

CO-OP SUMMER ENRICHMENT

A STEM Alliance Program



BECAUSE SUMMER MATTERS



EMPLOYEE HANDBOOK

2017

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INTRODUCTION

WELCOME!

Our leadership team welcomes you to Co-Op Summer Enrichment - A STEM Alliance Program. We are thrilled that you have joined us in our efforts to bring quality summer enrichment experiences to children in the Mamaroneck School District.

We believe that each employee contributes directly to the success of Co-Op and the overall growth and success of the STEM Alliance of Larchmont-Mamaroneck (the STEM Alliance). We hope you will take pride in being a member of our team.

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the content of the Employee Handbook as soon as possible, as it should answer many questions related to your employment with STEM Alliance.

We hope that your experience here will be challenging, rewarding and fun. Again, welcome!

Sincerely,

The Co-Op Leadership Team

MISSION OF THE STEM ALLIANCE OF LARCHMONT-MAMARONECK

The mission of the STEM Alliance of Larchmont-Mamaroneck is to organize STEM (Science, Technology, Engineering & Math) education and enrichment initiatives in order to inspire a community where all are empowered to embrace STEM passions to solve problems.

CO-OP SUMMER ENRICHMENT MISSION & MANTRA

During summer 2016, The Co-Op Steering Committee, lead and formed by the STEM Alliance studied a multitude of research that is unequivocal about the multiple, positive outcomes of quality “out-of-school time” enrichment programs. Based on this work, the Co-Op Steering Committee advocated for the Mamaroneck Board of Education to make a fiscal and policy commitment to supporting Co-Op. The Steering Committee wrote the following Co-Op Mission and Mantra.

The Co-Op Summer Enrichment Mission is

to provide at-risk students with equal access to exemplary summer enrichment in a safe environment that promotes independent thinkers and collaborative learners.

to engage various community resources and stakeholders in meeting the District’s goals of providing a continuum of services and academic enrichment while encouraging summer fun.

The Co-Op Mantra is “Equal access to quality programming because summer matters!”

CO-OP ORGANIZATION STRUCTURE

Co-Op Summer Enrichment is organized around this basic organizational structure and employee titles:

Leadership Team

- Lead Administrators from the STEM Alliance
- Co-Op Director
- Program Manager for Professional Development
- Program Manager for Youth and Young Adult Leadership
- Program Manager for Extended School Year Integration

Educators

- Between 6-8 professional employees running intensive learning blocks.
- Substitute educators

Counselor Teams

- 17 teams of head and assistant counselors
- Substitute counselors

Administrators

- Pre-season administrator
- Administrator for the program season
- Facilities Manager
- Library Technician
- Human Resources

Maker Corps Members

2 Maker Corps Members

1 Maker Corps Supervisor

Aquatics Team

Aquatics Program Supervisor

2 Lifeguards

PURPOSE OF EMPLOYEE HANDBOOK

This Employee Handbook is designed to acquaint you with the STEM Alliance and the Co-Op Summer Enrichment Program to provide you with information about working conditions, employee benefits and some of the policies, rules and procedures affecting your employment. You should read, understand and follow the policies, rules and procedures described in this Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the STEM Alliance to benefit you as an employee.

While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policy(ies) will be enforced consistent with the applicable law.

No Employee Handbook can anticipate every circumstance or question about company policy. The STEM Alliance has prepared this Employee Handbook for informational purposes only. None of the statements, policies, procedures or rules contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits or a contract of employment, express or implied. The STEM Alliance reserves the right to revise, change, supplement or eliminate any policies or portion or provisions set forth in this Employee Handbook at any time with or without notice, except for the rights of the parties to terminate employment at will, which may be modified only by an express written agreement signed by the employee and the President of STEM Alliance. This handbook supersedes all previous handbooks, statements, policies, procedures and rules given to employees, whether verbal or written.

EMPLOYMENT

EMPLOYMENT AT-WILL

Your employment with STEM Alliance is considered to be “at-will” which means that it is for an unspecified period of time and either you or the company may end the relationship at any time for any reason, with or without notice or cause. Nothing contained in the company’s Employee Handbook or in any oral or written statement shall change your employment at-will status or otherwise limit the right to terminate employment at will. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the STEM Alliance and any of its employees. No officer or employee of the STEM Alliance shall have the authority to enter into an employment agreement -- expressed or implied -- with any employee providing for employment other than at-will.

This policy of at-will employment defines the sole and entire relationship between you and the STEM Alliance as to the duration of your employment and the circumstances under which your employment may be terminated.

With the exception of this employment at-will policy, the terms and conditions of your employment with the STEM Alliance may be modified, changed or revoked at the sole discretion of the company for any reason at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the company include, but are not limited to, the following: promotion, demotion, transfers, hiring decisions, compensation, benefits, qualifications, discipline, layoff or recall, rules, hours and schedules, work assignments, job duties and responsibilities, production standards, subcontracting, reduction, cessation, or expansion of operations, sale, relocation, merger, or consolidation of operations, determinations concerning the use of equipment, methods, or facilities, or any other terms and conditions that the company may determine to be necessary for the safe, efficient, and economic operation of its business.

EQUAL OPPORTUNITY EMPLOYMENT

The STEM Alliance maintains a continuing policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, veteran status, genetic information or any other protected status. This applies to both the STEM Alliance employees and to applicants for employment with the Company.

In keeping with this policy, the STEM Alliance does not discriminate against any person because of race, color, religion, sex, sexual orientation, national origin, disability, age, veteran status, genetic information or any other characteristic protected by federal, state or local law. This nondiscrimination

policy extends to all terms, conditions and privileges of employment as well as all employment actions, including but not limited to recruiting, hiring, promotions, compensation, training, benefits and termination of employment.

EMPLOYEE RELATIONS

The STEM Alliance believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that STEM Alliance amply demonstrates its commitment to employees by responding effectively to employee concerns.

REQUIRED PAPERWORK

To meet company and government regulations, ALL employees must complete the following paperwork prior to working a scheduled shift:

- A job application
- Federal & State Tax Forms including but not limited to:
 - W-4 FORM
 - I-9 FORM
- Photo Waiver
- Confidentiality Form
- Parent Acknowledgement for employees who are 18 or younger by June 30th of the program year
- Child Abuse Prevention Policy Acknowledgement
- Fingerprinting (non MUFSD employees who are 18 years or older by June 30th of the program year)
- Employee Handbook Acknowledgement

In addition, all employees must provide copies of the following documents:

- Driver's License
- Social Security Card or Birth Certificate
- Any required certifications required for specific job positions such as Lifeguard

STEM Alliance will reimburse employees for fingerprinting costs if the employee passes the background check. Reimbursement will be made with the last pay cycle of the program if they employee had 90% attendance.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify STEM Alliance of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Leadership Team and the Human Resource Supervisor.

ACCESS TO PERSONNEL FILES

The STEM Alliance maintains a personnel file on each employee. The personnel file generally includes the employee's job application, resume, certifications, documentation of performance, wage and salary information and other employment records.

Personnel files are the property of the STEM Alliance and employment information contained in the files is considered confidential. Access to the information contained in the company's personnel files is restricted to those with a need to access such information. Generally, only the Leadership Team, Program Managers, the Human Resources Supervisor or STEM Alliance representatives with a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the company's offices and may request copies of documents contained in their file pursuant to applicable state and local laws. Please contact the Human Resources Supervisor to arrange a mutually convenient time to review your file.

BENEFITS AND LEAVES OF ABSENCE

ABSENCE/ ILLNESS POLICY

If an employee will not be coming into work because of illness or injury or a medical appointment, **he or she must notify his or her supervisor or manager at least 24 hours prior to the start of his or her shift.** If an employee becomes sick during the workday, he or she must notify his or her manager or supervisor before leaving the work site. Failure to notify one's supervisor or manager as stated herein may result in disciplinary action, up to and including termination. Employees absent more than one day due to illness or injury must apply for a medical absence. The employee may be asked to provide a physician's statement that verifies that an illness or injury existed, its beginning and ending dates, and the employee's ability to return to work. In the event of a death in an employees immediate family they will be granted three days of time off to be used as sick days. Sick days/Absences are unpaid.

JURY DUTY

All employees shall be allowed to attend jury duty service in accordance with their legal obligations to do so.

An employee who receives a jury duty summons shall present the summons to his or her supervisor immediately. Employees on jury duty must report to work on days or parts of days when they are not required to serve. If an employee does not return to work immediately after an approved leave for jury duty, the STEM Alliance will assume that the employee has voluntarily resigned his or her position with STEM Alliance.

Jury duty may or may not be paid in compliance with federal and state requirements. If paid, jury duty pay will be calculated on the employee's base daily or half day rate that the employee would otherwise have worked on the day of absence.

WORKERS COMPENSATION & DISABILITY INSURANCE

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

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

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

COMPENSATION

TIME KEEPING SYSTEM

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

Employees should accurately record the time they begin and end their work. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is each employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. Your supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

PAY SCHEDULE/PAYDAYS

All employees are paid biweekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The paydates for the Co-Op Summer Program will be shared during Orientation Week.

PAY CORRECTIONS

The STEM Alliance takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor so that corrections can be made as quickly as possible.

WORK CONDITIONS & HOURS

HOURS OF OPERATION/WORK SCHEDULES

The base schedule for all employees is 7 hours a day, 5 days a week. Additional hours for staff meetings, leadership meetings or additional responsibilities are indicated in each employee's contract. Supervisors will advise employees of their schedules during Orientation Week. Staffing needs and program demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

TRAINING

We stress training for all employees. All staff members are required to attend a full week of Orientation as well as weekly staff meetings and other training sessions as needed. If these occur outside of the regularly scheduled hours of operation, every attempt will be made to schedule these events well in advance so that everyone can make an attempt to attend.

SCHEDULES

Schedules are subject to change due to various program factors that may be outside of the control of the STEM Alliance. Every effort will be made to maintain consistency in scheduling.

TIME OFF POLICY

One of the key attributes of the Co-Op program is our team members and the relationships that we grow with the children during the summer months. All staff members build relationships with the parents and the children and are, therefore, the key to the success of the Co-Op Summer Enrichment. We promote to the parents that their children will have the same counselors and educators for the duration of the program. This builds continuity and trust for the children/parents and helps the children grow. For this reason and because the program only runs for six weeks, we refrain from granting any time off unless absolutely necessary for academic or professional purposes.

Time off requests must be made in writing 30 days in advance of the start of Co-Op. Approval will come from the Leadership Team. We will make every effort to accommodate your requests but the needs of the parents/children must be looked at first.

CO-OP STAFF HOURS

Co-Op staff hours run from 8:30am to 3:30pm Monday, Tuesday, Thursday and Friday and from 8:30am to 4:00pm on Wednesdays. All staff will need to make sure that they plan their schedules accordingly so that they can meet these base hours.

SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the STEM Alliance has established a workplace safety program. This program is a top priority for the STEM Alliance. The Leadership Team has responsibility for implementing, administering, monitoring, and evaluating the safety standards. Its success depends on the alertness and personal commitment of all.

The STEM Alliance provides information to employees about workplace safety and health issues through regular internal communication channels such as Orientation Week training, supervisor-employee meetings, bulletin board postings, memos, or other written communication.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety at Co-Op Summer Enrichment are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the Leadership Team.. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor and complete an Incident Report. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Leadership Team or the appropriate supervisor and must complete an incident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

WEAPONS IN THE WORKPLACE

The STEM Alliance strictly prohibits employees from bringing any guns, licensed or unlicensed, knives, or other weapons onto any program sites or facilities.

In order to promote a safe, productive, and efficient workplace, STEM Alliance reserves the right to inspect any articles and property in an employee's possession or on an employee's person, to detect guns or other weapons. The STEM Alliance also reserves the right to personal vehicles on program facility property, packages, lunch boxes, backpacks, purses, containers, articles of clothing, and other objects brought onto the program facility property that might conceal guns or other weapons.

Violation of this policy will result in disciplinary action, up to and including termination.

WORKPLACE VIOLENCE PREVENTION

STEM Alliance strives to maintain a productive work environment free of violence and the threat of violence. We are committed to the safety of our employees, vendors, parents, children and visitors.

The STEM Alliance does not tolerate any type of workplace violence committed by or against employees. Any threats or acts of violence against an employee, vendors, parents, children or visitors will not be tolerated. Any employee who threatens violence or acts in a violent manner while on program facility property, during working hours or through digital communications including but not limited to social media will be subject to disciplinary action, up to and including termination. Where appropriate, STEM Alliance will report violent incidents to local law enforcement authorities.

A violent act or threat of violence is defined as any direct or indirect action or behavior that could be interpreted, in light of known facts, circumstances and information, by a reasonable person, as indicating the potential for or intent to harm, endanger or inflict pain or injury on any person or property.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt our program schedule and use of program facilities. In extreme cases, these circumstances may require the closing of our program facility. In the event that such an emergency occurs during nonworking hours, the Leadership Team will contact employees via email, text or phone. In addition, employees may call a member of the Leadership Team if they are uncertain about a potential program facility closing.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. Employees in essential operations may be asked to work on a day when the

program facilities are officially closed. In these circumstances, employees who work will receive regular pay.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, children and families at Co-Op, only authorized visitors are allowed in the workplace. Visitors can only be authorized by a member of the Leadership Team. Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on Co-Op program premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the Leadership Team.

EMPLOYEE CONDUCT & DISCIPLINE

General Standards of Conduct

General standards of conduct exist to ensure program success for children and to provide the best possible work environment for everyone. Failure to abide by these rules may result in disciplinary action, up to and including termination.

The STEM Alliance's standards include the following:

- Always strive for professional excellence
- Understand and support the Co-Op Program's mission and vision
- Provide superior service to all children, families and work colleagues
- Be flexible, innovative, and responsive to change
- Manage our human and financial resources wisely
- Be a team player; help others succeed
- Encourage open communication among all stakeholders at Co-Op
- Treat all individuals with dignity and respect
- Take pride in the STEM Alliance, Co-Op, and your role in our collective success

Some examples of infractions that may result in disciplinary action, up to and including termination are listed below. This is list not all-inclusive, and other conduct not listed below may also result in disciplinary action, up to and including termination.

- Dishonesty, theft, or embezzlement
- Accessing confidential employee information and sharing it with other employees
- Falsification of documents (e.g., employment applications, time sheets)
- Disclosing confidential information about a child or family
- Holding a second job which is in conflict with your position at Co-Op
- Unauthorized possession of Co-Op records
- Refusal to perform work as required, or any other act perceived as insubordination
- Use of profanity
- Use or distribution of illegal substances
- Unauthorized consumption of alcohol on the program facilities premises or during working hours

- Conduct that may cause injury to persons or damage to property
- Sleeping on the job
- Harassment
- Sexual harassment
- Illegal discrimination
- Smoking in any program facility
- Unauthorized presence on program premises while off duty
- Misuse of program facilities, equipment, or other property
- Threats
- Fighting

ATTENDANCE AND PUNCTUALITY

Employees are expected to be at work when scheduled and to arrive on time. All employees are required to be prepared to start their assigned tasks at the beginning of their scheduled day.

In those rare instances when you cannot avoid being late to work or are unable to work as scheduled, you must notify your supervisor as soon as possible (for absences, preferably at least one hour prior to the start of the program day). If you become sick during the workday, you must notify your supervisor before leaving the work site. Failure to notify your supervisor may result in disciplinary action, up to and including termination.

The STEM Alliance reserves the right to require a statement by a healthcare provider whenever an employee misses work due to an illness or injury. Such verification may be a condition of returning to work.

Failure to show up for work along with failure to notify your supervisor will result in an absence being classified as a “No Call/No Show.” Any “No Call/No Show” is a serious violation of company attendance guidelines and may result in disciplinary action, up to and including termination.

Poor attendance and excessive tardiness are disruptive to the Co-Op program and the relationships that we are developing with children and families. Excessive absenteeism and/or tardiness may result in disciplinary action, up to and including termination.

BUSINESS ETHICS & CONDUCT

Our program’s success and the reputation of the STEM Alliance is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity, quality programming and

excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the STEM Alliance is dependent upon families being able to trust us. Employees owe a duty to the STEM Alliance and the families whom we serve to act in a way that will merit the continued trust and confidence of all Mamaroneck School District families and employees.

The STEM Alliance will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Leadership team for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every STEM Alliance employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

DRUG FREE WORKPLACE

The STEM Alliance maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our families' confidence in our work.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for the STEM Alliance, while operating a motor vehicle in the course of business or for any job-related purpose, or while on program premises.

Illegal Drugs

STEM Alliance employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while on STEM Alliance program premises, or while on the job, or while performing Co-Op business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Security Inspections

The STEM Alliance may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, bags, as well as any STEM Alliance property that is provided for employees' personal use, such as desks or lockers..

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

STEM Alliance is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability or other legally protected characteristic will not be tolerated.

Harassment is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Examples of harassment include verbal (such as jokes, slurs, insults, epithets, or teasing), graphic (such as offensive postures, symbols, cartoons, drawings, computer displays or e-mail) or physical (such as touching, gestures, physically threatening another person, blocking someone's way, etc.) conduct that denigrates or shows hostility or aversions toward an individual because of any protected characteristic. Such conduct constitutes harassment when: (1) it has the purpose or effect of creating an intimidating, hostile or offensive working environment; or (2) it has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) it is otherwise adversely affecting an individual's employment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of unacceptable behavior and includes harassment by a person of the same sex as the victim. Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures or displaying sexually suggestive objects, pictures, cartoons, calendars or posters;
- Inappropriate or excessive touching or hugging;
- Verbal abuse of a sexual nature, graphic commentaries about an individual's body or desired sexual activities and sexually degrading words used to describe an individual.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you do not feel comfortable contacting that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and report harassing conduct without fear of reprisal or retaliation.

The company will investigate all allegations of harassment promptly and discreetly. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline, up to and including termination.

The STEM Alliance prohibits any form of retaliation for reporting in good faith any incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The STEM Alliance also reserves the right to take prompt action if an actual or potential conflict of interest arises involving individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the individual involved in the relationship to disclose the existence of the relationship to the Leadership Team. The Leadership Team will then review possible changes in position to mitigate possible work conflicts caused by the

dating relationship. Even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment at the discretion of the Leadership Team if it is in the best interest of the children in the Co-Op Program.

CONFIDENTIAL INFORMATION/NON-DISCLOSURE

All STEM Alliance and Co-Op records and information about the STEM Alliance, its employees, suppliers, vendors, children and families are to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information.

As an employee at Co-Op Summer Enrichment Program, you may come in contact with personally identifiable information about children and their families. This information is private and confidential. All Co-Op Summer Enrichment Program employees are required to maintain complete confidentiality of all personal and private information. Furthermore, access to such information is only

permissible if the information is for legitimate educational interests that are relevant to the work that the employee is conducting with the child and the child's family.

Any access to such information will be strictly prohibited without prior written consent of the Co-Op Director. The rights of children and their families are outlined in the Mamaroneck Union Free School District's **PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY**. Employees must read this document carefully as they are required to abide by the requirements set forth in the document. It can be found at:

https://www.mamkschools.org/uploaded/District_Files/5000-5999/5500-E.2_Parents'_Bill_of_Rights_for_Student_Data_Privacy_and_Security.pdf Employees are required to sign a written

ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR STUDENT & FAMILY DATA PRIVACY & SECURITY at the time of employment.

All records and files maintained by the company are confidential and remain the property of the company. No STEM Alliance records, files or STEM Alliance related information may be removed from Co-Op program facility or disclosed to any outside party without the express permission from the STEM Alliance. Confidential information regarding the STEM Alliance includes, but is not limited to, financial records, business, marketing, and strategic plans, Human Resources and payroll records regarding current and former employees, and information about suppliers, vendors, children and families, or any other documents or information regarding the company's operations, procedures or practices. Additionally, the contents of the STEM Alliance's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose.

Employees must not disclose any confidential information to any unauthorized person inside or outside the company. Employees who are unsure about the confidential nature of specific information must ask their supervisor or human resources for clarification. The company reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information. In addition, employees will be subject to appropriate disciplinary action, up to and including termination of employment for revealing information of a confidential nature.

Such confidential information includes, but is not limited to, the following examples:

- computer programs and codes
- Student and family lists
- financial information
- marketing strategies
- pending projects and proposals
- technological data
- curriculum and curriculum materials
- program branding designs

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

CONFLICT OF INTEREST

The STEM Alliance's continued success depends upon the undivided commitment of its employees throughout their employment. To maintain its reputation and the relationships it has developed in the community and with individuals, the STEM Alliance requires the following commitments from all of its employees.

Every STEM Alliance employee has a legal and ethical responsibility to promote the STEM Alliance's best interests. No employee may engage in any conduct or activity that is inconsistent with the STEM Alliance's best interests or that in any fashion disrupts, undermines, or impairs the STEM Alliance's relationships with any community member, community organization, vendor, outside organization, family, child, person or entity with which the STEM Alliance has or proposes to enter into an arrangement, agreement, or contractual relationship of any kind.

The STEM Alliance requires the complete commitment of all Co-Op Summer Enrichment employees. Such employees may not engage in any outside activity or accept work in any outside position that either interferes with their ability to devote their full and best efforts to Co-Op Summer Enrichment and the STEM Alliance or raises an actual or potential conflict of interest or the possible appearance of a conflict of interest. Employees who have any questions whatsoever regarding this policy or the potential impact of outside activities on their position with the STEM Alliance should contact the Leadership Team before accepting any outside position or engaging in any such activity.

CUSTOMER SERVICE

We are here to serve all of the families and children who are enrolled in Co-Op Summer Enrichment. Every employee represents the STEM Alliance to these children and families. The way we do our jobs presents an image of our entire organization. We will be judged by how we treat each child and each family member. Therefore, one of our first priorities is to always help and assist children and their families. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to children and their families.

Our personal contact with the public, our manners on the telephone, and the communications we send to families are a reflection not only of ourselves, but also of the professionalism of the STEM Alliance. The STEM Alliance will provide training to all employees during Orientation Week to prepare everyone for the highest levels of professionalism in all interactions.

IMAGE

Each of our employees is a representative of the STEM Alliance and the Co-Op Summer Enrichment program. Your work and appearance reflects our image. It is imperative that at all times you are polite, respectable and helpful to all children, families, vendors, school building professional staff and all members of the public. Remember to learn all of the names of all of your children and their family members.

Personal appearance is a very important part of STEM Alliance. Good grooming and personal hygiene habits are expected of each employee of STEM Alliance.

PERSONAL HYGIENE

All employees should shower before coming to Co-Op Summer Enrichment each day. Teeth must be brushed before work. Gum chewing is not allowed during the work day. Overall, employees should maintain a clean and fresh appearance.

CLEANLINESS

We pride ourselves on providing a clean and pleasant environment for all children, families and employees. At Co-Op Summer Enrichment, there is always something that needs to be swept, mopped, picked up, emptied, etc. We ask for your help in maintaining an impeccably clean facility and ask that you have a “clean as you go” attitude. Your cooperation in this area is an important aspect of your job. Do not ignore what needs to be done immediately because you engaged in another activity. Bring the issue to someone’s attention for action. Please keep in mind the following responsibilities:

- When in the restroom, pick up debris.
- Pick up any debris you see on the floor, counters, tables, etc.
- Keep all work areas and equipment clean
- Use all provided bins and ziploc bags to keep materials and projects organized
- You are responsible for your assigned cleaning duties.

TEAMWORK

Good teamwork is a large part of any organization’s success. As part of the Co-Op Summer Enrichment team, collaboration will be the key to success. We are all experts and some skills and we are all beginners at other skills. Everyone has to be willing to accept and give help at any point in time regardless of age or position.

EMPLOYEE PARKING

Employees can park in the rear parking lot or on the street. When parking on the street, be certain to review all marked parking signs. You will not be able to move your car during the day.

ABSENCE

If you are not going to be able to come to work due to illness, you will need to contact the Program Season Administrator and/or the Program Manager for Youth and Young Adult Leadership. You must speak with them directly so that they can be assured of receiving your message so that replacement staff can be contacted to cover your position. You are required to provide a doctor’s note if you are absent from work due to illness. If you have any questions please feel free to contact the Leadership Team.

DRESS CODE

We expect all employees to dress appropriately to lead recreation and learning experiences. You have two primary roles at Co-Op Summer Enrichment: to serve as a role model to the young children and to promote safe, active and full engagement of all kids in all activities. How you dress will help you

achieve those goals. All employees must dress in clothing that is both comfortable and professional. Proper attire includes but is not limited to:

- Shorts with a minimum 4" inseam
- No skirts
- Sneakers
- One piece bathing suits - no bikinis
- No ripped or torn clothing

If at any time our leadership team feels your attire/appearance is not appropriate for work, you may be asked to leave the workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose.

TECHNOLOGY USE

The STEM Alliance recognizes that the use of technology including but not limited to cell phones, text messaging, computers, email, the internet and social media has many benefits for the STEM Alliance and its employees. The internet, texting and e-mail make communication more efficient and effective. However, unacceptable usage of technology can place the STEM Alliance and others at risk. This policy discusses acceptable usage of technology at Co-Op Summer Enrichment.

The following guidelines have been established to clarify when technology usage is appropriate and to clarify how to use technology in an appropriate, ethical and professional manner.

Use of Personal Cell Phones

Co-Op Summer Enrichment is a "cell phone free zone" intended to give employees and children an opportunity to intentionally disconnect from the digital world. Computer and cell phone use during work hours is for work purposes only. The only acceptable use of cell phones during the work day is to call a work colleague - typically someone from the Leadership Team - due to an emergency. It is understood that employees **will not** be on their cell phones at any time while working. We have a zero tolerance policy towards cell phone use as using cell phones detracts from human connections that are critical for a healthy program. Cell phones are also highly distracting and detract from the goals of our work at Co-Op putting children, families and other staff members at risk. It is your responsibility to make sure that family and friends know that you will not be reachable during work hours. Violation(s) of this policy may be grounds for discipline, up to and including termination.

Appropriate Use of Technology

All communications that are composed, transmitted or received via the STEM Alliance computers or chromebooks are considered to be part of the official records of the STEM Alliance, and as such, are subject to disclosure to law enforcement and third parties. Employees should always ensure that the business information contained in e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The STEM Alliance computers and technology may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated.

Copyrighted materials belonging to entities other than the STEM Alliance may not be transmitted by employees on the company's network.

Do not use the system in a way that disrupts its use by others. This includes excessive streaming or data usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)

When using STEM Alliance technology, no files, apps, plug-ins, extensions or programs may be downloaded without the explicit consent of someone from the Leadership Team.

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company's internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the STEM Alliance's name is attached to all messages so use discretion in formulating messages.

E-mail transmitted on STEM Alliance technology is not guaranteed to be private or confidential. All electronic communications are STEM Alliance property. Therefore, STEM Alliance reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read -- or possibly alter -- your messages.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using the organization's time and resources for personal gain or entertainment
- Stealing, using or disclosing some else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Sending or posting confidential material
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services or transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization

- Sending anonymous e-mail messages
- Engaging in any other illegal activities

Social Media & Digital Postings

It is expressly forbidden to post any pictures, commentary or information about Co-Op Summer Enrichment, Co-Op children or families, Co-Op programs, or Co-Op Employees on any personal social media accounts. This includes but is not limited to using apps such as SnapChat, Instagram, WhatsApp or Facebook to post images, comments or “check ins” from the workplace.

RIGHT TO MONITOR & CONSEQUENCES

All company-supplied technology, including computer systems and company-related work records, belong to the STEM Alliance and not the employee. The STEM Alliance routinely monitors usage patterns for its e-mail communications and technology. Employees should only access sites directly relevant to their work at Co-Op.

USE OF EQUIPMENT

Certain technology, supplies or equipment are essential in accomplishing job duties are expensive and may be difficult to replace. When using company property, employees are expected to exercise due care and safety standards. Equipment should only be used for its intended purpose to avoid damage.

If any equipment, tools or supplies appear to be or become damaged, defective or in need of repair, do not use the item and inform the Leadership Team immediately. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, can result in disciplinary action, up to and including termination.

OUTSIDE EMPLOYMENT

The nature of the Co-Op program requires the complete commitment of all employees to grow relationships with the children and to establish a team approach with colleagues. Employment outside of Co-Op may interfere with an employee’s work at Co-Op and is therefore discouraged.

DISCIPLINARY PROCEDURES/PROGRESSIVE DISCIPLINE

The STEM Alliance makes every attempt to ensure that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for professional excellence in the future.

Although employment with the STEM Alliance is based on mutual consent and both the employee and the company have the right to terminate employment at will, with or without cause or advance notice,

the STEM Alliance may use progressive discipline at its discretion. Progressive discipline, however, in no way limits or changes the employment at-will relationship and both the employee and the company may end the employment relationship at any time, with or without notice or cause.

Disciplinary action may call for any of the following four steps: verbal warning, written warning, suspension with or without pay, or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The STEM Alliance recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, immediate termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, examples of problems that may result in immediate suspension or termination of employment, include cell phone use while working, theft, insubordination, failure to follow safety rules, and harassment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Company.

SMOKE-FREE WORKPLACE

In keeping with School District policy, the Co-Op program facilities are smoke-free. The intent is to provide a safe and healthful work environment and serve as role models for children. Smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors.

ADDITIONAL INFORMATION

BULLETIN BOARDS

Bulletin boards contain important company information and policies such as employment law posters. These can be found in the designated Co-Op Office on the program premises.

SOLICITATION AND DISTRIBUTION OF LITERATURE

Solicitation and distribution of literature in the workplace can be disruptive and interfere with work. To avoid disruption to and interference with the Co-Op Summer Enrichment Program, the following rules regarding solicitation and distribution of literature have been established and will be strictly enforced:

1. Non-employees may not solicit or distribute literature on the Co-Op premises at any time for any purpose.
2. Employees may not solicit or distribute literature during working time for any purpose.
3. Employees may not distribute literature at any time in working areas.
4. Employees may not use Company equipment or systems, including but not limited to computers, e-mail, telephones, voice-mail, copiers, and fax machines to prepare, send or receive solicitation or literature.
5. Employees may not post any literature, articles or solicitations on company bulletin boards without prior express approval of management.

Violation of this policy may result in disciplinary action, up to and including termination.

PROBLEM SOLVING

The STEM Alliance strives to be attentive and responsive to its employees' concerns with the goal of building a productive and collaborative work environment.

If an employee has a work-related problem or complaint, he or she should promptly discuss it with any member of the Leadership Team. The Leadership Team will work with the employee to find a positive resolution to the complaint.

END OF EMPLOYMENT

EMPLOYMENT TERMINATION

Termination of employment can happen for many reasons. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.

The STEM Alliance will generally schedule exit interviews at the time of a voluntary termination. The exit interview will afford an opportunity to discuss such issues as remaining salary payments and return of STEM Alliance property. Suggestions, complaints, and questions can also be voiced.

Additionally, the employee will be required to return any equipment, etc that was provided to them in good condition. If these items are not returned on the last day of employment, the employee will be charged for the replacement cost of these items. The cost will be deducted from the employee's final paycheck.

RETURN OF COMPANY PROPERTY

Employees are responsible for all STEM Alliance property, materials, files, keys, equipment, tools or other property issued to them or in their possession or control.

All STEM Alliance property must be returned by employees on or before their last day of work. Where permitted by applicable laws, STEM Alliance may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. STEM Alliance may also take all action deemed appropriate to recover or protect its property.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the STEM Alliance, and I understand that I should consult the Leadership Team regarding any questions not answered in the handbook.

I have entered into my employment relationship with the STEM Alliance voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the STEM Alliance or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to STEM Alliance policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

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

Employee Name (printed)

Employee Signature

Date