



EMPLOYEE HANDBOOK & BENEFITS MANUAL

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WELCOME MESSAGE

We are excited to have you as a valuable member of our team and hope that you find your employment at The Haverford School to be a rewarding experience.

Founded in 1884, The Haverford School is a nonsectarian college preparatory school, junior kindergarten through grade twelve that educates qualified boys of differing backgrounds. The school provides superior liberal arts education in a challenging and supportive environment that emphasizes scholarship, leadership, citizenship and high standards of character and conduct. At Haverford, we strive to prepare each student for life by developing his full intellectual, moral, social, artistic, athletic and creative potential.

You have joined an organization that has an outstanding reputation. Now that you've joined The Haverford School, you are a member of a proud tradition as well as an institution that sees excellence in "preparing boys for life".

I extend to you my personal best wishes for your success and happiness at The Haverford School.

Sincerely,

Headmaster

**THE HAVERFORD SCHOOL
EMPLOYEE HANDBOOK NOTICE**

This manual, which supersedes all previous manuals, has been developed to provide you with a description of the School's policies and procedures relating to employment.

The objectives of this manual are:

- To provide a clear understanding of the employment policies that affect each employee;
- To define the expectations of the school and its employees;
- To communicate an overview of the employment benefits and related information to each employee; and
- To provide a resource to employees concerning information about The Haverford School, selection and hiring, discipline, compensation, benefits, leaves, safety, separation and general workplace policies.

The policies in this manual are to be considered guidelines. This handbook is not intended to constitute a legal contract of any kind. The Haverford School reserves the right to change, amend, delete, or adopt any employment policy and any such change shall take effect immediately. The Haverford School also reserves the right to depart from policies or procedures set forth in this manual or elsewhere at its sole discretion.

EMPLOYMENT-AT-WILL

The Haverford School employs different categories of employees, faculty, administrators, and administrative staff. In addition, the Haverford School has contract and non-contract employees. A contract employee is an employee whose employment is governed by a written agreement. Only the Headmaster has the authority to enter into any agreement for employment for any specified period of time. Except as may otherwise be provided in a contract employee's written agreement, each category of employee is subject to The Haverford School's rules, regulations, policies, procedures and benefits. This manual defines these policies, procedures and benefits.

Except as may otherwise be provided in an employee's written contract, every employee has an at-will relationship with The Haverford School, which means that employees are free to resign or leave employment at any time for any or no reason, and The Haverford School is free to discontinue an individual's employment at any time for any reason, with or without notice.

EMPLOYEE ACKNOWLEDGMENT
(Must be signed by the first day of employment)

I have received a copy of The Haverford School's Employee Handbook and Benefits Manual. I understand that I am responsible for reading, understanding, and abiding by the rules and policies in the manual, including without limitation the Discrimination, Harassment and Retaliation Policy and Reporting Procedure, and that if I have any questions regarding any of them, I will address them to my Division Head, Department Head, Supervisor, or the Business Office.

I further acknowledge that I have read and agree to be legally bound by the School's Arbitration Policy, which is set forth in The Haverford School's Employee Handbook and Benefits Manual. I acknowledge that the Arbitration Policy is binding upon both the School and me, that my promise to be bound by the Arbitration Policy is given in exchange for my employment or continued employment with the School and the School's promise to be bound by the Arbitration Policy. I further acknowledge that I shall not be bound by any modification of the Arbitration Policy unless and until such modification is communicated to me in writing and I continue in the School's employ in acceptance of and exchange for such modification.

I understand that all other policies and benefits described in The Haverford School's Employee Handbook and Benefits Manual may be added to, deleted, or changed at the sole discretion of the Headmaster at any time. I understand that should I misplace the copy of this manual I have received, a complete copy of this manual is located in the Business Office, and I am permitted to access the manual to review its contents at reasonable times.

I am aware that, during the course of my employment, confidential information will be made available to me, for instance, student lists, students' personal data as permitted by law, school policies, financial data and other related information. I understand that this information is proprietary and critical to the success of The Haverford School and must not be disclosed to anyone without expressed written permission of the Headmaster. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to disclose, utilize, or exploit such information in any way.

EMPLOYEE'S PRINTED NAME

POSITION

EMPLOYEE'S SIGNATURE

DATE

EQUAL EMPLOYMENT OPPORTUNITY

The Haverford School does not discriminate or tolerate discrimination, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other legally protected characteristic or activity. The Haverford School will make reasonable accommodations for qualified individuals with known disabilities consistent with its obligations under law. Any questions about reasonable accommodation should be directed to the Business Office.

The School's equal employment opportunities policy concerns all aspects of employment, including recruitment, hiring, promotion, job assignment or reassignment, transfer, compensation, discipline, termination, access to benefits, training, and other terms and conditions of employment.

Equal employment opportunity notices are posted near employee gathering places as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against. You may discuss any questions or concerns you may have regarding equal employment opportunity with your Division Head, Department Head, Supervisor, or the Business Office.

THE HAVERFORD SCHOOL
PRINCIPLES OF COMMUNITY

A fundamental principle of the Haverford community is individual responsibility. All members of our community should accept responsibility for one's actions, consider and account for the moral implications of one's conduct, and have the courage to do what is right.

Our Haverford community is built on respect for one another. All of us should strive to:

- treat others honestly, fairly, respectfully, and courteously
- discourage and refrain from verbal abuse and bullying
- seek out and include others at every opportunity
- listen to others and try to understand their life experiences and points of view
- avoid cliques, snobbery, and other similar forms of exclusivity
- value and respect the life of the mind and independent thinking
- reject superficiality, materialism, and sense of entitlement
- recognize and encourage the many ways to learn and to succeed
- possess empathy and generosity of spirit
- work together to find commonalities and resolve disagreements amicably
- embrace and advance the greater common good for our community and for the world around us

Haverford believes that a diverse and inclusive community is a better learning community, and prepares our boys for the world they will face upon graduation. Haverford expects a community in which a diverse population can live and work in an atmosphere of trust, understanding, appreciation, and mutual respect for each individual. We reject prejudice based on race, ethnicity, culture, religion, social-economic status, gender, learning styles, disability, age, or sexual orientation.

Haverford strives to be a community where parents, faculty, and administrators work together to educate boys. When joined by a common purpose, Haverford and its parents form a powerful team with far-reaching positive effects on the boys and the entire school community.

Haverford's parents, teachers, and administrators should strive to:

- understand and embrace the School's mission and vision
- participate in the life of the School
- support the School's curriculum and program, faculty and staff, and students
- communicate openly, honestly, and constructively with each other and at the appropriate level and, following such dialogue, abide by the School's decisions

Haverford's alumni are important members of the Haverford community. Haverford depends on loyal alumni remaining involved in the life of the School, acting as role models and mentors for students and alumni, and offering their moral and financial support to Haverford. Our alumni ensure that Haverford's best traditions and high standards endure undiminished, and provide a bedrock foundation for Haverford's continued growth and innovation in providing boys a superior educational experience. A fundamental principle of the Haverford community is individual responsibility. All members of our community should accept responsibility for one's actions, consider and account for the moral implications of one's conduct, and have the courage to do what is right.

OVERVIEW THE HAVERFORD SCHOOL

ABOUT THE HAVERFORD SCHOOL

A brief history of the school can be found on the Internet at www.haverford.org. If you would like a copy, please contact the Business Office.

THE HAVERFORD SCHOOL'S EMPLOYEE RELATIONS OBJECTIVES

The Haverford School believes in creating a harmonious working relationship between all employees. In pursuit of this goal, we strive to achieve the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace.
- Select and promote employees on the basis of their qualifications, such as their skill, training, ability, attitude and character.
- Compensate all employees fairly based upon such factors as their value to The Haverford School, their qualifications, and their effort and contribution to the success of our mission.
- Provide competitive wages, employee benefits, and working conditions consistent with sound business practice.
- Respect all employees by treating each with courtesy and consideration.
- Provide buildings, offices, and teaching facilities that are comfortable, orderly and safe.
- Make promotions from within the school whenever practical.
- Promote open communications with employees and keep all employees informed of the progress of The Haverford School in meeting its objectives.
- Promote an atmosphere that is consistent with the School's vision, mission and goals.

WHAT THE HAVERFORD SCHOOL EXPECTS FROM YOU

The Haverford School needs your help in making each working day enjoyable and rewarding. Your primary responsibilities are to know your job duties and perform them in an efficient, accurate and pleasant manner; employees should be cooperative and supportive to maintain a good team attitude.

The performance of an individual can affect the quality of our school. It is therefore important to perform every assigned task to the very best of your ability.

We expect you to share your opinions and suggestions to improve the quality of The Haverford School.

OPEN COMMUNICATION POLICY

A vital part of our employee relations program is communication. We believe all employees should have an opportunity to discuss openly work-related problems or concerns. Matters relating to sexual or other forms of harassment or discrimination are to be raised as set forth in the Procedures for Reporting Complaints of Harassment or Discrimination. All other employment related issues may be raised and addressed as set forth in this Policy.

The Haverford School encourages you to discuss any issue you may have with a colleague directly with that person. If a solution is not reached, please arrange a meeting with your Division Head, Department Head, or Supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an open communication meeting is considered confidential. Retaliation against any employee for appropriate usage of your communications channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult with his/her Division Head, Department Head, or Supervisor immediately with any questions.

Denigration of The Haverford School, such as disparaging remarks made to fellow employees or to students and parents is strictly prohibited. Any complaints about The Haverford School are to be brought to the attention of the Business Office and, if necessary, to the Headmaster.

OUTSIDE EMPLOYMENT

The Haverford School hopes that you will not find it necessary to seek outside employment. If, however, you are considering taking such employment, you must both notify and receive written permission from the Headmaster. Outside employment must not conflict in any way with your responsibilities within The Haverford School. You may not work for any competitor, nor may you acquire an ownership interest in a competitor. You may not conduct outside work while on The Haverford School's time and may not use its property, equipment or facilities in connection with outside work at any time without proper approval from the Headmaster or Division Head. If using our facilities, a Facility Rental Agreement must be completed (available in the Business Office).

ARBITRATION POLICY

Most conflicts that arise during the normal course of our daily interactions with each other are solved by open and direct communication. Occasionally, however, a dispute may require specific guidelines to reach a resolution. To ensure that employees and the School have fair and full hearing of their disputes, we agree to use the following Arbitration Policy for the rare dispute that reaches an impasse.

1. **Mandatory and Exclusive Dispute Resolution Method:** The School and each employee (“Employee”) agree that the exclusive method for resolving disputes that are within the scope of this Policy, as defined below, shall be final and binding arbitration. The School and Employee agree that any dispute that is within the scope of this Policy may be resolved only as set forth below.

2. **Scope of Arbitration Obligation:** A dispute is within the scope of this Policy, and is subject to arbitration hereunder, if it arises out of or relates in any way to the Employee’s employment relationship with the School and is otherwise eligible for arbitration as set forth herein. Without limiting the foregoing, the following are examples of eligible disputes: any direct or derivative dispute with the School and/or any of its employees, agents or representatives, that arises out of or relates to any aspect of employment, including without limitation recruitment, hiring, the working environment, compensation, benefits, promotions, transfers, training, discipline, discharge, or any other term or condition of employment; is based on any oral or written contract, agreement or understanding; is based on any common-law principle, including without limitation wrongful or retaliatory discharge or refusal to hire, fraud, misrepresentation, defamation, negligent hiring, negligent retention, negligent infliction of emotional distress, and intentional infliction of emotional distress; or is based on any federal, state or local statute or ordinance, with all amendments thereto, including without limitation, the Civil Rights Acts of 1866, 1871, 1964, and 1991, the Fair Labor Standards Act, the Equal Pay Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, the Bankruptcy Code, the Fair Credit Reporting Act, the Worker Adjustment and Retraining Notification Act, the Employee Retirement Income Security Act of 1974, the Americans With Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Health Insurance Portability and Accountability Act of 1996, the Sarbanes-Oxley Act of 2002, applicable state laws, including without limitation state laws against discrimination, whistleblower protection acts, family and medical leave acts and similar laws or ordinances of any other jurisdiction that may apply. The School and Employee may assert in a single arbitration as many claims as they might have against each other. Claims of more than one complaining party may not be combined or arbitrated in a class, collective, or representative capacity, unless and only to the extent the reasonably recoverable damages are so small that complaining parties would not likely pursue claims individually.

Exclusions from Arbitration: Excluded from the scope of this Policy are actions in equity seeking temporary and/or permanent injunctive relief to prevent or discontinue the misappropriation, unauthorized use, or unauthorized disclosure of the School’s trade secrets or other protected confidential information; to prevent or discontinue a tort of unfair competition; or to prevent or discontinue a breach of fiduciary duty. If the Employee or the School applies to a court for equitable relief as described in this provision, that application shall not waive or in any way affect that party’s rights under this Policy.

3. **One-Year Filing Period:** No dispute shall be eligible for submission to arbitration under this Policy where one year shall have elapsed from the date the employee received notice of the decision to take or not take the action that gave rise to the dispute or, when a continuing violation theory is asserted, where one year has elapsed from the most recent occurrence or event in the asserted continuing violation. In the event a dispute that is within the scope of this agreement is presented to a court instead of in arbitration as required under this Policy, in the interests of expedience and efficiency, the parties intend

that the court determine whether the Policy is enforceable and, in addition thereto, decide procedural questions that grow out of the dispute and bear on the final disposition of the matter, including without limitation whether the dispute is beyond the one-year filing period and thus permanently and irrevocably waived and released, without incurring the further expense and delay of referring such question(s) to an arbitrator. Likewise, in the event a dispute that is within the scope of this agreement is presented in arbitration, in the interests of expedience and efficiency, the parties intend that the arbitrator determine whether the Policy is enforceable and, in addition thereto, decide procedural questions that grow out of the dispute and bear on the final disposition of the matter, including without limitation whether the dispute is beyond the one-year filing period and thus permanently and irrevocably waived and released.

4. **Initiating Arbitration:** To start the arbitration process, the complaining party, whether the School or Employee, must submit a written arbitration request to the American Arbitration Association AAA within one year of the date a cause of action accrues. A written arbitration request for a claim relating to termination, failure to hire, or other tangible employment action must be filed within one year after the complaining party received notice of the decision to terminate, not hire, or to take other tangible employment action. The arbitrator shall have full authority to award damages and other remedies as may be available under applicable law and, to the extent the law permits, award costs and attorneys' fees.

5. **Arbitration Rules:** The Federal Arbitration Act, 9 U.S.C. §§ 1, *et seq.*, shall apply to all arbitrations under this Policy to the exclusion of any state law governing arbitration. Disputes will be resolved according to the AAA Employment Arbitration Rules and Mediation Procedures, or such subsequent AAA employment dispute rules as are in effect at the time of the arbitration proceeding ("AAA Rules"), which are incorporated into this Policy, to the extent consistent herewith. To the extent there is any inconsistency between the AAA Rules and this Policy, this Policy shall control. Employee may find the AAA Rules at its Web site: www.adr.org. Also, at any time during or within one year after Employee's employment, Employee may receive a copy of the AAA Rules from the School upon written request.

6. **Costs of Arbitration:** The School shall pay 100% of all costs peculiar to arbitration, including without limitation AAA administrative fees, arbitrator compensation and expenses, and costs of witnesses called by the arbitrator ("Arbitration Costs"). Upon the conclusion of the arbitration hearing and based upon evidence presented during that hearing, the arbitrator shall determine and include in the final award an order that Employee reimburse the School for up to 50% of the Arbitration Costs. In no event shall Employee be required to reimburse the School any amount of Arbitration Costs that would be prohibitive or effectively deny Employee a forum to vindicate his or her rights. *See Green Tree Financial Corp.-Ala. v. Randolph*, 531 U.S. 79 (2000). Except to the extent set forth above, and unless ordered otherwise by the Arbitrator under applicable law, each party shall bear his, her or its own expenses, such as expert witness fees and attorneys' fees and costs.

7. **Waivers:**

Jury: The School and Employee waive any and all rights they had or might have to a trial by jury of any dispute between them.

Extra-Arbitration Remedies: Except and only to the extent specifically provided in this Policy, neither the School nor the Employee shall have any right to obtain or receive any money damages, injunctive, or other relief through any lawsuit, complaint, action or proceeding commenced or maintained in any court, agency, or other forum by him/her/it or by any person or entity on his/her/its behalf with respect to any act, omission, claim or other matter that is within the scope of this Policy.

Disputes Not Submitted to Arbitration in Accordance With This Policy: With respect to any dispute within the scope of this Arbitration Policy, the failure to request arbitration within the time and according to the procedures set forth herein shall operate as a waiver and general release in favor of the defending party or parties of any and all claims arising out of such dispute, and a waiver and general release of any

and all rights the waiving party had or might have to assert such claims in arbitration, court, or any other forum.

This Policy does not waive or otherwise affect an Employee's right to file an administrative charge or complaint to the extent such right is not legally waivable, although any and all rights to obtain individual relief through such proceedings are waived. Accordingly, because this Policy cannot waive an Employee's unwaivable right to file an administrative charge or complaint, neither party has any basis or obligation to commence any administrative proceeding or to assert this Policy as a defense or otherwise in an administrative proceeding. Because the filing of an administrative charge or complaint is not required before arbitration may be requested, the filing of an administrative charge or complaint shall not toll, expand, extend or otherwise affect the temporal scope of this Policy. Nor shall participation in such an administrative proceeding by itself effect a waiver of any rights under this Policy. Without regard to whether an administrative charge or complaint is filed, a claim must be submitted to arbitration in accordance with this Policy or it will be permanently and irrevocably released and waived. Neither the School nor Employee has any obligation to remind the other of this Policy or his, her or its rights and obligations under it.

8. **Severability:** If any provision of this Policy is held to be void or otherwise unenforceable, then the parties intend that such provision be modified only to the extent necessary to render it enforceable as modified or, if the provision cannot be so modified, the parties intend that the void or otherwise unenforceable provision be severed and the remainder of this Policy, and all remaining covenants, obligations and provisions as so modified, remain valid, enforceable, and in full force and effect. The at-will employment disclaimer in this Handbook does not affect the validity of this Policy. Instead, it indicates only that the Handbook and policies within it do not create a contract of employment for a definite period of time as opposed to employment at-will.

UNACCEPTABLE ACTIVITIES

We expect each person to act in a professional, mature and responsible manner at all times. The Haverford School employees must at all times treat students, parents, colleagues and superiors with respect, integrity, courtesy and a cooperative attitude. If there are any questions concerning any work safety rule, or any of the unacceptable activities listed below, please contact the Business Office.

Employees are expected to refrain from misconduct. Any misconduct is grounds for discipline up to and including immediate termination. Misconduct includes, but is not limited to:

- Violation of any school rule; any action that is detrimental to The Haverford School's efforts to operate efficiently.
- Violation of security or safety rules or failure to observe safety rules; failure to wear required personal protective equipment; tampering with school equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of the employee or another person.
- Being intoxicated or under the influence of a controlled substance while at work, possession of a controlled substance in any quantity while on school business, except medications prescribed by a physician which do not impair work performance.
- Use, possession, sale or distribution of an adulterant or other substance designed to alter or mask a substance abuse test.
- Intentional abuse or misuse of prescribed or over the counter medications.
- Unauthorized possession of a firearm, weapon, explosive or other dangerous substance on school property or while in the performance of school business.
- Engaging in criminal conduct or acts of violence or making threats of violence toward any person, fighting, or provoking a fight or negligently damaging any property when on school premises, school business, or when otherwise representing the school.
- Insubordination or refusing to follow instructions properly issued by any superior.
- Violence or threats of violence (even in jest) while engaged in The Haverford School's business.
- Use of electronic mail, including the school's computer and electronic communication systems, to make threats of violence or to conduct acts of sabotage.
- Engaging in an act of sabotage; intentionally or negligently causing the destruction of school property, or the property of fellow employees, students, parents or visitors.

- Theft or unauthorized possession of school property or the property of fellow employees, students, parents or visitors; unauthorized possession or removal of any school property, including documents from the premises without prior permission from the Business Office or the Headmaster; unauthorized use of school equipment or property for personal reasons. Using school equipment for personal profit.
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the school; alteration of school records or other school documents.
- Disclosing confidential or proprietary information to any unauthorized person, including competitors or other organizations or to unauthorized school employees; working for a competing school while an employee of The Haverford School, breach of confidentiality of personal information or other information considered confidential by the school.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord or lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on school property or while conducting school business.
- Conducting a lottery on school premises that is not approved by the school and connected with a school sanctioned fund raising initiative.
- Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- Reporting for work after the beginning and leaving work before the end of the workday.
- Sleeping or loitering during the working hours.
- Excessive use of school telephone for personal calls.
- Smoking in restricted areas or at non-designated times, as specified by school policy.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on school property without the permission of the school.
- Failure to report an absence or late arrival; excessive unexcused absences or lateness.
- Obscene or abusive language toward any employee, student, parent or visitor; indifference or rudeness towards a fellow employee, student, parent or visitor; any disorderly/antagonistic conduct on school premises.
- Speeding or careless driving of school vehicles or any vehicle on school property or while conducting school business.
- Failure to immediately report damage to, or an accident involving, school equipment.

ORIENTATION & HOURS OF WORK

BACKGROUND CHECKS

The Haverford School requires as a condition of employment that it receive satisfactory employment references and all legally required background checks and clearances for each applicant.

DRIVER'S LICENSE & DRIVING RECORD

Please see the Director of Public Safety for detailed requirements and authorization. Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and driving record acceptable to our insurer. You will be required to submit a copy of your driving record to the school. Any changes in your driving record must be reported to the Director of Public Safety immediately. Failure to do so may result in disciplinary action, up to and including termination.

STANDARDS OF CONDUCT

Some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with The Haverford School, you have a responsibility to the school, fellow employees, students and parents to adhere to certain rules of behavior and conduct.

INTRODUCTORY PERIOD

Unless you are a contract employee, the first 90 days of your employment are considered an introductory period. The introductory period is an opportunity for the new employee and the school to determine if continued employment is mutually satisfactory. Completion of this introductory period does not guarantee employment for any period of time. Employment of non-contract employees is at all times at-will. The 90-day evaluation period begins the first day you are required to report for work.

Unless otherwise agreed to by the school, employees are not entitled to any paid time off during the introductory period.

ANNIVERSARY DATE

The first full day you report to work is your "official" anniversary date. The anniversary date is used to compute various conditions and benefits described.

Contract employees are governed by the terms and conditions of their respective agreements, including dates of employment.

NEW EMPLOYEE ORIENTATION

On your first working day you will be provided an overview of The Haverford School's policies and procedures concerning employment, benefits, safety and job assignment. A thorough review of the school's handbook will be provided, and you will be required to sign an acknowledgment form.

DAYS & HOURS OF WORK

The Haverford Schools normal hours of operation are from 8 a.m. until 4:30 p.m., Monday through Friday during the academic year.

A standard workweek consists of five consecutive days, Monday through Friday. All faculty members are required to be present on the school's premises and available to students during the hours that classes are in session (Monday through Friday from eight o'clock in the morning (8:00 a.m.) to half past three o'clock in the afternoon (3:30 p.m.) and in addition, during any other times that the school may require or that are necessary to the discharge of their obligations to students, parents, or the school. Customarily, afternoon meetings with parents, students, colleagues and/or administrators will not extend beyond 5:15 p.m.; however, there may be occasions when this may not be possible. In addition, there are a number of evening commitments required of all faculty. Faculty are required to attend graduation, and are contracted to work from August 15th until June 15th of each school year, unless otherwise approved by the appropriate Division Head, Dean of Faculty and Headmaster.

At the discretion of the Headmaster, normal business hours may be abbreviated from mid-June through August.

TIME SHEETS

All Non-Exempt employees are required to keep a complete and accurate record of hours worked each day on time sheets the Company will provide. Employees must record the actual times of beginning and ending work, including "time out" and "time in" for non-work periods paid or unpaid, such as breaks and meal time. It is not appropriate simply to record the scheduled work hours if the actual work hours differ from the schedule.

Each employee must sign or initial the record of hours worked and, by doing so, he or she certifies that the time recorded is accurate. Each employee's supervisor is also required to certify that he or she has reviewed and agrees with the time reported as worked. Tampering, altering or falsifying of time records, or recording time on another employee's time record, is a serious violation of Company policy and may result in disciplinary action, up to and including immediate discharge.

Employees will be paid for all time actually worked. Non-Exempt employees are not to work before or beyond a scheduled shift, during a meal period, or any overtime unless previously authorized by their supervisor. Non-Exempt employees who work before or beyond their scheduled shift, during a meal period, or any overtime without prior approval will be subject to discipline, up to and including discharge.

PERSONNEL RECORDS & ADMINISTRATION

Personnel records are maintained in the Business Office. All records are kept confidential.

Keeping your personnel file up-to-date can be important to you with regard to pay deductions, benefits and other matters. If you have a change in any of these items listed below, please contact the Business Office as soon as possible.

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record status, if you operate school vehicles or drive on school business
- Military or draft status
- Exemptions on your W-4 Tax Form
- Training, education or license certificates
- Any information pertaining to employment requirements concerning the federal and state laws governing public and private schools.

Requests to review your personnel records must be issued in writing to the Business Office within a reasonable time. Copies of your records are not permitted unless required by a court order. You will be permitted to obtain copies of all documents that you have signed.

MEDICAL RECORDS

All medical records, if any, will be maintained in a separate file. The Haverford School maintains medical information in the strictest confidence and will use or disclose medical information about an employee only to the extent consistent with business necessity and applicable law.

WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE

POLICY: The Haverford School will not tolerate any behavior that constitutes unlawful discrimination against, harassment of, or retaliation against any member of the School community because of his or her gender, race, color, religion, national origin, age, disability, handicap or any other legally-protected characteristic or activity. The School is committed to ensuring a work environment free of sexual and other unlawful harassment; such harassment is prohibited and will not be tolerated. Any person, who engages in or encourages any act constituting discrimination, retaliation, or harassment, including sexual harassment, will be subject to disciplinary action up to and including discharge.

DEFINITIONS:

Harassment: For purposes of this Policy, harassment means any unwelcome verbal, visual or physical conduct, comments, communications or treatment of a discriminatory nature about, relating to or because of a person's gender, race, color, religion, national origin, age or disability or other legally-protected characteristic or activity, that:

1. Has the purpose or effect of unduly interfering with an individual's work performance;
2. Creates an intimidating, hostile, or offensive work environment; or
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassment include, but are not limited to: making inappropriate or offensive jokes or remarks relating to gender, race, color, religion, national origin, age or disability; using e-mail or other methods of communication to disseminate such jokes or remarks; accessing such offensive material using School equipment; distributing such jokes or remarks received from others outside the School.

Sexual Harassment: The term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, verbal, visual or physical comments or conduct of a sexual nature, or other offensive behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to, or rejection of, such conduct by a person is used as the basis for employment decisions such as position, pay, promotion, training or assignment; or
3. The conduct has the purpose or effect of unduly interfering with a person's work performance; creates an intimidating, hostile, or offensive environment; or otherwise adversely affects a person's employment opportunities.

Examples of sexual harassment include, but are not limited to: unwelcome comments about a person's appearance; obscene or sexually suggestive humor or behavior, including staring or ogling; unwanted and unnecessary physical contact;

inappropriate use of offensive, sexually explicit or sexually suggestive gestures; display of sexually suggestive objects or pictures; unwelcome flirtations or sexual advances; threats of adverse employment actions if sexual favors are not granted; and promises of preferential treatment in return for sexual favors.

COMPLAINT PROCEDURE:

The School is committed to prompt, diligent and impartial enforcement of this Policy. The School strongly encourages any person who feels that he or she has been subjected to any type of discrimination, harassment or retaliation, or believes he or she has witnessed such conduct to report it promptly. Reports may be made to any of the following who is not the offending person: **Stephen Patrylak, Tracy Nelson, Cheryl Saunders, or Karen Suter** (alternate), whom the School has designated as the principal persons for the reporting of complaints, the Headmaster, Assistant Headmaster, Director of Human Resources or the CFO.

If reports are made to Stephen Patrylak, Tracy Nelson, Cheryl Saunders, or Karen Suter, the person receiving the complaint must report the incident to the Director of Human Resources and/or Assistant Headmaster. In the event you report a complaint and believe that the complaint has not been satisfactorily resolved by the person who investigated it, you should promptly report the matter to the Headmaster.

Failure to promptly report incidents of harassment will hinder the School's ability to investigate a complaint of harassment, and will limit the School's ability to stop and prevent further harassment. Cooperation in reporting acts of harassment is essential to an effective anti-harassment policy. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

INVESTIGATIVE PROCEDURE:

The School will investigate all allegations of harassment promptly and thoroughly with due regard for the personal dignity and privacy of all parties involved consistent with a complete and appropriate investigation.

In all cases, the person who made the complaint will be advised of the outcome of the investigation.

DISCIPLINARY PROCEDURE:

If it is determined, after thorough investigation, that a person charged has violated this Policy, such person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense or other relevant circumstances, up to, and including, termination of employment.

RETALIATION:

Retaliation in any form against someone who exercises his or her right to make a complaint under this Policy or against any individual who provides information related to any such complaints is strictly prohibited, and will in itself constitute cause for appropriate disciplinary action.

Persons accused of harassment, as well as supervisors, management, faculty and staff employees, are warned that any form of retaliation taken against a person submitting a complaint or participating in the investigation of a complaint will be grounds for disciplinary action, including termination of employment.

COMPENSATION & BENEFITS

The goal of The Haverford School's compensation program is to attract and retain valuable employees, meet the needs of all current employees, and encourage well performing employees to stay with the school. With this in mind, our compensation program is designed to achieve balance between the school and its faculty and staff. Salaries and wages are confidential and shall not be discussed between employees unless it is necessary in the scope of your employment. Violations of this policy may result in disciplinary action, breach of contract, and may result in termination.

PAY PERIODS

All employees are paid on a semi-monthly basis by direct deposit. Pay stubs will be distributed on or about the 15th and 30th of each pay month. If a weekend or holiday falls on a scheduled pay date, pay stubs will be available the last working day preceding the scheduled pay dates. The Business Office annually publishes a schedule of pay dates.

Please note that you must notify the Business Office of any changes to your bank account and in most cases the subsequent pay will be a paycheck (not direct deposit).

MANDATORY DEDUCTIONS FROM PAY

The Haverford School automatically deducts federal, state, local and Social Security taxes from your paycheck. Regular payroll deductions will also be made for the benefits in which you have enrolled. All amounts withheld will be itemized on your check stub.

The amount of tax withholding will depend on your earnings and on the information you furnish on your W-4 Form regarding the number of exemptions you claim. If you wish to modify this number, please request a W-4 from the Business Office. You are the only one permitted to modify your W-4 Form. Oral or written instructions are not sufficient to modify withholding allowances. We advise that you examine your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 Form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court ordered garnishments, will be explained whenever the school is ordered to make such deductions.

COMPENSATION REVIEWS

The Haverford School desires that you succeed in your job. In an effort to assist you in your position, the School will evaluate your performance annually.

The compensation and performance review process is designed to give you an opportunity to discuss your overall performance and compensation. During a formal review, your supervisor or manager may cover the following areas:

- The quality and quantity of your work;
- Strengths and areas for improvement;
- Attitude and willingness to work;
- Initiative and teamwork;
- Attendance;

- Problem solving skills; and
- Ongoing professional growth & development.

Additional areas may also be reviewed as they relate to your specific job.

Reviews provide an excellent opportunity for collaborative, two-way communication between you and your manager. This is a good time to discuss your interests and future goals. Your manager is interested in helping you progress and grow in order to achieve personal as well as work related goals – perhaps he/she can recommend further training or additional opportunities for you. The compensation review gives your manager an opportunity to suggest ways for you to advance and make your job at the school more fulfilling.

BENEFITS -TIME AWAY FROM WORK

HOLIDAYS

The Haverford School recognizes the following paid holidays.

The school winter recess will commence shortly before Christmas and classes resume shortly after January 1 of each year. **Specific holidays on which the school will be closed are published each year in the academic calendar.** The Haverford School will observe the following paid holidays each year:

New Year's Day	January 1
Martin Luther King	Late January
Presidents' Day	February
Spring Break	March/April
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday of September
Rosh Hashanah	Sept/Oct.
Yom Kippur	Sept/Oct
Columbus Day	Oct.
Thanksgiving Day	4 th Thursday & Friday of November
Christmas	December 25
Winter Recess	Christmas Day to New Year's Day

PAID TIME OFF

Faculty and 10 month non-faculty employees do not receive paid time off, other than sick time, due to the nature of the academic schedule and are expected to take vacation during the summer recess. Personal leave for faculty and 10 month non-faculty employees is at the discretion of the Division Head or Supervisor, Assistant Headmaster, Director of Human Resources and the Headmaster. New 10-month at-will employees, or current employees new to their 10-month at-will position, are not eligible for paid time off their first year if they leave Haverford prior the start of the next school year. Any advance paid time off payments made to the departing employee would be required to be repaid to Haverford.

The Haverford School will arrange for a substitute or for coverage of responsibilities for faculty members who are ill. Faculty members of the different schools (Lower, Middle and Upper) should notify their respective heads or department chairs of their absence prior to 7:30 a.m. the day of absence. All 12 month employees must notify their respective supervisors and will have sick days deducted from their paid time off per below. It is the responsibility of the employee to keep their supervisor and the Business Office informed of their status. After three (3) consecutive days of benefit leave due to illness, a medical excuse from the treating physician will be required.

Full-time 12-month staff employees are entitled to paid time off during the benefit/fiscal year (July 1 through June 30) as follows: 1-2 years of continuous employment: 20 days, 3-4 years of continuous employment: 25 days, 5+ years of continuous employment: 30 days. Unused benefit days will not carry forward to the next benefit year. Part-time employees will receive a prorated portion of the above paid time off. Hourly employees are not eligible for benefit days off.

An employee hired before December 31 of the benefit year will get full credit towards their 1-2 years per above. If hired after January 1 then no credit will be given for the benefit year until the next benefit year begins. All new employees will get a pro-rated number of days their first benefit year based on their start date as a full-time employee within the benefit year.

Employees who schedule paid time off during a closing of the School (for inclement weather, emergency, or other related reason) will not receive credit for paid time off days taken.

Requests for paid time off should be made at least two weeks in advance in writing to your immediate supervisor when requested for vacation purposes.

For employees eligible for paid time off, paid time off is not earned or accrued while an employee is out on short-term disability, long-term disability, or leave of absence (including FMLA).

Upon termination, a paid time off eligible employee may be paid for accrued but unused paid time off (see the Separation of Employment Section of this Handbook). Paid time off that has been taken, but not earned, may be taken from the employee's last paycheck.

LEAVES OF ABSENCE

To receive authorization for any leave of absence, an employee must communicate with their appropriate Division Head. The Division Head needs to forward all leave of absence requests to both the CFO or Director of Human Resources and the Headmaster. The Headmaster is the only person with the authority to approve or deny leave of absence requests. All requests for leave must be made in writing. If an employee is new to The Haverford School (and/or does not qualify for the Family and Medical leave), for any period of leave taken because of the birth or placement for adoption or foster care of a child, after the expiration of the employee's paid time off, The Haverford School will provide paid paternal/maternity

leave for up to six weeks. The benefit start date must relate to the date of the qualifying event (delivery, incapacitation, etc.), and the 6 weeks paid leave runs consecutively from the qualifying event date.

FUNERAL & BEREAVEMENT LEAVE

The Haverford School understands the hardships associated with the loss of a loved one, and so it provides employees with up to three (3) days of paid bereavement leave for the loss of a spouse, sibling, child, parent or parent-in-law, sister-in-law, brother-in-law, grandparent, aunt, uncle, niece, nephew, cousin or domestic partner. Should you require additional time off, it will be charged against paid time off. Faculty members who need additional time will need to discuss the option with their Division Head. You should submit a request for bereavement leave to the Director of Human Resources, Division Head, Assistant Headmaster, Headmaster, or your Supervisor.

JURY DUTY

Haverford expects its employees to fulfill their civic responsibilities by serving jury duty when required. All categories of employees will be paid for up two (2) weeks of jury duty service. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence. Faculty members needing additional time must speak to their Division Head or Director of Human Resources.

An employee must show the jury duty summons to his or her Division Head and Director of Human Resources as soon as possible so that the Division Head may make arrangements to accommodate the absence. Employees are expected to report to work whenever the court schedule permits.

Haverford will continue to provide health insurance benefits for the full term of the jury duty absence.

MILITARY LEAVE POLICY

Active Service

The Haverford School will restore employees who are members of the United States Armed Forces either to the position they would have attained had they continued working, to their former position, or to a position of like seniority, status, and pay, on completing their military service.

For six months after such restoration, The Haverford School will not discharge, except for cause; an employee whose military leave was at least 30 days long. For one year after such restoration, The Haverford School will not discharge, except for cause; an employee whose military leave was at least 180 days long.

An employee taking military leave may elect continued health coverage, at his or her expense, for up to 18 months.

While an employee is on military leave of absence, the employee's and The Haverford School's contributions to the employee's retirement plan will cease. On reemployment, The Haverford School will reinstate the employee to the plan retroactive to the starting date of the military leave (if the employee was then a member of the plan) or to the date of eligibility for membership, whichever is later.

Annual Training

An employee who is a reservist in any branch of the armed forces or a National Guard member, will be granted time off for military training (normally 14 days plus travel time) in addition to vacation. Such an employee must advise his or her department head of the employee's training schedule as far in advance as possible. Upon presentation of a military pay voucher, The Haverford School will pay an employee's full salary, less base military pay, for the training period.

If an employee is called to participate in a military training program or special emergency service with his or her reserve or National Guard unit, the employee will be excused from work to attend. In addition, if the employee has worked with The Haverford School for one year, it will pay the amount by which the employee's military base pay falls short of his or her Haverford pay for up to a total of two weeks a year for either or both types of absence.

SERVICE MEMBER/FAMILY AND MEDICAL LEAVE POLICY

This Policy is intended to be an accurate summary of the rights and obligations of covered employees under the Family and Medical Leave Act of 1993, as amended, and the FMLA regulations (collectively “FMLA”). To the extent of any conflict or inconsistency between the FMLA and this Policy, the FMLA shall control.

The Haverford School will, in accordance with the FMLA provide an “eligible employee” (defined below) with unpaid family or medical leave during a rolling twelve-month period, which is measured backward from the date the employee uses leave under this Policy. An employee using leave under this Policy may not work, whether for pay or as a volunteer, for any person or entity during the term of such leave.

FAMILY, MEDICAL AND QUALIFYING EXIGENCY LEAVE

The Haverford School will grant an employee up to twelve weeks of unpaid family or medical leave:

1. For the birth of his or her child and to care for the child;
2. For the placement with the employee of a child for adoption or foster care and to care for the child;
3. To care for the employee’s spouse, child, or parent with a “serious health condition” (defined below);
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
5. Because of a “qualifying exigency” (defined below) arising out of the fact that the spouse, child or parent of the employee is an Active Duty, National Guard, or Reserve Servicemember deployed or deploying to a foreign country.

Leave taken because of the birth or placement for adoption or foster care of a child must be completed before the first anniversary of the child’s birth or placement.

QUALIFYING SERVICEMEMBER LEAVE

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember (defined below) will be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the servicemember. The employee’s combined entitlement to Family and Medical Leave and Qualifying Servicemember Leave during that 12-month period will be 26 workweeks. Leave taken to care for a covered servicemember must be completed before the first anniversary of the commencement of such leave.

DEFINITIONS

An “eligible employee” is one with 50 or more school employees at or within 75 miles of his or her worksite who, as of the date leave begins, has worked for The Haverford School for at least twelve months and, during the twelve months preceding the beginning of the leave, has worked at least 1,250 hours (active military service might count towards the 12 month and/or 1,250 hour requirements).

A “serious health condition” includes, but is not limited to, a physical or mental illness, injury, impairment or condition that (1) involves an overnight stay in a medical facility, (2) incapacitates the person—makes him or her unable to work, attend school or perform regular daily activities—for more than three consecutive calendar days and requires continuing medical treatment; (3) incapacitates the

person for any period because of pregnancy or prenatal care, (4) a chronic health condition for which the employee receives continuing medical treatment, (5) a permanent or long-term condition requiring supervision by a health care professional for which treatment may not be effective, and (6) absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if left untreated.

A “qualifying exigency” includes any of the following circumstances or needs that is necessitated by or arises out of the fact that the spouse or a son, daughter, or parent of the employee is an Active Duty, National Guard (not state active military duty unless called by the President of the United States), or Reserve Servicemember deployed or deploying to a foreign country: less than 7 days notice of deployment; official or military-sponsored ceremonies, programs or events; informational briefings and family support and assistance programs; urgent or alternative childcare arrangements and school arrangements, conferences and meetings; financial and legal arrangements; attending counseling; servicemember rest and recuperation; post-deployment activities, and additional activities that the employee and School agree qualify.

The term “covered servicemember” means:

(a) A member of the U.S. Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a “serious injury or illness” (defined below); or

(b) A veteran of the U.S. Armed Forces, including the National Guard or Reserves, undergoing medical treatment, recuperation, or therapy for a “serious injury or illness” incurred within 5 years before undergoing such treatment, recuperation, or therapy.

A “serious injury or illness” is an injury or illness the servicemember incurred in the line of duty while on active duty in the Armed Forces, which injury or illness may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

INTERMITTENT OR REDUCED-SCHEDULE LEAVE

Where medically necessary to care for a seriously ill spouse, child, parent, or covered servicemember, or because the employee is seriously ill and unable to work, an employee may take leave on an intermittent or reduced-schedule basis. An employee must submit certification of the medical necessity for intermittent or reduced-schedule leave. The employee must make reasonable efforts to schedule medical treatment or supervision in a manner that does not disrupt unduly The Haverford School’s operations.

BENEFITS DURING LEAVE

Throughout an employee’s family or medical leave, The Haverford School will continue his or her group health insurance as if he or she were not on family or medical leave. The employee must continue to pay his or her share of the insurance premiums for the leave period. Failure to do so may result in the cancellation of coverage. An employee who does not return from family or medical leave may be responsible to reimburse The Haverford School for the insurance premiums it paid on his or her behalf during leave.

An employee must use his or her accrued vacation and personal time concurrently with family leave (including “qualifying exigency” leave). For any period of leave taken because of the birth or placement for adoption or foster care of a child, after the expiration of the employee’s paid time off, The Haverford School will provide paid paternal/maternal leave for up to six weeks. The benefit start date must relate to the date of the qualifying event (delivery, incapacitation, etc.), and the 6 weeks paid leave runs consecutively from the qualifying event date. An employee taking leave because of his or her own serious health condition or to care for a covered servicemember must use his or her accrued vacation, personal

time, and sick time concurrently with the leave. Any remaining family or medical leave will be unpaid. During the unpaid portion of family or medical leave, an employee is ineligible for paid holidays and will accrue no vacation or sick time. Periods during which an employee receives worker's compensation, disability insurance, or disability benefits run concurrently with qualifying family or medical leave, and The Haverford School and employee may agree (but neither may require) that the employee receive vacation, personal, or sick pay during such periods, subject to any applicable policy or state law.

COMBINED LEAVE FOR EMPLOYEES MARRIED TO EACH OTHER

If two employees who are married to one another seek leave either for the birth or placement of a child or to care for either spouse's parent, they may take a combined total of twelve weeks' leave for that purpose. If they seek leave for to care for a covered servicemember, they may take a combined total of twenty-six weeks' leave for that purpose. If they seek leave for multiple purposes, one of which is to care for a covered servicemember, the twenty-six week limit will apply.

REQUESTING LEAVE

To request leave under this Policy, an employee must, absent unusual circumstances, comply with The Haverford School's usual and customary notice and procedural requirements for requesting leave and, when using leave, must comply with all call-in rules and requirements. When an employee can foresee the need for family or medical leave (such as pregnancy, placement for adoption or foster care, or planned treatment for a serious health condition), the employee must give notice at least thirty days before the leave is to begin. If providing prior written notice is not practicable, such as in the case of medical emergency or a change in circumstances beyond the employee's control, he or she must notify The Haverford School orally when the employee learns of the need for leave and submit the required written notice within two business days thereafter. An employee requesting "qualifying exigency" leave must provide such notice as is reasonable and practicable.

Should an employee on an approved family or medical leave require an extension of the leave, the employee must submit a request, in writing, to The Haverford School no less than fourteen days before the expiration of the current leave. The employee's entire leave, including extension, should be no longer than the employee's leave entitlement under this Policy. The employee's request must be accompanied by appropriate documentation supporting the need for additional leave and providing a revised return-to-work date.

CERTIFICATION REQUIREMENTS

An employee seeking leave because of his or her serious health condition or that of a family member, due to a qualifying exigency, or to care for a covered servicemember must submit to The Haverford School a completed certification form. When an employee requests leave to care for a family member, The Haverford School may require him or her to provide reasonable documentation or statement of family relationship, such as official documentation of birth or placement, a court document, etc. The Haverford School may request that an employee submit recertification forms, but will do so no more frequently than every thirty days. The Haverford School may delay an employee's leave until he or she submits the required Certification or documentation. If an employee never provides the required Certification or documentation, he or she may be subject to discipline for unexcused absenteeism.

The Haverford School may, at its own expense, require an employee to submit to an examination by a School-selected physician to verify the condition and its expected duration and, if the two medical opinions differ, an examination by a third health care provider chosen by mutual agreement.

RETURN FROM LEAVE

Before an employee may return from a medical leave prompted by his or her own serious health condition, the employee must present to The Haverford School a certification from a health care provider

that the employee is able to resume work (“fitness for duty certification”). The Haverford School may require that such a certification specifically address an employee’s ability to perform the essential functions of the employee’s job. Also, The Haverford School may require a fitness for duty certification from an employee taking intermittent leave where the employee’s serious health condition gives rise to reasonable safety concerns regarding the employee’s ability to perform his or her duties.

Upon return from qualifying leave under this Policy, The Haverford School will generally restore an employee capable of performing the essential functions of his or her job, with or without reasonable accommodation, to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Failure to return to work upon the expiration of family or medical leave may be grounds for immediate termination.

BENEFITS -OTHER

The following descriptions are intended only to summarize the contents of our benefits program. To the extent that there is any conflict between this summary and the more detailed terms of our plan descriptions, the terms of the plan descriptions shall control. Summary Plan Descriptions, where applicable, have been distributed to all eligible employees. Copies of these plans are available in the Business Office.

ELIGIBILITY

In most instances, you must be an employee of the School working at least 50 percent or more in a full-time position. Other eligibility requirements are described in the applicable sections that may be different from other benefit programs.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are generally not eligible for benefits.

GROUP MEDICAL INSURANCE/DENTAL COVERAGE/VISION

Only employees working 30 hours or more in a full-time position at the school are eligible for group medical insurance. Employees on Long Term Disability are not eligible; however the employee may continue benefits under COBRA at his or her own cost.

The Haverford School offers two medical insurance programs for basic and major medical expenses: 1. HMO plan and 2. PPO plan. The premium costs for “single coverage” under the HMO plan will be covered 100% by The Haverford School and 50% of the additional HMO family coverage (i.e. family, parent child, parent children, and couple) will be covered if the employee chooses additional coverage. **If the employee chooses the “PPO” as his or her health plan, he or she will be responsible for the additional costs above the “HMO” coverage covered by the school.** The cost of the employee portion will vary from year to year. Included in the health plans are prescription drug plans and vision coverage.

Employee portion of healthcare costs can be withheld from an employee’s paycheck **“Pre Tax”** through The Haverford School’s Medical Cafeteria Plan. Your premium costs are not taxable for Federal Tax purposes through this plan.

The Haverford School also offers two freestanding dental plans: one DMO plan and one PPO plan. Premiums for dental coverage are paid by the employee if this option is chosen.

Brochures describing the plans currently in effect are available in the Business Office, but the benefits and the costs of the plans may change from time to time. Please refer to the rate schedule for all healthcare participation costs. This information is available in the Business Office.

Employees will have an opportunity to change plans once a year during “open enrollment” which will occur sometime prior to November 1st. The balance due from the employee will be deducted in equal installments from the employee’s paycheck.

MEDICAL PLAN ALTERNATIVE (“OPT OUT”)

If an employee elects not to be covered by The Haverford School Health Care Plan, he or she may elect to receive an “opt out” benefit each month which will be added to his or her regular paycheck and be subject to taxes. See the Business Office for the current opt out amount.

FLEXIBLE SPENDING ACCOUNTS - MEDICAL AND DEPENDENT CARE FLEX REIMBURSEMENT ACCOUNT

Through an insurance provider, The Haverford School offers as an option to have **pretax** dollars withheld from your paycheck during the calendar year to pay for out of pocket expenses relating to health or dependent care. There are many tax advantages through this plan. The enrollment period will be announced at a time prior to the start of the calendar year. An employee elects their payroll deduction (Healthcare Reimbursement - \$5,000 Annual Maximum, Dependent Care Reimbursement - \$5,000 Annual Maximum) during the open enrollment period prior to the beginning of the calendar year.

HEALTH SAVINGS ACCOUNTS

Through Independence Blue Cross, and The Bancorp Bank, there is an option for employees who are covered by an eligible medical high deductible plan (our Personal Choice plan) to contribute tax deductible dollars to an HSA account. Your contributions remain in your HSA from year-to-year, until you use them.

PENSION PLAN AND RETIREMENT POLICY

The school’s pension program is as follows:

Type:	403(b) Defined Contribution Plan
Carrier:	TIAA-CREF
Required:	Payroll Reduction Agreement

New employees, other than student workers who are not subject to FICA taxes, may contribute to a group supplemental retirement annuity (GSRA) on a voluntary basis from the date of employment. Voluntary means that the employee and not the employer make contributions to the plan through regular payroll reductions.

After one year of full-time service, full-time employees will be included in the Tax-Deferred Annuity (TDA) pension program. Employee participation in the pension plan is **mandatory** at a rate of at least

5%, and the employee is eligible to receive the employer contribution of 10%. The employer portion of the pension contribution becomes vested, or earned, on a graded schedule (for employees hired after June 30, 2002). Employees hired prior to June 30, 2002 are grandfathered in the prior vesting schedule (100% immediate vesting). The vesting schedule for the employer portion of the matching contribution is based on years of service:

1-2 years	20%
2-3 years	40%
3-4 years	60%
4-5 years	80%

If an employee leaves the school within the service year per the above schedule, he or she will be entitled to the corresponding percentage of the employer contribution. After 5 complete years of service the employer contribution will be 100% vested and all future contributions will also be considered 100% vested. **The employee contribution portion is always 100% vested.**

In addition to the tax deferred annuity portion of the pension plan, a Group Supplemental Retirement Annuity (GSRA) is available on a voluntary basis. Both the TDA and GSRA pension plans carry a **loan option** whereby an employee may borrow against a percentage of the balance. A separate program description on this option is available at the Business Office.

LIFE INSURANCE

All full time employees are enrolled in the school's group life plan. The school pays the full cost of a group life insurance policy for all full time employees in an amount **equal to the employee's base salary, up to a maximum of \$450,000**. Optional additional life insurance at the employee's expense is available through the school's insurance carrier. The benefit is reduced by 35% at age 65 and 50% at age 70.

SHORT-TERM DISABILITY

Short-term disability coverage is available for full-time employees. There is no cost to the employee. The Haverford School is self-insured for short-term disability. Only employees working 30 hours or more of a full-time position are eligible for short-term disability of up to 180 calendar days. "Disability" for the purposes of this benefit, means that because of an injury or sickness, including pregnancy and childbirth, which commences after the employee begins employment at the school; the employee cannot perform each of the material duties of his or her regular occupation and requires the regular attendance of a physician.

Employees must notify the Business Office once they have been absent due to their own illness for five (5) consecutive work days. Employees who know in advance that they will be out on short-term disability should notify the Business Office in writing as soon as possible. An employee should also fill out a long-term disability claim with our insurance carrier in the event that the disability becomes extended to "Long-Term" (see below). Once an employee is qualified as disabled, disability coverage will begin as of the date of qualification or disability.

Paid time off must be taken first before short-term disability is paid out. Under short-term disability, 100% of base compensation is covered for the first (4) weeks, 75% for the next (12) weeks, and 60% for the next ten weeks. If an employee is still disabled he or she may then become eligible for long-term disability (see below).

Paid time off is not earned while out on short-term disability. However, most benefits continue through the short-term disability period.

The school reserves the right to require periodic examinations by a school-appointed physician at the school's expense before short-term disability benefits will be continued. Employees requiring further information about the school's short-term disability policy should contact the Business Office.

Because we are self-insured for short-term disability, the employee's short-term disability benefits may end upon an employee's termination of employment.

LONG-TERM DISABILITY

Long-term disability coverage is **mandatory** for all full-time employees. The cost of the monthly premium is paid for by the employee through payroll deductions. The insurance carrier controls the change from short-term disability to long-term disability. The school will supply the necessary forms to any employee who wishes to apply for long-term disability. The insurance carrier will usually require certification of long term disability by a physician of its own choosing. The final decision rests with the insurance company and not the school. The provisions in the booklet, "Long-Term Disability Income Plan" govern all regulations concerning long-term disability. This information booklet is available in the Business Office. Our group policy coverage provides a benefit of 60% of base salary up to \$8,000 per month.

Paid time off is not earned while out on long-term disability. Most benefits would **not** continue once long-term disability is established.

PROFESSIONAL DEVELOPMENT

Professional development activities are encouraged and schedules will be sufficiently flexible to provide for attendance at appropriate workshops and programs. Funds will be budgeted annually for this purpose. Faculty should see their Department Heads, Division Heads, or Supervisors for specific information.

GRADUATE STUDY FUNDING

Funds for graduate study for faculty and staff are available from The Haverford School and will be granted on a discretionary basis. Details can be obtained from the Business Office. As a condition of receiving funding for your graduate study, you must continue to be employed for the period that the school requires. Successful applicants for graduate study funding will be notified in the spring prior to course work.

The School maintains a limited fund to promote and support faculty and staff graduate study. The purpose is two-fold: 1) to aid teachers in their professional development, and; 2) in doing so, to improve their quality of teaching at the School.

Guided by the priorities listed above, a committee consisting of the Assistant Headmaster, Academic Dean, Dean of Faculty, Chief Financial Officer and Division Heads will determine the graduate funding. While the school would like to grant graduate study requests to all faculty members, if requests exceed the size of the fund, the decision as to which course work can and will be subsidized in any given cycle of funding will remain in the sole discretion of the Headmaster.

To facilitate this program, each year the Dean of Faculty will supply request forms to interested faculty. Any faculty or staff member must apply by April (date communicated annually by Dean of Faculty) of that year for funds for upcoming summer, fall and spring semester courses. Approvals of course work

will be made in May. Disbursement to graduate schools will be made upon submission of bills from those schools.

Because subsidized professional improvement through graduate work is meant to be put to use at The Haverford School, faculty and staff who leave the school within one year following the completion of their subsidized course work will be required to repay in full the costs of any courses taken during the previous summer, fall and spring semester. As a condition of receiving the study funds, the recipient must agree in writing to repay the full cost of one year's subsidized course work in the event he or she leaves the school in the year following his or her subsidized course work.

If not a working condition benefit, the amount of graduate study funding exceeding \$5,250 will be included as a taxable benefit to the employee.

SUMMER INSTITUTE FOR THE GROWTH OF HAVERFORD TEACHERS AND STAFF (SIGHTS)

SIGHTS is a summer study program which seeks to enhance the quality of education at The Haverford School by providing faculty and staff with funding for opportunities which stretch skills, expand knowledge, and enrich spirits as well as embrace commitments published in Haverford's Strategic Plan. Faculty and staff have the opportunity to apply for funding for the workshops and conferences listed in an annual brochure or to propose their own project which meets the primary criterion—moving from good to great in boys' education. This program is intentionally not about graduate credit but rather growth outside academic disciplines. It hopes to further teacher wisdom, skill, and creativity and provide the support referred to in our evaluation and promotion summaries. The Dean of Faculty administers SIGHTS, and a committee consisting of the Assistant Headmaster, Academic Dean, Dean of Faculty, Chief Financial Officer and Division Heads assists in approving the applications and determining funding allotments.

TUITION REMISSION/ASSISTANCE

(For eligible sons of employees to attend The Haverford School)

Beginning in the 2011-2012 school year, students of "grandfathered" employees (hire dates prior to August 1, 2001) will continue to receive 100% remission for up to 2 sons through graduation. Sons of Grandfathered employees must be enrolled by the 2014-2015 school year to qualify. Grandfathered employees' children who enroll after 2014-2015 will go into the 50/50/25 plan (see below). In the event the total amount of Tuition Remission and Assistance for employees exceeds 25% of the School's total aid budget the students receiving full remission will be the first to be affected.

50/50/25 Plan: Employees with start dates on or after August 1, 2001 are given 50% remission for all of their sons. For the remaining 50% of the tuition cost, the employee may apply for tuition assistance through the financial aid office of the School (Admissions Office). In the financial aid process, the Admissions Office will "zero out" the employee's salary for assistance purposes to calculate aid for an employee's son attending the school. The total amount of remission/assistance is targeted at an average of 25% of the total financial aid budget, if needed. If need exceeds the average/targeted 25%, assistance is capped and the overage/reduction is spread among all applicants awards to include grandfathered employees on a pro rata basis.

In all cases, the son will go through the full admissions process and be admitted based upon qualification and space.

Upon termination, if prior to the start of the School year, the tuition remission and/or assistance grant are no longer valid. The employee may re-apply for financial aid, but would not have the benefit of "zeroing out" the employee's salary for assistance purposes. If employment is terminated between the start of the School year and December 31st, the tuition remission benefit will be reduced 50% and the financial aid

award can be re-applied for, taking into account 50% of the former employee's salary. If employment terminates on or after January 1st there is no impact on an employee's remission benefit or financial assistance award for that School year. Conversely, if an employee is hired between the start of the school year and December 31st, the tuition remission benefit will be reduced by 50% if an employee is hired on or after January 1st there is no remission benefit or additional financial assistance for that School year.

MEAL ALLOWANCE/LUNCH

Faculty and staff are extended an allowance of approximately \$5.25 per day for lunch. Breakfast can be substituted for lunch at the discretion of the employee. If items are charged for breakfast and lunch the total amount should be kept under the \$5.25 limit. Consumption is registered against your allowance and those employees who consistently exceed the maximum allowance will be required to reimburse the School for amounts expended in excess of their allowance. Upon employment, an employee will be issued a photo ID by the Director of Public Safety, which can be used in the dining hall to access your allowance.

CHILD CARE

Employees may enroll their children, ages 6 weeks through 5 years old, in the School's child care center. Enrollment is on a first-come-first-serve basis and capacity is limited. See the Business Office for costs and payment options. There is discounted pricing for employees.

GYM FACILITY

Employees may utilize the School's gym facility (weight room, pool, track, etc.) at approved times determined by the Director of Athletics.

COMPUTER PURCHASE PROGRAM

Full-time and part-time salaried employees may purchase a computer through the school and arrange repayment by payroll deduction. Individuals wishing to take advantage of the plan are responsible for pricing their computers themselves. Information Services staff members will offer consultation throughout the process. After obtaining a written quote from a reputable dealer, employees are asked to present the quote to the Business Office. The order and the arrangement for the payroll deduction will be processed through the Business office. Any repairs or returns are the responsibility of the individual. Payment back to the school will be scheduled semi-monthly over a ten month period.

There may be a dollar limit set for computer purchases, check with the Business Office for specifics.

For hourly employees, based on an employee's schedule, a modified computer purchase benefit may be available. Hourly employees should contact the Business Office for further details.

TRANSITCHEK PROGRAM

Employees may purchase vouchers for public transportation with pre-tax dollars. See the Business Office for details.

WORKERS' COMPENSATION

The School provides Worker's Compensation coverage as required by law. If you are injured or become ill on the job, benefits may be available to you. You must report all work-related illnesses and injuries to your Division Head, Supervisor and/or Department Head to ensure coverage. A report must also be filed with the Director of Human Resources in the Business Office.

UNEMPLOYMENT COMPENSATION

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the school. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the Pennsylvania State Department of Labor. The Haverford School pays the entire costs of this insurance program.

Unemployment compensation is designed to provide you with temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

SOCIAL SECURITY AND MEDICARE

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, The Haverford School is required to deduct this amount from each paycheck you receive. In addition, The Haverford School matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. You are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213, or you may access them on-line at www.ssa.gov.

SAFETY

GENERAL EMPLOYEE SAFETY

The Haverford School is committed to the safety and health of all employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Haverford School will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your Division Head or direct supervisor for assistance. ***Any suspected unsafe conditions and all injuries that occur in the course and scope of your employment must be reported immediately to your supervisor. If you or another employee is injured seriously, call 911. An Accident Report must be completed for each workplace illness or injury. Compliance with these safety rules is considered a condition of employment.*** Therefore, it is a requirement that each Division Head make the safety of employees an integral part of his/her regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

SAFETY POLICIES

Safety can be achieved only through teamwork at the school. Each employee/supervisor/Division Head and administrator must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. You are asked to cooperate in helping prevent injury to yourself, other employees, visitors, students, and business invitees by observing the following general rules:

- Avoid accidents by eliminating hazards. Report immediately to your supervisor and/or Department Head any area(s) of concern in regard to safety. Do not assume someone else has done it.
- Report all accidents, no matter how minor, to your immediate supervisor or Division Head.
- Become familiar with the safety rules and point out unsafe practices to your fellow workers if you see a co-worker not taking proper safety precautions.
- No horseplay is permitted.
- All personal protective equipment (provided by the School) must be worn properly.
- Do not walk under loads being lifted.
- Always ask for help when lifting or moving heavy loads.
- Observe all safety rules and procedures when working in laboratories, chaperoning extracurricular activities, sporting events and field trips.
- Never remove or deactivate safety guards on operating equipment.
- Do not operate machines or equipment you have not been properly trained to use.
- Keep your respective areas clean; pick up and dispose of loose items on the floor which may cause someone to trip, slip or fall.

- If you work with hand tools, you are required to maintain these tools in good condition. Check electrical equipment for defects before using.
- Dispose of all sharp objects and broken glass in puncture proof containers.
- All containers must be labeled with contents and precautions. Dispose of any unlabeled containers per the instructions of your division.
- Consuming, possessing, using or selling intoxicating beverages, narcotics or other controlled substances on the premises or reporting for work under the influence of the aforesaid is strictly prohibited, without exception.
- Failure to comply with these safety rules will be grounds for disciplinary measures as outlined in this manual. When in doubt – ask your direct supervisor or department head.

The Haverford School strongly encourages you to communicate with your direct Division Head, Supervisor and/or Department Head regarding safety issues.

SAFETY EQUIPMENT

Depending on your role with the school and the tasks you must perform to carry out your job responsibilities, The Haverford School will make available at no cost to you, appropriate personal protective equipment. Each division provides direct oversight of the safety equipment required for instructional purposes. The facilities department will be responsible for all required safety equipment. If you are unfamiliar with or have questions concerning the required safety equipment for your job tasks, please contact the Business Office.

SECURITY

All employees are required to display photo identification cards while on campus. At the time you are hired you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Unescorted or unauthorized visitors are not permitted on school grounds. If you are expecting visitors, such as guest speakers, parents, or friends, please notify your direct supervisor and/or Division Head. It is your responsibility to ensure that all visitors register with the receptionist in each of the school buildings, depending on where they are visiting, at the time of arrival and departure from school grounds. You are expected to abide by these rules at all times. Failure to do so may lead to disciplinary action.

KEYS

If faculty members need access to a building at a time when the building is closed, they should make arrangements in advance either through the Business Office or, after normal business hours, by calling the public safety officer on the public safety cell phone (484) 368-1336.

PARKING

You are encouraged to use the parking areas designated for our employees. Please keep in mind that parking spaces are limited. As a result we ask that you pay particular attention to designated areas for guests and visitors only. Remember to lock your car every day and park within specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the Business Office.

The Haverford School cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

All employees wishing to park on school premises must register with the Business Office. A parking permit will be issued to qualified employees.

WEAPONS

The Haverford School prohibits all persons who enter school property from carrying a handgun, firearm, knife or weapon of any kind, regardless of whether the person is licensed to carry the weapon. The only exception to this policy is police officers, law enforcement officials and/or security or other persons who have been given written consent by the Headmaster or his designee to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

FIRE PREVENTION

Know the location of the fire extinguisher(s) and exit(s) in your area and make sure they are kept clear at all times. Notify your Division Head if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition sources. It is the responsibility of science teachers to ensure that proper lab safety protocols are being observed at all times.

IN CASE OF FIRE

Each division maintains a separate fire emergency evacuation plan. The Business Office will review the appropriate emergency evacuation plans with you prior to assignment.

In general, if you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your Division Head. Evacuate all students from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

- When the fire department arrives, direct the crew to the fire. Do not reenter the building until directed to do so by the fire department.

EMERGENCY EVACUATION

Each school maintains a separate emergency evacuation plan, which delineates the specific protocols for each building. However, in general, if you are advised to evacuate the building you should:

- Stop all work immediately.
- Contact emergency response agencies, if needed.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly but do not run. Do not stop for personal belongings.
- Assist students and guests in locating the nearest exit.
- Proceed, in an orderly fashion, to the designated mustering point. Be present and accounted for during roll call.
- Do not reenter the building until instructed to do so.

WEATHER EMERGENCY

In case of a weather emergency, the Head of School will decide whether Haverford is officially open or closed. The decision to close will be announced on radio station KYW (1060 AM) beginning at about 6 a.m. A telephone chain will also operate and the appropriate Division or Department Head will activate the snow chain for employees.

If school is officially closed, members of faculty need not report to work. The school does not ask employees to come to work when, in their judgment, road conditions are unsafe. If reporting to work is impossible, the employee should expect to be asked to make up the time in order to complete the work not done.

The Haverford School snow number is 334.

In addition to KYW 1060 AM radio, the school will also make arrangements to communicate the status of school operations on the website www.haverford.org and local television stations.

SMOKING POLICY

For safety and health reasons, The Haverford School facilities are non-smoking. Smoking is not permitted in school vehicles or while operating school equipment, including but not limited to vans and passenger vehicles.

All employees are expected to abide by this policy while at work.

ASBESTOS MANAGEMENT PLAN

The Haverford School maintains a plan to safely contain and manage the relatively small amount of asbestos remaining in its school. A copy of the management plan for our school is available in the Facilities Building. Those interested in reviewing the School's management plan should contact the Assistant Headmaster or Director of Finance and Operations, who will provide access to the plan.

HIRING PROCESS FOR NEW EMPLOYEES

This applies to positions being filled and new positions.

JOB DESCRIPTION

A job description must exist for all new hires. This includes existing positions being filled and newly created positions. If a job description does not exist, one must be created and approved by all of the following: Division Head (if applicable)/Supervisor, CFO, Director of Human Resources and the Headmaster.

The job opening should be confirmed with the CFO and The Headmaster as to the appropriate salary range allowed. Faculty should be hired within appropriate experience categories and related salaries.

JOB POSTING

The job posting process is handled by our Director of Human Resources. All job openings need to be posted on our web site job board. The Director of Human Resources will forward the job description to our Director of Communications for web site posting. The Director of Human Resources also posts faculty positions on the Teach Philadelphia website. Additionally, an advertisement may be placed with appropriate papers, online job bulletin boards, and/or employment search firms if approved by the Headmaster. Once approved, this posting is handled by the Director of Human Resources or Dean of Faculty (for faculty positions). The Headmaster, at his discretion, may waive the posting requirement.

The Haverford School provides employees an opportunity to indicate their interest in open positions and advance within the organization according to skill and experience. In general, communication of open positions can be communicated through the specific hiring manager; although, The Haverford School reserves its discretionary right to not communicate a particular opening. The Haverford School will be the sole judge as to whether or not vacancies exist.

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position, unless there is specific approval from senior management. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should communicate interest in a vacant position to their current unit manager, following which an employment application should be submitted to the hiring manager for the open position (if different). The application should contain an updated resume listing job-related skills and accomplishments.

Parents of Haverford School boys are generally not hired as Substitute teachers to avoid conflicts of interest and protect confidentiality.

INTERVIEW PROCESS

Supervisors, Department Chairs or Division Heads should be involved in the hiring process. Resumes solicited should be retained for one year. **Any candidates who are asked to come to the school for an interview must fill out and sign an “application for employment.”** If the interview is for a faculty position, the Dean of Faculty and Assistant Headmaster should be involved.

Final candidates who come to School for an interview should meet with the Director of Human Resources, in the Business Office, to learn about Haverford’s benefits prior to meeting with the

Headmaster. The Headmaster should have a copy of the employment application prior to meeting with any candidate.

The one or two finalists/candidates need to have a final interview/meeting with the Headmaster before an offer can be made. **The Headmaster is the only person who can extend an offer to a candidate.** References need to be checked and documented before an offer is extended. The documentation of references, and employment application, need to be sent to the Director of Human Resources.

The Director of Human Resources will draft the “at will” letter of hire or contract. Copies should be sent to the Business Office, where the final signed copy should reside. Upon acceptance of the offer, the Director of Human Resources will send an employment paperwork package to the new employee. It is the responsibility of the hiring supervisor, department chair, or division head to set up hiring orientation.

PERSONAL AND FAMILIAL RELATIONSHIPS

Because certain personal and familial relationships may create an actual or perceived conflict of interest, interfere with work performance, or affect employee morale, supervisors, managers, and employees must avoid such relationships within their department or line of authority, that might otherwise create an actual or perceived conflict of interest, or might interfere with either party’s ability to perform his or her job consistent with School standards and to the best of his or her abilities.

Personal and familial relationships include persons who are dating, have a romantic involvement, share the same household or live together and the following persons who are related by blood, adoption, or marriage: parents, siblings, grandparents, aunts, uncles, nieces, nephews, and cousins.

In the event a personal or familial relationship exists or develops between employees, The Haverford School reserves the right to take appropriate action, which could include a realignment of the reporting relationship, transfer or, where appropriate, termination of employment.

Managers and supervisors must report to their immediate superior any personal, family, or other relationship within the same department or line of authority that might otherwise create an actual or perceived conflict of interest, or might interfere with either party’s ability to perform his or her job consistent with School standards and to the best of his or her abilities.

SEPARATION OF EMPLOYMENT

TERMINATION

The Haverford School hopes and expects that you will give at least two (2) weeks notice, (4) weeks is preferable, in the event of your resignation. An employee who provides at least 14 days’ advance notice of resignation, and continues to work satisfactorily throughout such notice period, may be paid for accrued but unused vacation. Vacation time that has been taken, but not yet earned, may be taken from the employee’s last paycheck. Contract employees please refer to your individual contracts.

It is preferred practice that employees who are seeking other employment opportunities notify the Headmaster prior to their search.

EXIT INTERVIEWS

The Haverford School Business Office would like to conduct an exit interview to discuss your reasons for leaving and other impressions that you have about the School. During the exit interview, you can provide insights into areas for improvement that the School can make. You may request that your comments are reported anonymously and/or kept confidential from persons you name.

Benefit termination dates will be provided during the exit interview. Health and dental care continuation options under COBRA will also be discussed.

EMPLOYMENT REFERENCE AND VERIFICATION

The Haverford School receives periodic requests for employment verifications and reference checks regarding current and former employees. All requests for employment verification or references, whether received by telephone or in writing, must come through the Director of Human Resources. If an employee would like to respond to an employment verification or reference request, the Director of Human Resources must be notified. Both written and verbal reference responses must be approved by the Director of Human Resources. An employee who violates this Policy may be subject to discipline, up to and including discharge.

If the Director of Human Resources provides references for employees only information regarding the employee's or former employee's dates of employment, positions held, and salary rates will be given.

The Company may decline to provide an employment verification or reference at any time in its sole discretion.

WORKPLACE POLICIES

This section is designed to answer many of your questions about practices and policies of The Haverford School. Feel free to consult with your Division Head or the Business Office concerning anything you do not understand.

SCHOOL DIVISION, DEPARTMENTAL AND GENERAL IN-SERVICE MEETINGS

On occasion, we may request that you attend a school-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required.

DRESS CODE AND PERSONAL APPEARANCE

A neat, tasteful appearance contributes to the positive impression you make on our students, parents, guests and your fellow employees. You are expected to be suitably attired and groomed during working hours or when representing The Haverford School. Employees are therefore required to present a clean, neat and professional appearance and to dress appropriately for their job and working environment. Male employees are expected to wear a business shirt and tie with jacket, except for those whose duties make it impractical to wear professional attire and who have received permission to dress otherwise. Male teachers may remove their jackets when in the classroom. Female employees are likewise expected to wear appropriate professional attire (e.g., dress or skirt or slacks and professional shirt), except for those who, because of their job duties, have received permission to dress otherwise. In addition, footwear should be professional.

Personal appearance should be a matter of concern for each employee. If your direct supervisor or Division Head believes your attire and/or grooming is out of place, you will be asked to leave until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

DRUG FREE WORKPLACE POLICY

The Haverford School is committed to providing a safe and productive learning and working environment for its students and employees by implementing the following policy that promotes both a drug-free environment and assistance in overcoming substance abuse problems:

- The manufacture, possession, sale, transfer, purchase, use or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by school employees at any time on school premises or while on school business is prohibited. The only exception is the legal consumption of alcohol by an employee when authorized at an employee event sponsored by the School.
- Employees using any legally prescribed or over-the-counter medication must be able to perform their duties fully and safely and are responsible to consult with their physician concerning whether such medication will adversely affect their ability to perform fully and safely their job functions. Employees must provide their supervisor with any work restrictions.
- Employees who violate these prohibitions are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

- As an ongoing condition of employment, employees are required to abide by these prohibitions and to notify, in writing and within five (5) days of the violation, his/her direct supervisor or Division Head of any criminal drug statute conviction they receive.
- If any employee receives such a conviction, The Haverford School shall require the employee to participate satisfactorily in an approved drug abuse assistance or treatment program, unless Federal and/or State law requires your immediate removal from our school.
- The school provides information about drug counseling and treatment.
- The Haverford School reserves the right to search and inspect individuals and their belongings for the maintenance of a safe workplace.
- The use, possession, sale, transfer, purchase or being under the effect of an adulterant on school property and/or in a manner which is intended to skew results of any substance abuse testing performed under this policy is prohibited and is grounds for immediate termination of your employment.

Upon request, the school will assist you in identifying an appropriate treatment program (Employee Assistance Program) for drug or alcohol abuse.

SUBSTANCE ABUSE TESTING

As a condition of employment, an applicant may be required to submit to substance testing. As a condition of continued employment, an employee may be required to submit to substance testing when the employee is involved in a work related accident where human error may have been a factor. The School may require an employee to submit to substance testing when the School has reasonable suspicion to believe the employee is under the influence of alcohol, an illegal drug or other intoxicating substance. An employee's refusal to submit to a substance test is grounds for dismissal. Failure to pass a substance test, or intentionally adulterating or otherwise interfering with a substance test, are grounds for disciplinary action up to and including termination.

CONFIDENTIALITY & DISCLOSURE OF INFORMATION

Inquiries from the press or other news agencies should be directed to the School's Associate Head for External Affairs. All employees are expected to use discretion when discussing the internal affairs of the School with anyone outside the School community.

It is vital to the interests and success of The Haverford School that we protect our confidential information. Confidential information includes, but is not limited to, the following examples:

- Personnel and compensation information
- Financial information
- Disciplinary action information
- Student and parent lists
- Student grades
- Student and employee health information
- Other personally identifiable student information
- Proprietary educational testing and/or curriculum

Because we consider security breaches very serious, if you improperly use or disclose confidential business information, you will be subject to corrective action, up to and including termination of employment, even if you do not actually benefit from the disclosed information.

CHILD ABUSE REPORTING OBLIGATIONS

Pennsylvania state law requires that employees, volunteers and independent contractors of the School immediately report potential child abuse. According to Child Protective Services Law, the term “child abuse” shall mean intentionally, knowingly, or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act
2. Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act
4. Causing sexual abuse or exploitation of a child through any act or failure to act
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act
7. Causing serious physical neglect of a child
8. Engaging in any of the following recent (an abusive act within 2 years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect, and deaths have no time limit) acts:
 - Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child
 - Unreasonably restraining or confining a child, based on consideration of the method, location, or the duration of the restraint or confinement
 - Forcefully shaking a child under one year of age
 - Forcefully slapping or otherwise striking a child under one year of age
 - Interfering with the breathing of a child
 - Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement
 - Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed
 - Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors
 - Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions)
9. Causing the death of the child through any act or failure to act

DUTY TO REPORT

All adults serving in any program, activity, or service in the School and/or responsible for the supervision of students are mandated reporters. A mandated reporter shall make a report of suspected child abuse if he/she has reasonable cause to suspect that a child is a victim of child abuse.

Any person required to report suspected child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

It is ultimately the responsibility of each mandated reporter to report all cases of suspected child abuse. A mandatory reporter who willfully fails to report a case of suspected child abuse commits a criminal offense and establishes grounds for disciplinary action as well, up to and including termination.

REPORTING PROCEDURES

In case of an emergency, dial 911 or call your local police and then contact the Child Abuse Hotline, Childline at 1-800-932-0313. This toll free number is available 24 hours a day, 7 days a week with caseworkers waiting to assist you.

1. A mandated reporter shall immediately report knowledge or observations of possible serious non-accidental physical injury, mental injury, sexual abuse, sexual exploitation, or serious physical neglect, regardless of the age of the suspected abuser. A report should also be made if there is any act or failure to act that creates an imminent risk of these types of abuse. This applies to an individual 14 years of age or older who makes a specific disclosure to the mandated reporter that the individual has committed student abuse.

2. The procedures for mandated reporting are outlined below:

a. The mandated reporter must personally make the report immediately. A counselor or nurse may assist with the report. However, if making the call with the appropriate support staff member will prevent the call from being made immediately, the mandated reporter should make the report, then contact the Headmaster, or if not available, the Assistant Headmaster. The oral report is made to the Department of Public Welfare via the statewide toll-free ChildLine telephone number (800-932-0313). After making the report, you must immediately notify the Headmaster, or if not available, the Assistant Headmaster.

b. Any concerns about a child's safety returning home at the close of the school day should also be conveyed to ChildLine.

c. Montgomery County District Attorney's Added Mandate requires contacting the local police department and the Montgomery County Detective Bureau. The Headmaster or Assistant Headmaster will:

- Contact the Director of Public Safety, who is Chief of School Police at The Haverford School., who will notify the Lower Merion Police Department, and
- Contact the Detective Lieutenant on call at the Montgomery County Detective Bureau at 610 278-3368.

d. Following the oral report(s), the mandated reporter will submit a written report within 48 hours:

1) Go to <https://www.compass.state.pa.us/cwis/Public/Home>. You will see a child welfare portal, and you will need to create a new individual account.

2) Once you have created a new account, check your email address for your new login information. Then return to the child welfare portal and click “Log-In” then “Access My Referrals” then “Continue” at the bottom of the page. This will bring you to the Keystone Key login page, where you will enter your user name and password. This will bring you to the “My Abuse Referrals” page, and you will proceed from that point to make your report.

3) Upon receipt of an electronic report, the reporting system will respond with an automatic confirmation. The confirmation, and a copy of the report, should be made available for viewing by the Headmaster when the Headmaster is not directly involved in submitting the written report.

4) The School is not required to make more than one report per incident of suspected child abuse, meaning that if an individual otherwise required to make a report is aware that an initial report already has been made by another mandatory reporter, he or she is not required to make an additional report.

3. A mandated reporter who has reasonable cause to suspect that a student is a victim of serious bodily injury, sexual abuse, or sexual exploitation by a School employee or other adult in the School or participating in a School-sponsored activity is to immediately contact their Division Head or non-faculty Administrator. If the Division Head or non-faculty Administrator is under suspicion, the School employee should immediately contact the Headmaster, who will in turn contact law enforcement officials. Law enforcement officials will contact the appropriate district attorney. The mandated reporter must also file a report as detailed in Section 2.

4. The Headmaster may, when necessary to preserve potential evidence of suspected child abuse and where there is serious and reportedly non-accidental physical injury, ask a school nurse after an initial report is made to take photographs of the child as authorized by the building administrator and in the presence of another adult.

5. The Headmaster or his/her designee shall immediately contact local law enforcement officials when the action constituting the suspected child abuse occurred on School property, at a School-sponsored activity, or a School conveyance, and when the conduct constitutes an offense under the Safe Schools Act.

6. The Department of Public Welfare shall notify the mandated reporter who made the report within three (3) business days of the Department’s receipt of the results of the investigation whether the report is founded, indicated, or unfounded; and of any services provided, arranged for, or to be provided by the county agency to protect the child.

7. Upon notification that an investigation involves suspected child abuse by a School employee, including an independent contractor or administrator, the School shall implement immediately a plan of supervision or alternative arrangement for the individual under investigation to ensure the safety of the child and other children who are in the care of the School.

8. Training: The district shall provide all mandatory reporters with training on child abuse recognition and reporting as required by law.

REFERENCES

Child Protective Services Law, 23 Pa. C.S.A. §§ 6301-6825.

COMPUTER, ELECTRONIC MAIL, AND VOICE MAIL USAGE POLICY

The Haverford School makes every effort to provide the best available technology to those performing services for the school. In this regard, The Haverford School has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail (“systems”). This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer stored information, voice mail messages and electronic mail messages created, sent or received by school employees with the use of school equipment. This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by The Haverford School.

The School’s property, including computers, electronic mail and voice mail, should be only used for conducting school business.

Occasional incidental personal use of school computers, voice mail and electronic mail systems is permitted, but information, including voicemail and e-mail messages, stored on the School’s systems will be treated no differently than other business-related information and messages and employees should have no expectation of privacy in any such information.

Although the school provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all information on them, including voice mail and electronic mail messages, are property of the School.

Although the School does not make it a practice to monitor its systems, it may, in its sole discretion, access and retrieve information at any time from any part of its systems, including without limitation, from e-mail inboxes, deleted items folders, calendars and from any hard drive of any computer owned by the School, wherever situated. No person shall send an e-mail message under another user’s name without the user’s specific authorization to do so. Nor shall any person access another user’s voicemail or e-mail without the approval of the user or the Headmaster.

Use of the School’s systems, or other property, for non-school commercial or business purposes or to benefit any organization other than the School is strictly prohibited.

Messages sent or forwarded, or any information placed anywhere on the School’s systems, shall not contain content that may reasonably be considered offensive or disruptive to any user. The School’s Workplace Discrimination, Harassment and Retaliation Policy applies to all information placed on or sent over the School’s systems and inappropriate conduct using the School’s systems will be dealt with pursuant to that policy.

Any employee who violates this policy or uses the electronic communications systems for improper purposes may be subject to discipline, up to and including termination.

SOLICITATIONS AND DISTRIBUTIONS

Employees are not allowed to solicit the employees, parents, or students. Solicitation by an employee of another employee, parent or student for any cause is prohibited while either person is on working time. You are not permitted to distribute non-school advertising materials, handbills, printed or written literature of any kind during working time or at any time in working areas. Working time is the time an

employee's duties require that he or she be engaged in work tasks, but does not include other time, such as scheduled break periods, meal times, time before or after a shift or personal clean-up time. The sole exception to this policy is that employees may sell chances or merchandise or solicit donations for charity with prior approval from the Business Office.

USE OF SCHOOL VEHICLES

If you are authorized to operate a school vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- You must hold a valid driver's license for the class of vehicle operated.
- You must follow all of the manufacturer's recommend maintenance schedules including oil change intervals, to maintain valid warranties.
- **Employees must follow the van capacity laws.**
- The Haverford School provides insurance on school vehicles. However, you will be considered completely responsible for any moving or parking violations and associated fines incurred. If you operate your personal vehicle on school business, you must first furnish a copy of a current certificate of insurance to the Business Office.
- You must keep School vehicles clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
- Under no circumstances are you permitted to allow a student, even if licensed, to operate a school vehicle at any time or any vehicle in the course of school business.
- Before operating a school vehicle for the first time you must report to the Business Office for training on the appropriate steps to take if you are involved in an accident, including filling out an accident report, getting names of witnesses, and so on.
- If you are involved in a motor vehicle accident, regardless of whether you are operating a school owned vehicle or your personal vehicle, an Accident Report Form must be completed. This form must include pertinent information from all drivers and/or pedestrians involved in the incident. A police report is required and you must contact the Business Office immediately.
- Your Motor Vehicle Report (MVR) will be obtained and must be acceptable to our insurance carrier and the Business Office prior to operating a school-owned vehicle or any vehicle on school business. Employees will be required to sign a release authorizing the Business Office to obtain motor vehicle reports.
- If you operate your own vehicle, the vehicle must be properly licensed and insured.
- **See the Director of Public Safety for additional details.**

WORKPLACE VIOLENCE

The Haverford School is committed to preventing workplace violence and maintaining a safe environment for its employees, students, families, and visitors. The School therefore requires its

employees to follow rules of conduct and will not tolerate threats, physical or verbal intimidation, and/or violent acts of any kind, whether

- In the workplace;
- Directed at any School employee student, or family at any time or place; or
- Directed at any other person at any time or place while working on behalf of the School.

The following list, while not exhaustive, specifies behaviors prohibited under this policy:

- Intentionally causing, attempting to cause, or threatening to cause injury to the person or property of another;
- Making threatening remarks or gestures;
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury in another person or subjects that person to emotional distress; and/or
- Possession of a weapon while on School property or while on School business.

REPORTING PROCEDURES-SAFE WORKPLACE

While the School does not expect employees to be expert at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their Division Head and the Business Office if a person exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

All employees are responsible for maintaining a safe workplace. If an employee becomes aware of or suspects that conduct has occurred or may occur that violates or would violate this Policy, including actions by non-School employees, the employee must:

- Immediately make a report to their Division Head. A Division Head receiving a report under this policy must contact the Business Office and,
- In the event of actual violence or a threat of imminent harm or violence, first call the Police Department (911).

Reports may be made anonymously, and all reported incidents will be promptly investigated with reasonable steps taken to protect the safety and confidentiality of all persons involved. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The School reserves the right to report unlawful activity to the appropriate authorities.

ENFORCEMENT

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination.

REPORTING SUSPECTED VIOLATIONS OF LAWS OR REGULATIONS

An employee or other person affiliated with The Haverford School should report in accordance with this policy conduct or a practice that he or she reasonably and in good faith believes is in violation of applicable law or regulations. The reporting person is not required or permitted to investigate the activity or to determine fault or corrective measures; appropriate management officials are charged with such responsibilities.

Examples of activities that may be reported under this policy include, but are not limited to

- ◆ Violations of federal, state or local laws or regulations;
- ◆ Billing for services not performed, fraudulent financial reporting, and other inappropriate actions.
- ◆ Falsifying The Haverford School documentation of a service provided to a client, or disclosing proprietary or confidential information about The Haverford School or its employees or clients.

REPORTING PROCEDURE

If an employee has knowledge of, or a reasonable, good-faith belief that, unlawful or fraudulent activity has occurred or is occurring, the employee is to report it to either of the following who is not the offending person: his or her immediate supervisor, the Director of Human Resources, or the Chief Financial Officer. Any alleged violation involving the Chief Financial Officer should be reported to the Headmaster and any alleged violation involving the Headmaster should be reported to the Chairman of the Board of Trustees.

Communications may be oral or written. No particular format is necessary. Communications should include all information necessary to properly and completely evaluate the complaint or charge. This includes material evidence, names of persons able to corroborate the allegation and how to contact the complainant to assure anonymity, if anonymity is desired. (Note: anonymity may hinder the ability of The Haverford School to investigate the matter in a timely and effective manner.)

EMPLOYEE RESPONSIBILITY

An employee who reports a complaint or charge must exercise sound judgment and act without malice to avoid baseless allegations or frivolous complaints.

EMPLOYEE PROTECTION

Insofar as is reasonably possible, the confidentiality of the person reporting suspected violations will be maintained. However, the reporting person's identity may be disclosed to the extent necessary to conduct an appropriate investigation or to comply with the law.

The Haverford School will not take adverse action against a person reporting suspected violations as a consequence of his or her having done so. This includes, but is not limited to, protection from employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any person who believes he or she has been or is being subjected to (or has witnessed or otherwise has knowledge of) retaliatory treatment should immediately report it in the manner described above. Retaliatory conduct is grounds for immediate dismissal.

The right of protection from retaliation for having made a good faith report of suspected violations does not immunize the reporting person from corrective or disciplinary action for his or her unsatisfactory

performance or misconduct. Nor does it protect a reporting person from disciplinary action, up to and including termination, if that person's report was knowingly false or materially misleading.

Employees with any questions regarding this policy should contact the Director of Human Resources.

CONFLICTS OF INTEREST

Employees are prohibited from engaging in any activity that is likely to compromise the School's ability to provide services to students in accordance with the School's educational mission.

The School maintains only ethical business relationships and seeks to avoid even the appearance of conflicts of interest in its dealings with vendors, consultants or subcontractors. Accordingly, employees and contractors having financial authority to obligate the School in purchases or other contracts are required to disclose to the CFO any prior or existing business or personal relationship the employee or contractor had or has with any person or entity with whom the employee or contractor will negotiate or contract for, or from whom he or she will purchase or otherwise secure, goods or services on behalf of the School. In most cases, if the related party participates in the competitive bidding process as monitored by the Business Office, that party will be considered on an equal basis.

No employee shall accept gifts from any person or firm which does business with The Haverford School under circumstances in which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of The Haverford School business with the donor. Such gifts, if received, are to be returned with a note of explanation. However, employees are not prohibited from accepting gifts of nominal value. Meals and tickets to local sports events, for example, are considered nominal.

ANTI-FRAUD POLICY

The Haverford School expects ethical conduct in the performance of all of its activities. Management has the primary responsibility for the detection and prevention of fraud, misappropriation, and other inappropriate conduct.

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or resources, by deception or other unethical means.

Each employee should be familiar with the types of fraud that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to The Haverford School, as set forth in the procedures. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to The Haverford School.

This policy applies to all Haverford School employees, visitors, subcontractors, advisory committee members, the members of the Board of Trustees.

Contact the CFO for interpretation of this policy.

ANTI-FRAUD PROCEDURES

Actions Constituting Fraud

Fraud encompasses an array of irregularities and illegal acts characterized by intentional deception. Fraud, and the terms embezzlement, misappropriation, and other wrongdoings refer to, but are not limited to:

- falsifying of records;
- forgery or alteration of a check, bank draft, account or any other financial document;
- forgery, alteration, or falsification of information on a timecard;
- misappropriation of funds, supplies, or other assets;
- bribery or kickbacks;
- impropriety in the handling or reporting of money or financial transactions;
- profiting as a result of insider knowledge of Haverford School activities
- accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to The Haverford School
- unauthorized destruction, removal or inappropriate use of records, furniture, fixtures, and equipment;
- making false written or oral statements or representation with respect to Haverford School activities, such as submitting reports to the government and other sponsors that knowingly contain false or misleading statements; and/or
- any similar or related inappropriate conduct

Employee Reporting and Protections

Employees who have concerns or suspect fraud in Haverford School or Haverford-related operations should immediately disclose their concern to their supervisor or to their Division Head. They may also raise the concern to the CFO.

Supervisors or Division Heads who are informed of an employee concern should notify the CFO of the concern.

Every reasonable effort will be made to keep the identity of an individual reporting potential fraudulent activity confidential. However, in order to assist in the investigation, those reporting potential violations are encouraged to identify themselves.

Retaliation against a person who initiates a complaint or inquiry or participates in fact-finding is prohibited. Persons found to have engaged in retaliation are subject to the full range of disciplinary actions, up to and including termination.

The reporting individual has the following responsibilities:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone other than identified investigators unless specifically asked to do so by the Business Office.

Public Reporting

The Haverford School encourages members of the public who suspect fraud to contact the CFO at The Haverford School by telephone at 610-642-3020, by mail to the individual at The Haverford School, 450 Lancaster Ave., Haverford, PA 19041 or by email to dgold@haverford.org. Every reasonable effort will be made to maintain the confidentiality of the reporting individual when anonymity is requested.

Confidentiality

Employees shall not disclose or discuss the pending investigation or investigation results with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect The Haverford School from potential civil liability.

Investigation Responsibilities

The nature of the concern will determine The Haverford School's course of action.

The CFO has primary responsibility for the investigation of suspected fraudulent acts as defined herein. In the course of investigation, the CFO and certain Business Office staff, or their designees, will have free and unrestricted access to all Haverford School records and premises; and the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation. Employees are expected to fully cooperate in authorized investigative inquiries.

Resolution

An investigation finding of fraud is reported to the Finance Committee of the Board of Trustees by the CFO.

Final decisions on disposition of fraud cases will be made by the Headmaster and the CFO. Such decisions may include referral to the appropriate law enforcement and/or regulatory agencies for independent investigation and/or prosecution.

An employee found to have engaged in fraudulent activities will be subject to disciplinary action, up to and including termination of employment. An employee found to have obstructed the investigation of a concern or complaint of fraudulent activities will also be subject to disciplinary action.

If after investigating a complaint of fraud The Haverford School determines that an employee's complaint is frivolous, or that the employee has intentionally provided false information regarding the complaint, the employee will be subject to disciplinary action.

The CFO is responsible for the administration, interpretation, and application of this policy.

EMPLOYMENT CLASSIFICATIONS/CATEGORIES OF EMPLOYEES

EXEMPT VERSES NONEXEMPT

Under federal law (the Fair Labor Standards Act), all employees are divided into two categories:

Exempt: An employee considered to be executive, administrative, or professional. Faculty members are exempt employees.

Nonexempt: An employee who devotes most of his or her hours in activities that are not managerial, administrative or professional.

The Haverford School is made up of different types of employees within the exempt and nonexempt categories described above. The following summary provides a brief description of these types.

EMPLOYMENT CLASSIFICATION DEFINITIONS

1. **Full Time Faculty – 10 month** – Educators (including interns) who have employment contract arrangements that go from August 1st to July 31st and consist of a full day of work, five days a week, during that period.

2. **Part Time & Hourly Faculty – 10 Month** – Educators who have employment contract arrangements that go from August 1st to July 31st and that average less than a full day of work, five days a week, during that period.
3. **Long Term Substitute** – Educators that have been hired on a contract basis, with temporary intent, for a defined period of time that includes a full workday and work week.
4. **Per Diem Substitute** – Educators hired on a temporary basis for a full workday (through an agreement of understanding or “at will”) that may be for a day or in duration up to two weeks.
5. **Full time Staff & Administrators** – Year round employees and educators hired with an “at will” letter. Full time is defined as working during the School’s operating hours (minimum 8:00 am – 4:30 PM) during the school year and other hours as defined by the Headmaster for the rest of the year.
6. **30 hr. but less than Full time Staff & Administrators** – Year round employees and educators hired with an “at will” letter. The workweek is greater than or equal to 30 hours worked (not including lunch break) but less than a full schedule as defined in #7 above.
7. **Regular Part Time Staff & Administrators that work Less than 30 hr.** – Year round employees hired with an “at will” letter. The workweek is less than 30 hours worked and consists of a regular weekly schedule.
8. **10 Month Full and Part-Time Staff and Administrators** – employees who are hired with an “at will” letter who are available for work from August 15th through June 15th each year, with “forced” vacation in the summer. Full time is defined as working during the School’s operating hours (minimum 8:00 am – 4:30 PM) during the school year and other hours as defined by the Headmaster for the rest of the year.
9. **Part-time Hourly Employees** – Staff and administrators who are hired without a contract, but are engaged on a part-time hourly basis (through an agreement of understanding or “at will”) as needed over a school year.
10. **Contracted Workers** – The Haverford School has “outsourced” some operating functions (i.e. food service, maintenance, bookstore, etc.) whose workers are regularly present on the school campus?

**THE HAVERFORD SCHOOL
BENEFITS WORKSHEET – FACULTY**

Benefits Description	(10 Month) Full Time Faculty	Part Time Faculty	Long Term Substitutes	Per Diem Substitutes
Health/Vision/Prescription	X	X (30 or more hours per week)	X	
Opt out Medical (\$125/Month)	X	X (30 or more hours per week)	X	
Dental	X	X (30 or more hours per week)	X	
Medical Flex Reimbursement	X	X	X	

Dependent Care Flex Reimbursement	X	X	X	
Pension (10%) TIAA CREF (RA)	X			
Mandatory 5% contribution (RA)	X			
Graded Vesting/1 Yr. Waiting	X			
TIAA CREF Voluntary (GSRA)	X	X	X	X (except student workers)
w/loan option	X	X	X	
Life Insurance (1x Salary)	X			
up to \$100,000	X			
Additional Life Insurance	X	X (18 or more hrs. /wk.)		
S.T. Disability	X	X (30 or more hrs. /wk.)		
L.T. Disability	X	X (18 or more hrs. /wk.)		
Parental Leave	X			
Personal Leave	X	X	X	
Paid Holidays	X	X	X	
Paid Headmaster Holidays	X	X	X	
Graduate Study	X	X		
Professional Development	X	X	X	
Tuition Remission/Assistance	X	Prorated		
Daycare (subsidized)	X	X	X	
Meal Allowance	X	X	X	Hospitality
Gym Facility	X	X	X	
Computer Purchase	X	X	X	
TransitChek	X	X	X	
Social Security	X	X	X	
Banking Privileges	X	X	X	

**THE HAVERFORD SCHOOL
BENEFITS WORKSHEET-NON FACULTY**

Benefits Description	Full Time Staff & Admin.	30 hr. Staff & Admin	Reg. P.T. Staff Less than 30 Hrs.	Hourly Employees
Health/Vision/Prescription	X	X		X, if 30 or more

				hours per week
Opt out Medical (\$150/Month)	X	X		X, if 30 or more hours per week
Dental	X	X		X, if 30 or more hours per week
Medical Flex Reim.	X	X	X	
Dependent Care Flex Reim.	X	X	X	
Pension (10%) TIAA CREF (RA)	X			
mandatory 5% contribution (RA)	X			
Graded Vesting/1 Yr. Waiting	X			
TIAA CREF Voluntary	X	X	X (except student workers)	X (except student workers)
Life Insurance (1x Salary)	X			
up to \$450,000	X			
Additional Life Insurance	X	X	X (18 or more hrs. /wk.)	
S.T. Disability	X	X		
L.T. Disability	X	X	X (18 or more hrs. /wk.)	
Parental Leave	X	X		
Vacation Leave	X*	Prorated*	Prorated*	
Paid Holidays	X	X	X	
Paid Headmaster Holidays	X	X	X	
Graduate Study	X	X		
Professional Development	X	X	X	
Tuition Remission*/Assistance	X	Prorated	Prorated	
Childcare (subsidized)	X	X	X	X
Meal Allowance	X	X	X	Prorated
Gym Facility	X	X	X	X
Summer Hours	X*	X*	X*	
Computer Purchase	X	X	X	X (modified)
TransitChek	X	X	X	
Social Security	X	X	X	X
Banking Privileges	X	X	X	X

* Does not apply to 10-month non-faculty employees who are expected to work from August 15th to June 15th.