullying Curriculum***

The Central Massachusetts Collaborative shall implement age and grade appropriate anti-bullying curricula in each grade, inclusive of grades K-12. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills;
- Empowering students to take action when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications; and
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

Regardless of the specific curricula adopted, the CMC supports and encourages the use of general teaching techniques that support bullying prevention efforts. These approaches include:

- Setting clear expectations for students and establishing school and classroom routines;
- Creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- Using appropriate and positive responses and reinforcement, even when students require discipline;
- Using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- Using the Internet safely; and
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

#### ***4.1.10 Collaboration with Families***

##### Parent Education and Resources

The CMC will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the Collaborative or school. The programs will be offered in collaboration with the Special Education Parent Advisory Council, or similar organizations.

Each year the school will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school will send parents written notice each year about the student-related sections of the Plan and the school's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The Collaborative will post the Plan and related information on its website.

#### ***4.1.11 Publication of Policies, Procedures and Information on Bullying***

All student handbooks will refer to, and include age appropriate summaries of the Central Massachusetts Collaborative's Bullying Prevention and Intervention Plan and policy on bullying. In addition to the information provided in each student handbook, copies of the Collaborative Plan will be available on CMC's website and in each school's main administrative office, Clinician's Office, Nurses' Office and in other locations determined to be appropriate by the School Administration.

The Collaborative will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the school or Collaborative Employee Handbook and the code of conduct.

#### ***4.1.12 Workplace Bullying***

CMC considers "workplace bullying" unacceptable. Workplace bullying can be defined as the repeated use of aggressive or unreasonable actions by an employee-whether written, verbal or electronic expressions, or physical acts or gestures-directed at another employee that may:

- Cause physical or emotional harm to the victim, or damages to property;
- Cause the victim to have a reasonable fear of harm or damage to property;
- Create a hostile environment for the victim at the workplace;
- Infringe on the victim's rights at work; or
- Substantially disrupt the workplace.

Employees are encouraged to keep the workplace free of bullying or retaliation by reporting it immediately to the Program Director and/or to Beverly Tefft, Director of Finance and Operations, 508-538-9100, [btefft@cmasscollaborative.org](mailto:btefft@cmasscollaborative.org).

Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially, to the extent possible, and impartially. Disciplinary action may involve a warning, transfer, counseling, or other action up to and including termination, depending on the circumstances.

#### **4.2: Mandated Reporting of Abuse and Neglect**

*See also: Reporting Suspected Child Abuse Procedure*

Employees of CMC are mandated reporters of suspected abuse and neglect of a child. Anyone who sees evidence of possible abuse or signs of neglect, or who learns about an incident of abuse from the victim or a witness, should immediately notify the program director or the school nurse, if available on site. Program Directors must be familiar with **MGL Chapter 119, Section 51A** and prepared to follow mandated reporter procedures. Employees are further required to report suspected abuse against or by another employee. Any concerns should be reported immediately to the Program Director, Central Administrative Office or the Executive Director.

#### **4.3: Confidentiality**

*See also: Confidentiality of Student Records/Behavior*

Any information pertaining to employees, to the operation of CMC, to students and others served by CMC, which is received or learned by an employee in the course of employment, must be maintained in confidence. Further, employees must adhere to all state and federal laws and regulations regarding the confidentiality of student and employee records or information. Requests for the release of student records or information must be referred to the Program Director. Requests for information about an employee should be referred to the Central Administrative Office.

#### **4.4: Work Performed Outside of CMC Employment**

Employees considering an employment or consulting opportunity that is “in addition” to their regular job with CMC must certify to the Executive Director, if requested, that they are not in conflict with the following policy stipulations. Outside employment/consulting must not:

- Interfere with the efficient performance of the employee’s duties;
- Constitute a conflict of interest with the employee’s duties;
- Be in competition with the work of the Central Massachusetts Collaborative, e.g., could have been a source of revenue for CMC;
- Involve the performance of duties that the employee performs as part of employment with the CMC;
- Involve personal remuneration for materials developed as an employee of CMC;
- Occur during the employee’s regular working hours unless the employee is on annual leave (vacation) or leave without pay;



- Constitute a conflict of interest with the goals, mission or activities of CMC; or
- Involve confidential information related to CMC. *See also: 2.4 State Ethics Commission*

#### **4.5: Reporting of Arrests or Violations**

If an employee is arrested, the incident must be reported on the next working day to the Program Director, who must notify the Executive Director. The Executive Director may authorize the employee's immediate suspension until such time as an investigation discloses that the charge is not prejudicial to the best interest of the CMC.

Employees who drive CMC vehicles must report any kind of moving vehicle violation to their Program Director immediately following the violation.

#### **4.6: Public Statement/External Communications**

The Executive Director, unless otherwise delegated, has the sole responsibility for handling public statements to the media and speaking with the press (reporters for local or national publications) on issues pertaining to CMC. All appearances by an employee as a representative of CMC or professing to speak on behalf of CMC must be authorized and cleared with the Executive Director. Press releases or speeches that propose to represent a position of CMC on issues or policies must be cleared with the Executive Director.

Communication with other outside sources regarding the business of CMC should be coordinated through the Office of the Executive Director, unless otherwise delegated. Communication is defined liberally including face-to-face meetings, phone conversations, written statements on CMC letterhead, email, etc. The outside sources referred to in this policy include, but are not limited to:

- Legislators, state or federal representatives or senators;
- Members of the CMC Board of Directors;
- State or Federal officials;
- Funding Sources; or
- State commissioners or similar personnel at the administrative policy level.

This policy is not intended to preclude employees from expressing their views as individuals on matters of interest to them. It is only intended to assure that persons authorized to do so are representing the CMC in the public view. This policy is also not intended to hamper employees who are involved in specific work-related activities with an outside source. Employees are encouraged to request clarification from the Executive Director if needed.

#### **4.7: Gifts or Payments**

Employees (including volunteers), members of an employee's immediate family and Board members are prohibited from accepting gifts or gratuities with a value in excess of \$50 from persons in a position to benefit from programs of CMC or from doing business with CMC. It is the practice of CMC that any honoraria provided employees is put into a Program's account for use by the Program. Anyone with a question regarding the offer of a gift should request clarification from the Executive Director of CMC or the State Ethics Commission. At no time may CMC employees exchange personal checks for cash from donations, fees, petty cash or any other CMC cash.

#### **4.8: Soliciting**

Employees are prohibited from direct verbal or electronic solicitation of co-workers or individuals served by CMC including for the purchase of chances, raffle tickets, products, goods or political contributions/activity during working hours. For the purposes of this policy, "working hours" does not include meal time or break time. The only exceptions to this policy are promotions sponsored by CMC or solicitations with written approval of the Executive Director.

Outside parties are prohibited from direct solicitation of CMC employees or distribution of literature on CMC properties at any time. No employee is allowed to solicit any local business entity for donations to CMC or any of its programs, without first getting clearance from the Executive Director.

#### **4.9: Harassment Policy**

As an equal opportunity/affirmative action employer, CMC expects all of its employees to treat each other, interns, and visitors with dignity and respect. CMC's goal is a workplace that is free of harassment, and will provide a mechanism by which individuals can bring any concerns about discrimination or harassment to its attention.

Harassment on the basis of membership in a protected class (hereinafter "harassment") occurring in the workplace, in outside work assignments, or at social or school functions, events or programs sponsored by the organization is unlawful and will not be tolerated. Harassment includes verbal or physical conduct which may or does offend, denigrate or belittle any individual because of, or due to, race, color, religion, national origin, age, (as defined by law), sex, sexual orientation (as defined by law), disability, genetic information, gender identity or veteran status. Such conduct includes, but is not limited to, pictures, jokes, comments, innuendoes or any other behavior that creates an environment that is offensive and demeaning.

Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

##### ***4.9.1 Complaints of Harassment***

If anyone believes that he or she has been subjected to harassment, he/she should immediately notify (in writing or orally) his or her Director, or the following:

Executive Director  
Central Massachusetts Collaborative  
14 New Bond Street  
Worcester, MA 01606  
508-538-9100

Director of Finance and Operations  
Central Massachusetts Collaborative  
14 New Bond Street  
Worcester, MA 01606  
508-538-9100

These persons are also available to discuss any concerns you may have and provide information to you about the organization's policy on harassment and its complaint process.

#### ***4.9.2 Harassment Investigation***

CMC takes allegations of harassment seriously, we will respond promptly to complaints of harassment using the procedures outlined below for the investigation of Sexual Harassment Complaints.

Investigations will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

#### **4.10: Sexual Harassment Policy**

As an equal opportunity/affirmative action employer, CMC expects all persons associated with the organization including but not necessarily limited to The Board, the administration, the staff, and the students to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the organization's community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

##### ***4.10.1 Definition of Sexual Harassment***

While all types of harassment are prohibited, sexual harassment requires particular attention. In Massachusetts, "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a director for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the below examples, includes other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, following is a list of situations that could constitute sexual harassment:

- Sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies, or prowess, and comments about one's sexual orientation;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities; or
- Unwelcome and repeated invitations (for lunch, dinner, dates, sexual relations).

#### ***4.10.2 Sexual Harassment Investigation***

The Executive Director will appoint the sexual harassment Grievance Officer who will retain the authority of processing all sexual harassment complaints in accordance with the procedure set out below:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s). If an employee prefers to discuss a possible sexual harassment issue with his or her supervisor, the employee may always do so, but employees do not have to go through the regular chain of supervision when reporting sexual harassment and may go directly to the Grievance Officer. All complaints will be investigated promptly and resolved as soon as possible.

2. The Grievance Officer will promptly undertake an investigation of the matter through the following process:
  - a. The Grievance Officer will confer with the charging party in order to obtain a clear understanding of the party's statement(s) of the facts, and may interview any witnesses.
  - b. The Grievance Officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. The Grievance Officer will hold as many meetings with the parties as is necessary to the facts.
  - d. On the basis of the Grievance Officer's investigation of the situation, he or she may:
    - i. Attempt to resolve the matter informally through reconciliation
    - ii Report the incident and transfer the record to the Executive Director and or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the Grievance Officer, the Executive Director or designee, may attempt to gather more evidence as necessary evidence and may be represented and will make a final decision. If the Executive Director finds that the allegations in the complaint have been established by the investigation, he/she will initiate discipline of the charged party. Discipline will be appropriate to the offense and employees involved and may include termination.
4. The Grievance Officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

#### ***4.10.3 State and Federal Remedies***

In addition to the above, if you believe you have been subjected to harassment, you may file a complaint with either or both of the government agencies listed below.

1. The United States Equal Employment Commission (EEOC)  
Boston Area Office  
John F. Kennedy Bldg. 475 Government Center, Room 475  
Boston, MA 02203  
(800) 669-4000
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office:  
One Ashburton Place-Rm. 601  
Boston, MA 02108  
(617) 994-6000  
  
Springfield Office:  
436 Dwight Street, Suite 220  
Springfield, MA 01103  
(413) 739-2145

Worcester Office:  
484 Main Street, Suite 320  
Worcester, MA 01608  
(508) 453-9630

A complaint to the MCAD must be filed within 300 days. A complaint under the federal law (EEOC) should be filed within 180 days, but under certain circumstances may be filed within 300 days.

#### **4.11: Acceptable Use Policy - Technology**

CMC shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies and businesses.

##### ***4.11.1 Availability***

The Executive Director or designee, will implement, monitor and evaluate CMC's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of CMC. Violations of the law may result in criminal prosecution as well as disciplinary action by CMC.

##### ***4.11.2 Acceptable Use***

The Executive Director or designee shall develop and implement administrative regulations, procedures and user agreements, consistent with the purposes and missions of the CMC as well as with law and policy governing copyright.

##### ***4.11.3 Monitored Use***

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

#### **4.11.4 Liability**

CMC shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence or costs incurred by users. The CMC shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Acknowledging receipt of this employee handbook indicates an employee's understanding of the Acceptable Use Policy as it relates to technology and email.

It is the employee's responsibility to check his or her school email account daily. Important information is delivered through the CMC email system.

#### **4.12: CMC Property**

The organization's equipment (e.g., FAX machines, copy machines, and computers) and its software are for CMC's use only. CMC equipment extends to supplies, tools, and related safety equipment. Employees will be accountable for the upkeep and security of CMC issued tools, radios, cell phones, computers, and other CMC equipment. In addition, to minimize the risk of a software virus, the I.T. Coordinator must approve and install or download software from any public access network onto a CMC computer. Under no circumstances should unlicensed software be installed in CMC computers.

#### **4.13: Personal Telephone Calls/Use of Cellular Telephones**

The telephone lines of CMC must remain available to the fullest extent possible and should not be used for personal phone calls during regular school hours. **Personal cell phones should be turned off and stored away during instructional classroom time, including assemblies, or any other activity which takes place during regularly scheduled classroom periods, and during passing periods.** Use of personal cellular telephones (texting, email, calls) during the school's operating hours is unprofessional and compromises CMC's ability to provide optimum attention to the students. **Cell phone use while with students is strictly prohibited.**

If an emergency requires a personal call/texts during working time, the employee should notify his/her supervisor to make arrangements to keep their personal cell phone on so that they may accept calls/texts related to the emergency. When accepting an emergency call/texts during working time, the employee should step outside the classroom, after assuring that all students in their care have alternative supervision, for the duration of the phone call.

#### **4.14: Drug-Free and Alcohol-Free Workplace Policy**

It is the policy of CMC to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol or working under the influence thereof is prohibited while on duty or on CMC property or premises. Any violations of this policy will be grounds for disciplinary action up to and including immediate employment termination.

It is a condition of employment that each employee abides by this policy and notifies CMC of any criminal drug conviction for a violation occurring in the workplace within five (5) days of

such conviction. CMC has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, CMC will take appropriate action up to and including termination of employment or will require the employee to complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal, state local health, law enforcement, or other appropriate agency.

#### **4.15: Funeral Policy for Staff and Students**

In the event of the death of a staff member or student, Program Directors may permit a representative group of staff and students to attend funeral services that may occur during the school day. Staff funeral attendance must have the Director's permission and is granted based upon available classroom coverage. Students and staff are expected to return to school at the conclusion of the funeral services. Student's funeral attendance must have parents' prior permission and must be granted with the expectation that school work will be made up in a timely manner.

#### **4.16: Whistleblower Policy**

CMC's Code of Ethics and Conduct ("Code") requires Directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of CMC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all Directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization. If you suspect that an employee has violated the Code, please notify your supervisor or the Executive Director.

##### ***4.16.1 Reporting Violations***

In most cases, an employee's supervisor is in the best position to address an area of concern. Supervisors and managers are required to report suspected violations of the Code of Conduct to the CMC's Compliance Officer (Director of Finance 508-538-9100) who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the CMC Compliance Officer directly.

##### ***4.16.2 Compliance Officer Procedures***

The CMC's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director. Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within a reasonable time. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and



which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **4.16.3 Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **4.17: Physical Restraints**

#### ***Description:***

The Board of Education adopted new regulations on the use of physical restraint in public education programs. The regulations (603 CMR 46.00) are meant to promote safety for all students. Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Mechanical restraints, medications and seclusion are prohibited in all public education programs.

The amended regulations were approved by the Board of Elementary and Secondary Education took effect on January 1, 2016. 603

CMR 46.00 may be found at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.

#### ***Training:***

All staff will receive a general training in restraint prevention, district behavior support policies, and requirements for the use of restraint. This training will occur within the first month of each school year (or within the first month of employment for staff hired after September).

Building Administrators designate additional staff members that will receive "in-depth training" in the use of restraint to assist in the proper administration of physical restraint within their school building

The CMC adopts and provides annual "in-depth" training to all staff members with direct responsibility for students on the Nonviolent Crisis Intervention program created by the Crisis Prevention Institute, Inc. (CPI).

The philosophy of the CPI training program is to provide the best possible care, welfare, safety, and security to all stakeholders involved in a crisis situation.

The objectives of the CPI training program are *(taken directly from CPI's Participant Workbook)*:

1. **Prevention and Deceleration Strategies** in order to identify behavior that indicates an escalation toward aggressive and violent behavior and take appropriate measures to avoid, decelerate, and/or de-escalate crisis situations.
2. **Decision Making** to assess the level of risk associated with crisis behavior and make appropriate decisions related to the management of such risks.

3. **Managing Behavioral Risk Using Disengagement and/or Holding Skills** to use suitable and accepted physical interventions to reduce or manage risk behavior.
4. **Postvention Approaches** to identify the impact of crisis events and describe post-crisis responses which can be used for personal and organizational support and learning.

These skills are designed to teach and guide staff members on how to resolve disruptive and dangerous situations effectively and in a safe and respectful manner.

***Procedures:***

Physical Restraint is an emergency procedure of last resort, prohibited except when:

1. The student's behavior poses a threat of assault or imminent, serious, physical danger to self and/or others; and
2. The student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

If a student requires physical management, the following guidelines will be observed:

1. Physical restraint must terminate as soon as a student is no longer an immediate danger to self or others, or the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged coughing or crying.
2. If student is restrained beyond twenty (20) minutes, staff must obtain approval of the administrator or designee. Approval must be based upon student's continued agitation justifying need for continued restraint.
3. All physical restraints must be recorded and reported.
  - a. Staff must immediately verbally inform administrator or designee; submit a detailed written report within 24-hours.
  - b. Administrator or designee must verbally inform student's parent immediately; send a detailed written report within three (3) school days.
  - c. The detailed written report must include the following information:
    - i. Names and titles of all involved in administration of restraint, including the recorder;
    - ii. Name of Administrator verbally informed of restraint;
    - iii. Description of incident, including antecedents, triggers, efforts made to de-escalate situation, and justification for initiating physical restraint;
    - iv. Description of restraint, including holds used, student's actions and reactions during the restraint, how the restraint ended, and specific documentation of injury to the student and/or staff during the restraint;
    - v. Any need for medical care; and

- vi. Information regarding any further action(s) that the school has taken or may take, including disciplinary sanctions that may be imposed on the student.
4. If a restraint has resulted in a serious injury to a student or staff member, the school shall provide a copy of the written report to the Department of Elementary and Secondary Education within three (3) school working days of the administration of the restraint.
5. Students, staff and parents must have an opportunity to process the incident, restraint and any disciplinary sanctions that may be imposed on the student.
6. The School Administrator will complete weekly individual student reviews and monthly school-wide reviews of physical restraints.
7. The School Administrator or designee shall maintain an on-going record of all instances of physical restraint and report them to DESE annually.

## Section 5: Appendix

### Appendix 1: [Personal Day Request Form](#)

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<h2>Central Massachusetts Collaborative</h2>
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Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

### PERSONAL DAY REQUEST FORM

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
School/Program

\_\_\_\_\_  
Current Assignment

I would like to request a personal day leave on the following date(s):

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal Day Number:    1            2            3            (circle one)

Approved By:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

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### FMLA REQUEST FORM

To request leave on the basis of the Family and Medical Leave of Act (FMLA), please complete the following request form and submit to the Central Office at least thirty (30) days prior to leave (unless leave is unforeseen, in which case submit the form as soon as practical).

Employee Name (print clearly): \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

**The reason for this FMLA leave request is (select the most appropriate box):**

- Birth of a son or daughter and to care for the newborn child.
- Placement of a son or daughter for adoption or foster care.
- A serious health condition that makes you unable to perform the functions of your job.
- To care for your spouse, son, daughter or parent due to their serious health condition.
- A qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty or call to covered active duty status with the Armed Forces.
- To care for a covered servicemember with a serious injury or illness if you are the spouse, son, daughter, parent or next of kin of the covered servicemember.

**Time off work is expected to be (select the most appropriate box):**

- For a continuous block of time (several continuous days, weeks or months off work).
- For a reduced work schedule (change in work schedule needed—fewer hours per day or fewer hours per week).
- On an intermittent basis (periodic time off that is not usually expected to be the same days or time off from week to week; examples may be time off for flare-ups of a medical condition and/or for ongoing medical treatment/appointments).

Additional information about employee FMLA rights and responsibilities will be provided to you in writing within five business days after receipt of this notice (unless already provided). Determination of eligibility for leave under the FMLA, and/or additional documentation or clarification of documentation, may be required prior to making a final FMLA determination to approve or deny an FMLA leave request. Please contact the Central Office with any questions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CMC USE ONLY:**

Date received: \_\_\_\_\_ FMLA Forms sent on: \_\_\_\_\_

Appendix 3: [Parental Leave Notification Form](#)

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<b>Central Massachusetts Collaborative</b>
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Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
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Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

**PARENTAL LEAVE NOTIFICATION FORM**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
School/Program

\_\_\_\_\_  
Current Assignment

I would like to inform you that I intend to take \_\_\_\_\_ weeks of parental leave beginning on the day of my child's birth.

The anticipated birth date is \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

**FOR CMC USE ONLY**

FMLA Forms sent to Employee:  Date Received: \_\_\_\_\_

Actual Birth Date: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Appendix 4: [Bereavement Request Form](#)

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**Central Massachusetts Collaborative**

Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

**BEREAVEMENT REQUEST FORM**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
School/Program

\_\_\_\_\_  
Current Assignment

I would like to request bereavement leave on the following date(s):

\_\_\_\_\_

Relationship: \_\_\_\_\_

Bereavement Days:    1       2       3       4       5       (circle one)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



<h2 style="text-align: center;">Central Massachusetts Collaborative</h2>
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Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
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### VACATION DAY REQUEST FORM (52-Week Employees)

**Please submit this form for approval at least four (4) weeks in advance of your vacation dates.**

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

School/Program: \_\_\_\_\_

Vacation Day Date: \_\_\_\_\_

Vacation Week Requested: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Total Number of Days Requested: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Approved By:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Vacation time requested two (2) weeks prior to the opening of school is highly discouraged and requires approval from the Executive Director.**

<b>Central Massachusetts Collaborative</b>
--

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Worcester, MA 01606  
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**SCHOOL BUSINESS/CONFERENCE REQUEST FORM**

**Employee Name:** \_\_\_\_\_

**School/Program:** \_\_\_\_\_

**Title of Conference:** \_\_\_\_\_

**Date(s) of Conference:** \_\_\_\_\_

Please attach a copy of the professional development/conference brochure indicating what sessions you plan to attend.

Please bring all materials back that you may find helpful for CMC. If you have an electronic version, that would be preferable and can be added to the manual

All expenses/costs are paid for by the attendee.

**Director Approval to Attend:**                      **YES**                      **NO**

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**Appendix 7: Extended Medical Leave Request Form**

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<h2 style="margin: 0;">Central Massachusetts Collaborative</h2>
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Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

### EXTENDED MEDICAL LEAVE REQUEST FORM

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
School/Program

\_\_\_\_\_  
Current Assignment

I would like to request an extended leave, without pay, for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Leave Period: From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

_____ Approved	_____ Denied
Reason: _____	

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

Date Returned with Medical Clearance: \_\_\_\_\_

**Appendix 8: Employee Injury Report**

<h2 style="margin: 0;">Central Massachusetts Collaborative</h2>
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Central Office  
 14 New Bond Street  
 Worcester, MA 01606  
 Telephone (508) 538-9100  
 Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
 Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

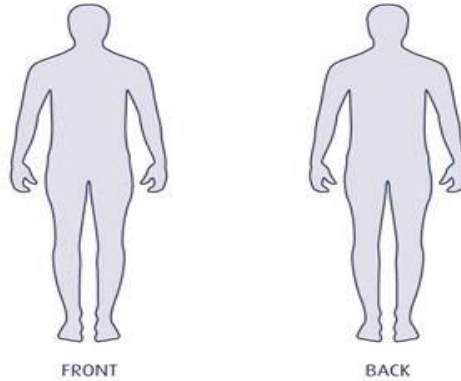
### EMPLOYEE INJURY REPORT

Prepared by:	Position:	Date of Report:
--------------	-----------	-----------------

Employee Information	
Name (Last, First, Middle):	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street, City, State, Zip):	Program:
Phone Number (where employee can be reached):	Supervisor's Name:
Date of Hire:	Position:

Details of the Injury		
Date of Injury:	Time of Injury: <span style="float: right;">AM / PM</span>	Date Reported:
Where in the workplace did the injury/illness occur?		
How did the injury/illness happen? Describe in detail.		
What was the specific cause of the injury/illness? Describe in detail (chemicals, tools, equipment, substances, etc.)		
When were you first aware of this injury?	When did you first notify your supervisor of your injury?	
What part(s) of the body is/were injured?		

On the Diagram provided below, please circle the parts of the body where the employee is experiencing pain due to the injury.



**Additional Information**

Did anyone witness your accident? List the names of any witnesses.

Was anyone else injured in this incident? List the names of any other injured people.

Was there damage to any property or equipment in this incident? Describe any damage.

**Medical Attention:**

First-Aid given by:	Date:	Time:
Doctor's Name:	Date:	Time:
Phone #:		
Hospital Name:	Date:	Time:
Address:		
Was employee transported? <input type="checkbox"/> No <input type="checkbox"/> Yes	Time:	Hospital:

**Notification and Status**

Family notified by:		
Has the Administrative Office been notified?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date
Has Workers' Compensation been notified?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date
Has the cause of the accident been addressed/corrected?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date
What future action can be taken, including preventative measures, to ensure accident does not occur again?		

I certify that the information contained in this report is true and correct.  
I understand that any falsification of information regarding an on the job injury may result in disciplinary action and/or prosecution under the appropriate State Criminal Statutes.

I hereby authorize the release of all medical records relating to the above noted incident to my employer, his agent or insurance company.

--	--	--

Employee's Printed Name

Employee's Signature

Date

--	--

Approved By

Date

--	--

Supervisor on Duty

Date

Appendix 9: [Course Approval Form](#)

**Central Massachusetts Collaborative**

Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

**COURSE APPROVAL FORM**

**Employee Information**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
School/Program

\_\_\_\_\_  
Current Pay Level

\_\_\_\_\_  
Current Number of Credits Beyond Highest Degree

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Course Information**

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Credit/PDP

\_\_\_\_\_  
Dates(s) and Time(s) of Course

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Credit/PDP

\_\_\_\_\_  
Dates(s) and Time(s) of Course

**CMC Approval**

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**Appendix 10: Request for Degree Change**

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<h2 style="margin: 0;">Central Massachusetts Collaborative</h2>
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Central Office  
 14 New Bond Street  
 Worcester, MA 01606  
 Telephone (508) 538-9100  
 Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
 Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

### REQUEST FOR DEGREE CHANGE

Employee Name: \_\_\_\_\_ School/Program: \_\_\_\_\_

\*\*\***Original** transcripts must be attached to this form upon submission.

I wish to apply for a salary adjustment for the following degree change:

<b>BA + 15</b>	
<b>MA + 15</b>	
<b>MA + 30</b>	

COURSE TITLE (Required for Above Degree Change Only)	CREDITS

<b>Associates or BA/BS</b>	
<b>MA</b>	
<b>2 MA/CAGS</b>	
<b>DOCTORATE</b>	

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date



**Appendix 11: Report of Bullying Form**

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**Central Massachusetts Collaborative**

**BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

1. Name of Reporter/Person Filling the Report: \_\_\_\_\_  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior \_\_\_\_\_ Reporter (not the target) \_\_\_\_\_

3. Check whether you are a: \_\_\_\_\_ Student \_\_\_\_\_ Staff member (specify role) \_\_\_\_\_  
\_\_\_\_\_ Parent \_\_\_\_\_ Administrator \_\_\_\_\_ Other

Your contact information/telephone number: \_\_\_\_\_

4. If student, state your school: \_\_\_\_\_ Grade: \_\_\_\_\_

5. If staff member, state your school or work site: \_\_\_\_\_

6. Information about the incident:

Name of Target (of behavior): \_\_\_\_\_

Name of Aggressor (Person who engaged in the behavior): \_\_\_\_\_

Date(s) of Incidents(s): \_\_\_\_\_

Time When Incidents(s) Occurred: \_\_\_\_\_

Location of Incidents(s)(Be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

Witnesses (List people who saw the incident or have information about it):

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_ Other

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_ Other

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_ Other

Describe the details of the Incident (Including names of people involved, what occurred, and what each person said, including specific words used). Please use additional space on back if necessary.

**Central Massachusetts Collaborative**

**BULLYING PREVENTION AND INTERVENTION INVESTIGATION REPORT**

**INVESTIGATION**

1. Investigators: \_\_\_\_\_ Position(s): \_\_\_\_\_  
Investigators: \_\_\_\_\_ Position(s): \_\_\_\_\_  
Investigators: \_\_\_\_\_ Position(s): \_\_\_\_\_

2. Interviews:

\_\_\_ Interviewed aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_ Interview target Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_ Interviewed witness Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the aggressor: \_\_\_ Yes \_\_\_ No

If yes, have incidents involved the target or target group previously? \_\_\_ Yes \_\_\_ No

Any previous incidents with findings of BULLYING, RETALIATION? \_\_\_ Yes \_\_\_ No

4. [ ] Check box if the target has been bullied or harassed due to membership in a protected class such as: (circle or highlight as appropriate)

- 1. race/color,
- 2. national origin
- 1. religion
- 2. disability
- 3. gender
- 4. sexual orientation
- 5. gender identity
- 6. citizenship status

If this box is checked, please identify the protected class, report to Civil Rights Coordinator and follow protocols for response.

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

## II. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:  Yes  No

Bullying  Incident documented as \_\_\_\_\_

Retaliation  Discipline referral only \_\_\_\_\_

2. Contacts:

Target's parent/guardian Date: \_\_\_\_\_ By \_\_\_\_\_

Aggressor's parent/guardian Date: \_\_\_\_\_ By \_\_\_\_\_

Executive Director Date: \_\_\_\_\_ By \_\_\_\_\_

Law Enforcement Date: \_\_\_\_\_ By \_\_\_\_\_

3. Action Taken:

Think About It Sheet  Letter of Apology to Target

Loss of Privileges (specify) \_\_\_\_\_

Detention (specify duration) \_\_\_\_\_

Suspension  Community Service  Education

Other (specify) \_\_\_\_\_

4. Describe Safety Planning: \_\_\_\_\_

Follow-up with Target: schedule for: \_\_\_\_\_ Initial/Date when complete \_\_\_\_\_

Follow-up with Aggressor: scheduled for: \_\_\_\_\_ Initial/Date when complete \_\_\_\_\_

Report forward to Principal: Date \_\_\_\_\_  
(if principal was not the investigator)

Report forwarded to Executive Director: Date: \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Acknowledgment Of Receipt

I, \_\_\_\_\_, an employee of the Central  
(First and Last Name)

Massachusetts Collaborative (CMC), hereby acknowledge that I received a copy of the CMC Employee Handbook 2020-2021 and agree to abide by the policies and procedures contained within.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Return this completed an acknowledgement of receipt to the CMC Administration Office, 14 New Bond Street, Worcester, MA 01606.*