

EdAdvance
Educate • Collaborate • Innovate



2025/2026

EMPLOYEE HANDBOOK

Welcome to EdAdvance



Message from the Executive Director

EdAdvance is glad to have you as part of its working team. Because our organizational philosophy is based on a commitment to Culture, Connection, and Customization, we believe that each EdAdvance employee, regardless of the program, is critical to helping us reflect these values in practice. We strive to make our agency a place where staff can enjoy the satisfaction of doing quality work in a climate of mutual respect and collaboration and all of us work together to sustain this standard of performance.

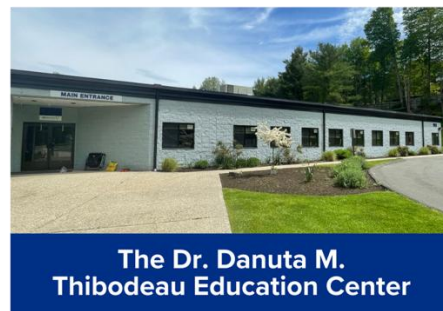
To help everyone clearly understand these expectations, we have prepared this Employee Policies and Procedures Handbook so that you have up-to-date information about our expectations of you, your rights and responsibilities as an EdAdvance team member, and the many employee benefits available. This document should answer most of your questions, but if there are other matters that arise, I encourage you to contact the Human Resources Department. The staff there will give you a quick response.



Sincerely yours,

A handwritten signature in black ink, appearing to read "Jonathan P. Costa, Sr.", written in a cursive style.

Jonathan P. Costa, Sr.
Executive Director



EdAdvance does not discriminate in any of its programs, activities or employment practices on the basis of race, color, national origin, ancestry, sex, religion, age, sexual orientation, gender identity or expression, disability, veteran, marital or familial status, pregnancy, genetic information, or status as a domestic violence victim, (along with any other classification protected by law). EdAdvance further provides equal access to the Boy Scouts, Girl Scouts, and all other designated youth groups. To file a complaint of discrimination, write Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20250-9410, or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103. Any person having inquiries concerning EdAdvance's compliance with its nondiscrimination policies and procedures, including compliance with Section 504, Title VI or Title IX, should contact: Rose Forzano at, forzano@edadvance.org, or 860-567-0863 extension 1111.

Mission Statement

EdAdvance, the regional educational service center (RESC) in western Connecticut, exists to promote the success of school districts and their communities.

Equal Employment Opportunity Statement

We are committed to creating a workplace that welcomes and values different perspectives and experiences. We believe this type of work culture inspires people's best efforts and drives innovation. We understand that everyone wants to work in an organization where they are encouraged, supported, and celebrated for who they are. This approach builds our agency capacity and strengthens our connection to the students and communities we serve.

Purpose of the Handbook

The purpose of this manual is to provide information on EdAdvance personnel policies and procedures. It is expected that each supervisor will be familiar with these procedures and apply them fairly and consistently to all employees.

No part of this manual is a contract of employment or an implied contract of employment. EdAdvance reserves the right to revise its policies (including any terms and conditions or employment or benefits) and the manual is subject to change without notice.

Unless otherwise provided by a separate employment contract between you and EdAdvance, employment with EdAdvance is "at will" for no fixed period of time and may be terminated by the employee or EdAdvance any time for any reason not specifically prohibited by law with or without cause, with or without notice. No employee of EdAdvance is authorized to make any contrary representation.

Supervisors are encouraged to discuss these policies and procedures with their employees. If supervisors or employees have any questions regarding the contents of this manual, they should contact the Human Resources Department.

The Employee Policies and Procedures Handbook is organized to give you concise information on matters that are central to your working life. The initial chapters detail the particulars of your benefits as an EdAdvance employee including health and life insurance, leave time, vacations, holidays, and the like. In the last section, you will find information on EdAdvance policies. The descriptions of any benefits are for summary purposes only, and you should check the specific plan and benefit documents for details.

We ask that you bear in mind that this handbook is not a contract of employment but is only a general source of information about policies, procedures, and rules as they may exist at EdAdvance. In order to retain necessary flexibility in the administration of policies and procedures, EdAdvance reserves the right to change, revise, or delete the plans, policies, benefits, and procedures described in this handbook at any time such a change is necessary or desirable, as determined by the EdAdvance Executive Team. You will receive a copy of any additional or updated policies and procedures as they are approved.

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Employee Benefits and Salary Information

Eligibility for benefits is determined by the employee's schedule (full or part-time), and the type of position for which they are hired.

Types of Employment Categories

- Annual Employment follows July 1 to June 30 of the fiscal year and cites either full or part-time.
- Academic Employment follows a school calendar year and may include additional workdays to cover professional responsibilities and/or assignments during the summer months.
- Seasonal/Part-time Employment provides durational employment of 120 days or less.
- Temporary Full-time Employment provides durational employment of 120 days or less.

Benefits are based on an individual employee's type of employment, number and length of workdays. The different employment categories begin on page 20.

Employment benefits are subject to change based on a review by the Executive Team.

Salary Increases

Cost of Living Adjustments (COLA) is awarded to eligible employees if conditions warrant and following approval by the Board of Directors in its sole discretion. **Staff hired on or after April 1st are not eligible for an increase their first year of service.**

Training Period

All employees must serve a minimum of a 90-calendar day training period. Leave time will be calculated but only accrued time will be allowed to be taken while in the Training Period. During this time, the employee has no rights under the Reduction in Force Policy (page 35) or the Separation Policy (page 36).

Types of Leave and Conditions

Leave days are intended to cover those situations that occur in an individual employee's personal life that require the employee to be absent from work. Requests for leave (vacation, personal time, sick, Health & Wellness, and bereavement) must be submitted for approval through the Employee Self Service system (ESS). The request should be at least two weeks prior to the date(s) being requested. Under special/emergency circumstances, leave may be granted with less than two weeks notification.

An employee who voluntarily or involuntarily transfers from a position that earns sick, personal, and/or vacation time, to a position that does not accrue paid leave time, forfeits their accrued sick and or personal time. However, staff who are not classified as seasonal/part-time or temporary full-time employees (120 days or less) under Health & Wellness leave will continue to accrue Health & Wellness leave in alignment with any applicable provisions of Connecticut's Paid Sick Leave Law.

If an employee is subsequently rehired by EdAdvance, they will retain the calendar days previously worked toward the 120-day requirement for Health & Wellness leave in accordance with Connecticut's Paid Sick Leave Law and will begin to accrue this leave again upon rehire; however, any Health & Wellness leave accrued prior to the break in service will be forfeited. Should the employee return to a position that earns paid leave within 18 months, the employee will have restored to them, unused sick days that accrued at the time of the reduction in hours, and will again begin to accrue sick, personal and

vacation leave, from the date of return to a position that earns such time, at a rate based upon the number of hours worked per week.

Any unused vacation time that had been accrued by the employee, at the time of the status change, will be paid out to the employee at the hourly rate at which it was earned.

If an employee leaves in good standing and later returns to EdAdvance, their previous years of service will be credited towards their applicable benefits in their new employment category.

A day is equivalent to the number of hours an employee typically is scheduled to work on that day of the week. For example, if an employee is regularly scheduled to work 10:00 a.m. to 2:00 p.m. (4 hours) on a given day, then a leave day or sick day for that employee is also 4 hours. If an employee is scheduled to work on a holiday and their program/department is open, then the employee must report on that holiday.

Types of Leave

Sick Leave: Sick leave is to be used for illness. It is accrued throughout the work life of an individual, up to varying maximums (page 21). Only ***accrued*** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. **Sick time is accrued on a monthly basis. See employment categories starting on page 20 for how sick leave is accrued.**

Sick leave that qualifies under the federal Family Medical Leave Act (FMLA) (and for covered employees, the Connecticut Family and Medical Leave Act (CTFMLA)) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, unpaid short-term or unpaid long-term leave may be granted consistent with any rights under FMLA (page 15).

A minimum of 1-hour increments may be taken. Any accrued sick time will NOT be paid if a separation occurs.

If employees have exhausted their Health & Wellness Leave that is provided pursuant to the Connecticut Paid Sick Leave law (see below) and are subsequently out for at least 3 sick days in a row, they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Connecticut Paid Sick Leave Law (also known at EdAdvance as "Health & Wellness Leave"): EdAdvance complies with the requirement of the Connecticut Paid Sick Leave law by providing up to 40 hours of leave per benefit year to qualifying employees. This policy sets forth the parameters regarding the accrual and use of paid sick leave. In addition, leave under the Connecticut Paid Sick Leave law is NOT in addition to annual sick accruals that employees receive. As such, any use of leave under Connecticut Paid Sick Leave law will be applied against/run concurrently with the employee's other sick leave allotments.

Covered employees: All employees, who work 120+ days per year are covered by the Connecticut Paid Sick Leave law, and eligible for such leave, including full-time, part-time, per-diem, temporary, hourly and salaried exempt employees.

Basics:

- The accrual is at a rate of 1 hour of Health & Wellness/CT Paid Sick Leave law for every 30 hours worked, up to a maximum of 40 hours per benefit year.
- The benefit year is July 1st to June 30th
- An employee shall be entitled to the use of accrued leave under this law 120 **calendar** days after their hire date
- Employees must use accrued Health & Wellness Leave in 1-hour increments

Carry Over:

- Hourly employees who earn Connecticut Paid Sick leave as they work may carryover up to 40 unused hours from the previous benefit year into the following benefit year.
- Full-time employees (35+ hours per week) receive 40 hours of Connecticut Sick Leave at the start of each benefit year. Any unused Health & Wellness hours will be carried over to sick time annually.

Use of Leave:

- (1) An employee may use paid sick leave under Connecticut Paid Sick leave law for their own:
 - Illness, injury or health condition;
 - The medical diagnosis, care or treatment of his or her mental or physical illness, injury or health condition;
 - Preventative medical care; or
 - Mental health wellness day
- (2) An employee may use paid sick leave for a family member's :
 - Illness, injury or health condition;
 - The medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
 - Preventative medical care
- (3) An employee may use paid sick leave when the employee's or their own family members place of business, or school or place of care closes by order of a public official or due to a public health emergency.
- (4) An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease.
- (5) An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault
 - For medical care or psychological or counseling for physical or psychological injury or disability;
 - To obtain services from a victim services organization;
 - To relocate due to such family violence or sexual assault;

- To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Family member means a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee can show to be equivalent to those family relationships.

Please Note: the above permissible **reasons to use sick leave only apply to the first 40 hours of paid sick leave under the Law**. After the first 40 hours of such leave, the reasons for sick leave and the definitions set forth under any current EdAdvance sick leave policies or practices will govern the use of the remainder of employee's accrued sick leave for that benefit year.

Pay: Employees will be paid for the use of Health & Wellness Leave (Leave under the Connecticut Paid Sick Leave Law) at a pay rate equal to the greater of either:

- The normal hourly wage for that employee, or
- The minimum fair wage rate under Connecticut General Statutes sec. 31-58 in effect for the pay period during which the employee used paid sick leave.
- For any employee whose hourly wage varies depending on the work performed, the "normal hourly wage" is the average hourly wage of the employee in the pay period prior to the one in which the employee used paid sick leave.
- Overtime is not part of the normal hourly wage.

Notice and Documentation: Employees are not required to provide advance notice before using up to 40 hours of their Health & Wellness Leave. The employer is prohibited from requiring an employee to provide any documentation that Health & Wellness Leave is being taken for a reason covered by the Health & Wellness Leave law. However, EdAdvance's expectation of notification is as soon as practicable to ensure the safety of students and program coverage. EdAdvance may ask if the reason for an employee's leave is for a reason covered under the Law. After the (up to) 40 hours of paid sick leave under the Law in a benefit year have been used, the existing rules under current EdAdvance policies and practices will apply. This includes but is not limited to any notice requirement and EdAdvance's right to request a medical note.

There are times when notice and documentation will be required if the employee's absence(s) are due to a qualifying reason under the federal Family Medical Leave Act (FMLA) (and for certain employees as described below, the Connecticut Family and Medical Leave Act). The above-described Health & Wellness Leave may run concurrently, and if so, the requirements of the FMLA must be adhered to by both the employee and employer.

Separation: If an employee has unused accrued Health & Wellness Leave under the Connecticut Paid Sick Leave law at the time of separation, it will not be paid out. EdAdvance will only pay out accrued vacation time, and no other unused or accrued leave time will be paid to the employee. Any termination of an employee's employment, whether voluntary or involuntary, shall be considered a break in service. If the worker is subsequently rehired by EdAdvance, the employee loses all Health & Wellness Leave accrued prior to the break, retains the calendar days worked towards the 120 calendar days requirement, and begins to accrue Health & Wellness Leave upon rehire.

Complaint: Any employee aggrieved by a violation of the provisions of the law may file a complaint with the CT Department of Labor. Employees may file a complaint on the CT Department of Labor website.

Prohibition of Retaliation or Discrimination: Retaliatory personnel actions or discrimination are prohibited because the employee:

- Requests or uses Health & Wellness Leave either in accordance with the law; or
- In accordance with the employer's own paid sick leave policy, as the case may be; or
- Files a complaint with the CT Department of Labor alleging the employer has violated the law.

Family Violence and Sexual Assault Leave Policy: Connecticut's Family Violence and Sexual Assault Leave Act (Connecticut General Statutes §31-51ss) provides that if an employee is a victim of family violence or sexual assault, an employer shall permit the employee to take paid or unpaid leave during any calendar year in which such leave is reasonably necessary (1) to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim, (2) to obtain services from a victim services organization on behalf of the victim, (3) to relocate due to such family violence or sexual assault, or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. An employer may limit unpaid leave under this section to twelve days during any calendar year. Leave under this law shall not affect any other leave provided under state or federal law (including Connecticut's Paid Sick Leave law, and the federal and Connecticut FMLA).

If an employee's need to use leave under this law is foreseeable, EdAdvance requires advance notice seven days prior to the date such leave is to begin, of the intention to use such leave. If the need for such leave is not foreseeable, EdAdvance may require an employee to give notice of such intention as soon as practicable. Upon request, an employee who takes such leave shall provide a signed written statement certifying that the leave is for a purpose authorized under this law, consistent with the provisions of said law.

Vacation Leave: Vacation days are granted each year depending on an employee's eligibility (beginning on page 20) and with prior approval of their supervisor/director. Vacation time must be taken in a minimum of half-day increments. A new employee may be granted only accrued vacation time during the first six months of employment.

All employees who work under an academic year position will follow a calendar that is established individually by their program/department or school and published prior to the start of each school year.

Up to five vacation days may be carried over into the next fiscal year with the approval of the immediate supervisor and director. Unforeseen circumstances may preclude the use of roll-over days at the discretion of the Executive Director. Approval by the supervisor and director must be made prior to May 31st. These carried-over days must be used prior to September 1st of the new fiscal year.

In case of termination, only accrued vacation time will be paid for any employee, and no other unused or accrued leave time will be paid to the employee.

When employment is ended, you will be required to reimburse EdAdvance for any **used** vacation time that has not been previously accrued, including by way of payroll deduction.

Personal Leave: Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement Leave: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days' leave, per occurrence for an extended family member (i.e., aunt, uncle).

Unpaid Days/Leave: EdAdvance does not allow employees to take unpaid days in order to extend a paid leave of absence, nor does it allow employees to take unpaid leave in lieu of available paid leave (except to the extent as may be permitted by CT FMLA). Exceptions for emergencies that do not qualify under FMLA may be granted. Unpaid days are not to be taken to extend personal or vacation time and require the approval of the department director and the Executive Director or their designee. A request for unpaid time must be in writing to the supervisor and the Executive Director.

Holidays Including Flexible Holidays: With our commitment to being an inclusive community and the growing number of staff with diverse backgrounds, we have decided to allow full-time eligible employees to take up to four of our annual holidays* on days of your choosing. This change will allow eligible full-time staff to use holidays to cover any religious or cultural holiday that is important to them personally. Below are the following parameters:

- This does not impact on the overall number of holidays (14) granted at the agency for full-time eligible employees.
- You can continue to take them in their traditional locations on the calendar if you choose.
- You can take a flexible holiday in advance of the actual holiday date with approval (within the same fiscal year).
- You must use the whole day (no half days allowed- these are classified as holidays, not vacation days).
- You will need to request FLEXIBLE HOLIDAY time off from your director in ESS (like vacation or personal time) to ensure appropriate program coverage and track the total number of days taken (4).

For annual full-time employees, EdAdvance recognizes the following holidays per year:

Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus (Indigenous People) Day*	Martin Luther King Day
Veterans Day*	Presidents Day
Thanksgiving Day	Good Friday*
Day after Thanksgiving	Memorial Day
Juneteenth*	

* Flexible Holiday that can be used on a day of your choosing, as described above.

One additional “floating holiday” as determined by the Executive Director may be granted. See “Employment Categories”, beginning on page 20 for information on which holidays (and other leave and benefits) apply to your specific category of employment.

Family Medical Leave: EdAdvance will comply with all appropriate sections of the federal Family Medical Leave Act law (FMLA). An employee is eligible under the federal FMLA if the employee has been employed by EdAdvance for at least 12 months **and** has worked at least 1250 hours during the preceding year. In addition, any employee 1) in a position that does **not** require certification under Chapter 166 of the Connecticut General Statutes (specifically, Connecticut General Statutes Section 10-144, *et seq.*)¹ **and** 2) who has been employed by EdAdvance for a least three (3) months during the previous twelve-month period preceding a leave request may be eligible for leave under the Connecticut Family and Medical Leave Act (CTFMLA). An eligible employee may request up to 12 work weeks of unpaid leave of absence in a 12-month period for the following reasons:

- Incapacity due to pregnancy*, prenatal medical care or upon the birth or adoption of a child, or upon the placement of a foster child (to be taken within 12 months of the birth, adoption or placement of the child), or;
- In order to care for a spouse, child, or parent who has a serious health condition, (or for those covered by the CTFMLA, covered family members, which are defined as a spouse, sibling, son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships).
- For those covered by the CTFMLA, to serve as an organ or bone marrow donor; or
- Because of a serious health condition that makes the employee unable to perform their job functions.

*For those eligible for leave under the CTFMLA, an additional 2 weeks of leave in addition to the 12 weeks, for an aggregate total of up to 14 weeks, may be available if, during pregnancy, a healthcare provider determines that an individual has a serious health condition that results in incapacity.

A **serious health condition** under the federal FMLA is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, including inpatient care in a hospital, hospice, nursing home or residential medical care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. For additional information regarding conditions that qualify as “serious health conditions,” please contact the Human Resources Department. A **serious health condition** under the **CTFMLA** means an illness, injury, impairment, or physical or mental condition that

¹ Examples of such covered positions include but are not limited to administrative/secretarial staff, maintenance/custodial staff, transportation personnel, food service workers, and paraeducators/those teacher assistants not requiring certification. PLEASE NOTE: The CTFMLA provisions become effective on October 1, 2025.

involves 1) inpatient care in a hospital, hospice, nursing home or residential medical care facility; or 2) continuing treatment, including outpatient treatment, by a health care provider.

An eligible employee may request up to twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period for the following reasons:

- In connection with a “qualifying exigency” (such as making legal, financial and childcare arrangements and taking care of other family obligations) involving the employee’s spouse, son, daughter or parent’s foreign deployment or call (or impending call) to active military duty, or
- To care for a covered servicemember’s serious injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty) where the employee is the covered servicemember’s spouse, son, daughter, parent, or nearest blood relative.

For purposes of such leave, the “single 12-month period” begins on the first day the employee takes such leave and ends 12 months after that date.

Under the CTFMLA an eligible employee is entitled to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the servicemember is the eligible employee’s parent-with a serious health condition, with parent under the CTFMLA meaning a biological parent, foster parent, adoptive parent, stepparent, parent-in-law or legal guardian of an eligible employee or an eligible employee’s spouse, an individual standing in loco parentis to an eligible employee, or an individual who stood in loco parentis to the eligible employee when the employee was a child.

During family and medical leaves of absence, EdAdvance will continue to pay its portion of health insurance premiums, and the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium will result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse EdAdvance for payment of health insurance premiums during the family and medical leave, unless the employee does not return because of the presence of a serious health condition that prevents the employee from performing their job, a serious injury of a covered servicemember, or other circumstances beyond the control of the employee. During this time, you do not accrue sick leave time², but if you are paid for sick time, you will be paid for the holidays under your category that fall during your leave. Employment benefits accrued by the employee up to the day on which the family and medical leave of absence begins will not be lost. If both spouses are employed by EdAdvance, the combined leave shall not exceed twelve (12) weeks if the leave is taken to care for the employee’s parent with a serious health condition, for the birth of the employee’s son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, except in the case of military caregiver related leave, for which the combined leave shall not exceed twenty-six (26) weeks.

Requests for family and medical leaves of absence must be submitted in writing to Human Resources and by logging into [eFMLA https://request.efmla.com/request-ind.tpl?A1=35789c8883E09](https://request.efmla.com/request-ind.tpl?A1=35789c8883E09) . Requests for medical leave must be accompanied by a Certification of Health Care Provider form. Requests for

² Notwithstanding the foregoing, those professional employees who are certified by the Connecticut State Department of Education will receive 15 days of sick leave at the start of each school year.

family leave should be accompanied by appropriate documentation (i.e., adoption papers). Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days' notice is not possible. Appropriate forms must be submitted to Human Resources both to initiate family and medical leave and to return the employee to active status.

An intermittent leave to care for a spouse, parent, or child with a serious health condition or the employee's serious health condition may be taken when medically necessary. An employee taking leave for intermittent medical treatment may be required to transfer temporarily to an available alternate position for which the employee is qualified and that better accommodates the recurring period of leave. The employee is required to furnish a date/duration of planned treatments. Intermittent leave may not be taken upon the birth of a child or upon the placement of a child unless agreed to by EdAdvance and the employee.

Use of Accumulated Vacation Time/Sick Leave while on Family Medical Leave

The federal FMLA regulations refer to "substituting" leave. This means the same thing as having two or more types of leave run concurrently via using accumulated leave time, with the employer being able to require employees use their available paid time off as described below. Earned-paid leave will be charged against the employee's FMLA leave entitlement (even if intermittent leave) as set forth below.

- Accrued Health & Wellness Leave, sick, personal, and vacation leave (in that order) will run concurrently when a serious health condition makes an employee unable to do their job, except when an employee is receiving workers' compensation, or any disability insurance benefits for a serious health condition. As such, employees approved for such leaves must use any accumulated Health & Wellness Leave, sick time, personal, and vacation time.
- Accrued Health & Wellness Leave, sick, personal, and vacation leave (in that order) will run concurrently when an employee **cares for their child** after the birth within one year of birth;
- Accrued vacation, personal, and sick leave (in that order) will run concurrently with the placement of a child with the employee for adoption or foster care, and to care for the newly placed child within one year of placement;
- Accrued Health & Wellness Leave, vacation, personal, and sick leave (in that order) will run concurrently to care for the employee's spouse, child, or parent who has a serious health condition.
- Accrued vacation, personal, and sick leave (in that order) will run concurrently when a qualifying exigency occurs arising out of the employee's spouse, child or parent's tour of active duty in support of a contingency operation; and/or when an employee cares for their spouse, child, parent or next of kin who is on, called or ordered to active duty in the Armed Forces but is medically unfit to perform the duties of the member's office, grade, rank or rating.
- Workers' Compensation and Disability Benefits may run concurrently when a serious health condition makes an employee unable to perform their job.

Notwithstanding the foregoing, for leave under CTFMLA, such eligible employee may retain not less than two weeks of such available paid leave.

The portion of the FMLA leave of absence that is Health & Wellness Leave, sick time, vacation or personal days will be paid according to EdAdvance policies regarding leave time. The employee will be notified that paid leave will run concurrently with and counted against FMLA leave in the Notice of Eligibility and Designation Notice. In the event that no paid leave is available to an employee while they are on FMLA leave, the leave will be unpaid.

An employee who returns to work from family and medical leave of absence within or on the business day following the expiration of the twelve (12) weeks is entitled to return to their job or an equivalent position without loss of benefits or pay.

Full-Time, Intermittent and Reduced Schedule FMLA Leave

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for several weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent, or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, their spouse, child or parent. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the agency's operations. Intermittent leave or reduced scheduled leave for other reasons will be permitted only with the approval of the Executive Director or their designee.

If intermittent or reduced scheduled leave is medically required, the Executive Director has the sole discretion to temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the workday in the period over which the leave will extend (for example, more than five days over a five-week period). Such special arrangements may include: **(1)** Taking leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or **(2)** Transferring temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Income Replacement Benefits Which May Be Available through the Connecticut Paid Leave Program (effective October 1, 2025)

For informational purposes only, the CT FMLA entitles eligible employees to receive income-replacement benefits from the Connecticut Paid Leave Program while on Approved CT FMLA leave, or while on leave under the Connecticut Family Violence Leave Act. The Connecticut Paid Leave Program is administered by the Connecticut Paid Leave Authority ("CPLA") and not EdAdvance. Eligible employees are responsible for applying to the CPLA for income-replacement benefits. EdAdvance has no

responsibility to apply for, determine eligibility for or to pay for income-replacement benefits under the CT FMLA. Consult ctpaidleave.org for more information.

Unpaid Short-term Leave: Short-term leave may be granted for emergencies that do not qualify under the Family Medical Leave Act (FMLA). An employee may be granted a short-term **unpaid** leave of absence not to exceed 30 calendar days upon the recommendation of their Supervisor/Director and approval of the Executive Director in their sole discretion. A short-term leave will be granted only after all vacation time and other leave time is exhausted. **All requests must state in writing the reasons for the request.** An employee's benefits will continue during a short-term leave of absence. **The employee must continue to pay their share of medical insurance premiums.** An employee does not accrue vacation, sick, or personal leave time while on a short-term leave of absence.

Unpaid Long-term Leave: Long-term leave may be granted for emergencies that do not qualify under the FMLA. An employee may be granted a long-term **unpaid** leave of absence of up to six months upon the recommendation of their Supervisor/Director and the approval of the Executive Director in their sole discretion. A long-term leave will be granted only after all vacation time and other leave time is exhausted. **All requests must be in writing and state the reasons for the leave.** An employee does not accrue vacation sick, or personal leave time while on a long-term leave of absence. A Long-term leave of absence will be without benefits. The employee may elect to continue medical insurance at the employee's own expense under COBRA regulations. Employees may also elect to convert their Life Insurance policy into an individual policy. Contact the Human Resources Department for details.

EdAdvance cannot guarantee to hold the employee's job open if they go on long-term leave.

EdAdvance reserves the right to fill the position if business necessitates filling the position. In no event does EdAdvance guarantee a position upon completion of leave.

Upon expiration of such long-term leave, if the employee does not return to work, said employee shall be terminated from the employ of EdAdvance.

Employee Benefits

Medical/Dental Benefits: EdAdvance offers a health care plan to eligible employees. Insurance benefits begin on the first of the month following the employee's date of hire. For more information, please refer to the benefits packet. A breakdown of benefits available to each classification of employee is listed beginning on (page 22). The employee's contribution towards health insurance is determined by the classification of employee and chosen medical plan. **When employment is ended, you will be required to pay the employee cost of the medical and dental benefits.** Please contact the Human Resources Department for further information.

Anthem Voluntary Supplemental Benefits (Accident, Critical Illness & Hospital Indemnity): EdAdvance offers a suite of voluntary supplemental benefit plans through Anthem, designed to provide added financial protection in the event of an accident, critical illness, or hospital stay. These plans pay **lump-sum, tax-free cash benefits** directly to you, which can help cover out-of-pocket medical expenses, daily living costs, or expenses not covered by your health insurance. Coverage is **portable**, meaning you can take it with you if you leave your employer, and most plans include **no medical exams, health questions, or pre-existing condition limitations.**

Available Plans Include:

- **Accident Coverage** – Covers qualifying accidental injuries, including on-the-job accidents.
- **Critical Illness Coverage** – Provides support for serious illnesses such as cancer (including skin cancer), heart attack, and stroke, and includes a wellness benefit for health screenings.
- **Hospital Indemnity Coverage** – Helps cover costs associated with hospital stays, including normal pregnancy, with no waiting period.

These plans are **100% employee-paid**. Certain exclusions may apply. For full details, refer to the Summary of Benefits in Employee Navigator.

Life Insurance/Accidental Death and Dismemberment: EdAdvance provides Life Insurance as well as Accidental Death and Dismemberment Insurance (ADD) benefits for employees working 30 hours or more under a year-round or academic category. The EdAdvance Life Insurance Policy is payable per the policy. Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employee's date of hire. See the benefits packet for further information. For an employee working fewer than 30 hours per week coverage is not available.

Life Insurance coverage may be converted into a personal policy at the time of leaving employment at EdAdvance. Please contact the Human Resources Department for further details.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee, for all employees working 30 hours or more under an annual or academic agreement. Employees become eligible on the first of the month after the employee's date of hire. For an employee working fewer than 30 hours per week, coverage is not available.

Employment Assistance Program: A service available to all EdAdvance employees, at no cost, is the Employee Assistance Program offered by ESI. The Educator's EAP program offers employees and eligible family members a variety of free confidential counseling and support options 24/7/365. Employees can get help with elderly and childcare, parenting and family issues, personal finance, legal information, substance abuse, depression & anxiety, and much more. For more information, contact HR. Your confidentiality is assured, consistent with the law.

Flexible Benefit Plan: A Flexible Spending Account (FSA) allows staff working 30 hours or more to set aside an Internal Revenue Service (IRS) determined amount in pre-tax dollars in an FSA and/or a Dependent Care FSA in accordance with the law. An employee may determine the total amount to be deducted from their pay at the open enrollment period each May/June. New employees may sign up for either account starting the first of the month after hire. Employee health care insurance premium contributions can also be deducted on a pre-tax basis. For more information about these accounts and your options, please contact the Human Resources Department or refer to the benefits packet.

Payroll Deductible Annuities (Section 403b): Under current IRS regulation, which may be amended at any time, the Federal Government allows employees of tax-exempt organizations to save money directly from their paychecks before federal and state income taxes are withheld. Participants in tax-sheltered annuities (Section 403b) earn interest without having to pay current income taxes on the amount earned. Under the current EdAdvance 403(b) Retirement Plan, all employee contributions effective July 1, 2023, must be made through Empower. Under this current plan, EdAdvance will match 50% of an

employee's contributions into their 403(b) account up to 6% of each employee's annual base salary. For example, if an employee funds 6% of their base salary into the 403(b) account, EdAdvance will contribute 3%. Employees will be allowed to put more than 6% into their 403(b) account up to the IRS limits, but the EdAdvance match will be capped at 3%.

Employees who are currently enrolled in the State of Connecticut Teachers' Retirement Board will be able to contribute their own funds into this plan but will be ineligible for the EdAdvance match.

Matching contributions to the 403(b) Retirement Plan are subject to available funding as determined by the Executive Director.

Credit Union: All EdAdvance staff are eligible to become members of the Waterbury Connecticut Teachers' Federal Credit Union. Membership requires an initial \$5.00 deposit which must remain in the account to keep membership active. Automatic savings through payroll deductions is a feature offered through the Credit Union. Enrollment forms may be obtained from the Human Resources Department.

Personal Injury Benefits – Workers' Compensation: Any injury or occupational disease must be reported to a supervisor and Human Resources immediately, so that you can receive fast and effective treatment. Communication between the employee, Supervisor/Director and the Human Resources Department is vital. Workers' Compensation insurance provides benefits for job-related injuries for our employees, in accordance with the law and as determined by the Workers' Compensation Commission. The entire cost of this insurance is paid for by EdAdvance. The only way to keep our insurance costs under control is to work safely and follow all rules and regulations. EdAdvance will enforce all safety rules and employees who violate them will be disciplined, up to and including discharge. If you are unable to perform your regular job during your recovery period, you may be shifted to a "light duty" position if one is available.

Whenever an employee suffers an injury on EdAdvance property, while in an EdAdvance vehicle, or while on duty, no matter how minor, the incident must be reported to HR. Please note, not all injuries must be seen by a medical professional (see below).

There are 3 types of workers' compensation claims:

1. Report only (no loss of work and no medical)
2. Report medical only (no loss of work)
3. Report due to medical treatment and loss of work.

Our workers' compensation carrier, Workers' Compensation Trust (WC Trust) has an injury reporting service called Trust TeleCare. The service is available 24/7 and the employee will speak directly with a nurse who will assess the injury and provide guidance and assistance to get the employee the medical care they need. The nurse will advise first aid or recommend to the employee whether or not they should be seen by one of our designated healthcare facilities, i.e., Concentra or AFC Urgent Care.

EdAdvance has a Safety Committee to review safety concerns throughout the agency and to be proactive in improving the safety of both staff and program participants. Issues and concerns can also be brought to the Chief Operations Officer or the Facilities Director.

Procedures to Follow if an Employee is Injured While Working:

- Depending on the severity of the injury, administer first aid i.e., ice pack, band-aid, or for more serious injuries seek immediate medical treatment i.e., ambulance.
- Contact Supervisor/Director ASAP for any injury regardless of severity.
- **Call 866-730-1143 (Trust TeleCare)** and the nurse will direct emergency care, a first treatment center, or self-care.
- Call HR at extension 1111. Be prepared to give HR detailed information about the incident. If the injury occurs after regular business hours, call **Trust TeleCare at 866-730-1143**
- Complete a detailed workers' compensation first report of injury form ASAP (Attachment C) and send it to HR. HR has only 24 hours from the time of the injury to report the injury to WC Trust.
- Please do not call Trust TeleCare if you become aware of an injury after an employee has already received treatment. Call HR.

Workers' Compensation First Report of Injury Form: The Accident Investigation form should be filled out by the injured employee's immediate supervisor with contributions from the injured employee and any witness(es) to the accident. The purpose of conducting an investigation is to find root causes; not fault finding. Completing the accident investigation form is important to help correct any potential hazards that may exist in the workplace and to help reduce the possibility of future accidents/injuries occurring. Completing the accident investigation form also helps to spot potentially fraudulent workers' compensation claims.

Lost Time While Injured and Workers' Compensation Benefits: Workers' compensation insurance provides benefits for job-related injuries for our employees, in accordance with the law and as determined by the Workers' Compensation Commission. EdAdvance will enforce all safety rules and employees who violate them will be disciplined, up to and including discharge. If you are unable to perform your regular job during your recovery period, you may be shifted to a "light duty" position.

- The day an employee is eligible for benefits is the day they begin work; there is no waiting period.
- By law, workers' compensation (WC) wages are not paid for the first 3 days of lost time. WC wages apply to days 4-6. Should the lost time from the work-related injury extend to 7 days, WC goes back and covers all but the first day. The first day does not count as a day of incapacity.
- Whenever an employee is absent from their position as a result of personal injury or occupational disease caused by an accident/exposure arising out of and in the course of employment, the employee shall receive payment directly from the agency's workers' compensation carrier, in accordance with the law.
- WC laws currently pay the basic rate of 75% of an employee's average weekly wage, after federal and state income taxes and FICA deductions.
- Workers' compensation benefits are subject to 1) approval by the Workers' Compensation Commission, and 2) changes in the law.
- An employee who is unable to work and is receiving workers' compensation benefits will be considered inactive status.
- Employees will retain insurance benefits in accordance with state law.
- After nine months of absence resulting from a work-related injury, EdAdvance will typically assess the ability of the employee to return to work. If the employee is unable to return to work

and perform the essential functions of their job, with or without reasonable accommodation, EdAdvance at its discretion may terminate the employee.

- For the purpose of calculating the nine months of absence resulting from a work-related injury, successive periods of injury separated by less than one calendar month are considered as the same injury when the cause of the injury remains the same.

Local Treatment Facilities:

Concentra Medical Centers

333 Kennedy Drive
Torrington, CT 06790
860-482-4552

8 South Commons Road
Waterbury, CT 06704
203-759-7229

AFC Urgent Care

1171 East Main Street
Torrington, CT 06790
860-866-4321

2 Main Street
Danbury, CT 06810
203-826-2140

100 Mill Plain Road
Danbury, CT 06810
203-826-2600

Employment Categories

A. Annual Full-time Employment (12 months, 260 days per fiscal year, 35+ hours per week, All Divisions):

Paid Holidays:

- | | |
|----------------------------------|------------------------|
| Independence Day | Christmas Day |
| Labor Day | New Year's Day |
| Columbus/Indigenous People Day * | Martin Luther King Day |
| Veterans Day* | Presidents Day |
| Thanksgiving Day | Good Friday* |
| Day after Thanksgiving | Memorial Day |
| Juneteenth* | |

* Flexible Holiday that can be used on a day of your choosing, as described on page 11.

One additional "floating holiday" as determined by the Executive Director may be granted.

Vacation Days for Employees Hired on or Before June 30, 1993

Accruals Per Month	Years of Service	Total Number of Vacation Days
0.83	3	10
1.25	4-6	15
1.67	7-10	20
2.08	11+	25 Maximum

Vacation Days for Employees Hired on or After July 1, 1993

Accruals Per Month	Years of Service	Total Number of Vacation Days
0.83	3	10
1.25	4-6	15
1.67	7-10	20 Maximum

Vacation Days for Employees Hired on or After July 1, 2020

Accruals Per Month	Years of Service	Total Number of Vacation Days
1	Up to 2 years	12
	3+ years	2 additional days/yr. up to maximum of 20 days

Vacation days are granted with prior approval of their Supervisor/Director. A full year's service will be counted for those employees whose anniversary date falls between July 1st and December 31st. An employee whose anniversary date falls between January 1st and June 30th will go to the next level on July 1st following their anniversary date. Vacation days must be taken in a minimum of half-day increments. A new employee may be granted only accrued vacation during the first six months of employment.

Sick Days:

Employees Hired on or Before June 30, 2009: 18 sick days (1.5/month for 12 months) cumulative to a maximum of 180 days.

Employees Hired on or after July 1, 2009: 15 sick days (1.25/month for 12 months) cumulative to a maximum of 150 days.

Sick Leave: Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will NOT be paid if a separation occurs.

If employees have exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: 40 hours front-loaded per fiscal year. Any unused accrued Health & Wellness Leave will be carried over to sick time. See Health & Wellness Leave on page 7 for further information.

Personal Leave: Two days per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days' leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: Medical and dental coverage is available for employee, employee plus child, employee plus spouse, or family coverage, subject to the applicable employee premium cost share set at least annually by EdAdvance.

Life Insurance/Accidental Death and Dismemberment: Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employee's date of hire. See the benefits packet for further information.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee.

403(b) Annuity: Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

B. Annual Part-time Employment (12 months, 225-260 days per fiscal year, 25 to 34 hours per week, All Divisions):

Paid Holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day

The above holidays will be granted with pay to an employee working 25-34 hours per week, only if regularly scheduled to work. You cannot combine a holiday and other leave time, i.e., vacation time for the same day.

Vacation Days: Vacation days are granted with prior approval from their Supervisor/Director and are pro-rated at a percentage of the full-time base (37.5 – 40 hours/week) depending on the position. A new employee may be granted only accrued vacation during the first six months of employment. Must be taken in a minimum of half-day increments.

Sick Days: Sick days are pro-rated at a percentage of the full-time base (37.5 – 40 hours/week) depending on the position, cumulative to a maximum of:

Employees Hired on or Before June 30, 2009: 18 sick days (1.5/month for 12 months) cumulative to a maximum of 180 days.

Employees Hired on or after July 1, 2009: 15 sick days (1.25/month for 12 months) cumulative to a maximum of 150 days.

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own

health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will NOT be paid if a separation occurs.

If employees have exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: If you earn 40 or more sick hours per year you will receive 40 of those hours as Health & Wellness Leave on July 1st. If you earn less than 40 sick hours per year, you will earn 1 hour of Health & Wellness Leave per 30 hours worked for a maximum of 40 hours per year.

Personal Leave: One day per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: An employee working 30-34 hours per week is eligible for employee coverage only subject to the applicable employee premium cost share set at least annually by EdAdvance. Employees may purchase additional coverage for family members. See the employee benefit packet for details. Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Life Insurance/Accidental Death and Dismemberment: Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employee's date of hire. This benefit is not available to employees working less than 30 hours per week. See the benefits packet for further information.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee. This benefit is not available to employees working less than 30 hours per week. See the employee benefits packet for further information.

403(b) Annuity: Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

C. Academic Full-time Employment (180-225 days per fiscal year, 35+ hours per week, Teaching & Learning Division Including Day Counters):

Holidays: Schools are closed per the school calendar, and these days are unpaid.

Vacation Days: Schools are closed per the school calendar, and these days are unpaid.

Sick Days: 15 sick days cumulative to a maximum of:

- 180 days if hired on or before June 20, 2009
- 150 days if hired on or before July 1, 2009

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will NOT be paid if a separation occurs.

If employees have exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: 40 hours front-loaded per fiscal year. Any unused accrued Health & Wellness leave will be carried over to sick time. See Health & Wellness leave on page 7 for further information.

Personal Leave: One day per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend a vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: Medical and dental coverage is available for employee, employee plus child, employee plus spouse, or family coverage, subject to the applicable employee premium cost share set at least annually by EdAdvance.

Life Insurance/Accidental Death and Dismemberment: Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employees' date of hire. See the benefits packet for further information.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee.

403(b) Annuity: Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

D. Academic Full-time Employment (180 to 225 days per fiscal year, 35+ hours per week – Support Services Division -Transportation Department Only)

Paid Holidays:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
President's Day
Memorial Day

Vacation: An employee will receive 5 vacation days per academic year. Vacation days are granted with prior approval of their Supervisor/Director. A new employee may be granted only accrued vacation during the first six months of employment. Vacation must be taken at a minimum of half-day increments.

Sick Days: There are 6 sick days per academic year.

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 9). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will NOT be paid if a separation occurs.

If an employee has exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: 40 hours front-loaded per fiscal year. Any unused accrued Health & Wellness leave will be carried over to sick time. See Health & Wellness leave on page 7 for further information.

Personal Leave: One day per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend a vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: Medical and dental coverage is available for employee, employee plus child, employee plus spouse, or family coverage, subject to the applicable employee premium cost share set at least annually by EdAdvance.

Life Insurance/Accidental Death and Dismemberment: Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000.00 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employee's date of hire. See the benefits packet for further information.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee.

Annuity 403(b): Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

E. Academic Full-time Employment (180 to 225 days per fiscal year, 35+ hours per week, Families & Children Division):

Paid Holidays:

Independence Day*
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
President's Day
Memorial Day

*Only available to staff working 220 days or more annually.

Vacation: Schools are closed per the school calendar, and these days are unpaid.

Sick Days: 15 sick days (1.25/month for 12 months) cumulative to a maximum of 150 days.

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will not be paid if a separation occurs.

If an employee has exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row, they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: 40 hours front-loaded per fiscal year. Any unused accrued Health & Wellness leave will be carried over to sick time. See Health & Wellness leave on page 7 for further information.

Personal Leave: One day per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to

extend vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle). Leave may be extended under certain circumstances with prior approval of the Executive Director or designee.

Medical and Dental Coverage: Medical and dental coverage is available for employee, employee plus child, employee plus spouse, or family coverage, subject to the applicable employee premium cost share set at least annually by EdAdvance.

Life Insurance/Accidental Death and Dismemberment: Unless otherwise indicated, benefit is two times annual salary with a minimum of \$5,000 and a maximum of \$150,000. Employees become eligible for Life Insurance and ADD Insurance benefits starting the first of the month after the employee's date of hire. See the benefits packet for details.

Long-term Disability: EdAdvance provides a Long-Term Disability policy (LTD), at no cost to the employee.

Annuity 403(b): Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

**F. Academic Part-time Employment (180 to 220 days per fiscal year, 20 to 34 hours per week.
Families & Children Division)**

Paid Holidays:

- Independence Day*
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- President's Day
- Memorial Day

*Only available to staff working 220 days or more annually.

Vacation: Schools are closed per the school calendar, and these days are unpaid.

Sick Days: There are 6 sick days per academic year.

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11). For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will not be paid if a separation occurs.

If an employee has exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row, they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: If you earn 40 or more sick hours per year you will receive 40 of those hours as Health & Wellness Leave on July 1st. If you earn less than 40 sick hours per year, you will earn 1 hour of Health & Wellness Leave per 30 hours worked for a maximum of 40 hours per year.

Personal Leave: One day per year

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend a vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: An employee working 30-34 hours/week is eligible for single coverage only, subject to the applicable employee premium cost share set at least annually by EdAdvance. Employees may purchase additional coverage for family members. See the benefits packet for details.

Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Annuity 403(b): Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

G. Academic Part-time Employment (189 days per fiscal year, 20 to 35+ hours per week, Support Services Division - Food Services Only):

Paid Holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- President's Day
- Memorial Day

Vacation: Schools are closed per the school calendar, and these days are unpaid.

Sick Days: There are 6 sick days per academic year.

Sick leave is to be used for illness. It is accrued throughout the work life of an individual. Only **accrued** sick time can be used toward a sick absence including doctor appointments for the employee's own health condition. A minimum of 1-hour increments may be taken. Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee's family medical leave (page 11).

For situations that must extend beyond an employee's accrued time, the employee may be granted unpaid short-term or unpaid long-term leave (page 15). Any accrued sick time will not be paid if a separation occurs.

If an employee has exhausted their Health & Wellness Leave and are subsequently out for at least 3 sick days in a row, they will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

Health & Wellness Leave: If you earn 40 or more sick hours per year you will receive 40 of those hours as Health & Wellness Leave on July 1st. If you earn less than 40 sick hours per year, you will earn 1 hour of Health & Wellness Leave per 30 hours worked for a maximum of 40 hours per year.

Personal Leave: One day per year.

Personal time may be granted with prior approval for leave depending on an employee's eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance. Personal time may not be used to extend vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

Bereavement: EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e., parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e., aunt, uncle).

Medical and Dental Coverage: An employee working 35+ hours/week is eligible for medical and dental coverage for employee, employee plus child, employee plus spouse, or family coverage, subject to the applicable employee premium cost share set at least annually by EdAdvance.

An employee working 30-34 hours per week is eligible for employee coverage only subject to the applicable employee premium cost share set at least annually by EdAdvance. Employees may purchase additional coverage for family members. See the employee benefit packet for details.

Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Annuity 403(b): Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

H. Academic Part-time Employment (120 or more days per fiscal year, <30 hours per week, All Divisions):

Health & Wellness Leave: You will earn 1 hour of Health & Wellness Leave per 30 hours worked for a maximum of 40 hours per year.

Medical and Dental Coverage: Employees working less than 30 hours per week are not eligible for medical and dental benefits.

403(b) Annuity: Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

I. Academic Part-time Employment (under 120 days per fiscal year regardless of the number of hours per week, All Divisions):

Medical and Dental Coverage: Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Annuity 403(b): Employees are eligible to open a 403(b)-retirement annuity with Empower. Please read page 17 for additional information.

J. Temporary Employment: A temporary employee may be hired by a program for a maximum of 120 continuous calendar days at the request of the Director with the approval of the Executive Director. A temporary employee is a person who voluntarily agrees to work in a position that is vacant or works to accomplish a temporary assignment.

A temporary employee is not considered a part-time employee.

A temporary employee is not eligible for benefits.

A temporary employee who is subsequently hired as a regular employee and is employed for at least 90 calendar days in a position which entitles them to benefits and who has successfully completed the introductory period, would receive benefits medical and life insurance benefits to start the first of the month after a change of status to a permanent position.

Payroll Matters

Payday: EdAdvance employees are paid bi-weekly. All employees must submit, through Employee Self-service (ESS), to their Supervisor/Director, timesheets by noon the Friday before payday. Employees must use a direct deposit account for their wages.

Overtime (hourly employees only): Hourly employees are paid time and a half for every hour worked over 40 hours in a one-week period. This excludes any weeks containing a holiday and/or any other leave time.

Calculation of Last Paycheck: In case of termination, only accrued vacation time will be paid for any employee, and no other unused or accrued leave time will be paid to the employee.

When employment is ended, you will be required to reimburse EdAdvance for any **used** vacation time that has not been previously accrued, including by way of payroll deduction.

When your employment with EdAdvance ends, our Payroll Department will calculate your final paycheck based on your actual earnings—including the number of days worked and any paid accruals—against the paychecks you have already received (including payments in advance, in light of your payroll period/work year) and any outstanding deductions. If this calculation results in a balance owed to EdAdvance, you will be responsible for repaying that amount.

Payroll Deductions: Costs for benefits, taxes, retirement plans, credit unions, flexible benefits, and other deductions are the responsibility of each employee and are deducted from paychecks, in accordance with the law. The following is a breakdown of each deduction and an explanation of why and when each is made:

1. FICA – The Federally mandated percentage of gross pay (Social Security) for each classified employee is deducted from each check.
2. Teacher’s Retirement (TRB) – The State of Connecticut requires that all certified personnel working half-time or more pay into the teacher’s retirement fund instead of FICA. This deduction is made bi-weekly.
3. Federal Tax/CT Tax – The automatic payroll deduction from every check is based on the number of exemptions claimed on the W4 and the CT-W4 forms.
4. Medicare FICA – The federally mandated percentage of gross pay for each certified and non-certified employee hired after April 1986 is deducted from each paycheck.
5. Annuity (403(b)) – (Optional) Under current IRS regulation, which may be emended at any time, the Federal Government allows employees of tax-exempt organizations to save money directly from their paychecks before federal and state income taxes are withheld. Participants in tax-sheltered annuities (Section 403b) earn interest without having to pay current income taxes on the amount earned. Under the EdAdvance 403(b) Retirement Plan, all employee contributions effective July 1, 2023, must be made through Empower. Under this plan, EdAdvance will match 50% of an employee’s contributions into their 403(b) account up to 6% of each employee’s annual base salary. For example, if an employee funds 6% of their base salary into the 403(b) account, EdAdvance will contribute 3%. Employees will be allowed to put more than 6% into their 403(b) account up to the IRS limits, but the EdAdvance match will be capped at 3%. Employees who are currently enrolled in the State of Connecticut Teachers’ Retirement Board will be able to contribute their own funds into this plan but will be ineligible for the EdAdvance match. Matching contributions to the 403(b) Retirement Plan are subject to available funding as determined by the Executive Director.
6. Credit Union – (Optional) Payment to the Credit Union may be deducted in an amount determined by each employee. Interested employees should contact the Human Resources Department or the Waterbury Federal Teachers Credit Union.
7. Flexible Benefits – (Optional) An account for payment reimbursement for health care premium contributions, out-of-pocket health care expenses and/or dependent care expenses may be deducted on a pre-tax basis on an amount determined by each employee.
8. Medical/Dental Benefits – EdAdvance offers a health care plan to eligible employees. Insurance benefits begin on the first of the month following the employee’s date of hire. The employee’s contribution towards health insurance is determined by the classification of employee and chosen plan. When employment is ended, the employee cost of the medical and dental benefits is required to be paid back to EdAdvance.

Policies, Procedures, and Position Statement

Closing Policy:

Litchfield Office

Staff working at the Litchfield office can expect the office to be open during regular working hours. The Litchfield office is treated as a business and generally will not close due to adverse weather.

If a decision to delay opening or to close the building is made, staff will be notified by 7:00 a.m. through the agency automated system.

If a staff member decides that they cannot make it into work as a result of the weather, they are required to use a vacation or personal day. The staff member must notify their Supervisor/Director and submit the request through ESS.

Off-site

For staff working in off-site schools, the decision to work will be based on the school district in which the program is located. If the schools are closed, EdAdvance staff will not work that day, but will work any makeup days in order to receive pay. For other locations, please follow department/program guidelines.

EdAdvance Remote Work Position Statement:

The vast majority of our employees are engaged in work that requires their in-person attendance and attention on a daily basis. The Executive Team feels strongly that our mission to promote the success of schools and communities and our focus on ***Culture, Connection, and Customization*** (the 3-Cs), requires everyone in the organization to commit to “Systemness” which must involve an established level of in-person, face-to-face, access to and from colleagues, coworkers, and stakeholders to ensure its effectiveness. The expectation of the EdAdvance Board of Directors and Executive Team is that employees will maintain a work schedule that has them consistently present in an agency facility, in an assigned district/school setting, or in a required setting “in the field.”

EdAdvance leadership sees the potential deviations from this requirement to be very limited, especially in light of the agency’s mission, including but not limited to the provision of instruction and other direct services that cannot be optimally provided via remote work. However, if a situation arises where the leadership working with an employee both feel that an exception to this stance may be necessary and feasible, but without jeopardizing the needs of the agency and its member districts and without diminishing in anyway the delivery of services, a framework will be utilized by the Executive Team to assess the appropriateness of the position and employee involved before making a decision.

Arrest or Conviction Policy:

Any employee who is arrested for a misdemeanor or felony must notify their supervisor of such arrest no later than five calendar days after the arrest. If an employee is convicted of a misdemeanor or felony while employed at EdAdvance, they must inform a Supervisor/Director of such conviction (including pleas of guilty and nolo contendere) no later than five calendar days after the conviction.

While an arrest by itself may not lead to a need for corrective action, the commission of the underlying act occasioning an arrest of an employee (or conduct punishable as a crime by an employee) - whether on or off EdAdvance premises and regardless if there is a conviction - may result in corrective action. Corrective action depends upon a review of all factors involved - including whether or not the employee’s action was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the employee’s attendance. Such corrective actions may include termination. Any corrective action taken must be in consultation with the Supervisor and the Director of Human Resources.

If an employee is convicted of a criminal offense while employed at EdAdvance, they may be terminated and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon

the nature of the offense and the staff member's work duties. In addition, some convictions and certain criminal conduct (by its very nature) may make a person ineligible for employment with the agency. Any corrective action taken must be supported by available information coming from witnesses, police, or court records. All actions taken under this policy should be in consultation with the Department Director, the Director of Human Resources, and the Executive Director.

An employee's failure to report an arrest or a conviction (for a misdemeanor or felony) within the specified time period may result in immediate termination.

Smoke Free Policy:

It is the policy of EdAdvance that smoking, and the use of electronic nicotine and cannabis delivery systems and vapor products is prohibited in agency owned or operated facilities (and the outside area within twenty-five (25) feet of any doorway, operable window or air intake vent of such facilities) or agency vehicles.

Drug/Controlled Substance Policy:

"Workplace" is defined to mean the site for the performance of work done. That includes any EdAdvance building or premises; any EdAdvance owned vehicle, or any other EdAdvance-approved vehicle used to transport students or program participants to/from EdAdvance or EdAdvance activities; or EdAdvance off-site property during any EdAdvance-sponsored or approved program, activity, event or function such as a field trip or athletic event, where students or program participants are under the jurisdiction of EdAdvance.

No EdAdvance employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in (or be impaired or otherwise under the influence while in) the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation in 21 CFR 1300.11 through 1300.15.

As a condition of employment each employee shall notify their supervisor of their convictions of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.

As a condition of employment each employee shall abide by the terms of this EdAdvance policy respecting a drug-free workplace.

An employee who violates the terms of this policy will be subject to discipline, up to and including termination at the discretion of the Executive Director.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed EdAdvance administrative regulations and procedures.

Alcohol and Drug Testing on Safety-Sensitive Employees in Transportation:

EdAdvance's Transportation Department Drug and Alcohol Testing Program complies with all mandates of the Federal Highway Administration (FHWA) pertaining to those drivers who are required to possess a commercial driver's license.

The Department of Transportation rules include procedures for urine drug testing and breath alcohol testing. The urine drug testing procedures rule was issued in December 1989 and governs drug testing programs mandated by the FHA. The 1994 amendments to Part 40 add breath alcohol testing procedures and additional urine specimen collection procedures that provide for split urine specimens.

All employees who are affected by this policy will be provided with a complete manual and will meet with Transportation managers to ensure an understanding of this policy. Any covered employee is subject to discipline for any violation of EdAdvance's drug and drug/alcohol testing policies and procedures (including those covering transportation/safety sensitive employees, especially where said employees were impaired or otherwise under the influence of drugs or alcohol while in their workplace or at work); said level of discipline may include up to termination but is to be at the discretion of the Executive Director and consistent with the law.

Employment of Relatives:

1. The Board of Directors of EdAdvance shall not employ any immediate family in any continuing capacity. However, this policy should not be construed as requiring the resignation of any employee should a member of their immediate family be elected to the Board of Directors.

**Immediate family is defined as spouse, father, mother, son, daughter, brother, sister, grandparent, grandchild, in-law, or any person who is a member of the employee's household.*

2. Relatives of professional, administrative, or supervisory personnel shall not serve under the supervision of the administrator or supervisor to whom they are related. This is not to be construed as requiring the resignation of any person already in the employ of the Board of Directors.
3. Temporary appointments of a relative as described in paragraphs 1 and 2 above may be made.
4. Relatives may be employed in the same department or work location only when approved in writing by the Executive Director, provided, however, that such permission cannot serve as a waiver of the requirement contained in paragraph #2.

Fair Employment Practices: It is EdAdvance's policy to recruit and employ qualified job applicants without discrimination based on race (including ethnic traits historically associated with race), color, sex, age, marital status, status as a victim of domestic violence, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state and federal law and to treat all employees equally without discrimination. This policy applies, but is not limited to, such activities as employment upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including interning.

Further, EdAdvance recognizes its obligation to ensure that no person is discriminated against under any EdAdvance program because of their race, color, sex, age, marital status, status as a victim of domestic violence, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state and federal law. Additionally, the agency will not knowingly use the services of, nor otherwise deal with, any business, contractor, subcontractor, or agency that engages in unlawful discrimination.

In addition, EdAdvance shall take no action for the purpose of discriminating against any individual(s) or organization(s) on the basis of race, color, sex, age, marital status, status as a victim of domestic violence, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state or federal law in regard to:

1. Membership on the Board or any committees, subcommittees, or task forces of the agency.
2. Employment, training, promotion, or compensation.
3. Subcontracts or agreements with other individuals or organizations.

There are specific procedures for recruiting and soliciting personnel and upgrading skills. All EdAdvance Supervisors/Directors are responsible for complying with the Affirmative Action Plan within their own programs (contact the Human Resources Department for a copy).

Workplans and Individual Goals: All EdAdvance employees develop a work plan which establishes goals and outcomes for the year. Employee and Supervisor should meet throughout the year to evaluate the workplan. These sessions are good opportunities to share concerns, aspirations, and successes with your supervisor. On a yearly basis in June, a final review is conducted and becomes part of your permanent personnel file at EdAdvance.

An employee who does not satisfactorily complete their workplan or, for other reasons outlined in the Separation Policy (page 36), may be placed on probation. This probation process is fully explained in the Separation Policy section. Notwithstanding the foregoing, EdAdvance is an at-will employer and retains the right to terminate the employment of any employee (including an employee on probation) with or without cause at any time.

Internal Positions: EdAdvance staff are encouraged to apply for any open positions within the agency, as they become available. Staff who meet the qualifications of the position will be granted an interview.

EdAdvance does not guarantee that current staff will be appointed to an open position. The hiring process will be followed for all positions as defined in EdAdvance's Affirmative Action Plan, consistent with the law. If an internal candidate and an external candidate equally meet all the requirements of the position, the interview team will notify the Executive Director of the two equally qualified candidates and make a recommendation of which candidate they prefer. The final decision, as stated in the hiring plan, will be made at the Executive Director level, at their sole discretion.

Personnel File: Your official EdAdvance personnel file is housed in the Human Resources Department at the Litchfield Office. Any employee may review their file during normal business hours daily Monday through Friday by contacting the Human Resources Department, in writing, for an appointment.

Reduction in Force (RIF):

1. **General Provisions** – Under certain conditions it may become necessary to reduce the number or type of staff positions.

The Executive Director shall have the sole and exclusive prerogative to eliminate staff positions. Elimination of staff positions may result from program modifications, consolidation of existing positions, or other circumstances determined by the Executive Director.

If the Executive Director identifies a situation which may result in a reduction in force, they will attempt to notify the staff at least 30 days in advance, wherever possible.

Prior to the reduction, the Executive Director will consider the ability to effect reduction through voluntary retirements, resignations, transfer of existing staff members, or voluntary leaves of absence.

2. **Positions that Require Administrator Certification** – In the event that the Executive Director must terminate an administrator, they will take into consideration the following staff qualifications:

- a. Evaluations.
- b. Area of certification and expertise.
- c. Years of related experience; Length of service.

The Executive Director has an override option, if any one of these conditions exist:

- a. The override option would ensure optimum staffing vis-a'-vis student/program needs.
- b. The junior staff member possesses unique characteristics for the program.
- c. Staff members retained in a program are superior in their qualifications/evaluations.

The standard by which decisions under this policy of the Executive Director shall be judged is whether the decision is arbitrary and capricious. A decision that is not arbitrary and capricious shall be upheld. Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

3. **Positions that Require Teacher Certification** – In the event that the Executive Director must terminate teaching positions, they shall take into consideration the following staff qualifications:

- a. Evaluations.
- b. Areas of certification and expertise.
- c. Years of Related Experience; Length of service.

The Executive Director has an override option, if any one of these conditions exist:

- a. The override option would ensure optimum staffing vis-a'-vis student/program needs.
- b. The junior staff member possesses unique characteristics for the program.
- c. Staff members retained in a program are superior in their qualifications.

The standard by which decisions under this policy of the Executive Director shall be judged is whether the decision is arbitrary and capricious. A decision that is not arbitrary and capricious shall be upheld. Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

Professional Comportment Policy: EdAdvance takes pride in projecting a positive image of the agency, the services we offer and the work that we do. Many positions held by EdAdvance employees, or their agents require interaction with the public. It is important to note that every employee of the agency is expected to act in a professional manner whereby such behavior enhances the quality of the work environment. It is the expectation that, when representing EdAdvance in any capacity, including but not limited to driving vans, offering food services, working in schools, etc., all EdAdvance employees behave in a manner that reflects positively on the agency. Public behaviors that reflect poorly on the agency will be subject to disciplinary action, up to and including termination.

As part of their expected duties and department, employees are required to obey Agency rules, and policies, along with the directives issued by their Supervisor or Director. A refusal to obey a 1) policy or rule 2) a supervisor's order or 3) a lack of respect directed toward that Supervisor will subject that employee to disciplinary action, up to and including termination. In addition, EdAdvance is an at-will employer and retains the right to terminate the employment of any employee with or without cause at any time.

Separation Policy: It is understood that just as employees may terminate employment from EdAdvance with cause or without cause, so EdAdvance may terminate the employment of an employee at any time for any reason not specifically prohibited by law with or without cause, with or without notice. No employee of EdAdvance is authorized to make any contrary representation. In addressing performance problems, job descriptions are merely guidelines. EdAdvance reserves the right to change an employee's job assignment or responsibilities at any time.

Only the Executive Director is empowered to terminate all employees up to the Executive Team; the issue of termination of an Executive Team member will come to the Board of Directors.

If the employee's behavior is such that their continuing to work would be dangerous or against the law, the Executive Director has the authority to place the employee on administrative leave with pay, pending determination of the next appropriate step.

The Executive Director, after reviewing the situation in consultation with appropriate staff, will recommend action, including discipline that may include a verbal or written warning, suspension without pay or termination.

Prior to termination, an employee may be placed on probation as an alternative. An employee placed on probation must be given a clear set of goals to attain in order to successfully complete the probationary period. The goals must be signed off by the employee and the immediate supervisor. The document must be placed in the employee's personnel file. A specific time frame must also be identified and may not exceed 60 days. During that time, an employee must be provided with the opportunity to review their progress. These meetings must be documented, and the outcomes must be signed by both parties and submitted to the Director of Human Resources. Notwithstanding the foregoing, EdAdvance is an at-will employer and retains the right to terminate the employment of any employee (including an employee on probation) with or without cause at any time.

Following the probationary period, a determination of the employee's status will be made by the supervisor and the Executive Director. This written document must be provided to the employee with a copy given to the Director of Human Resources. An employee successfully meeting the goals will be removed from probation. An employee not successfully completing probation may have the probation

period extended for a maximum of 60 days or may be terminated. An employee who has the probation period extended will follow the same process during this period. An employee who is terminated may appeal this action by following the process noted below.

Any appeal of a probationary action resulting in dismissal must be received in the Executive Director's office not later than twenty days from the date of first notice. The Executive Director shall have authority to affirm, modify, or reverse the action. The action of the Executive Director shall be final.

Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

Sexual Harassment Policy: Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment. It is the policy of EdAdvance to maintain a working environment free from harassment, insults, or intimidation. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's opportunities is prohibited.

Definitions:

Sexual Harassment: Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes §46a-60 (b)(8). Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment; or
- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include but are not limited to the following:

1. Verbal – Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
2. Non-Verbal – Includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
3. Physical – Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault. Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes - verbal, non-verbal or physical - sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace.

Complaint Procedures (Including Both Discrimination and Sexual Harassment Complaints):

Informal Complaints – An employee who believes they have been subjected to discrimination including sexual harassment may request that an informal meeting be held between

themselves and the appropriate supervisor. If they do not want to meet with their supervisor, they may meet with the program/department Director or Director of Human Resources. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The Supervisor or program/department Director will then promptly discuss the complaint with the alleged harasser. Should the alleged harasser admit the allegations, the Supervisor or program/department Director is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the Supervisor or program/department Director may recommend that further disciplinary action be taken. Thereafter, the Supervisor or program/department Director is to prepare a written report of the incident and inform the complainant and the alleged harasser of the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of discrimination or sexual harassment is reported. The Supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the complainant be dissatisfied with the resolution, they are to file a formal written complaint. (Please see the form for filing a formal complaint at the end of this section, Attachment A.)

If during the Supervisor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that they will refrain from unwelcome behavior, the Supervisor is to file a report with the Director of Human Resources. The report is to indicate the nature of the complaint, a description of what occurred when the Supervisor informed the alleged harasser of the allegations against them, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report will be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the Supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The Supervisor will file a report with the Director of Human Resources on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the Supervisor's report with a recommendation for further action.

Formal Complaints – Formal complaints may be submitted either to initially report any incidence of discrimination including sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the Supervisor originally consulted, who will then forward it to the Director of Human Resources. In either case, the report must be made within 40 calendar days of the alleged incident. However, while it is best for a complainant to promptly make a report to our agency so that the agency can investigate and remediate alleged harassment, a complainant still retains all rights under federal and state law to pursue complaints with the Office of Civil Rights of the U.S. Department of Education Connecticut Commission on Human Rights and Opportunities and the U.S. Equal Employment Opportunity Commission, consistent with those agencies' statutory deadlines.

The formal written complaint will consist of the appropriate form (see Attachment A) and a copy of any applicable Supervisor reports. The form solicits the specifics of the complaint (e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter).

Employees also have the right to file a complaint with the Connecticut Commission on Human Rights and Opportunities, the U.S. Equal Employment Opportunity Commission or the federal Office for Civil Rights.

Any person may also file a complaint of illegal discrimination with the Office of Civil Rights of the U.S. Department of Education Washington, D.C., at the same time they file the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination. Any such person may also file complaints with the Connecticut Commission on Human Rights and Opportunities and the U.S. Equal Employment Opportunity Commission, consistent with the statutory deadlines for filing such complaints (currently 300 days).

Participants in programs funded under the Jobs Training Partnership Act (JTPA) may also file a complaint of illegal discrimination with the Executive Director of the Danbury/Torrington JTPA Administration, 140 Main Street, Torrington, CT 06790 (tel. 860-489-2266). JTPA programs provide participants with an additional grievance procedure.

EdAdvance's Compliance Coordinator for Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 is:

Aisha Alam
Assistant Director of HR/Title IX Coordinator
P.O. Box 909 - 355 Goshen Road
Litchfield, CT 06759-0909
Phone: 860-567-0863 extension 1311

Investigating a Complaint – Upon a receipt of a formal or informal complaint, a prompt, thorough, confidential and impartial investigation of the allegations will follow. This investigation will be conducted diligently. Complainants are to be notified of the outcome of the investigation. Absent extraordinary circumstances, investigation and the accompanying report must be completed within 10 working days of the filing of the written complaint.

Specifically, upon receipt of a written complaint of harassment or discrimination, the agency through the appropriate investigative personnel should:

1. Offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the agency's anti-discrimination policy and procedures/regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner to the extent practicable, consistent with state and federal law; and
5. communicate the results of any investigation to the complainant.

No retaliation as a result of the good faith reporting of charges of discrimination or harassment will be tolerated.

TITLE IX: If the complaint involves an allegation of sexual harassment that may constitute a violation of Title IX, the complainant will be referred to the agency's Title IX policies and procedures for further processing of the complaint.

Remedial Action – If the investigation reveals that sexual harassment has occurred, appropriate actions will be imposed in a manner consistent with any applicable law. Depending on the gravity of misconduct, these may range from a reprimand up to and including dismissal from employment. When applicable, any lost employment benefits, or opportunities will be restored to the victims.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the Executive Director. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complaint is appealing. All appeals must be filed within 10 calendar days of receipt of the report.

Post-Remedial Action – Following a finding of sexual harassment, a victim will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Complaint Records – Complainants should receive a copy of any resolution reports filed by the supervisor concerning their complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complaint – EdAdvance will, in the absence of victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct in order to provide a safe working environment.

Title IX and Reporting Abuse and Neglect: The agency is responsible for protecting what are often the most vulnerable members of society. As such, it is paramount that employees of EdAdvance carry out their job duties and statutory and policy mandates to bring to our attention (and other appropriate outside authorities) when they observe a student 1) who has been subject to sexual harassment, in light of new requirements under Title IX (to the extent applicable) and/or 2) may have been subject to abuse or neglect, in light of mandated reporting obligations.

Complaints of Gender Discrimination and/or Unlawful Harassment: Please contact:

Title IX Coordinator/Investigator, Aisha Alam
860-567-0863 ext.1311
alam@edadvance.org

Title IX Decision Maker, Rose Forzano
860-567-0863 ext. 1111
forzano@edadvance.org

Title IX Appeal Decision Maker, Tracey Lay
860-567-0863 ext. 1143
lay@edadvance.org

Staff Development Policy: In order to maintain our Agency's standards and expected level of performance, and to provide districts and their communities with quality services, the agency ensures the following:

1. Each employee is afforded an opportunity for training and professional development.
2. All opportunities improve agency capacity by advancing program goals or goals of the agency as a whole.
3. Training activities an individual may choose are related to their work plan as agreed upon by the supervisor and employee.

Several different opportunities for professional development are usually available each year, in addition to those mandated by the employee's individual program as a requirement.

Only employees who have been on staff for at least six (6) months are eligible to apply for agency-wide staff development and training funds. Full-time employees working 30 or more hours per week may apply for reimbursement of up to \$650 per FISCAL YEAR. Part-time employees, working 20 to 29 hours, may apply for reimbursement of up to \$325 for professional development or a training activity that relates to their performance objectives.

Prior to taking the training or professional development, employees must apply for approval by completing the Request for Professional Development Funds form (see Attachment B). Employees must gain approval from their immediate Supervisor, program/department Director and the Chief Talent & Development Officer at least one month before the course or training activity begins.

Upon successful completion, attach proof of payment and successful course completion. Submit the form with appropriate documents to the Human Resources Department.

All documentation must be submitted no later than June 15th of the current fiscal year that the expense was incurred.

EdAdvance AI Use Policy for Employees: To use generative AI tools responsibly and legally at EdAdvance, follow these four essential guidelines:

1. Protect Private and Confidential Information

Do not enter personal information (yours or anyone else's) into AI tools. This includes student work or data, which is protected under Connecticut law, as well as confidential EdAdvance information such as internal documents or client data.

2. Review, Verify, and Personalize

AI-generated content must be carefully reviewed before use. Always fact-check, edit for tone and clarity, and ensure the content reflects your voice and EdAdvance's messaging. Do not send AI-generated content without human oversight.

3. Use Ethical Judgment

Avoid using AI in ways that could mislead others about authorship or intent. If AI played a major role in creating content, ensure that the output still meets EdAdvance standards for integrity, professionalism, and accuracy.

4. When in Doubt, Ask

If you're unsure whether a specific application or strategy is appropriate to create, share with, or enhance using an AI tool, you should consult the Director of AI Strategy, your supervisor, or a member of the Executive Team for further clarification.

Use of Electronic Resources: EdAdvance provides access to the internet for employee and student users to support the business and educational purposes of the agency. No use of the internet should conflict with the primary business or educational purpose of the agency or with applicable laws and regulations. Each user is responsible for ensuring that these guidelines are followed. Any actions deemed inconsistent with the mission of the Agency or requirements of one's job may be subject to disciplinary action, up to and including termination.

EdAdvance may monitor employees' use of computer, telephone wire, radio, camera, electromagnetic, photo-electronic, photo-optical systems or other electronic resources. The agency shall place in each educational program and in its offices, in a conspicuous place which is readily available for viewing by its employees and students, a copy of its electronic resource use and monitoring policy. No individual should have any expectation of privacy in terms of Internet usage. In addition, EdAdvance may restrict access to certain sites that it deems are not necessary for business or educational purposes.

Employees are prohibited from encrypting files on computers or taking any steps that block access to files, other than the use of agency passwords, or approved encryption programs.

No employee may vandalize, maliciously attempt to harm, or destroy agency equipment, services, or data. This includes, but is not limited to, tampering with computer hardware and software, knowingly uploading, or creating viruses, vandalizing, or modifying data without permission or attempting to gain access to restricted or unauthorized network resources or other user's accounts. Employees are responsible for the general upkeep and are expected to avoid exposing devices to potential damage. Equipment should be protected from drops and spills and kept clean. All technical problems should be reported to the Technology department promptly.

The agency's connection to the internet may not be used for any of the following activities by any user, or employee:

1. The internet must not be used to access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color national origin, sex, sexual orientation, age, disability, or religious or political beliefs or in violation of any other policy.
2. The internet must not be used to knowingly access, send, receive, or solicit sexually oriented messages or images.
3. Downloading or disseminating copyrighted material that is available on the internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

4. Without prior approval of Technology Services, software should not be downloaded from the internet. Such action can potentially introduce a computer virus onto the Agency's network or create a data conflict on the workstation.
5. Employees are prohibited from using the internet to transmit personal comments or statements through electronic mail or to post information that may be mistaken as the position of the agency.
6. Employees should guard against the disclosure of personal or confidential information through the use of any means, and in accordance with all local, state, and federal laws. This provision includes but is not limited to phone, email or internet.
7. The internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
8. The internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job or education related purposes.

Use of electronic resources has greatly expanded throughout the agency. It is essential that all users of our systems know and understand the agency's policy regarding its use. Violation of this policy will subject the employee to discipline, up to and including termination of employment.

The purpose of EdAdvance electronic resources (including laptops, tablets, smartphones, and other technology), is to facilitate intra-agency and inter-agency transmittal of business-related information. Accordingly, electronic resources should be used for matters of concern to EdAdvance operation and not for communication of a personal, private, or non-business nature, does not interfere with work duties, consume significant EdAdvance resources, introduce risks, or jeopardize the security of the employee's personal information.

Electronic resources and other information systems of EdAdvance are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. For example, there is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement based on race, national origin, sex, sexual orientation, age, disability, or religious or political causes, outside organizations. Other non-job-related solicitations require approval from the Executive Director.

Use of Passwords – Each employee is in control of access to their electronic mail. Each employee should keep their password confidential.

Devices must be secured with a password or PIN that meets the organization's complexity standards. Devices should be locked when unattended. Devices must be secured against theft.

The only individual with the power to change another's password is the Technology department, who will do so only at the request of the employee involved (e.g., in the event that an employee should forget their password and be unable to gain access to their own e-mail account).

Take Care in Delivery of Confidential Messages – To avoid confidential messages from being delivered into the wrong hands, employees should be very careful when addressing and sending messages. Once sent, a message cannot be recalled from the addressed recipient(s); neither the

employee nor Technology Services has the power to halt the delivery of a message after the recipient has opened it.

Access to Messages – E-mails are to be sent and received only by the authorized user of the account. All email users are ultimately responsible for activity under their account. Email systems are the sole property of EdAdvance and are provided for the purpose of carrying out the educational and operational needs of the Agency. Any use, including that of a personal nature is inconsistent with this purpose. EdAdvance reserves the right to monitor the use of email in order to ensure compliance with its internet and email use policy.

Remote Access – Remote access to the company network may only be performed through secure channels approved by the IT department. Remote access requests must be submitted in writing by the employee’s department director for evaluation by the Technology department.

Guest networks are provided for basic connectivity at all locations. Unmanaged personal devices are forbidden from accessing company corporate network(s).

Social Networking Policy: EdAdvance recognizes that many employees use social networking and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. EdAdvance also recognizes that inappropriate content authored by employees can interfere with the agency’s work. Therefore, employees who engage in any public communications, including employee’s personal use of social media, should be aware that any such use which: interferes with the work of the agency; is used to harass coworkers or other members of the agency’s professional community; creates a hostile work environment; breaches confidentiality obligations of agency employees; breaches confidentiality of students; and/or disrupts the work of the agency or harms the goodwill and reputation of the agency in the community is not acceptable.

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

Note: As used in this policy, “social media” includes, but is not limited to, forums, and social networking sites, such as X, Facebook, LinkedIn, YouTube, and Instagram.

The agency encourages its employees to use social media within the limits of the following regulations and in a way that does not cause the adverse consequences mentioned in its Social Networking Policy.

- Employees may not mention, discuss, or reference the agency or its employees unless the employee also states that the post is the personal communication of the employee and that the views posted are the employees’ alone and do not represent the views of the agency.
- With written authorized/prior approval, employees may use the agency’s name, images, logo or trademarks in their personal posts.
- Unless an employee is addressing an issue of public concern, agency employees or other members of the agency’s professional community may not be named without their express consent.
- Employees are required to maintain appropriate professional boundaries with colleagues, students, and individuals in the agency’s professional community.

- All employee postings on social media must comply with the agency's policies concerning confidentiality.
- Employees may not link to the agency's website or post agency related material on a social media site without written permission of a Supervisor/Director.
- All agency policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential information.
- Employees are required to comply with agency policies and procedures in respect to the use of agency electronic devices when accessing social media sites. Social media activities should not interfere with duties at work. An employee should have no expectation of personal privacy in any communication or post made through social media while using agency computers, cellular telephones, or other data devices. The agency monitors its computers and facilities to ensure compliance with this restriction.
- Employees are individually responsible for their personal communications through social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's communication through social media as (among other things) defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment but rather are in their personal capacities, employees may be personally liable for such claims.
- Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal social media. Such communications reflect poorly on the agency's reputation and may substantially and materially interfere with an employee's ability to fulfill their professional responsibilities.
- Violation of the policy concerning the use of social media may lead to discipline up to and including the termination of employment consistent with state and federal law.

Use of Recording Devices: At EdAdvance, we value transparency, respect, and privacy in all our interactions. In addition to the concerns in any workplace, with respect to potential employee privacy rights, EdAdvance (as an educational agency) also has privacy rights of students to consider and respect. As part of maintaining a conducive and respectful work environment, it is important to establish guidelines regarding the use of recording devices within the workplace.

Policy Statement:

Recording devices, including but not limited to smartphones, cameras, audio recorders, and similar equipment, shall not be used to record conversations, meetings, or any other interactions without the explicit consent of all parties involved, unless otherwise required by law.

Guidelines:

1. Content Requirement: Employees must obtain explicit consent from all parties before recording any conversation, meeting, or interaction within the workplace. This applies to both audio and visual recordings.
2. Exceptions: In certain circumstances, recording without consent may be necessary or required by law. Such circumstances may include but are not limited to:
 - Legal proceedings where recording is permitted or required by law.

- Protected concerted activity with respect to documenting working conditions under applicable federal and state labor laws, provided that the recording does not impinge upon the privacy rights of others or the disclosure of confidential information.
 - Official company-sanctioned recordings for training, compliance, or security purposes, where prior notice is provided to all employees involved.
3. **Respect for Privacy:** Employees are expected to respect the privacy and confidentiality of their colleagues, clients (especially students), and any other individuals encountered during the course of their work. Recording without consent may infringe upon privacy rights and can undermine trust within the workplace.
 4. **Use of Company Equipment:** Company-owned recording devices may only be used in accordance with company policies and guidelines. Unauthorized use of company equipment for recording purposes is strictly prohibited.

Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and circumstances of the violation.

By adhering to this policy, we uphold our commitment to fostering a respectful and professional work environment where all individuals feel valued, and their privacy is respected.

Employee Protection (Whistleblower) Policy: If any employee reasonably believes that some policy, practice, or activity of EdAdvance is in violation of law, the employee should immediately report a suspected or actual event, in writing, to the Director of Human Resources and/or the Chief Talent & Development Officer.

EdAdvance will not retaliate against an employee who, in good faith, has made a protest, or raised a complaint against some practice of EdAdvance, or an individual or entity with whom EdAdvance has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

EdAdvance will not retaliate against employees who disclose to the designated official, any activity, policy, or practice of EdAdvance that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy.

Regulations:

1. The Whistleblower should promptly report the suspected or actual event, in writing, to the designated official (Director of Human Resources and/or Chief Talent & Development Officer).
2. If the Whistleblower is uncomfortable or otherwise reluctant to report to the designated official, then the Whistleblower should report the event to the Executive Director.
3. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith—that was not done primarily with malice to damage another or the organization.
4. A Whistleblower who makes a report that is not done in good faith (and where the report was false and the employee knew or should have known that it was false) is subject to discipline, up to and including termination of employment.

5. Anyone who retaliates against the Whistleblower (who reported an event in good faith) shall be subject to discipline, up to and including termination.
6. Crimes against people or property should immediately be reported to local law enforcement personnel.
7. The designated official who receives the report shall promptly inform the Executive Director, who shall act to investigate and/or resolve the issue. Should the report involve the Executive Director, the designated official shall notify the Board President, who shall promptly investigate the issue.
8. The Whistleblower, if known, shall be informed, as appropriate, upon conclusion of the investigation of the results, disposition or resolution of the issue. If an individual reports an event anonymously, the Executive Director or Board President shall be informed as appropriate, of the results, disposition or resolution of the issue.
9. To the greatest extent possible, the identity of the Whistleblower shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization may be subject to subpoena.

Excessive Absenteeism: EdAdvance understands that individuals may have a need to access the leave that is outlined in this handbook and that may be available by law or EdAdvance policies. In addition, there may be circumstances where a leave of absence may be necessary as an accommodation for a disability, as may be required by state and federal disability discrimination statutes. However, EdAdvance has the right to monitor and prevent excessive use, abuse or misuse of leave time. As such, EdAdvance reserves the right to require medical, other supporting documentation, or information with respect to the use of leave as may be permitted or required by law, including but not limited to situations where there is a suspicion that such leave is being abused or misused. Examples of situations where EdAdvance may seek certification or further documentation include but are not limited to where there is a pattern of leave days being requested, taken or used on the day before or after a weekend, holiday or vacation period (before or after a vacation scheduled by the employee), an above-average number of two-day absences, or a pattern of full use of all annual sick leave days.

EdAdvance reserves the right to discipline employees who abuse, or misuse leave time, to the extent permitted by law.

Copyrights and Patents Policy: EdAdvance recognizes that staff members employed by the agency may, in carrying out their professional responsibilities, develop patentable or copyrightable materials for use by their program. It is understood by EdAdvance and its employees that such materials developed in the course of regular employment are the properties of EdAdvance.

EdAdvance retains the right to legal claim on all products and materials created by its employees, on the job, with the assistance of EdAdvance funds.

Optional Employee Volunteer Program: EdAdvance offers an opportunity for our staff to give back to our community through an optional volunteer program. We offer all employees the chance to take up to two paid regularly scheduled volunteer days per year. To request time off, please get approval from your supervisor **at least two weeks in advance** of the requested time and send a copy of the completed form (See Attachment E) to HR@edadvance.org or mail to Human Resources, EdAdvance, 355 Goshen

Road, Litchfield, CT 06759. When you receive an email acknowledgment from HR, please request the time off in ESS. Once your volunteer work is done, re-submit the completed form to HR. While strictly voluntary, we encourage all permanent staff to take advantage of this opportunity to make a positive impact in our community.

You may only be eligible for this benefit if the organization that you select is 1) a public/governmental entity (for example, a school or library), or 2) a non-profit, charitable, tax-exempt organization (for example, food bank, homeless shelter, assistance to shut-ins) that is not otherwise incompatible with the values, mission, or activities of EdAdvance, as determined by EdAdvance.

Please note that as with any activities that you perform outside of the EdAdvance workday or your job duties, EdAdvance is not liable for or responsible for any acts or omissions of the organization that you select, or for any claims or damages arising out of your service (or time serving) as a volunteer.

Other Important Things You Need to Know:

1. **Accident Reports** – Any injury occurring on EdAdvance property or while in an EdAdvance vehicle, or while on duty, no matter how minor, must be reported to the EdAdvance Human Resources Department. The proper forms must be completed within 24 hours. A signed statement by any witnesses should accompany the report.
2. **Jury Duty** – An employee chosen for Jury Duty is expected to fulfill their obligation at the time they are called. Employees must give written notification to their Supervisor/Program Director as soon as notified by the court.

Once an employee fulfills their Jury Duty responsibility, EdAdvance will pay their regular salary for the time they are involved. If an employee receives any payment for the time spent on Jury Duty, the amount received must be signed over to EdAdvance. **NOTE:** EdAdvance will not pay a person's salary for days spent on Jury Duty if they are not normally scheduled to work.

Employees must submit a copy of the court documentation to verify attendance and receipt of payment.

3. **Use of Personal Vehicle** – For employees who transport clients for work purposes in their own vehicle, they must carry personal auto insurance, provide a copy of their declaration page to their director at every policy renewal, and will be subject to periodic CT DMV checks. EdAdvance does provide liability coverage in excess of the employee's personal auto policy limits. If an accident occurs while in transport for the agency, the vehicle owner's insurance policy is the primary coverage. Any physical damage to the vehicle is the employee's responsibility. (PLEASE NOTE: Any EdAdvance employee who otherwise voluntarily uses their personal vehicles during the course of carrying out their job responsibilities may **not be** covered by any insurance policy held by EdAdvance.)
4. **Mileage and Travel Reimbursement** – EdAdvance will reimburse an employee for job-related travel other than going to and from their regular place of work, unless otherwise stipulated by a specific grant or program. EdAdvance follows the IRS mileage reimbursement rate for approved work-related travel (See Attachment D). The Mileage Reimbursement Form must be submitted to the Fiscal Office, after approval from the Supervisor/Director, by the end of each month. Reimbursement will be made by check within 30 days of submission.

All work-related out-of-state travel must be requested and approved in advance, using an Out-of-State Travel Request and Reimbursement Form.

5. **Absence Due to Inclement Weather or School Closing** – Employees working in schools do not report to work when a school program is closed but will make the day up when it is rescheduled. All other staff must report to work unless notified to do otherwise. Should staff determine they can't report to work due to inclement weather, a personal or vacation day must be used.

6. **Code of Ethics**

Conflict Of Interest – No officer, agent, employee, or member of the Board of Directors of EdAdvance shall engage in any transaction or shall have a financial interest or other personal interest which is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties. Specific conflicts of interest are hereby set forth, but are not limited to, the following, for the guidance of all officers, agents, and employees.

- a. Incompatible Employment – No officer, employee, agent, or member of the Board of Directors shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair the independence of judgment or action in the performance of their official duties.
- b. Use of Facilities, Property, Materials
 - i. No Officer, employee, agent, or member of the Board of Directors shall request or permit the use of EdAdvance-owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such are available to the public generally or are provided by EdAdvance policy for the use of such individual in the interest of EdAdvance.
 - ii. No officer, employee, agent, or member of the Board of Directors shall grant any special consideration, treatment, favor, or advantage, to any person.
- c. Gifts and Favors – No officer, employee, agent, or member of the Board of Directors or their immediate family shall accept any valuable gift, item, favor, loan, or promise, which might tend to influence the performance or non-performance of their official duties.
- d. Disclosure of Confidential Information – No officer, employee, agent, or member of the Board of Directors shall, without proper authorization, disclose confidential information concerning the property, government, or affairs of EdAdvance, nor shall they use such information to advance the financial or private interest of themselves or others.
- e. Failure to Comply – Any employee or officer who violates this policy will be subject to disciplinary action, up to and including discharge.
- f. Disclosure of Interest – Any officer, employee or member of the Board of Directors having a financial interest or other personal interest in any transaction with EdAdvance or in any action to be taken by EdAdvance, shall first divulge and disclose such interest in writing to the Board, and shall further refrain from using their office to exert their influence or vote on such transaction or action.

Any member of the Board of Directors shall excuse themselves from deliberations, discussions and voting on any matter in which such Board member has an interest.

“Interest” will mean any pecuniary or material benefit accruing to a Board member, officer, or employee or their relatives resulting from a contractual relationship with EdAdvance.

7. Further Questions – If there are any questions, please contact the Human Resources Department

EdAdvance
Human Resources Department
PO Box 909
355 Goshen Road
Litchfield, CT 06759
860-567-0863
HR@edadvance.org

Rose Forzano
Director of Human Resources
Ext. 1111
forzano@edadvance.org

Nicholas Rosenhaus
Human Resources Generalist
Ext. 1144
rosenhaus@edadvance.org

Aisha Alam
Assistant Director of Human Resources
& Title IX Coordinator
Ext. 1311
alam@edadvance.org

Nancy Luchene
Human Resources Coordinator &
Fingerprint Technician
Ext. 1116
luchene@edadvance.org



Complaint Form Including Discrimination and Sexual Harassment

Name and position of complainant: _____

Date of Complaint: _____ Time of Incident: _____

Place incident occurred: _____

Description of complaint: _____

Names of witnesses: _____

Contact Information of witnesses: _____

If this incident has been previously reported to a supervisor and the action taken was not acceptable, please complete the following:

Date of original complaint: _____

To whom was the complaint filed: _____

What was the decision: _____

Why is the decision being appealed: _____

Signature _____

Date _____



Request for Professional Development Funds

EdAdvance has a policy that affords all employees the opportunity for reimbursement of professional development or training activities. To be eligible for reimbursement, employees must have been working for EdAdvance for a minimum of six months. Each full-time employee, working 30 or more hours per week, may apply for reimbursement of up to \$650 per FISCAL YEAR and each part-time employee, working 20 to 29 hours, may apply for reimbursement of up to \$325 per FISCAL YEAR for professional development or a training activity which relates to their performance objectives.

Employees must obtain prior approval from their immediate Supervisor/Department Director, with final approval to come from the Chief Talent & Development Officer **at least one month before the course or training activity begins.**

In order to facilitate the process, this form must be completed and signed by your Supervisor/Department Director. Submit the form to Human Resources. Human Resources will notify you of approval of your request.

All documentation must be submitted no later than **June 15th** of the current fiscal year that the expense was incurred.

Employee Name: _____

Employee Home Address: _____

Date of Request: _____ Amount of Request: \$ _____

Course(s) to be Taken: _____

How will this opportunity relate to and enhance your work performance objectives? _____

Employee Name: _____ Signature: _____ Date: _____

Supervisor/Director Name: _____ Signature: _____ Date: _____

Approved Not Approved

Chief Talent & Development Officer Signature: _____ Date: _____

Approved Not Approved

Upon successful completion:

1. Attach proof of payment (i.e., photocopy of credit card receipt, cancelled check).
2. Include proof of successful course completion (i.e., copy of certificate of completion, copy of transcripts showing completion with passing grade, or grade of at least 2.0).

Chief Operations Officer Signature: _____ Date: _____

Billing Code: _____



WORKERS' COMPENSATION INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____

Was Trust TeleCare Called (866-730-1143)? Yes No

Was an ambulance called? Yes No Name of Hospital: _____

Were they hospitalized overnight? Yes No

Treatment facility seeking treatment: _____

Injured Employee's Name: _____

Injured Employee's Street address: _____

Injured Employee's City/Town: _____ Zip code: _____

Injured Employee's Best Daytime Phone No.: _____

Injured Employee's Alternate Phone No.: _____

Name of Program and Building the Incident Occurred: _____

Specific Location of Incident (i.e., cafeteria, gym, parking lot): _____

Street Address of where injury occurred: _____

City/Town: _____ Zip code: _____

Name of Supervisor/Director and Date Notified: _____

Name of Human Resources Personnel and Date Notified: _____

Detailed Description of Accident:

Nature of Injury (if any) and specific body part or body area injured (i.e., upper right arm, left knee)

Were there any witnesses? Yes No

Witness(es) Name: _____

Phone number: _____

What aid was given to the injured party and by whom?

Where was the supervisor at the time of the accident? _____

Description of the activity causing the injury. Visually inspect the surrounding area where the incident occurred for the following:

<input type="checkbox"/>	Slippery or wet floor (inside)	<input type="checkbox"/>	Poor lighting
<input type="checkbox"/>	Furniture/object in path	<input type="checkbox"/>	Stairs involved
<input type="checkbox"/>	Tripped on object	<input type="checkbox"/>	Uneven Terrain
<input type="checkbox"/>	Student/individual assist	<input type="checkbox"/>	Employee was carrying something
<input type="checkbox"/>	Getting in/out of vehicle	<input type="checkbox"/>	Icy/snow/wet conditions (outside)
<input type="checkbox"/>	Cluttered environment	<input type="checkbox"/>	Outside hazards (sidewalk, parking lot, curb)
<input type="checkbox"/>	Loose carpeting or rug	<input type="checkbox"/>	Fall from elevation (ladder, deck, chair, desk, roof)

Prepared By: _____ Date: _____



MILEAGE REIMBURSEMENT GUIDELINES, POLICIES AND PROCEDURES

As a part of their job responsibilities, EdAdvance employees are sometimes required to travel to places other than their primary location of employment. When this occurs, EdAdvance reimburses employees based upon the agency mileage reimbursement rate currently in effect for any miles they travel BEYOND their normal commuting miles for work required business.

NORMAL COMMUTING MILES: the mileage between an employee’s residence and primary work location. For those employees traveling to a variety of sites within a given month, a primary location will be determined by the employee’s supervisor. For the purposes of this form, your normal commuting miles should be entered in column D and will never change unless you move, or your primary location moves.

TRAVEL TO A LOCATION OTHER THAN THE EMPLOYEE’S PRIMARY LOCATION: When an employee is required to travel to a location other than their primary location, the normal commuting mileage is subtracted from the total miles traveled to determine the net reimbursable mileage. No travel less than normal commuting mileage should be entered.

DIRECTIONS:

- Enter date of travel in column A
- Enter the names of all the locations traveled to for business that day in column B
- Enter your total mileage driven that day (everything for business from door to door) in column C
- Your normal commuting mileage (always the same – total, round trip) is in column D
- The spreadsheet will automatically calculate the net reimbursable miles in column E
- Enter the program number responsible for the reimbursement in column F

Sample below:

A	B	C	D	E	F
DATE	TRAVEL LOCATION(S)	TOTAL MILEAGE	LESS NORMAL COMMUTING MILEAGE	NET REIMBURSABLE MILEAGE	PROG. #
1/15/2024	Cheshire, Litchfield, Torrington	52.60	12	40.6	300
1/28/2024	Danbury, Litchfield, Plymouth, Torrington	68	12	56	200

PAYMENTS: Mileage forms are to be completed after **the last day of each month** and submitted to Fiscal Services by the 10th calendar day of the following month. **Payments will be processed at or before the end of the month in which the reimbursement request was submitted.**

NOTE: Mileage is to be submitted each month regardless of mileage driven, for example July Mileage is due August 10th.



Optional Employee Volunteer Program Volunteer Time Request Form

To request up to two days, please get approval from your supervisor **at least two weeks in advance** of the requested time and send a copy of this completed form to HR@edadvance.org or mail it to Human Resources, EdAdvance, 355 Goshen Road, Litchfield, CT 06790. When you receive an email acknowledgment from HR, please request the time off in ESS. Once your volunteer work is done, re-submit the completed form to HR.

Employee Name: _____ Date: _____

Department: _____ Email: _____

Supervisor/Director Name: _____

Supervisor/Director Approval Signature: _____

Volunteer Date 1: _____ Time of Volunteer Work: _____

Volunteer Date 2 (if applicable): _____ Time of Volunteer Work (if applicable): _____

Name of the organization you are volunteering with: _____

Name of Organization Contact: _____

Please describe your volunteer duties and the impact you hope to make _____

To be completed after you volunteer

Name of organization you helped: _____

Date: _____ Volunteer Hours: _____

How did you help the organization? _____

Name of Organization Contact: _____

Signature of Organization Contact: _____ Date: _____



Acknowledgement of Receipt of Handbook

This is to acknowledge my receipt of the EdAdvance Policies Handbook. I understand that it is my obligation to read this handbook, as it pertains to my employment at EdAdvance. I understand that **no part of this manual is a contract of employment or implied contract of employment with EdAdvance. Your employment with EdAdvance is at-will with no stated term. EdAdvance reserves the right to revise its policies (including any terms and conditions of employment or benefits) and the manual as needed, and the manual is subject to change without notice.** After reviewing this, if I have any questions, I may contact the Human Resources Office for further explanation.

Name of Employee (please print): _____

Employee Signature: _____ Date: _____

Confidentiality Agreement

I acknowledge that, as an employee of EdAdvance, I may be provided with or have access to confidential information in instances where I have a legitimate interest in knowing such confidential information. Confidential information may be made known to or learned by me via various sources including, but not limited to, electronic media, interoffice communications, internal publications, and verbal interactions. I further acknowledge that making this information known or available to others who do not have a legal right to that information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), other Federal and State Laws and policies of EdAdvance.

Therefore, I agree that I will not (at any time, even after the end of my employment with EdAdvance) reveal, make known, or provide access to confidential information except to those having legal or otherwise permissible right to that information. Furthermore, I agree not to access confidential information for any reason other than the performance of my duties as an employee of EdAdvance in instances where I have a legitimate interest in the information.

By signing this Confidentiality Agreement, I acknowledge that I have read and understood it. I understand that my failure to comply with the agreement may subject me to discipline in accordance with the policies of EdAdvance and may affect my future access to confidential information and/or the EdAdvance information systems or databases.

Name of Employee (please print): _____

Employee Signature: _____ Date: _____