



THE TAFT SCHOOL

Employee Handbook

Updated September 2020

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Purpose of the School

The Taft School (the “School”) is a coeducational boarding school for students in grades 9 through 12 and Post-Graduate. Founded in 1890 by Horace Dutton Taft, brother of United States President William Howard Taft, the School is situated on 224 acres in Western Connecticut. Our faculty, staff, curriculum, and facilities combine to fulfill Taft's mission, which is to educate the whole person.

We believe that The Taft School is a unique and special place to work. We also believe that these characteristics are a direct result not only of the people we serve, but also of the people we are and the way we work together.

In a very real sense, the success of the School depends upon all of us – our motivation, our development, and our commitment to teamwork. Successful organizations are built on cooperation and mutual respect. As we strive for this “civility” in our day-to-day interactions at work, we cannot help but make Taft a more effective, efficient, and enjoyable place to work.

Purpose of the Handbook

This Handbook is intended to provide employees with a general understanding of the policies, rules and benefits that currently affect employment at the School. The provisions outlined in this Handbook apply to all employees, with noted exceptions. Please note that in the event of a conflict between the policies in this handbook and the law, the school will follow the requirements of the law.

This Handbook is provided as a practical guide and is not to be considered a contract. Taft is an “at-will” employer and operates under the provisions that employees have the right to resign their position at any time, with or without notice, and with or without cause. We, the employer, have similar rights to terminate the employment relationship at any time, with or without notice, and without cause. No one at Taft now has, or in the past has had, the authority to make any binding oral promise, assurance or representation regarding employment status or security. Any such representation or assurance made prior to the effective date of this Handbook are hereby rescinded and suspended by this Handbook and policy. No manager, supervisor, employee or other agent of the School has the authority to alter the School's at-will policy by, for example, making a commitment, express or implied, of guaranteed or continued employment to any employee. The School does not recognize any contract of employment unless it is in writing and signed by both the Headmaster and the CFO of the School.

Because we operate in a dynamic environment, the School reserves the right to review this Handbook and to revise, modify, suspend, supplement or eliminate any or all of the policies and benefits discussed in the Handbook at its sole discretion at any time. Any revisions to the Handbook will supersede previous versions and shall immediately apply. The Business Office will keep employees informed by issuing new or revised sections for each Handbook.

Employees are expected to read, understand and comply with the provisions of the Handbook. All questions about this Handbook should be directed to the CFO or the Director of Human Resources.

COVID-19 Supplement to the Employee Handbook

The COVID-19 Supplement to the Employee Handbook, contained in Appendix A, contains the School's policies regarding COVID-19. These policies and protocols are applicable to all employees for the 2020-2021 Academic Year. This supplement does not replace the employee handbook, but serves to reflect the new policies the School will follow during the COVID-19 pandemic. To the extent not modified by the supplement, all other provisions of the employee handbook remain in force and employees must continue to comply with the provisions in the employee handbook, whether they are on campus or working remotely.

Statement on Diversity, Equity, and Inclusion

Taft is an intentionally diverse institution whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion. We foster these habits and dispositions in accordance with Taft's mission to educate the whole student, thus preparing individuals morally and pragmatically for global citizenship. As such, community members commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional development, residential life, and local and global partnerships. Moreover, members of the Taft community strive to understand and combat the symptoms and causes of systematic oppression — ranging from implicit biases to microaggressions to discriminatory policies, practices and traditions — that benefit privileged groups and disadvantage marginalized groups. While at Taft and beyond, community members commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow, and serve.

The various forms of dialogue that we enter into as a part of our everyday existence while at Taft are key ways that we learn and grow. These dialogues take place in the classrooms, hallways, dorms, co-curricular spaces, and any place that two or more Tafties congregate. These dialogues happen in the words we speak to each other, the music we listen to, and the decorations that adorn our persons and our individual and collective spaces. Because of the diversity of experience, background, and perspective inherent to the Taft community, we will not always agree with one another and indeed we shouldn't. It is in the moments where we are confronted with new and divergent thoughts that we expand our world view the most. And while these conversations should always be civil and in the spirit of learning, they may even be difficult and at times cause offense. We embrace these challenging moments as key to the edification of individuals and the broader community. We also affirm the humanity of all members of the Taft community and any dialogue that calls an individual's humanity into question violates our communal norms and will not be allowed on campus. All members of the Taft community must feel as though they can be their full selves on campus and language that demeans or degrades Tafties based on the immutable features of their being has no place in our community no matter where else it might be taking place. To quote James Baldwin, "We can disagree and still love each other unless your disagreement is rooted in my oppression and denial of my humanity and right to exist."

Expectations of Behavior for the Taft Community

General Principles

The Taft School is committed to the safety and well-being of the students in our care. All students and adults in the Taft community must be treated with dignity, respect, sensitivity, and fairness. Sexual misconduct and abuse will not be tolerated within our community. As adults in this learning and teaching community, we recognize that we have special responsibilities and duties of care for our students. We understand and accept fully the trust placed in us by our students and their families. We recognize that learning occurs best when students feel valued and there is trust and a sense of security present within our community.

Consistent with our commitment to the safety and well-being of the students in our care, the School has outlined the following Expectations of Behavior for those in its community. While it is impossible to write down a simple formula for appropriate behavior, the following will help to define and clarify the School's expectations. Employees have an obligation to be familiar with and act consistently with these Expectations, as well as other provisions of the Employee Handbook and related Faculty Handbook if applicable, when interacting with all members of the community, including colleagues, students, trustees, parents, alumni and visitors to our campus. Faculty and staff of the Taft School:

- Are attentive to the safety of all members of the community and have a responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed.

- Maintain healthy boundaries in all interactions with students. (See the list of Boundary Violating Behaviors for more guidance on this.)
- Maintain personal and professional integrity at all times.
- Communicate in a professional, respectful and courteous manner with all members of the community.
- Are expected to identify and report suspicions of harassment, abuse, boundary violating behaviors and sexual or other misconduct and will not engage in such behaviors themselves. In addition to their reporting obligations to the School, all faculty are mandated reporters of suspected abuse or neglect of students as specified by Connecticut state law.

When interacting with students, whether in person or otherwise, employees must at all times:

- Be alert to the power imbalance in their relationships, whether with students or other adults, and be especially attuned to ways in which others may perceive their words or actions given that imbalance. This imbalance can continue after the student has graduated from the School.
- Establish and maintain healthy boundaries with students and refrain from any conduct that places the interests of the adult ahead of the student's interests. Adults should not utilize students for emotional support, share personal information with students to an inappropriate degree, or engage in any behavior that obscures the lines between adult and student.
- Ensure a learning environment free of harassment, hazing, bullying, and discrimination.
- Set appropriate limits with students and encourage their growth, learning and autonomy.
- Alert School administrators of community concerns and of students in need of counseling, health services or other professional help.
- Model through both language and behavior the values and expectations that are consistent with the mission of the school being especially conscious of their actions at times and in places when students can observe them.

The following conduct by employees is strictly prohibited:

- Any sexual, romantic or dating relationship with students, regardless of their age; any activity with students that could be considered sexual or romantic in nature; or any sexual, romantic or unduly familiar behavior or communications (including inappropriate personal stories and history) with students whether in person or indirectly through the use of email, telephone, social networking or other media.
- Engaging, participating, or condoning in any way the use of alcohol or illegal drugs by or with students.
- Sharing an overnight room with students when traveling for any school or other event.
- Sharing or disclosing any information concerning a student, other than on a need to know basis or if such information raises concerns that someone's physical or mental health may be at risk. This includes, but is not limited to, information concerning educational assessments, test scores, grades, behavior, mental or physical health, medications, and family background or finances.

Additional information about the School's expectations for adults and students in the community may be found in this handbook, the Faculty handbook and Student handbooks. Employees should not hesitate to speak up about concerns they may have about the conduct of others, even if the conduct does not violate a specific policy. In situations that raise concerns about the well-being or safety of any member of our community, employees must report the situation as quickly as possible to the Headmaster, Assistant Headmaster, the Dean of Faculty, School Counsel, or the Director of Human Resources. All employees are expected to cooperate fully with both candor and honesty in any investigation conducted by the School. Retaliation against any individual for reporting suspected violations or cooperating with an investigation will not be tolerated. Although the employment relationship between the School and members of the faculty and staff does not extend to their families, all campus residents and visitors are expected to adhere to these Expectations and behave in a manner consistent with the spirit of this community and with a primary focus on the safety of students. If you have questions, concerns, or need to make a report, please speak with the Headmaster, the Assistant Headmaster, the Dean of Faculty, the School Counsel, or the Director of Human Resources.

Equal Employment Opportunities

The Taft School is an affirmative action-equal opportunity employer in accordance with regulations adopted by the Commission on Human Rights and Opportunities. It is the policy of The Taft School to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment related decisions without regard of age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law. Decisions regarding employment and promotion will be based solely upon bona fide occupational qualifications or needs.

All employees with questions or concerns about any type of discrimination in the workplace should bring them to the attention of their supervisor, the CFO, the Dean of Faculty and/or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Taft will not retaliate against any individual who makes a good faith complaint of discrimination or who assists in investigating a complaint, nor will Taft tolerate any other person, including anyone accused, doing so. Any employee acting in good faith in bringing a discrimination complaint, or assisting in bringing or investigating a complaint, will not be adversely affected in terms and condition of employment or association with the School, nor discriminated against or dismissed because of the complaint. Complaints of alleged retaliation will be promptly investigated and, if found valid, the individual(s) who engaged in the retaliatory conduct will be subject to disciplinary action, up to and including termination. All employees are expected to cooperate fully with both candor and honesty in any investigation conducted by the School.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Persons with Disabilities

The Taft School is firmly committed to complying with the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The School prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. The School will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the School aware of his or her disability, as required by law.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Director of Human Resources. Upon receipt of an accommodation request, the Director of Human Resources will meet with the employee to identify the precise limitations resulting from the disability. A written certification from a physician may be required by the School. The Taft School will consider various factors in determining the feasibility of the requested accommodation. Such

factors include, but are not limited to, the nature and cost of the accommodation and the accommodation's impact on the operation of the School and other employees.

Productive Work Environment and Workplace Violence

It is the policy of the School to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile environment. Taft is committed to preventing workplace violence and to maintaining a safe work environment. All employees, students and visitors should be treated with courtesy and respect at all times in accordance with the School's Expectations of Behavior.

In an attempt to maintain a workplace free of violence, the School has adopted a zero tolerance policy toward workplace violence. All acts or threats of violence by anyone are strictly prohibited and will be taken seriously. A threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person, any act or gesture likely to damage School property or any act or gesture likely to leave another person injured or fearing injury.

Possession of weapons, firearms, and other dangerous or hazardous devices or substances on campus at any time is not permitted and is grounds for immediate dismissal. Any employee who commits or threatens to commit any violent act against another person *while on School premises or at work* will be subject to discipline, up to, and including, immediate discharge. Any employee who commits or threatens to commit any violent act against any person *off campus* may also be subject to discipline, up to, and including, immediate dismissal. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Director of Human Resources, the Director of Campus Safety and/or the CFO. This includes threats by employees, as well as threats by students, vendors, solicitors or other members of the public. Taft will, to the extent reasonably possible, promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the reporting individual will be protected as much as is practical in light of the need to investigate. In order to maintain workplace safety and the integrity of its investigation, the School may suspend employees pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The School encourages all employees to bring their disputes or differences with other employees to the attention of their supervisor or the Director of Human Resources before the situation escalates into potential violence.

All employees are responsible for helping to maintain a violence-free workplace. The School expects each employee to govern themselves accordingly. An employee who witnesses or experiences an act or threat of violence should immediately report the incident to the Director of Human Resources, the Director of Campus Safety and/or the CFO. Any violation of this policy will result in disciplinary action, up to, and including, termination of employment and/or prosecution.

Pride in Appearance

The School requests that you dress neatly and appropriately for the functions that you perform, keeping in mind the responsibilities and degree of public contact you routinely experience in your job. Each supervisor has the responsibility and authority to establish guidelines for appropriate dress in the workplace. If you have any questions regarding proper attire, consult with your supervisor.

In order to improve campus security, the School may require some staff employees to wear school-provided clothing appropriate to your work. When determining appropriate work dress, keep in mind that the following items of clothing may not be worn by our students during class time: sweats, athletic gear, jeans, cut-offs, fatigues, overalls, t-shirts, and hats of any kind. Likewise, none of these items of clothing is appropriate dress for employees during work time, with certain exception for employees who perform manual work. Items of clothing that are required for safety reasons will, of course, always be allowed.

Role of the Business Office

The Business Office functions as the Human Resources department for all staff employees, as most employment decisions are coordinated between supervisors/managers and the Business Office. If you have any questions, concerns or ideas regarding your job or issues that affect your work environment, you are encouraged to talk to your supervisor or manager. If you cannot reach a satisfactory resolution to the problem, then contact the Director of Human Resources. The Business Office maintains an "open door" policy at all times for employees for any issues relating to Human Resources. In addition, the Business Office provides benefits administration for all Taft employees, including workers compensation, pension and all other benefits (health, disability, life, etc.).

Employee Communications

The School will make every attempt to communicate to all employees any policy information, including modification or additions to any of the School's policies or practices. In addition, general information or updates on current events, scheduling school cancellations or any other work-related topics will be passed through the School's e-mail system or through phone calls into various departments where e-mail is not readily available.

Attendance and Punctuality

As a condition of employment, the School expects you to maintain good attendance and punctuality. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination.

- You are expected to report for work whenever scheduled, and to be at your workstation at the starting time and at the prescribed time after meal breaks.
- You should notify your supervisor as far in advance as possible whenever you are unable to report for work or know you will be late. Such notification should include a reason for the absence or lateness and an indication of when you can be expected to report for work. If your supervisor is unavailable, you should contact the Director of Human Resources. Failure to notify the School of any absence or delay will normally result in loss of compensation during the absence or delay and may be grounds for disciplinary action. Asking another employee, friend or relative to provide this notification is not considered proper except under emergency situations. In case of emergency where advance notification is not possible, you must report the absence or tardiness as soon as possible. In the event of an extended absence, it is important that you keep your supervisor informed of your status on a daily basis.
- If you are delayed in reporting for work more than thirty minutes and have not notified your supervisor of your expected tardiness, you may lose your right to work the balance of the workday. Those employees permitted to commence work late will be paid only for the time they actually work.
- You must obtain permission from your supervisor in order to leave the School premises during working hours. It is not appropriate to leave a note or voice mail message for your supervisor informing him/her that you intend to leave.
- If you are absent from work for three consecutive days without giving proper notice to the School, you will be considered as having resigned voluntarily.

Employment Classifications

The position you hold is classified as either "exempt" or "non-exempt". "Exempt" employees are not eligible for overtime pay under the federal Fair Labor Standards Act (FLSA) or the Connecticut wage and hour laws. Exempt employees are paid according to the function they perform, not according to the amount or distribution of time they actually work. "Non-exempt" employees will be eligible for overtime pay for all time worked in excess of 40 hours during a pay week. Paid time off ("PTO" as defined) will NOT count towards the

forty hours worked requirement in the calculation of overtime. Please check with the Director of Human Resources if you are unsure which classification applies to you.

Employment Authorization

Federal law requires the School to employ only individuals lawfully authorized for employment in the United States. Every employee hired by the School after November 6, 1986, must complete the Employment Eligibility Verification Form (the I-9) within three (3) workdays of the start of work to comply with federal immigration laws. Employees who fail to provide the necessary documents within the first three days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two weeks will result in termination of employment.

This information and documentation will be used only for compliance with immigration laws and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform the Payroll Manager immediately.

Employment Status

All Taft Staff employees fall into one of the following categories.

1. **Orientation/Trial Status:** As the offer of employment is made, it is contingent upon satisfactory completion of a thorough background check (and credit check, if applicable to your position) in accordance with the School's Background Check policy and Connecticut law. Certain positions also may require a pre-employment physical based on the job functions. Employees who will be driving students on a regular basis must secure an A endorsement to their Connecticut driver's license and submit to an initial drug test and physical as well as subsequent random drug testing as required by Connecticut law.

Staff employees over the age of 18 may be engaged as employees of an unaffiliated third party placement agency during this orientation/trial status. Exceptions to this are determined by the Business Office based on the specific needs or requirements of the position.

As a new employee, you will serve an orientation/trial work period for the first 90 days of regular full-time or part-time employment. During this time, you have the opportunity to determine whether you are suited for the job and The Taft School has the opportunity to determine whether you are satisfying the job requirements and responsibilities. Your supervisor will evaluate your performance during this period to determine if the job is a good match with your abilities. If it is not, the orientation/trial work period may be extended by your supervisor or your employment may be discontinued by the School. Employees will earn, but cannot use, paid time off during this period. It is the policy of The Taft School to maintain the at-will employment relationship at all times during and after the trial status period. Successful completion of the trial period is not a guarantee of continued employment or any set term of employment.

2. **Regular status:** After completion of the orientation/trial work period, you will have regular status and will be expected to maintain a continuous regular employment status.
 - Full year – Scheduled to work 52 weeks per year.
 - Academic year – Scheduled to work at least 40 weeks per year, but less than 52 weeks per year. The standard academic year runs September through June, or as stated for the specific requirements of the position. The FTE (Full Time Equivalent) for an Academic Year position is defined by the Business Office and the Supervisor based on specific job descriptions.
 - Full time – Regularly scheduled to work the normal work hours in a standard workweek (40 hours). These employees are benefits eligible, and may be full year or academic year employees (1,560-hour minimum/0.75 FTE).
 - Part time – Regularly scheduled to work fewer than 40 hours per workweek.

Full and part time schedules exist for both full year and academic year employees.

- 3. Temporary status:** You are hired on a temporary basis if the specified duration on the payroll authorization is less than twelve months, whether full or part-time. Hours worked may fluctuate depending upon the needs of the particular department. As a temporary employee, you are paid only for hours worked and are not eligible for benefits. All Temporary and seasonal employees over the age of 18 can be engaged through unaffiliated temporary placement agencies. Exceptions to this are based on the position needs and are determined by the Business Office.

Only employees with regular status who are actively at work and regularly scheduled to work at least 1,560 hours per year (i.e. benefits eligible employees) qualify for Taft's employee group benefit plans. Provided eligibility requirements are met, benefit plans available to employees include Health Insurance, Dental Insurance, Term Life Insurance, Short-Term Disability, 403(b) Pension Plan and Long-Term Disability. Employees who work 1,000 hours are eligible for the School's retirement plan under the provisions of ERISA.

Payroll Protocol

All Staff hourly (non-exempt) employees must utilize the ADP Time and Attendance online system on a daily basis. Workweeks begin on Monday morning and end on Sunday night (midnight). All supervisors must approve the online time sheets for those employees in his or her department every Monday morning by 11:00 a.m. in order to be timely processed by payroll.

All Staff salaried (exempt) employees should maintain a monthly summary which is to be turned into the Payroll Manager at the end of the month indicating any PTO or holiday time used during the month. All monthly summaries need to be signed off by the employee and the department supervisor in order to be processed.

The School has two payroll schedules, monthly and weekly. Hourly (non-exempt) employees are paid weekly and salaried (exempt) employees are paid monthly. The monthly payroll is paid on the 25th of each month and the weekly payroll is paid on Thursdays. If you are eligible for overtime, you must maintain a record of time worked.

Altering, falsifying or tampering with the ADP Time and Attendance system or other payroll information will be grounds for disciplinary action, up to and including termination of employment.

Breaks and Meal Periods

Work breaks may be approved by your supervisor depending on department schedules, time of year, current staffing levels, etc. As required by Federal and Connecticut law, breaks will be provided to employees who are nursing mothers for the purpose of expressing breast milk. Please contact the Director of Human Resources regarding the location and particulars for such breaks. If you are a full-time employee, you must take a meal break of 30 minutes during the day as required by State law on any shift that lasts 7 hours or longer. You should accurately report any meal break on your time card.

Employee Overtime

Staff employees may sometimes be required to work additional hours. When this is the case, your supervisor will try to notify you of the need for overtime as far in advance as possible. Every reasonable effort will be made to accommodate you if, for personal reasons, you have difficulty complying with the overtime request. However, the School reserves the right to require reasonable amounts of overtime work. Overtime may only be worked at the request of the supervisor, department head, Director of Human Resources, or CFO, as employees working unauthorized overtime may be subject to disciplinary action. Non-exempt employees will be paid 1½ times their regular rate of pay for each hour worked in excess of forty (40) hours (excluding days for PTO, holidays, bereavement and jury duty) in a given work week. Pay for overtime is included in the calculation of contributions to the School's pension plan.

Emergency or Unscheduled "Call-Ins"

Non-exempt staff employees called in on an emergency or unscheduled basis to perform work for the School will be paid a minimum of four hours at straight time. If the time that you work on the "call-in" is overtime as defined in this Handbook, then you will be paid the greater of four hours of straight time or at your overtime rate (for example, if you work 3 overtime hours on your "call-in", then you will be paid time and a half for 4 hours). Emergency or unscheduled hours include thirty minutes after the time you actually leave work until one hour before you are normally scheduled to report to work. This policy applies only to non-exempt employees.

Staff Compensatory Time

Compensatory time off may be granted to an employee only in the same workweek. For example, if you work ten (10) hours on Monday, you may be granted two (2) hours of compensatory time on Tuesday so that at the end of the week your total hours worked equal forty (40). Compensatory time off will not be granted in lieu of overtime pay. If you are a non-exempt employee and you work over forty hours in a workweek, you will receive overtime pay.

Staff Performance Appraisals

If you are a regular Staff employee, you will generally receive a performance evaluation annually. Regular communication between you and your supervisor is a key to a positive working relationship. The annual review is a time to clarify expectations for successful job performance and career development and to address problems or concerns. Performance evaluation procedures include a discussion between you and your supervisor and a written summary of the points discussed. You may provide a self-evaluation to your supervisor prior to your annual review. You will also be able to review the written report, add your comments, if any, and sign the form to acknowledge that it was reviewed.

Situations sometimes arise when your performance does not meet the standards expected by the School. While it is not possible to list all of the situations that may result in discipline or discharge, examples include, but are not limited to:

- Inability to perform job duties;
- Insubordination or other improper attitude;
- Violations of the School's Expectations of Behavior;
- Poor attendance or tardiness;
- Fighting or engaging in disorderly or violent behavior;
- Violation of School policies;
- Abusing break and/or lunch periods;
- Stealing or removing any School property from the School's premises without authorization;
- Leaving School during work hours to attend to personal business without the prior authorization of your supervisor;
- Use of inappropriate or unprofessional language;
- Unlawful discrimination or harassment;
- Falsification of records;
- Unauthorized disclosure of confidential information;
- Substance abuse;
- Possession, distribution, sale, use of alcohol or illegal drugs in the workplace, while on duty, while operating School-owned vehicles or equipment, or while off premises on School-related activities;
- Unsafe work practices;
- Unlawful activity;
- Failure to cooperate honestly and fully in an investigation;
- Fraud, dishonesty or false statements; or
- Unsatisfactory performance or conduct.

Discipline may include, but not be limited to, counseling, verbal warnings, written warnings, suspension without pay, and/or termination. All discipline is within the School's discretion and the School retains the right to terminate the employment relationship at any time and for any reason, with or without cause or warning.

Verbal Warning: If a verbal warning is deemed appropriate, your supervisor will inform you of the nature of the unsatisfactory performance and indicate the improvement expected. Your supervisor generally will make a written notation of the discussion for his/her own records to document that the verbal warning was given.

Written Warning: If the unsatisfactory performance continues, or if a written warning is otherwise deemed appropriate, your supervisor will again discuss the problem with you and you will be given a written warning. The written warning will generally state the nature of the unsatisfactory performance, the improvement expected, and the length of time given to comply. You may provide a written response to this warning.

Applying For a Position and Job Posting

The Business Office acts as a centralized recruiting center for Staff positions throughout the School. The School has an open posting system. You are free to apply for any position currently open that is posted on the e-mail system.

It is the School's policy to promote employees from within whenever possible, and to facilitate the transfer of qualified employees to positions that maximize their skills and talents. Selection of an individual to fill an open position is based on job-related factors. The goal of the selection process is to fill vacancies with the best-qualified candidates. Under certain circumstances, the School may in its discretion bypass the internal posting process.

Separation from Employment

Resignation is a voluntary, permanent separation initiated by the employee. As a regular employee, you are expected to provide at least a two (2) week written notice to your supervisor stating the reasons for the resignation and indicating the effective date.

All employment reference check inquiries relating to your time at the School should be directed to the Dean of Faculty for Faculty and the Director of Human Resources for Staff.

You should arrange to meet with the Director of Human Resources for an exit interview before your last day of work at the School. All School property (keys/fobs, uniforms, tools, computer equipment, etc.) must be returned to the School before your departure. The employee should also leave a forwarding address.

Paid Time-Off Days (PTO) Pay upon Resignation

Only regular employees, who resign with at least two weeks written notice and actually work through such notice, are eligible to be paid for accrued but unused vacation time upon separation of employment up to a maximum of 2 weeks PTO paid at your FTE, subject to the School's PTO policy. If you terminate your employment during the regular or extended orientation/trial work period, you are not eligible to be paid for accrued but unused PTO time. PTO cannot be taken during the period of notice without the express approval of your supervisor and the CFO.

Continuation of Insurance and Other Benefits

All group insurance is canceled as of the last date of the month in which your employment is terminated. The School offers continuation of health insurance benefits to employees and their covered dependents who lose their health insurance coverage due to a "qualifying event" as defined under the federal Consolidated Omnibus Reconciliation Act (COBRA). The employee must notify the Director of Human Resources upon the

occurrence of a qualifying event (i.e. changes in family status, birth or adoption of a child, loss of coverage through a spouse's employment, graduation of covered dependent, etc.). Under COBRA, the employee or covered dependent pays the full cost of the insurance coverage at the School's group rates. For other benefits, (such as life insurance, retirement plan, etc.), please consult with the Business Office for policy and procedures regarding the portability of these benefits after separation from Taft.

Unemployment Compensation

As a Taft employee, you are covered under the provisions of the Unemployment Compensation Law of the State of Connecticut. Information about eligibility is available from the Connecticut Department of Labor at <http://www.ctdol.state.ct.us/HP/UIServices.htm>

Employment of Relatives/Nepotism

The School does not have a policy prohibiting the hiring of relatives within the same department, provided normal hiring procedures are followed. However, in cases where the supervisor is related to the employee, all decisions and evaluations regarding wages and performance will be made at the next higher supervisory level or by the CFO. If, in the opinion of the School, a conflict arises as a result of the relationship or other problems arise, one of the employees may be transferred at the earliest practicable time or be terminated from their employment.

Reference and Background Checks

As part of the hiring process, the School will seek references prior to hiring new employees. Background checks (including credit checks if applicable) and fingerprinting will be conducted for new employees, School volunteers/contractors working directly with students, and the spouses and adults living with Taft residential employees, in accordance with the School's Background Check policy and state and federal laws.

All employment reference check inquiries from current or former employees, prospective employers of current or former employees or other organizations should be directed to the Dean of Faculty for Faculty and the Director of Human Resources for Staff. No employee is authorized to provide a written or official employment reference for the School without the consent of the Headmaster, the CFO, the Dean of Faculty or the Director of Human Resources.

Payroll Deductions

By law, the School is required to deduct federal withholding taxes, Social Security, Medicare taxes and state income taxes. Employees are responsible for keeping the payroll department informed of any changes in exemptions, marital status, name and address changes, as well as deductions for insurances, flex- spending accounts, and any other employee authorized deductions. An employee requesting payroll deductions must complete a Payroll Deduction Authorization Form and submit such form to the Payroll Manager.

Policy Against Discrimination and Harassment

Taft School prohibits discrimination against or harassment of any person or group based upon age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law. Sexual harassment is defined as any unsolicited and unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur to anyone, regardless of the gender of either the harasser or the person harassed.

The School will not tolerate work related discrimination or harassment of employees or students by anyone including other employees, students, vendors, contractors, other third parties having agreements or contracts with Taft, supporters to the School (donors, volunteer, alumni/ae, parents), or visitors of the School.

This policy does not limit in any way any other policy Taft may have regarding unacceptable behavior, including unacceptable sexual behavior, which may not legally constitute sexual harassment. For example, any sexual advances or sexual activities between an adult school employee and a student, even if welcomed, are unacceptable and will result in disciplinary proceedings including termination of the adult. Some types of conduct may constitute crimes that Taft employees have a statutory duty to report promptly to appropriate law enforcement officials. The filing of a criminal complaint or conduct of a criminal investigation does not affect Taft's intention to investigate allegations of sexual harassment. Harassment may take the following form:

Adult to Adult:

Submission to such conduct is either an explicit or implicit term or condition of employment or any employment decision (e.g., promotion, training, or overtime assignments, etc.); or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or

The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Adult to Student:

The conduct has the purpose or effect of substantially interfering with a student's academic, co-curricular, or extracurricular activities, or creating an intimidating, hostile or offensive environment.

Examples of Sexual Harassment Conduct -

Sexual harassment includes a wide range of subtle and not so subtle behavior. The following is a list of the types of behavior that may constitute sexual harassment:

- Verbal: sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, derogatory statements;
- Non-verbal: sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
- Physical: unwanted and unwelcome physical contact, including touching, pinching, brushing against the body, coerced sexual intercourse, assault; and
- *Quid Pro Quo*: occurs when someone in a position of power offers a benefit in exchange for sexual attention or threatens your job if you refuse sexual attention.

Complaint and Resolution Procedure

Any infraction of this policy by an employee should be reported immediately to the CFO, the Dean of Faculty, and/or the Director of Human Resources.

Investigation Process

The Director of Human Resources, the Dean of Faculty (Faculty) or the CFO (Staff), or their designee, will promptly and impartially address allegations of harassment and discrimination. Potential courses of action may include investigation, consultation with Taft's attorney, meetings with the parties, counseling, mediation, and disciplinary action up to and including dismissal or any other appropriate measures. All employees are expected to fully cooperate with both candor and honesty in any investigation conducted by the School.

Confidentiality

All complaints of harassment and/or discrimination will be investigated and kept confidential to the extent possible. However, any individual who brings a complaint must understand that in order for an adequate resolution to be reached, certain information about the complaint may be shared with those individuals

involved in and necessary to the investigation/resolution. Such individuals will be warned that breach of confidentiality associated with the claim, the School's investigation, and resolution of the complaint is grounds for disciplinary action up to and including dismissal.

Non-Retaliation

Taft will not retaliate against any individual who makes a good faith complaint of harassment and/or discrimination or who assists in investigating a complaint, nor will Taft tolerate any other person, including anyone accused, doing so. Retaliation is a serious violation of this policy and should be reported immediately to the CFO, the Dean of Faculty and/or the Director of Human Resources. Any employee acting in good faith in bringing a harassment and/or discrimination complaint, or assisting in bringing or investigating a complaint, will not be adversely affected in terms and condition of employment or association with the School, nor discriminated against or dismissed because of the complaint. Complaints of alleged retaliation will be promptly investigated under the appropriate structure as described above and, if found valid, the individual(s) who engaged in the retaliatory conduct will be subject to disciplinary action, up to and including termination.

Alcohol & Drug Policy

The School is committed to maintaining a safe working environment and promoting a drug-free community. We wish to ensure that employees will be able to perform their duties safely, free from the effects of alcohol or illicit drugs in a manner that protects their interests and those of their co-workers. For these reasons, the School has established as a condition of employment and continued employment with the School the following Alcohol and Drug Policy.

The possession, use, consumption, purchase, distribution, manufacturing, or sale of alcohol, illegal drugs, or controlled substances during work hours, on School property, in the School's vehicles, while on duty, while engaged in School activities, or while representing the School in any way whatsoever is strictly prohibited, except when the use is pursuant to a doctor's order and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her duties. Such conduct is also prohibited during non-working time to the extent that, in the School's opinion, it affects an employee's ability to perform on the job or threatens the reputation or integrity of the School.

To achieve these objectives, the School may perform testing to detect the presence of alcohol or illegal drugs on active employees. Active employees may be required to take such an alcohol or drug test where the employee occupies a safety-sensitive position, the School has reasonable suspicion to believe that the employee may be impaired in his or her job performance due to alcohol or drug abuse, or where the drug testing is conducted as part of an employee assistance program sponsored or authorized by the School in which the employee voluntarily participates. Staff and Faculty with an A endorsed license will be required to submit to an initial and subsequent random drug testing as required by State law. All drug testing will be conducted by an outside provider in accordance with applicable laws. An employee whose test results are positive or who refuses to submit to an alcohol or drug test will be subject to discipline up to, and including, termination.

The School recognizes that alcohol may be served at both School sponsored and School related functions. Employees are expected to be responsible, follow all laws, and use proper judgment in the consumption of alcohol at School sponsored events and those events at which they are acting as School representatives. Employees should not report to work while under the influence of alcohol or illegal drugs.

Electronic Communications Policy

The following describes the School's policy on the use of its communications equipment, electronic systems, and electronic media such as computers, computer files, use of the Internet, e-mail, facsimile, telephones, inter-office mail, computer software, voice mail and all communications and information transmitted by, received from or stored in the School's systems ("Electronic Communications"). Employees must understand

that this access to Electronic Communications is for the primary purpose of increasing productivity and generally not for non-school activities. Employees are not allowed to use Electronic Communications for their personal use or gain. Using Electronic Communications to conduct personal, private or non-business use including, but not limited to, political, religious or commercial purposes for other outside organizations or causes not directly related to the School is strictly prohibited.

The Taft School provides employees with Electronic Communications as required for the performance and fulfillment of job responsibilities. The School's Electronic Communications and all data stored or transmitted on such systems are the sole and exclusive property of the School. Therefore, users of the School's Electronic Communications should not expect privacy with respect to the School's Electronic Communications or with respect to the material and information stored on the School's Electronic Communications. Electronic Communications are accessible and may be accessed by the School at all times for any business purpose. Employees should also understand that Taft maintains the right to monitor and review Internet use, voice mail, e-mail and other data composed, sent, received or stored through the School's Electronic Communications at any time without notice to the employee and without seeking the employee's permission.

Limited, occasional and incidental use of Electronic Communications for personal purposes is acceptable only if done in a professional manner that does not interfere with the School's use and an employee's job duties provided that such use is done during nonworking hours and does not result in a fee or expense for the School.

Employees shall use all Electronic Communications in accordance with the Taft Acceptable Use Policy and the School's Expectations of Behavior. Employees shall not use Electronic Communications for any inappropriate, improper, disruptive, harmful, illegal or offensive communication, including but not limited to gambling, racial or ethnic slurs, obscene language or anything which could be construed as harassment or discrimination based on age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law. Improper use of Electronic Communications include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit, vulgar, obscene, sexist, racist, threatening, violent, or defamatory language or content. Employees shall not use unauthorized codes or passwords to gain access to files of others or other communications as to which they are not authorized. Attempting, without proper authorization, to read another person's e-mail, hacking into the School's Electronic Systems or cracking passwords, breaching computer or network security measures, or otherwise impermissibly monitoring or retrieving electronic files or communications of other employees or third parties is absolutely prohibited. Employees shall not read the e-mail of others without appropriate permission nor shall employees use a code to access a file or otherwise review any stored information to which they do not have regular and approved access unless authorized to do so by an appropriate School official.

Employees shall not use the Electronic Communications Systems to breach the confidentiality, or reveal any confidential, personal, or proprietary information of the School or its customers, consultants, or others with whom it does business.

Violations will be reviewed on a case-by-case basis. Employees who abuse or misuse Electronic Communications are subject to immediate discipline. Such discipline may result in losing privileges for Electronic Communications, the issuance of a warning, and any other disciplinary action up to and including termination.

All electronic communications should be destroyed or retained in accordance with the School's Record Retention Policy.

Mandatory Reporting of Child Abuse

The Taft School is committed to the safety and well-being of the students in our care. All students and adults in the Taft community must be treated with dignity, respect, sensitivity, and fairness. Sexual misconduct and abuse will not be tolerated within our community.

The Taft School does not tolerate sexual misconduct by faculty or staff with students, regardless of gender identity or expression or sexual orientation, whether on school property, on school-related trips/events off school property, or at school-sponsored social functions. The School also does not tolerate sexual misconduct with students by vendors, contractors, or other third parties having agreements or contracts with the School, supporters of the School (donors, volunteers, alumni/ae, parents), or visitors to the School. **Sexual activity between a student and a School employee, a School affiliated volunteer or a School affiliated contractor is sexual abuse and prohibited.**

The School considers every employee a mandated reporter. A mandated reporter is required to report, or cause a report to be made, when he or she has reasonable cause to suspect or believe that a child under the age of 18 (or 21 if a Department of Children and Families client) has been abused, neglected, or placed in imminent risk of serious harm.

The Department of Children and Families (“DCF”) defines child abuse as a non-accidental injury to a child, or a condition resulting in maltreatment, such as sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. Sexual abuse is defined as employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, statutory rape, molestation, prostitution, or other forms of sexual exploitation of children, or incest with children. Statutory rape in Connecticut is defined as sexual contact between a child who is:

- under age 13 and the other person is more than 2 years older
- age 13, 14 or 15 years old and the other person is more than 3 years older
- under age 18 and the other person has a position of power or influence over the child, such as a teacher, counselor, guardian, or coach. **Please note that a sexual relationship between a student (regardless of the student’s age) and a School employee, a School affiliated volunteer, or a School affiliated contractor, is always inappropriate.**

Neglect is the failure of the person responsible for the child’s care to provide and maintain adequate food, clothing, medical care, supervision and/or education for the child.

All employees must promptly report suspected child abuse or neglect, including any sexual activity between a student and a School employee, a School affiliated volunteer, or a School affiliated contractor, to DCF and the School Counsel. Employees may report to DCF on their own, or enlist the help of a member of the Counseling department, the Director of the Martin Health Center, or the Assistant Headmaster in filing the report. After reporting to DCF, **the employee must notify the School Counsel of the report.** The School Counsel will notify the Watertown Police Department and any other legal authorities necessary.

The initial phone report to DCF must be made within 12 hours of concluding that there is reasonable cause to suspect abuse or neglect. The phone report must be followed by a written submission of a DCF-136 Form within 48 hours.

The DCF has a single, statewide point of contact for the reporting of suspected child abuse or neglect. This hotline operates 24 hours per day seven days per week at: 1-800-842-2288.

The DCF website, which contains useful information and forms to download, is www.ct.gov/dcf

All employees are required to complete training on Connecticut mandatory reporting laws.

Taft will not retaliate against any individual who makes a good faith report of child abuse or neglect, including sexual misconduct, or who assists in investigating a complaint, nor will Taft tolerate any other person, including anyone accused, doing so. Retaliation is a serious violation of this policy and should be reported immediately to the CFO, the Dean of Faculty and/or the Director of Human Resources. Any employee acting in good faith in reporting child abuse or neglect, or assisting in bringing or investigating a report of child abuse or neglect, will not be adversely affected in terms and condition of employment or association with the School, nor discriminated against or dismissed because of the report. Complaints of alleged retaliation will be promptly investigated and, if found valid, the individual(s) who engaged in the retaliatory conduct will be subject to disciplinary action, up to and including termination.

Any employee with questions or concerns about the possibility of child abuse or neglect should discuss the matter immediately with the Director of Counseling, the Director of the Martin Health Center, and/or the School Counselor.

Phone Use Policy

Any personal use of telephone and/or cell phones during work hours should be kept to a minimum and at no time should such use disrupt work activities. Long distance phone calls of a personal nature should be made solely at the employee's expense, as each phone line may be monitored for appropriate use. Additionally, any other charge such as accepting collect calls or using operator assistance to look up phone numbers is prohibited. To ensure safety, under no circumstances should a Taft employee use a cell phone while operating a vehicle or power equipment.

School Property

An employee is expected to exercise due care in the use of all property belonging to the School and to utilize such property only for its authorized purpose. All property of the School may be inspected or reviewed at any time as all furniture, desks, storage devices or any property is provided for the convenience of the employee, but remain the sole property of the School. Accordingly, the School reserves the right to search or inspect all School property and work areas at any time and without advance notice. This right may also include personal possessions and property contained in such areas. Negligence in the care and use of said property, unauthorized removal of School property from the premises, or its conversion to personal use, will be considered grounds for discipline, up to and including termination.

Children in the Workplace

Taft School is a community that strives to support family life and tries to accommodate the needs of working parents. It is important that our children feel valued, but common sense tells us that children in the work environment are a distraction to our co-workers.

Thus, it is generally inappropriate for non-resident employees to bring children to their workplace. However, the School recognizes that there may be rare times when last minute changes in childcare arrangements result in a parent having no other options. On those rare occasions when all contingency plans for childcare have been exhausted, the employee should make arrangements with his or her supervisor for either taking PTO days or permission to bring their child to the workplace for a limited time period.

Personnel Records and Confidentiality

Information contained in personnel files and other employee records are considered confidential School property and will not be released without legitimate business purpose and proper authorization or as required or permitted by applicable law.

An employee's personnel file will be kept within the Business Office. A working file of copies of certain documents in the Business Office may be kept by the supervisor provided that only he/she has access to the same.

Employees are permitted access to their individual personnel files under the following circumstances:

- Files may be reviewed in the Business Office during normal working hours only in the presence of a Business Office representative at a pre-arranged time. At no time may employee files or their contents be removed.
- Employees will be denied access to any file information which relates to an ongoing investigation that may result in corrective action, termination, or civil or criminal liability.
- Employees will be denied access to any documentation regarding pre-employment reference checks.
- Employees are not permitted to examine another employee's personnel file, with the exception of supervisory/management personnel acting within the scope of their responsibility.
- The Taft School will comply with a release of an employee's personnel records as required by law, such as a valid subpoena or court order requiring surrender of such records.
- At the School's discretion, Taft will release personnel files to outside agencies with written consent by the employee.

Please keep the Business Office informed of any changes in your name, address, telephone number, name and number of dependents and beneficiaries, and emergency contacts so that the School's records will be accurate and up-to-date.

Confidential Information and Protection of Personal Information

It is the School's policy to protect and safeguard the confidential nature of personal, non-public information that the School may obtain concerning its employees, students, alumni and other individuals. Every employee of the School is required to respect and maintain the confidentiality of all Taft School and personal information, including but not limited to, School and student records, enrollment and or performance records, donor information, social security numbers, driver's license numbers, state identification cards, account numbers, credit or debit numbers, passport numbers, alien registration numbers, health insurance identification numbers, health records, documents, reports, files, correspondence and any other personal information or other personally-identifiable information to which the employee has access in carrying out responsibilities and duties both during and after employment with The Taft School ("Personal Information").

Personal Information should only be disclosed on a strict business need-to-know basis and to the extent required or permitted by law. All employees must protect and ensure safeguards to prevent unauthorized access to and disclosure of Personal Information. Such safeguards include storing Personal Information in a locked cabinet and utilizing password protection for electronically stored Personal Information. Other safeguards include limiting the collection and access of Personal Information strictly to those individuals who need to know this information and refraining from printing or publicizing Personal Information. Employees should shred any business records that contain Personal Information prior to disposing such information.

All employees are expected to show the highest regard for the privacy of each student, their parents/guardians, alumni and employees of the School. All employees must strictly observe the School's Privacy Policy, the confidentiality of records and other information associated with the students, their parents/guardians, alumni and employees of the School. All employees will be careful to discuss confidential information only when necessary and appropriate in the context of School operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents or staff members who are not involved (i.e. discussing problems in the hall or reception area). **It is essential that prior to having conversations with service providers including psychologists, testers and other educational**

professionals, parents or guardians consent to such conversations and sign permission slips authorizing such discussion. Please contact the School Counsel to obtain such authorization forms.

If you have any question regarding whether certain information is considered Personal Information and/or confidential, please consult the School Counsel. Violations of this policy may provide grounds for legal action against an employee and may result in disciplinary action up to and including termination.

Inclement Weather (Staff)

Since the School is an educational institution with a predominantly residential population, it is expected that normal operations will take place on a regular basis. Regardless of weather conditions, it is assumed that academic and other buildings will continue to be opened and services maintained. Offices will remain on a "business as usual" basis throughout the regularly scheduled workday. If you come in late, leave early, or are absent because of weather conditions, you may either make up the lost time during the same workweek, or if that is not possible, you may elect to charge your time to unused PTO days, rather than have deductions taken from your pay. If you are unable to come to work because of severe weather conditions, you should notify your supervisor as early as possible. If the Headmaster or CFO terminates normal operations early and allows your department to return home, you generally will be paid for your normal work period.

When a decision to terminate normal operations due to weather conditions has been made, essential personnel will be determined and designated by the CFO based on the existing conditions. Some essential employees may also be sent home early if school is not in session. The decision to terminate operations will be communicated by e-mail and/or text. Employees should call the Business Office or Campus Safety if they are uncertain whether to report to work.

Safety and Health. Vaccinations.

The Taft School is committed to the safety of its community. It is our goal that everyone is provided with a safe and healthful workplace, with safe equipment and materials, and to insist on safe practices and methods at all times. The responsibility is shared by all to achieve these goals. Employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards and cause hazardous or dangerous situations may be subject to disciplinary action, up to and including termination.

Any accident that results in an injury must be reported to your supervisor and Campus Safety regardless of how insignificant the injury may appear. Such reports are necessary to initiate insurance and workers' compensation benefit procedures in appropriate cases.

To ensure the health of the Taft community and to prevent the spread of contagious diseases on campus, it is expected that all employees and their family members living on campus are vaccinated in accordance with the School's vaccination requirements for students. The School reserves the right to exclude any employee and/or a family member residing on campus who has a communicable illness, has been exposed to an infected person, or is susceptible because of non-immunization in the event of a vaccine-preventable or other communicable disease on campus. Please contact the School Physician or the Director of Human Resources for more information about the School's vaccination policy.

The School also has established an active Safety Committee, composed of Faculty and Staff, to help execute an effective safety program. A list of the members of the Safety Committee can be found in the Business Office or posted throughout campus. The Committee reviews all accidents and injuries and makes appropriate recommendations. All employees are encouraged to report any safety concerns to the Director of Campus Safety, the Director of Human Resources, or a member of the Safety Committee.

Accidents, Injuries and Losses

Accidents or losses should be reported to your supervisor and the Campus Safety Office. Campus Safety will file a written incident report, accompanied by a picture, if appropriate. That report will be delivered to the Business Office for filing with the appropriate insurer. Campus Safety will ensure that other administrators who need information about these situations will receive a copy of the report, or be informed either in person or by phone. It is a condition of our insurance policies that our carrier be notified immediately of certain events. Therefore, it is very important that you notify Campus Safety regarding any accidents or injuries as soon as practicable.

Security Cameras and Other Recordings

Employees may not make a visual or audio recording of any Taft employee without such employee's prior consent.

Taft School has authorized the use of security cameras as part of its crime prevention strategy. These cameras are meant to promote public safety and protect personal and School property. Please refer to Taft's Security Camera Policy for more information regarding the School's use of security cameras on campus.

Parking

All Staff should generally park their cars either in the main parking lot across the street on the corner of Middlebury Road and Route 6, or in any other pre-approved designated spaces. If there is specific need to park within the main campus, please notify the Campus Safety Office.

Tobacco

Taft promotes a "Tobacco Free" work environment, and as such, no person may use a tobacco product in Taft public spaces or vehicles. Tobacco product includes any product containing, made, or derived from nicotine and designed to be consumed by, among other methods, smoking or chewing or that is ingested by any other means including, but not limited to, cigarettes, chewing tobacco, vaping, electronic cigarettes, electronic pipes, electronic delivery systems or any other similar products. Using tobacco in public spaces on campus or in School vehicles may result in disciplinary action.

Conflict of Interest and Outside Employment

Taft employees are responsible for performing their duties in good faith and in the best interest of the School. In particular, employees are expected to avoid activities, agreements, business investments or interests, or other situations that materially conflict or appear to conflict with the interests of the School or interfere with the individual's duty to loyally serve the School to the best of his or her ability. A conflict of interest exists when an employee is in a position to benefit personally, directly or indirectly, from his or her relationship with an entity or person conducting business with the School.

You may not engage in any outside employment that creates a possibility of a conflict of interest or impairs your ability to perform your duties at the School. You should not accept outside employment in any discipline or service that is competitive with or similar to the services offered by the School. An employee who accepts such outside work will be subject to disciplinary action, up to and including termination of employment.

Employees who are on an approved leave of absence from the School may not engage in any form of self-employment or perform work for any other employer during the leave, except when the leave is for military or public service or when the employment has been approved by the School and the employee's leave does not preclude the outside employment.

All employees are asked to exercise good judgment and discretion when engaging in outside employment. The School should be notified of any outside employment in order to help ensure that there is no conflict of

interest. Questions regarding whether a situation constitutes a conflict of interest should be directed to your supervisor or the CFO.

Solicitations

The School prohibits all solicitations in working areas and during an employee's work time. A solicitation on School property by anyone who is not an employee of the School is prohibited at all times. Employees may not solicit contributions or memberships, collect funds or pledges, or engage in related activities during work time, unless specifically authorized.

Contracts

From time to time you may receive a contract to be signed on behalf of Taft. A contract is any writing that obligates Taft and includes rental agreements, purchase agreements, and agreements to bring a performer or speaker on campus. The Board of Trustees requires two signatures on any contract Taft enters into with another party and has authorized only the Headmaster, CFO and School Counsel to sign contracts on behalf of the School. All contracts should be referred to the School Counsel for review and signature.

Media Inquiries

All inquiries from the media, including broadcast, electronic and print media, should be referred to the Director of Communications.

Personal Conduct, Off-Duty Behavior and Duty to Report Criminal Arrests and Convictions

Certain standards of work performance and conduct must be maintained in any work group. Generally, these standards are recognized and observed by individual members of the work group without any need for action by a department head or supervisor. Employees should conduct themselves, at all times, in a courteous and professional manner and in accordance with the School's Expectations of Behavior. Employees on or off the School grounds should maintain a standard of behavior that will indicate pride in themselves, their work environment, and the School. Taft email and/or social media accounts and addresses should only be used for Taft related business. Employees should use separate personal email and social media accounts when engaging in their own personal social media activities.

Any employee who is arrested for, or convicted of, a misdemeanor or felony shall notify his/her supervisor of such arrest or conviction by the end of the next business day but no later than forty-eight (48) hours after the incident. Violations of this policy may result in disciplinary action up to and including termination.

Complaints and Whistleblower Policy

The Taft School encourages all employees acting in good faith to report any wrongful act including:

- Significant violations of School policy;
- Violations of State, Federal or local law; and
- The misuse of School property or authority for personal gain.

Employees should report conduct they deem wrongful to a person who can address them properly. In many cases, the employee's supervisor (or in the case of a student, his or her advisor) is in the best position to address an area of concern. If an employee is uncomfortable raising a concern with his or her supervisor, or is not satisfied with the response received from the supervisor, the employee should submit his or her concern to another administrator at the School in accordance with the School's Whistleblower Policy. The School is committed to protecting employees from interference with reporting wrongful conduct under this policy and from retaliation because of it. Individuals may not retaliate against another employee or individual who has reported wrongful conduct in good faith. Individuals may not use or attempt to use their

authority or influence related to their School position to interfere with another individual's rights to report wrongful conduct as provided for in the School's Whistleblower Policy. The School's Whistleblower Policy is available from the Business Office. Questions regarding the Whistleblower Policy may be directed to the Director of Human Resources, the CFO or the School Counsel.

Military Leave

Military leaves will be granted in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA") and applicable state law. Reinstatement will be in accordance with USERRA and applicable state law.

Employment of Minors

The School will not hire anyone under the age of 16 for jobs as directed by state law. The School will adhere to the Connecticut State statutes pertaining to hours of work, machinery operation, and other restrictions relating to age.

Medical Information Privacy (HIPPA)

The School will maintain the confidentiality of all health-related information within its care and custody. The School will adhere to the procedures as directed by HIPPA (Health Insurance Portability and Privacy Act). A copy of the HIPPA Privacy Notice for the School's healthcare and flexible spending plans is available from the Director of Human Resources.

Injury and Illness on the Job

Any employee with a life threatening or serious injury or illness should seek immediate medical treatment. All employees witnessing a life threatening or emergency should call 911 immediately and notify Campus Safety and the Health Center.

All job related injuries or illnesses should be reported to Campus Safety as soon as possible. The employee also should notify his or her supervisor of the injury.

Visitors

Outside visitors in the workplace are discouraged unless of an important or an emergency nature. Notification to your supervisor in advance, if possible, is appreciated.

Mail Room Policy

The School Mail Room handles mail, packages, stamps and funds and is therefore accessible to authorized personnel only. The staff will be happy to post your mailings. Please use your mailbox key. The hours of operation are posted and subject to change, as determined by the Business Office. Please plan your mail deliveries and pick-ups within the hours of operation.

Recycling and Shredding

The School strives to recycle as much of the following: paper, cans and bottles, newspapers and magazines, cardboard and scrap paper. The School has placed recycling containers throughout the campus for your convenience. The School has contracted with an outside firm to shred confidential materials and information. Secure shredding bins are located throughout the campus. Please contact the Business Office for more information regarding the shredding bins.

Bloodborne Pathogen Exposure Control

The School has developed a Bloodborne Pathogens Exposure Control Plan in accordance with federal health and safety regulations. This plan is designed to assist all of us in maintaining a safe working environment. Annual training on the handling of bloodborne pathogens is required as part of this plan for anyone who comes in contact with, or has the potential to come in contact with, bloodborne pathogens due to their daily job duties and responsibilities. Please see the Director of the Martin Health Center if you have any questions regarding this plan or would like a complete copy of the plan.

Crisis Communication Plan

The School has worked closely with the Town of Watertown to develop plans in the case of an emergency. The CrisisManager App, available on all smartphones, contains instructions for various school emergencies. In the event of an emergency, all employees and students should follow instructions disseminated over the mass communication system. Employees should make sure their contact information is registered with the Information Technology Office in order to ensure they receive the instructions in the event of an emergency. Please contact the Director of Campus Safety for more information regarding the CrisisManager App and Taft's emergency plans.

Dating and Fraternization

Dating and relationships between employees can have an impact on the workplace. Keep in mind that unwanted sexual advances and requests for sexual favors that are a condition of employment are prohibited under the School's harassment policy. If the School determines that the relationship interferes with the work environment, the School may take disciplinary action, up to and including termination.

Use of School Facilities, Equipment and Vehicles

The Taft campus and facilities are intended to benefit Taft and support the School's mission. Taft's facilities may be available for use by the immediate School Community and/or members of the outside community under certain situations. The School attempts to limit the use of its facilities for any personal or for-profit activities. For this reason, approval of use for any of the School facilities will be done on a very limited basis and only with authorization from the Headmaster or CFO. School programs take precedence over other uses. All costs are the responsibility of the user. Request to use the School's facilities should be directed to the Director of Business Services. Users of Taft's facilities will be required to sign a Use of Facility Agreement and provide a Certificate of Insurance listing The Taft School as an additional insured on the policy prior to using the School's facilities. The School will not be liable for any injuries that occur and will not be responsible for any loss, damage, or theft of personal property arising out of or in connection with the use of the School's facilities.

The School maintains vehicles for use by faculty and staff for School related events. All drivers must have proper licenses required by the State of Connecticut. Employees using Taft vehicles must provide an up-to-date copy of their driver's license to Campus Safety and also must notify the School Counsel immediately of any driving violations, accidents or license suspensions. The proper sign-out procedures should be followed prior to using a Taft car. Driving training sessions are available prior to School opening. Use of the School vehicles or equipment is for work-related purposes only. Any personal use of School vehicles or equipment cannot conflict with School needs and must be approved in writing by the CFO. The employee will be responsible for any damaged or missing School vehicles or equipment.

You and your immediate family members are permitted to use the School's athletic facilities at your own risk when you are off duty and when the facilities are not otherwise being used for organized athletic programs. You may bring your family to the facilities so long as you are present at all times, supervise such family members, abide by the specific rules of the facility and wear proper athletic and safety gear. In order to preserve the athletic facility's floors, footwear should not leave marks on the floors. The School expects you

will use the athletic facilities in a responsible manner and will not engage in any horseplay or other conduct, which may lead to injury to yourself or others.

Professional Development

The School offers its employees opportunities to upgrade their job skills, increase their job knowledge and enhance their personal development. The School may require an employee to acquire certain training as a requirement of job performance and reimburse tuition. Tuition reimbursement may be available under certain circumstances to employees who voluntarily pursue training that contributes to the employee's skills in performing their job.

Travel and Expense Reimbursement Policy

Fringe benefits including, but not limited to, employer provided vehicles, moving reimbursements, and college tuition reimbursements will be provided and administered in accordance with IRS guidelines.

When requesting travel, a critical balance must be between the School's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of The Taft School. It will be the responsibility of the supervisor and the Business Office to ensure that all employee travel meets this objective and that reimbursement made only for actual, reasonable business expenses in connection with authorized travel as defined in this document.

All reimbursements require a completed expense report specifying the purpose of the trip and all applicable receipts (i.e., hotel, airline ticket, meals). Expense reports must be submitted in a timely manner (within 30 days).

Air Travel

Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the employee. Business class travel will be reimbursed at the cost of the same ticket in economy class.

Auto Rental

Employees can request either compact or intermediate size cars. Luxury, premium and specialty car rentals will be reimbursed only at the intermediate car rate.

Wherever possible, the employee must refill gasoline prior to returning the rental car for drop off. Gas charges at the rental locations average significantly more than independent filling stations.

Personal Auto Reimbursement

Employees are only authorized to use their personal automobiles for work related travel if they have both a valid driver's license and current comprehensive auto insurance, including liability.

When an employee uses his/her personal automobile on approved School business, the School will pay the IRS standard reimbursement amount. The School will also reimburse all actual auto tolls and parking fees with a receipt.

Mileage from employee's home to a regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and

the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying the purpose of the trip, the distance in miles, the point of origin and the destination and time of the trip. The employee's supervisor should approve the report prior to submittal to the Business Office.

The employee assumes the responsibility for all parking and traffic fines.

Lodging

All authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost.

Meals and Entertainment

Actual, reasonable, and necessary costs for meals will be reimbursed while employees are travelling on School authorized business. Reimbursement may include a gratuity of up to eighteen percent (18%) of the bill, before sales tax. Receipts are required for any meal in excess of \$10.00.

Entertainment expenses are reimbursable only with Supervisor and Business Office approval, and must meet the following conditions:

- The employee's specific assignment requires the entertainment of the School's customers or potential customers, or others as appropriate.
- The entertainment expense is fully receipted (original receipts required).
- The persons entertained, the place and the purpose of the entertainment must be clearly specified.

Nonreimbursable expenses include, but are not limited to: airline club dues, rental car club membership fees, airline head seat rental, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.

Employee Benefits

Taft currently offers various benefits to its employees as listed below. These benefits may change from time to time. Please note that the School's benefit plans are defined in formal plan documents, and if any questions arise about the nature and extent of plan benefits or if there is conflicting language, the formal plan documents govern over the informal wording of this Handbook.

Benefits Offered By Employer:

- ✓ *Medical*, (includes eye care coverage) which has a premium cost that is shared by employees and the School;
- ✓ *Dental*, which has a premium cost that is shared by employees and the School;
- ✓ *Long Term Disability*, which pays 60% of salary after 6 months of disability;
- ✓ *Short Term Disability*, which pays between 60% of salary after 10 workdays of disability;
- ✓ *Term Life Insurance*, renewable each year; and
- ✓ *A 403(b) Retirement Plan*, to which employees and the School contribute.

Additional Benefit Offerings:

- ✓ *Dependent Care Account (Flexible Spending Account)* that enable employees to save taxes on qualified dependent care costs;
- ✓ *Optional Term Life Insurance*, which can be paid through payroll deductions;

- ✓ *Day Tuition Remission* – available for dependent children admitted through the regular admissions process;
- ✓ *Identify Theft Protection*; and
- ✓ *Optional College Savings Plan (529)* – to which employees can contribute via payroll deductions to the Connecticut Higher Educational Trust.

Benefits Eligibility:

Full Time and Part Time*

Health Care, Dental, Eye Care	First of the month following hire or the date of hire, if it falls on the 1 st of a month
Dependent Care Account	Immediately or January 1st
Short Term Disability	1 Year
Long Term Disability	1 Year
Term Life	1 Year
403(b) Retirement Plan	Employee can contribute immediately. Employees are eligible for Taft's contribution after 1 year of service.
Day Tuition Remission	5 Years for Staff, immediately for Faculty

****To be benefit eligible an employee must work a minimum of 1,560 hours per calendar year, with the exception of the retirement plan, which has a minimum of 1,000 hours per calendar year as directed by ERISA.***

Benefit Enrollment

Health Insurance. You can enroll in Taft's health insurance upon hire by Taft or during the open enrollment period. Our current health insurance open enrollment period is in November and December for an effective plan date of January 1st. During open enrollment, you may:

- Begin or waive health insurance coverage;
- Choose a different health plan, if offered; or
- Change individual or family coverage.

Changes in enrollment cannot be made at times other than open enrollment, except during the 30 days immediately following certain qualifying events such as a change in family or employment status. Examples of other qualifying event include marriage, death of a covered dependent, birth or adoption of a child, divorce or legal separation, and loss of coverage through a spouse's employment.

You may cancel health insurance coverage at any time through the Business Office.

Life Insurance (including Optional Life Insurance) and Disability Coverage. An employee will be eligible for Taft's life insurance and disability coverage upon 1 year of service at Taft. There is a 30-day grace period without having to supply evidence of insurability for both life and optional life insurance.

Flexible Dependent Care Spending Account. You may establish a pre-tax dependent care reimbursement care account during the open enrollment period. IRS regulations permit changes only during open enrollment or the 30 days following a qualifying event. The reimbursement account terminates on December 31st, unless it is reestablished during the next year's open enrollment. The plan is administered by a third party, Advanced Benefit Strategies ("ABS"). ABS issues the reimbursement checks to employees.

403(b) Retirement Plan. Any employee working more than 1000 hours per year at Taft is immediately eligible to contribute to Taft's 403(b) Retirement Plan. After one year of employment, Taft will contribute to your account based on your years of service at the School provided certain requirements are met. Enrollment in the 403(b) Retirement Plan is online through TIAA-CREF. A Pension Election Form, available from the

Business Office, also must be completed and returned to the Payroll Manager to begin pension deferrals. Please contact the Business Office for further enrollment information.

Healthcare Plan

Taft currently offers a high deductible health plan with a health savings or reimbursement account option (HDHP).

Taft will fund \$1000 (Employee only coverage)/ \$2000 (Employee +1 and Family coverage) of the deductible by contributing to the eligible employee's Health Savings Account (HSA), or Health Reimbursement Account (HRA), as applicable. Unused HSA funds continue to roll over and are the employee's money regardless of employment status. Employees may contribute additional pre-tax money (up to the IRS annual limits) to their HSA through payroll deduction. Money withdrawn from the employee's HSA must be for qualified medical expenses or the withdrawal will be subject to a tax penalty along with income tax. Please refer to the plan description and summary for further details regarding the HDHP Plan. Taft also offers a HRA to those employees ineligible for an HSA. The HRA funds are only for the reimbursement of medical and pharmacy expenses. Any unused funds in the HRA at the end of the plan year will be forfeited.

Employees hired in the middle of the plan year will have a prorated HAS/HRA contribution amount.

Family Members - The following family members of eligible employees are eligible for Taft's health insurance:

- ✓ Spouse through marriage or civil union;
- ✓ Children under age 26.

COBRA - Continuing Coverage When Eligibility is Lost

If an employee or a covered family member becomes ineligible for health insurance – for example, employment ends or because a dependent child is over the age limit on our policy – the employee may continue coverage by paying the full premium through the School's existing plan for up to 18 months for the employee via a federal provision called "COBRA". There may be instances where the continuation coverage can exceed 18 months, such as for those people who retire at age 62. Cobra is administered for the School by a third party administrator.

Dental Insurance

Taft offers a comprehensive dental plan.

Please refer to the plan description and summary for further details regarding Taft's Dental Plan.

Vision Benefits

Employees and their dependents enrolled in Taft's medical insurance plans are automatically enrolled in the comprehensive vision plan. This vision plan provides coverage for eye exams, vision glasses and contact lenses. Please refer to the plan description and summary for further details regarding Taft's Vision Plan.

Short-Term Disability

The Taft School will provide Short-Term Disability (STD) benefits for a non-work related illness or injury for all regular full-time employees (or part-time employees working at least 1560 hours per year) who have been employed by the School for a minimum of one year. Benefits are paid for an illness or injury that prevents an employee from working for at least 10 or more consecutive working days. Employees are required to use PTO time during the initial 10-day period. Illness or injuries of 10 consecutive working days or less are not eligible for benefits under this policy and should be charged to PTO time.

Pregnancy is treated the same as any other illness under the Short-Term Disability Policy. Commencement of short-term disability benefits for a maternity leave must be based on actual disability of the individual, not the mere fact of pregnancy.

The benefit will be 60% of base salary for employees with a maximum of \$2885 per week. Short-Term Disability will continue for a maximum of twenty six (26) weeks in one year for each employee. An employee may be eligible for Long Term Disability beginning after the six months of short-term disability.

Employees receiving benefits under the School's Short-Term Disability Policy will be eligible to continue participation in the School's benefit plans pursuant to the School's Family Medical Leave Act Policy. All required employee contributions for these benefit plans will continue to be deducted from the short-term disability pay for the duration of eligibility. Employees will not accrue PTO during the STD leave period.

Employees requesting short-term disability must complete an application form and return it to the School's short-term disability provider. Short-term disability payments will be delayed or denied if the employee does not provide the information required in the form. Forms are available in the Business Office.

The Short-Term Disability carrier will determine whether the employee is eligible for plan benefits. An employee's eligibility for short-term disability benefits is not a guarantee of continued employment except in accordance with the Family and Medical Leave Act.

Please refer to the plan description and summary for further details regarding Taft's Short-Term Disability Plan.

Long-Term Disability

Long-Term Disability Insurance (LTD) is fully paid by the School and provides disabled participants benefits equal to 60% of salary up to a maximum of \$7,500 per month in accordance with terms and conditions set forth in the plan. Employees are eligible for the coverage if they satisfy the eligibility criteria of being a regular full-time employees (or part-time employees working at least 1560 hours per year) who have been employed by the School for a minimum of one year.

LTD benefits are reduced by Social Security and certain other payments.

Please refer to the plan description and summary for further details regarding Taft's Long Term Disability Plan.

GROUP LIFE INSURANCE

The School's group term life premium plan consists of:

- \$50,000 term life insurance up to age 65*, renewable annually, which is paid by the School **upon completion of an enrollment form by the employee;**
- Optional employee, spouse and dependent life insurance that is fully paid by the employee;
- The life insurance ends when employment ends. However, the plan is portable for five years and the participant is eligible for continuation of the policy at their expense after leaving Taft.
- All premium costs for voluntary life insurance are payroll deducted.

Optional Life Insurance:

Employees may purchase additional voluntary life insurance up to:

- A maximum of \$500,000 (in \$5,000 increments) for employees*, not to exceed 5x your earnings.
- Guarantee issue amounts up to \$200,000 for the employee and up to \$50,000 for spousal coverage.
- 50% of employee coverage up to a maximum of \$250,000 for their spouse (in \$5,000 increments)*.
- \$10,000 maximum for their children (in \$2,000 increments)*.

* Upon age 65, available coverage for an employee, his or her spouse and/or children decreases by 35%.

Upon age 70, available coverage for an employee, his or her spouse and/or children decreases by 50%.

** Children age 0-14 days are not eligible for a death benefit.

403(b) Retirement Plan

The Taft School offers all employees working more than 1000 hours a year a 403(b) retirement plan. The IRS allows you to contribute limited tax deferred amounts and post-tax deferral amounts from your earnings to this retirement plan. Please consult with the Business Office to determine the maximum allowable contribution for your retirement plan. The Taft School will contribute to the pension plan of those employees

who: 1) contribute 3% or more to their pension account; and 2) have at least one year of eligible service at Taft. The Taft contributions are as follows:

<u>Years of Service</u>	<u>School</u>	<u>Employee</u>
1-9	8%	at least 3%
10-19	10%	at least 3%
20+	12%	at least 3%

A wide array of investment choices are available. Participants may review the investment choices offered, change their allocations and accumulations with some restrictions by visiting: <https://www.tiaa.org/public/tcm/taft/home> or calling 800.842.2776. Please refer to the Summary Plan Description for information about Taft's pension plan.

Dependent Care Flexible Spending Account **Establishing your Reimbursement Account**

You may establish a dependent care flexible spending account within your first 30 days of employment or during open enrollment. This plan requires annual enrollment. IRS regulations prohibit changes during the calendar year except during the 30 days following a change in your family status, i.e. marriage, divorce, death, or birth or adoption of a child.

Dependent Care Flexible Spending Account

You can establish a dependent care reimbursement account to pay for eligible dependent care expenses on a pre-tax basis. To be eligible, expenses must satisfy all of the following:

- You and your spouse must be gainfully employed;
- Expenses must be incurred for dependent care of a child under the age of 13 whom you are entitled to claim as a dependent or any qualifying individual who spends at least 8 hours per day in your household;
- Expenses must be incurred between January 1 and December 31 of the elected year and submitted for reimbursement by March 30th of the following year.

Deciding How Much to Contribute to a Reimbursement Account

Maximum dependent care reimbursement accounts amounts are \$5000 if married and filing jointly or \$2500 if married and filing separately. The amount that you choose should be based on your estimate of the eligible expenses you are likely to incur during the year. A pro-rata amount of your annual election will be deducted from each paycheck. You will be reimbursed from the account for eligible expenses incurred during the calendar year. You may submit a claim for any dependent care expenses incurred through March 30th of the following year provided the claim was incurred by December 31st of the previous year.

Unused Account Amounts

IRS regulations for reimbursement accounts include a "use it or lose it" provision. ***This means you forfeit any funds not used to cover eligible expenses incurred during the plan year.*** Please plan carefully as the employer retains any unused funds in the reimbursement accounts.

Applying for Reimbursement

To receive reimbursement from your account, submit a claim form, along with documentation (receipts) to Advanced Benefit Strategies (our third party administrator) via U.S. Postal Service, or facsimile. Claim forms can be obtained in the Business Office.

Day Tuition Remission

Children of full-time Staff employees with five or more years of service at Taft will qualify for tuition remission (free day tuition only, all other charges apply) as a day student as long as the child is admitted to Taft through the regular admissions process. Summer School day student remission is 25% if employed less

than five years and full remission if you have five or more years of service. Children of full-time Staff employees eligible for day tuition remission are not eligible to board on campus.

College Savings Plan

A voluntary college savings plan through payroll deduction is available through the Connecticut Higher Education Trust (CHET). Forms and information regarding CHET are available in the Business Office.

Computer Loan Program

Full-time employees may apply for an interest free loan of up to \$2,500 for purchase of computer hardware and software after one year of service. The purpose of the benefit is to encourage all employees to increase their familiarity with technology and to look for ways to use it in their work. It is not necessary that employees currently use computers in their work to take advantage of this benefit.

To qualify for the loan, the following requirements must be met:

1. The system must be primarily for use by the employee. (The School will not finance computers to be used primarily by a child in college, etc.).
2. The employee must be full-time.
3. The loan may be applied for at any time; however, it must be repaid through salary deduction within one year. (12 months or 52 weeks). The loan may be prepaid at any time. Upon separation of employment with Taft for any reason, the employee must immediately repay the balance of their loan on or before the separation date.
4. The computer will not be purchased in the name of the Taft School or serviced by school staff.

Interest-free loans can be taken once per every three calendar years and must be approved by the CFO. The cost of any hardware or software purchases must be paid for by the employee. The School will then reimburse the employee for the purchase after the receipt for the items is submitted for approval to the CFO.

The Taft Child Development Program

The Child Development Program at Taft accepts Taft Faculty and Staff children between the ages of 6 weeks and 8 years old. Children of Taft Faculty are “first preference” when signing their child(ren) into the program and children of Taft Staff are “second preference” when signing their child(ren) into the program. This simply means that if there is a **waiting list** in any of the three classrooms (Infants, Toddler, or Preschool/School Age), Taft Faculty members have first preference, Taft Staff have second preference, and town residents would have third preference on that list. This policy does not include children who are already actively enrolled in the program. Under no condition will an “active” child within the program be un-enrolled or moved into another classroom to accommodate a new enrollee without the permission of the director.

Taft Faculty and Staff also receive at least a 5% discount on their tuition, as is stated in the tuition agreement. The Center remains open in the summer. If there is more than one Taft Faculty member waiting for a slot, preference is based on a first-come, first-serve basis. The same policy applies for more than one Taft Staff member waiting for a slot.

The Child Development Program at Taft must have in writing the Faculty/Staff member’s letter of intent (estimated start date included) **as soon as they are aware of their need** and a tuition deposit must be accepted within 60 days of the estimated **start** date. Without the deposit, the slot may be re-opened to others on the waiting list.

Please call the Taft Child Development Program at 860.945.1595 for further information and tour scheduling of the center.

Holidays

The School observes the following 10 paid holidays for full time, full year Staff. Anyone who works between 1,040 hours and 2,080 hours receives a prorated holiday benefit. The holidays are:

- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas Day
- New Year's Eve
- New Year's Day
- 2 Floating Holidays – to be announced at CFO's discretion

The Business Office will publish a holiday schedule each year to adjust for the effects of unusual calendar variations. If a holiday falls on a Saturday, it is generally observed on the preceding Friday. If it falls on a Sunday, it is generally observed on the following Monday.

If you are exempt and required to work on a designated holiday as listed above, you may take corresponding compensatory time off with your supervisor's approval, in addition to being paid for the day as part of your normal monthly salary. If you are non-exempt (full-time or part-time) and are required to work on a School observed holiday other than the employee's discretionary floating holiday, you may be given an additional holiday or be paid double-time.

Paid Time-Off Days (PTO DAYS)

Each month you will be allocated paid time off (PTO) days, which you may use for any of the following reasons:

- Vacation
- Personal or Family Illness
- Inclement Weather
- Religious Holidays
- Marriage Days
- Any other Personal Matter

PTO days do not accrue when an employee is out of work, such as FMLA, short-term or long-term disability.

If you are a full-time employee (2,080 hours per year) and have completed your orientation/trial work period, you qualify for paid PTO days as follows:

Full Years Worked as of January 1 st	Annual Full-Time PTO Equivalent
Less than 5	20 Days
5 through 9	25 Days
10 through 19	30 Days
20 and above	35 Days

Paid days which do not come from your PTO account include:

- Jury Duty (up to five days) – You are paid your base pay, less any compensation or reimbursement from the court. Additionally, you are expected to return to work for any days where you serve less than a full day in order to use the jury duty provision. Proof of jury service must be submitted to the Business Office to qualify for this benefit.
- Bereavement Time - You will be granted up to three days off from work with pay in the event of the death of an immediate family member, which include spouse, child, parent, sibling, parent-in-law, sibling-in-law, grandparent and grandchild. If the deceased relative's funeral and wake are out of state, additional days (up to two) may be granted for travel accommodations.

The School observes January 1st through December 31st as the PTO year. You accrue your PTO days pro-rata as the year passes. For example, if you are entitled to 20 days of PTO for the calendar year, you will have accrued 10 days at the end of 6 months (as of June 30th). PTO days must be earned to be taken, however employees may take up to a maximum of 10 unearned PTO days on a pro-rata basis based on your FTE. Requests for PTO days not earned must be submitted in writing to the Business Office.

Employees scheduled to work between 1,040 and 2,080 hours per calendar year, you will accrue PTO days on a pro-rata basis, meaning if you work 1,040 hours, you will accrue at a one-half rate, per the schedule above. Employees scheduled to work less than 1040 hours per calendar year will not accrue PTO days. Pursuant to Connecticut law, those employees who work a minimum of 680 hours and less than 1040 hours in a calendar year will be eligible for 5 PTO days after completion of the 680 hours in the calendar year.

Each employee may carry over up to five PTO days with approval from the Business Office. However, these days must be used by June 30th of the next calendar year, or they will expire without compensation. Although sick and vacation days have been combined into "PTO days", there is still related protocol to follow when using these days off. When using PTO days for vacation time all employees should submit any extended vacation requests (more than one day) at least 2 weeks in advance of the desired vacation dates. Any requests for single vacation days need to be made at least 3 days in advance. Your supervisor must approve your choice of vacation time in advance in order to ensure adequate coverage in your area. If your request poses a problem, your supervisor may ask you to identify alternate dates. You should be mindful of the School's schedule and the work schedule of your department as you plan your vacation. The School reserves the right to deny vacation requests in all cases, particularly in cases of short notice. The School will not pay out salary advances related to vacation requests. When using PTO days for sick time employees need to provide proper and timely notice when they are unable to report for work. The notice provided should include a reason for the absence and an indication of when the employee can be expected to return to work. Any employee that misses three or more consecutive days off due to sick time must supply a written physician's note. The employee should call in each of the mornings that they expect to miss work.

For all other paid days off (such as bereavement, jury duty, etc.), please provide your supervisor with as much notice as reasonably possible. If you find that you need to take additional time off, you may request up to five unpaid days off. These unpaid days must be approved by your supervisor and the CFO.

Your PTO days will be paid at your base rate of pay and will not be considered in the calculation of overtime hours and pay. Exceptions to this policy are at the discretion of the CFO. Please note that employees of Campus Safety, the Health Center, and other departments designated essential to Taft's operations are subject to a supplemental PTO policy available from their supervisor and Director of Human Resources.

Upon separation, Taft will pay out accrued and unused PTO balance up to a maximum of two weeks based upon your FTE hours.

Family and Medical Leave Act

The School provides leave to eligible employees pursuant to the federal Family and Medical Leave Act (FMLA). Under the federal FMLA, the School will grant job-protected leave to eligible employees qualifying events. To be eligible for FMLA leave you must have been employed by the School for at least 12 months and have worked 1,250 hours in the 12-month period before the first day of the leave.

You may be approved for a maximum of 12 weeks on a calendar basis (January 1 to December 31). The leave may be granted for one or more of the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- to support family members called into active duty or to care for those wounded in active duty; or
- to take a medical leave when the employee is unable to work because of a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Eligible employees with a spouse, son, daughter or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may be entitled to 12 weeks of leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings. FMLA also includes a special entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves who suffers a serious injury or illness in the line of duty or, a veteran discharged (other than dishonorably) within the past five years who is undergoing treatment, recuperation, or therapy for a serious injury or illness suffered in the line of duty. The School reserves the right to require certification of the qualifying exigency for military family leave.

Leave time required under FMLA is unpaid leave. You will be required to use all available PTO, maternity, and/or disability time during family and medical leave. The paid leave time will be deducted from the total amount of time allowed under the FMLA. Leave due to a serious health condition may be taken intermittently or on a reduced hour basis if medically necessary to care for a family member with a serious health condition or because you have a serious health condition and are unable to work. The School may, however, temporarily transfer you to another job with equivalent pay and benefits to better accommodate that type of leave. The School reserves the right to require medical certification for all FMLA leave, including intermittent or reduced time leave.

If you are requesting FMLA leave due to a serious illness, you should give the School as much advance notification as possible. Written certification from your doctor or health care provider stating both the nature and the probable duration of the illness of yourself or a family member must also be provided. In the case of an employee, the School reserves the right to request an examination of the employee by a physician of its choice at its expense. If you are requesting leave due to the birth or placement of a child, you should give the School at least 30 days advance notice.

Group health insurance, dental insurance, life insurance and long-term disability insurance benefits will continue during an employee's FMLA leave. However, you must continue to pay your applicable portion of the medical, dental and life insurance premiums either on a weekly or a monthly basis. Non-receipt of payment will result in cancellation of coverage. If you do not return to work after the expiration of the leave, you will be required to reimburse the School for payment of medical, dental and life insurance premiums paid during the leave. Contribution to the Taft 403(b) Retirement Plan will continue during the paid portion, if any, of the employee's FMLA leave.

PTO time will not accrue during FMLA leave. Employees taking reduced or intermittent FMLA leave will accrue PTO time on a pro rata basis based on the number of hours worked per week. Length of service will continue to accumulate during FMLA leave.

If you return from FMLA leave within, or on the business day following the expiration of, the leave you are generally entitled to be returned to your job or to an equivalent position. If you do not return within the allowed FMLA period, you will not have job protection.

Any disability leave for the birth of the child and for an employee's serious health condition, including short term disability and workers' compensation leave (to the extent it qualifies), will be designated as FMLA leave and run concurrently with FMLA. Please contact the Director of Human Resources with questions regarding leave under the FMLA.

Maternity Leave

Full time employees who meet the eligibility criteria for Taft's FMLA policy are provided with eight weeks of paid maternity leave as part of the leave requirements above. This paid maternity leave of eight weeks begins upon the birth of the child and is counted towards the leave mandated by the FMLA. Such maternity leave would run concurrently with the FMLA leave to the extent permissible under the FMLA. Employees who take leave pursuant to this policy will be reinstated to the same or equivalent position upon return from leave, unless the School's circumstances have changed as to make it impossible or unreasonable to do so. An employee may also be entitled to short-term disability leave after this eight-week period expires in accordance with the School's short-term disability policy. Pregnant employees who are disabled as a result of their pregnancy shall be entitled to utilize paid leave on the same terms that apply to any other employee disabled as a result of illness or injury.

Leave for Victims of Family Violence

The School provides up to 12 days of unpaid leave in a calendar year to an employee who is the victim of family violence. Such leave must be reasonably necessary for one of the following reasons:

1. To seek medical care or counseling for physical or psychological injury or disability for the victim;
2. To obtain services from a victim services organization;
3. To relocate due to the family violence; or
4. To participate in any civil or criminal proceeding related to or resulting from such family violence.

The employee should request the leave from the Director of Human Resources at least 7 days in advance of the leave when the leave is foreseeable, or as soon as practicable when it is not foreseeable. The School will require written certification and/or other documentation to substantiate the leave. Employees taking leave due to family violence will be required to use all available PTO time for such leave. The leave will be unpaid if the employee does not have available PTO time.

Workers' Compensation

All employees are covered by Workers' Compensation Insurance under the provisions of the Workers' Compensation Laws of the State of Connecticut. Taft is committed to making appropriate care available to every employee who is injured on the job. Connecticut law requires a "First Report of Injury" form to be completed as soon as possible after a worker is injured. Injured employees must notify their supervisor and the Director of Campus Safety of their injury as soon as possible. The School encourages "back to work" as soon as possible and will make accommodations when feasible.

All workers' compensation leave will run concurrently with the FMLA leave to the extent permissible under the FMLA and the State of Connecticut Workers' Compensation laws.

The Taft School

COVID-19 Supplement to the Employee Handbook

2020-2021

As the events surrounding COVID-19 continue to evolve rapidly, each member of the school community must follow a set of behaviors that will support keeping themselves, their peers, the faculty and staff, as well as the community safe. This supplement provides you with the policies and necessary steps to take to help keep yourself and the community safe during the COVID-19 pandemic. The School will continue to monitor the evolving public health recommendations, governmental guidance, and community conditions regarding COVID-19 and may modify the policies in this supplement at any time to reflect changed conditions.

Employee Health and Safety Guidelines

COVID Coordinators

As Taft begins to reopen our campus, the safety of our community is of the utmost importance. Taft has designated COVID Coordinators to oversee this policy and assist our community to feel and stay safe. The COVID Coordinators are Jeremy LaCasse, the Assistant Headmaster and Gina Palladino, the Director of Human Resources. They are responsible for disseminating information and available as contacts for your questions and concerns.

You should report any concern about your safety or the safe practices of others to one of the COVID Coordinators.

Testing of Taft Employees

All faculty and staff will be tested for COVID-19 prior to the arrival of students. All students are required to have an initial PCR test for COVID-19 within four days of arriving on campus and must present proof of a negative test to be allowed on campus. Testing on campus will be available for employees and dependents living with residential faculty members. Employees alternatively may obtain testing off-campus at a medical testing facility provided the test results are provided to the Director of the Health Center.

Anyone exhibiting symptoms of COVID-19 will be required to be tested prior to coming to campus. Employees who test positive for COVID-19 will not be allowed on campus until cleared by their medical provider and the COVID Coordinator.

Retesting of the Taft community for COVID-19 may occur throughout the school year as needed and/or as required by state, federal, or medical recommendations.

Health and Safety Protocols While on Campus and During the School Year

Daily Screenings and Monitoring the Health of Taft Employees

All employees and visitors to campus must complete a daily health check. Employees living off-campus should complete the survey prior to arriving on campus. Employees (and their family members) living in Taft housing should complete the survey prior to entering any common space on campus. Results indicating COVID-19 symptoms should be immediately provided to the COVID Coordinators. An employee with

symptoms of COVID should seek guidance from their medical provider and remain quarantined in their home until further guidance from their medical provider.

Employees should stay home when they are not feeling well or experiencing COVID like symptoms and notify a COVID Coordinator as soon as possible. Employees experiencing COVID like symptoms during work should leave work immediately and notify a COVID Coordinator as soon as possible.

All employees agree that by entering and working on campus:

- YOU DO NOT currently have any of the following symptoms: fever, dry cough, shortness of breath, fatigue, body aches, sore throat, headache, diarrhea, nausea/vomiting, nasal congestion or runny nose, abdominal pain, loss of taste or smell;
- YOU HAVE NOT had close contact (within 6 feet or did not have a mask for more than 30 minutes) with anyone who is either confirmed or suspected of having COVID-19, in the last 15 days;
- YOU HAVE NOT been in a high risk situation such as public transportation, or other gathering where you did not have a mask, were less than 6 feet away, and were with an unknown group of people for more than 30 minutes without a mask; and
- YOU OR A MEMBER OF YOUR HOUSEHOLD HAVE NOT traveled to any of the areas on Connecticut's quarantine travel advisory in the last 14 days. Please see: <https://portal.ct.gov/Coronavirus/travel> for the most up to date list.

Employees unable to answer "Yes" to any of these questions should notify a COVID Coordinator as soon as possible and not come on campus until cleared by the COVID Coordinator. The School reserves the right to request information from your medical provider and/or delay an employee's return to work if it is in the best interest of the Taft community.

Masks and Personal Protective Equipment

All employees and visitors to campus are required to wear a mask that covers your nose and mouth at all times in all instances when near any other party (outside of those who reside in your home), regardless of the distance between you. This includes walking down the hallway (even if it is unoccupied), in the mailroom, health center, library, classroom, or other public spaces. Employees may only remove their mask if alone in office (with or without the door open) or alone outside provided the mask is readily available to be deployed if another person approaches. Face shields are not a substitute for cloth masks. The School will not require a mask if it would be contrary to the health or safety of an employee due to a medical condition. The School will provide a mask to each employee.

Social Distancing

All community members must practice social distancing by keeping at least six feet away from others. This includes while in department meetings, hallways, restrooms, dining halls, and break areas. In areas where the six feet of separation is not possible barriers and/or dividers have been added. Access to certain spaces on campus may be limited to meet social distancing requirements.

Taft will continue to rely on video conferencing to minimize large gatherings or meetings. All parties must practice social distancing and wear masks if meeting in person.

Personal Hygiene

Employees should wash hands frequently, including when arriving and leaving home, the classroom or office, before and after eating, after touching shared objects, after using the bathroom, as well as after coughing, sneezing, and blowing one's nose. Employees should use hand sanitizer when washing hands is not possible. The School has supplied hand sanitizers throughout campus for your use.

Cleaning

The School has enhanced its cleaning and disinfecting procedures to help prevent the spread of COVID-19 on campus. For a thorough guide of our practices you may refer to Cleaning and Disinfecting Protocols. Cleaning and sanitation is a shared responsibility on campus. To help do your part it is important to utilize the self-cleaning materials located around campus when you are done using commonly shared spaces such as coffee kiosk, copiers/scanners, conference table, or athletic equipment.

Education and Training

Before returning to campus, all employees will be required to complete COVID Prevention Training. Additional training on COVID prevention may occur throughout the year.

Travel Restrictions

Connecticut currently requires anyone traveling into Connecticut from a state that has a new daily positive COVID-19 test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate over a 7-day rolling average to self-quarantine for a 14-day period from the time of last contact within the identified state. Employees and their families for residential faculty should continually review and abide by any updates to the state travel restrictions (<https://portal.ct.gov/Coronavirus/travel>) and other guidance from the State of Connecticut and federal authorities.

Employees who intend to travel to areas noted in the travel restriction should advise the Director of Human Resources (Staff) or the Dean of Faculty (Faculty) prior to your departure.

Due to COVID-19 and the travel advisory, no business travel on behalf of the School of any kind should occur without the approval of the CFO. No employee may use a Taft vehicle without prior approval from the CFO, the Director of Human Resources, or the Dean of Faculty. Requests to use a Taft vehicle should be made via email at least 48 hours in advance of the requested use.

Employee Outside Activities

Employee children should participate in sports, performing arts and other activities, including private lessons and group, in compliance with CT state law. Any of these activities that require engagement with out of state participants must be reported in advance to the school's COVID-19 Coordinators so they may ascertain compliance with the school's expectations around health and safety. Employees are not permitted to coach high school-aged club sports regardless of whether Taft students are participating or not.

Quarantine and Isolation Requirements for COVID-19

Any employee who tests positive for COVID should not come to work and remain isolated at home until your medical provider certifies that it is safe for you to return to work and the COVID Coordinator approves your return to campus.

Employees who are exposed to a COVID positive person may be required to self-quarantine for a period of time and/or submit to a PCR test prior to working on campus. Any employee who suspects they have been exposed to COVID-19 should notify the COVID Coordinator immediately. Time taken off for quarantine and isolation requirements due to COVID-19 will be paid in accordance with the school's paid time off policy and applicable law.

The School will notify the Taft community and public health officials when there is a confirmed COVID-19 case in the community. All areas where the employee/student may have been will be cleaned and disinfected as required by CDC guidelines. The School will use its best efforts to avoid identifying information of the COVID-19 person to ensure the privacy of the ill community member.

Contact Tracing

If an employee or student tests positive for COVID-19, Taft employees and/or local health departments trained in contact tracing will begin immediately to attempt to contact any individual within our community who might have been exposed. All employees are expected to cooperate honestly and fully with such contact tracing.

Accommodations and Leave due to COVID-19

As part of the Families First Coronavirus Response Act, employees who fit the eligibility guidelines can take a leave of absence at two thirds of their normal rate of pay in the event you are unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. Please contact the Director of Human Resources if you would like to take this leave.

The School will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the School aware of his or her disability as required by law. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job due to COVID-19 should contact the Director of Human Resources. The School may require medical documentation of the disability. The Taft School will consider various factors in determining the feasibility of the requested accommodation. Such factors include, but are not limited to, the accommodation's impact on the operation of the School and other employees as well as the nature and cost of the accommodation.

Working remotely has been an important tool that has allowed Taft flexibility during the beginning phase of the pandemic. Our intention is to reopen and welcome our students back to campus. As the School returns to on campus learning, teaching, coaching and caring for our students is an essential task which cannot always be replaced by virtual interactions. To the extent possible, we will continue to offer large gatherings with a virtual option, including but not limited to Faculty and Staff meetings, department meetings, and other gatherings.

When necessary, Taft may ask certain Staff employees to have predetermined remote schedules to ensure at least one representative in the office. Authorization to work remotely will be based on the specific needs of each department. All requests to work remotely are at the discretion of the School and must be approved in advance by the Director of Human Resources.

School Closure Due to COVID-19

The School may close the campus at any time in order to maintain the health and safety of the Taft community. Taft will follow any State of Connecticut or United States mandate to close the school. Other factors the School will consider in deciding whether to shut down on-campus operations and operate remotely include: guidelines from local public health officials, level of Taft community transmission, level of Watertown community transmission, local healthcare capacity (i.e. ICU bed occupancy, staff levels), change in newly identified COVID cases and percentage change in people testing positive for COVID in Taft and Watertown community as well as the State of Connecticut COVID levels.

Compliance with the COVID-19 Policies

The policies contained in this supplement are necessary to ensure the health and safety of the entire Taft community. All employees are expected to comply with the protocols and policies set forth in this supplement, as may be amended or modified from time to time. Employees who fail to comply with these policies are subject to discipline by the School up to, and including, termination from Taft.

Supplement Effect on Employee Handbook

This supplement does not replace the employee handbook, but serves to reflect the new policies the School will follow during the COVID-19 pandemic. To the extent not modified by this supplement, all other provisions of the employee handbook remain in force and employees must continue to comply with the provisions in the employee handbook, whether they are on campus or working remotely.