

# Nur Islamic School of Louisville



## Faculty/Staff Handbook

*Growing and Nurturing the Hearts and Minds*

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**Staff Acknowledgement Form**

The Staff Handbook describes important information about Nur Islamic School of Louisville (NISL). I understand that I should consult the Principal regarding any questions not answered in the handbook.

AT WILL EMPLOYMENT. I have entered into my employment relationship with NISL voluntarily and acknowledge that there is no specified length of employment. Accordingly, either NISL or I can terminate the relationship at will, with or without cause, at any time.

REVISIONS. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to NISL's policy of employment at will. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Principal or Board has the ability to adopt any revisions to the policies in this handbook.

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

\_\_\_\_\_  
Staff Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Name (printed)

## **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with NISL and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by NISL to benefit employees. One of our objectives is to provide a work environment that is conducive to personal, spiritual, and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As NISL continues to grow, the need may arise, and NISL reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or NISL to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

## **MISSION, VISION, AND VALUES**

### **OUR MISSION:**

Our holistic education aims to provide the environment for the total and balanced development of every student in every sphere of learning – spiritual, moral, imaginative, intellectual, cultural, aesthetic, emotional, and physical – directing all these aspects towards the attainment of a conscious relationship with God, the ultimate purpose of our life.

### **OUR VISION:**

Cultivating lifelong learners with a strong and balanced character, who have a clear understanding of their purpose in life, are connected with their Creator, and who serve their Creator by serving humanity.

### **OUR VALUES:**

Knowledge  
Belief  
Character  
Excellence  
Passion

### **THE OUTCOME:**

We want our students to be:

- True Muslims, who act in accordance with the innate disposition of the human being (fitra) and strive to embody
- the divine attributes in the conduct of their lives;
- Thinking and thoughtful people who embody, as far as their capacity allows, the qualities of reason, intellect, intelligence and understanding;
- Well-rounded individuals who show balanced development of spiritual, moral, academic, cultural, physical and practical capacities and abilities;
- Kind, compassionate and tolerant individuals who are able to build bridges of mutual understanding and goodwill between people of different cultures and traditions;
- Responsible and exemplary citizens of the world;
- Self-motivated, lifelong learners, who actively seek, transmit, and apply knowledge, and are responsive to changing conditions;
- Self-directed and inspiring leaders;
- Effective communicators with good interpersonal skills;
- Well-informed individuals with an understanding of pressing contemporary issues.

## EMPLOYMENT IN GENERAL

### **Nature of Employment**

Every employee represents NISL to our students, their parents, and the public. The way we do our jobs presents an image of our entire community. We are judged by how we treat our constituents. Therefore, one of our first priorities is to assist anyone who needs our help. Being courteous, friendly, helpful, and prompt in the attention you give to others is a cornerstone of our philosophy.

Our personal contact with the public, our manners on the telephone, and the communications we send to parents are a reflection not only of ourselves, but also of the professionalism of the school. We believe that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other non-profit organizations, and particularly Islamic Schools. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Principal. We believe that NISL amply demonstrates its commitment to employees by responding effectively to employee concerns.

### **Equal Employment Opportunity**

NISL will base its employment decisions on merit, qualifications, and abilities. It is the policy of NISL not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, creed, gender, pregnancy, religion, age, national origin, or disability.

The goal of NISL is to select the best-qualified person for each position. This applies to recruiting, selecting, training, promoting, and all other personnel actions and conditions of employment, such as compensation, job assignments, benefits, transfers, layoffs, reinstatements, disciplinary actions and terminations.

NISL will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If you believe you are being discriminated against because of any of the classifications above, you should bring the matter to the attention of the Principal. Employees can raise concerns and make reports without fear of reprisal. All complaints will be kept confidential, except to the extent that disclosure is necessary to investigate and resolve the allegations of discrimination or unfair treatment.

Any person who has been found by NISL, after investigation, to have violated NISL's policies on equal employment, will be subject to appropriate sanctions and discipline up to and including termination of employment, depending on the circumstances.

### **Disability Accommodation**

NISL is committed to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

If an applicant for employment or an employee believes s/he is eligible for such an accommodation, the individual must notify the School and provide adequate information about the disability and requested accommodation, including such medical documentation as may be required for the school to respond to the request. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and opportunities for promotion.

## **Business Ethics and Conduct**

The reputation of NISL and our successful meeting of the school's mission are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of NISL is dependent upon our constituents' trust. We are dedicated to preserving that trust.

Employees owe a duty to NISL, students, parents, vendors, and employees to act in a way that will merit the continued trust and confidence of the public. NISL will comply with all applicable laws and regulations, and expects employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

## **Hiring of Relatives**

Although NISL has no prohibition against employing relatives of current employees; we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, NISL will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

## **Confidential Information**

The protection of confidential business information is vital to the interests and the success of NISL. Such confidential information includes, but is not limited to, the following examples:

- student information (includes revealing information to other employees, parents not associated with said student, board members, or other constituents)
- employee information
- vendor information
- donor information
- compensation information
- computer processes
- computer programs and codes
- financial information
- employee and student medical records

Employees who are exposed to confidential information will be required to sign a non-disclosure agreement and/or confidentiality agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **EMPLOYMENT STATUS**

### **Employment Classifications**

It is the intent of NISL to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and NISL. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. NISL may change an employee's EXEMPT or NONEXEMPT classification only upon written notification.

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

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work at least 30 hours a week. Generally, they are eligible for NISL's benefits package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. They receive all legally mandated benefits (such as Social Security and workers' compensation insurance). However, they are ineligible for benefits such as health insurance, if it is available. Some other NISL- sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program. For example, they are eligible for health insurance, if available, if they pay the full premium for coverage.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

CASUAL employees are those who have established an employment relationship with NISL, but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of NISL's other benefit programs.

#### **Access to Personnel File**

NISL maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of NISL, and access to the information they contain is restricted. Generally, only the Principal and a Board Member of NISL who have a legitimate reason to review information in a file are allowed to do so. An employee who wishes to review his own file should contact the school. With reasonable advance notice, employees may review their own personnel files in the school and in the presence of an individual appointed by NISL to maintain the files.

#### **Employment Reference and Background Checks**

To ensure that individuals who join NISL are well qualified and have a strong potential to be productive and successful, NISL reserves the right to check the employment references and criminal records of applicants. Where appropriate, other kinds of background check may be conducted with the applicant's prior written consent. The school reserves the right to require existing employees to be subjected to criminal and credit background checks where warranted.

The Principal will respond to reference check inquiries from other employers and lending institutions. Responses to such inquiries will generally confirm dates of employment, wage rates (with written authorization from the employee or former employee), position(s) held, and whether or not the employee is eligible for rehire.

#### **Personal Information Changes**

It is the responsibility of each employee to promptly notify NISL of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such information must be accurate and current at all times. If any personnel information has changed, please notify the Office.

#### **Employment Applications**

NISL relies upon the accuracy of information contained in the employment application and resume, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **Performance Evaluations**

NISL strongly encourages employees to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both the school and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Generally, the performance of all employees will be evaluated at schedule times; however, evaluations can be conducted at any time. Annual pay adjustments may be awarded by NISL in an effort to adjust wages for inflation and to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

### **Job Descriptions**

NISL makes every effort to create and maintain accurate job descriptions for all positions within the organization. NISL maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

As applicable, teachers, staff, administration and/or board members, collaboratively prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised on a regular basis to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Principal if you have any questions or concerns about your job description.

### **Sick/Personal Leave**

NISL provides paid sick/personal leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. This is available only to the exempt, regular full-time employee.

All eligible employees will accrue sick/personal leave benefits at the rate specified in their offer letters. Staff is entitled to redeem any unused sick/personal days on the final check, generally issued after the end of the school year. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, spouse or parent-in-law of the employee. Hourly, nonexempt employees do not have sick/personal leave benefits.

Employees who are unable to report to work due to illness or injury should notify the Principal before the scheduled start of their workday if possible. The Principal must also be contacted on each additional day of absence or advised periodically of the expected duration of the illness or injury (e.g. an employee who has surgery does not have to notify the Staff Development Coordinator daily). If an employee is absent for two or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of 14 calendar days or more, an employee must provide a

physician's verification that he or she may safely return to work. Sick/personal leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation. An employee out of sick leave will also not be eligible for any holiday pay occurring during the time of the absence.

All employees are required to document their sick leave accurately and timely in keeping with the approved timekeeping procedures as designated by the Office. As a normal practice, routine dental and medical appointments should be scheduled outside normal working hours.

### **Holidays**

NISL grants paid holiday time off to exempt full-time employees on the holidays listed in the school calendar. Part time, hourly, nonexempt employees are not paid for holidays.

NISL will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

### **Voting**

Generally, employees should be able to find time to vote either before or after their regular work schedule. However, in accordance with the Kentucky Constitution, all employees are allowed at least four hours during the work day on election days, in which to cast their votes. Employees must request leave from the Principal prior to the day in which they will cast their ballots to be eligible for this incentive and may use available sick/personal leave time to cover the time absent from work if they wish to be paid.

### **Bereavement Leave**

An employee shall be allowed up to three days of bereavement leave upon the death of an immediate family member. Employees who wish to take this time off should notify the Principal immediately. Any available sick/personal leave time may be used for bereavement leave. Immediate family is defined as spouse, child, parent, stepparent, parent-in-law, sibling (including step and half), grandparent, grandchild, sister-in-law, brother in-law or other person whose relationship is similar. One day of bereavement leave will be granted for the loss of other family members not listed above. Additional time off may be authorized by the Principal, but will be charged against available sick/personal time.

### **Jury Duty**

NISL supports employees who wish to fulfill their civic responsibilities by serving jury duty when required. However, it is difficult to maintain a small school if one or more employees are missing for any number of days. NISL encourages employees to request a waiver of Jury Duty during the school year. If the waiver is denied and employees are required to serve Jury Duty, NISL will pay the regular wage for that employee, minus the Juror Stipend. Employees must provide the office with a copy of the Juror Summons. The employee is required to report to work whenever released for jury duty during the day. Only the exempt, full-time employees qualify for paid jury duty leave.

### **Witness Duty**

NISL relieves employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by NISL, they will receive paid time off for the entire period of witness duty. Employees will be granted a maximum of one day off to appear in court as a witness at the request of a party other than NISL. Employees will be paid at their base rate and can use any remaining paid sick/leave benefits to receive compensation for any additional days of witness duty that would otherwise be unpaid. The subpoena should be shown to the Principal immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

## **Professional Development**

NISL recognizes that the skills and knowledge of its employees are critical to the success of the School. NISL provides several Professional Development opportunities throughout the year. Professional Development is required, and therefore is paid.

If an employee is interested in a particular training, or seminar, a request should be submitted to the Principal, as far in advance as is feasible. The Principal will approve or deny such requests.

## **TIMEKEEPING/PAYROLL**

### **Timekeeping/Overtime**

NISL requires all staff to punch in and out and to keep accurate accounting of their hours worked. NISL's workweek begins at 12:01 a.m. on Saturday and ends at midnight the following Sunday. Staff is paid bi-weekly on a Friday. It is the employee's responsibility to comply with existing timekeeping procedures. NISL's workweek for full-time nonexempt employees 40 hours. If a nonexempt employee works more than 80 hours during a pay period, he or she will be paid at 1-1/2 times the employee's hourly rate. If an employee forgets to either punch in or punch out for the day, it is his or her responsibility to notify the Principal of this right away and to give an accurate time for adjustment.

The Principal must approve overtime work in advance of the staff person working overtime, unless such prior approval is impractical. If prior approval is impractical, the Principal must approve the overtime as soon after the overtime is worked, but no later than the date on which time sheets are due for the pay period during which the overtime is worked.

State law requires all nonexempt employees to take a lunch break no sooner than three hours after work commences and no later than five hours after work commences. Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require NISL to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees are entitled to a 30 minute, unpaid lunch break.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **Pay Dates**

All staff is paid bi-weekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the workweek two weeks prior. Please see the payroll schedule for the dates.

### **Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any school, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by NISL.
- Layoff - involuntary employment termination initiated by NISL for non-disciplinary reasons.

The Principal will schedule exit interviews at the time of employment termination. The exit interview will

afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to NISL, or return of NISL-owned property, including any keys issued. Employees who do not return -issued keys will have \$100 withheld from their final paycheck.

Suggestions, complaints, and questions can also be voiced during the exit interview. Since employment with NISL is based on mutual consent, both the employee and NISL have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **Advance Pay**

NISL does not provide pay advances on unearned wages to employees, except in cases of grave personal emergency. In case such situation arises, please discuss it right away with the Principal.

### **Administrative Pay Corrections**

NISL takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Principal so that corrections can be made as quickly as possible. Generally, any correction will be made on the next regularly scheduled pay date.

### **Payroll Deductions/Reductions**

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

NISL offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. It is the mutual responsibility of both NISL and the employee to ensure that taxes are properly withheld and benefits are correctly deducted. In the event that there is an error, the employee should promptly notify the Principal so that corrections can be made as quickly as possible. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Principal can assist in having your questions answered.

### **Work Hours**

Work schedules for employees vary throughout the school. The Principal, or Academic Dean will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The standard workweek begins on Monday and ends on Friday. However, the schedules for some employees may vary based on work that must be performed. If exceptions are made to this policy, they must be approved in writing by the Principal. These written exceptions must be filed with the office.

### **Rest and Meal Periods**

Generally, employees are permitted to take periodic breaks of reasonable length (e.g., 5 minutes) so long as doing so does not disrupt classroom operations or services to students. As required by state law, all full-time nonexempt employees are provided with one unpaid meal period of 30 minutes each workday.

State law requires all nonexempt employees to take a lunch break no sooner than three hours after work commences and no later than five hours after work commences. The Principal will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

### **Planning Periods**

Full-time teachers generally are given one, paid, planning period per workday. The Administration, based on the responsibilities of particular teachers, and operational needs, will decide the length of the planning period. Generally planning periods are between 30-45 minutes. Occasionally, because of absence or illness of another teacher, planning periods may be suspended by the Administration in order to provide adequate supervision for students.

## WORKPLACE CONDITIONS

### **Safety in the Workplace**

NISL is committed to providing a safe and healthful work environment for employees, students, and visitors. The Administration has the responsibility for implementing, administering, monitoring, and evaluating the safety programs on campus. Its success depends on the alertness and personal commitment of all. NISL provides information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, bulletin board postings, memos, or other written communications.

Some employees may receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Principal.

Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or (where appropriate) remedy such situations, may be subject to disciplinary action, up to and including termination of employment. If an employee is injured on the job, regardless of how insignificant the injury may appear, employees must immediately notify the Administrator or the Principal. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Workplace Violence**

NISL is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, NISL has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during school hours or on the premises. All employees and students should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of NISL. Conduct on the property that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by NISL policy or federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Principal. This includes threats by employees and students, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Administrator or Principal. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area,

do not try to intercede. NISL will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, NISL may suspend employees, either with or without pay, 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.

NISL encourages employees to bring their disputes or differences with other employees to the attention of the Principal before the situation escalates into potential violence. NISL is eager to assist in the resolution of employee disputes, and will not discipline employees for appropriately raising such concerns.

### **Use of Telephones and Fax Machines**

Employees are permitted to use the telephone or fax service for personal business so long as such usage is not excessive and does not interfere with the performance of his/her duties or those of other employees. Employees may be required to reimburse NISL for any charges resulting from their personal use of the telephone or fax service. To ensure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

### **Smoking**

In keeping with NISL's intent to provide a safe and healthful work environment, smoking is prohibited in all areas of the building and playground. Smoking is permitted in the part of the parking lot that is farthest from the school. Though it is preferred that smoking be done off the premises. This policy applies equally to all employees and visitors.

### **Use of Equipment**

Equipment essential in accomplishing job duties are expensive and may be difficult to replace. When using the school's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Administration if any equipment, machines, tools, etc. appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Principal can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment. Due to liability concerns, all NISL equipment is prohibited from being used on or off campus for any personal use.

### **Emergency Closings and Inclement Weather**

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In extreme cases, these circumstances may require the cancellation of classes and/or the closing of the school. If the Principal (or designee) officially closes the school, nonexempt staff will not be paid for those hours normally worked and those hours may not be charged against sick or vacation time. Employees may have to make up the days of school missed due to emergency closings or inclement weather at the end of the school year. However, essential personnel, as determined by the Principal, may be required to work even though the school is closed.

In the case of inclement weather, it is assumed that all staff will report to work on time unless NISL is closed or delayed. If a staff person is already on vacation or sick leave when the school officially closes during a severe weather day, they will not be charged for that time off. Please speak with the Principal if you have any questions about this policy.

## **Business Travel**

NISL will reimburse employees for reasonable business travel expenses incurred while on assignments or professional development training away from the school. The Principal must approve all business travel in advance. Employees involved in an accident while on assignments or training must promptly report the incident the Principal.

## **Use of Technology**

NISL provides access to computing and information technology for students and staff. All members of the NISL community are expected to abide by all related policies and guidelines.

1. Computers, related equipment and other electronic media are the property of NISL and are to be used for the primary purpose of benefiting, enhancing and furthering the mission of the school.
2. By using school-supplied information technology facilities and resources, individuals and other entities agree to abide by all applicable policies and procedures adopted by the school.
3. Policies that address academic dishonesty, including theft, plagiarism, disruptive conduct and misuse of materials and property, must guide your computing activities, just as they guide your activities in the classroom.
4. Access to computing resources is a privilege, not a right. The school reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
5. Intentionally receiving, viewing or transmitting pornographic or otherwise offensive/obscene information or images is prohibited. Materials are deemed offensive/obscene at the sole discretion and judgment of the school.
6. Distribution of unsolicited advertising is prohibited.
7. Transmission of slanderous and or harassing materials is prohibited.
8. Creation and/or propagation of computer viruses or worms are prohibited.
9. School information technology (computers, email, Internet) is not to be used for illegal or criminal purposes, for commercial purposes, or to gain personal or commercial profit advantage.
10. Unauthorized disclosure of user I.D.'s, email addresses and passwords is prohibited.
11. Alteration, fabrication or misuse of, or obtaining unauthorized access to, I.D.'s, other documents, or computer files or systems is prohibited.
12. Use of computers, computer accounts, information, and information resources for which you have authorization is limited. Using access codes that belong to someone else is prohibited.
13. An employee must cooperate with system administrator or Principal requests for information about computing activities. Under certain circumstances, a system administrator or Principal, is authorized to access your computer files.
14. All software on NISL systems is licensed by NISL and as such may not be copied for personal use, transferred to non-NISL equipment or modified in any manner.
15. Staff must be responsible for all use of computer and email accounts and for protecting account passwords.

Staff will be held accountable for any abuse of computing resources by persons you allow to use your access code and password. Alleged violations of the technology policy shall be handled in conjunction with the school's policies for employees. In some cases, an employee's computing privileges may be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community. Employees should notify the Principal upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by NISL to assist employees in obtaining work-related information and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While internet usage is intended for NISL-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet information that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of NISL and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of NISL. As such, NISL reserves the right to monitor Internet traffic, and retrieve and read any information composed, sent, or received through our online connections and stored in our computer systems. Information that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, gender, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Abuse of the Internet access provided by NISL in violation of law or NISL policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the school's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization, including to students
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material outside of the school
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security inquiry
- Jeopardizing the security of the school's electronic communications systems
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

### **Workplace Monitoring**

Workplace monitoring may be conducted by NISL to ensure quality control, employee safety, security, and parental satisfaction. Computers furnished to employees are the property of NISL. As such, computer usage and files may be monitored or accessed. NISL may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, and to maintain quality control. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality. Because NISL is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

### **Disciplinary Action**

As a part of the NISL workforce, all employees are expected to conduct themselves in a professional and productive manner. Performance and conduct issues will be handled by the Principal at his/her discretion. Progressive disciplinary action may be eliminated if the offense is considered serious or because of the impact the conduct or performance has on the organization.

Employees will be subject to disciplinary actions, up to and including termination in the following circumstances:

- Dishonesty (fraud), misconduct or other unethical activities
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of any drugs in the workplace, whether legal or illegal, with the exception on allergy medicine, pain relievers (such as Tylenol, Advil, Aleve, etc.), those included in a typical first aid kit, or prescriptions drugs that do not impair the employees ability to perform.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, internet, or other equipment
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct
- Violation of policies contained in this Handbook

This list is not all-inclusive and does not alter the at will status of your employment.

Progressive discipline is the typical method used by leaders when dealing with staff, unless a serious offence is present. Should there be an offence; the Principal (or person in charge) will make a documented verbal warning which includes a plan of action to be performed by the employee and/or the administration to correct the offence during a probationary period. The administration may have to provide tools or training to help the employee overcome the risen issue. Subject to the offence and the complexity of the correction plan, the probationary period could be as much as one year or as little as 30 days. Long probationary periods are for continuous improvement in performance, learning about the job or changes in it, attendance, etc. Shorter probationary periods are for more critical issues such as conduct, safety, meeting certain requirements in job performance, etc. The second offence will be a written warning and follows the same corrective plans as the verbal one. The third offence is a final written warning with a corrective plan. Any offence after the final written warning will result in termination of employment. With every warning, the person in charge must hold a meeting with the employee to explain the offence and to decide on an action plan to address such offence. If an employee rejects a reasonable action plan to address a risen issue, he or she is forfeiting the chance to maintain employment. If no improvement is made by the next follow up, the employee may be given another opportunity or face the risk of losing his/her job. It is up to the employee whether he/she accepts a certain action plan. However, not working at correcting an issue is not in the best benefit of the employee. The principal must assess the employee decisions and any progress made to set follow up meetings.

Note: It is critical that issues for which an employee is warned must be documented and placed in the employee private folder. The employment history folder should never contain health or genetic data.

### **Discrimination and Harassment**

NISL strongly opposes and will not tolerate any form of harassment by its employees against another employee, Principal, student, parent, or visitor. Nor will NISL tolerate any form of harassment against one of

its employees by someone who is not employed by the school. This policy includes, but is not limited to, harassing comments, behavior or conduct based upon race, color, creed, gender, pregnancy, religion, age, national origin, or disability. Prohibited harassing behavior and comments include, but are not limited to, obscene or profane language, unreasonable or unwelcome disparaging comments about appearance, manner of dress or accent, cultural differences, attire, jokes, innuendo, displaying inappropriate cartoons, photographs, and any other behavior that is abusive or offensive to another reasonable person and which creates a hostile work environment.

Any employee who becomes aware of discrimination, harassment or perceived harassment, whether or not s/he is the victim or target of the discrimination or harassment, should report any act of discrimination or harassment immediately to the Principal. Your complaint or report will be investigated timely and the results of that investigation will be reported to you. The information provided in your complaint will remain confidential, except to the extent that it is necessary to reveal some or all of that information to conduct the investigation of your complaint or to deal with legal matters. The investigation may include individual interviews with the parties involved, including informing the alleged harasser of the complaint and giving that person an opportunity to respond, as well as interviews with individuals who may have observed the alleged conduct or may have relevant knowledge.

Retaliation against an individual for reporting harassment, whether that individual is a victim of harassment or witness to it, is a serious violation of this policy and will be treated as a separate and distinct cause for complaint and may result in as strict discipline as the harassment itself.

### **Alcohol and Illegal Drug Use**

NISL strives to create an educational environment and experience that facilitates the full development of all its community members as persons, while respecting the uniqueness of each individual. It is NISL's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on NISL premises and while conducting business-related activities off NISL premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Principal.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, NISL expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on NISL. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Principal as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **Business Appropriate Attire**

Dress, grooming, personal cleanliness, and above all modesty, contribute to the morale of all employees and affect the professional image NISL presents to the public. During business hours or when representing NISL, you are expected to present a clean, neat, modest, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. The key to making this work is remembering to show respect for your visitors and colleagues. We encourage you to make sound decisions about your attire and remind others if you believe their attire is inappropriate.

Here are a few guidelines we expect you to follow:

What is OK to wear?

Open collared shirts, polo shirts, golf shirts, blouses, casual knit tops or sweaters, clean and neat (i.e., pressed) pants, slacks, or long skirts, loafers, flat shoes, sandals, loose pants, or jeans, loose long shirts that do not reveal ones shape, jilbab and hijab (if applicable).

\*\*Sleeves should be at least half sleeves, however  $\frac{3}{4}$  or full sleeves are preferable.

What is not OK to wear?

Tank/Halter/low cut tops, backless dresses, spandex, flip flops, athletic shoes, beach sandals, shorts, athletic attire, sweat pants, or any tightly fitted item. These guidelines are not intended to be all-inclusive.

Please remember that common sense should dictate your selection of attire for work. If you have to ask yourself whether an outfit will comply with NISL's philosophy on appropriate attire, you probably should not wear it.

### **Return of Property**

Employees are responsible for items issued to them by NISL or in their possession or control, such as the following:

- computer equipment
- files belonging to NISL
- credit and phone cards
- equipment
- keys
- protective equipment
- tools
- books

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

### **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with NISL. Although advance notice is not required, NISL requests at least two weeks' written resignation notice from all employees.

### **Problem Resolution**

NISL is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from NISL. NISL strives to ensure fair and honest treatment of all employees. Principals, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with NISL in a reasonable, professional manner, or for using the problem resolution procedure. If a situation occurs in which employees believe that a term or condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following process. The employee may discontinue the process at any time.

**INFORMAL RESOLUTION:** Any matter to be considered under this procedure must be discussed between the employee and the Principal within seven (7) work days after problem occurs or the employee becomes aware of the problem. If the employee is dissatisfied with Principal's answer to the informal appeal, the

employee may proceed to put the appeal in writing within five (5) work days of receiving the Principal's answer.

**FORMAL RESOLUTION/APPEAL:** The staff member will submit the appeal in writing to the Board with copies to the Principal. Within the next five (5) work days, the Board will schedule a meeting with the employee, the Principal and other officials that may be concerned. At this step, the staff member may be accompanied by another staff member of his choosing to provide support. The Board will provide a written answer to the staff member within five (5) work days after the meeting. Board decisions are final.