

**POLICY HANDBOOK
FOR
SUMMER PROGRAMS' EMPLOYEES
OF GERMANTOWN ACADEMY**

Updated January 2011

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Preface

This Handbook is the basic tool for communicating information to Summer Program employees of Germantown Academy who work at the Summer Day Camp or one of the Summer Specialty Camps or who teach one of the summer academic courses. It is posted on our web site at <http://www.gacamp.org/Forms/117/> for you to review and/or download. Your signature on your contract confirms that you have reviewed the Summer Programs policy handbook and are willing to follow the policies and procedures as stated in this handbook. This handbook summarizes and defines many aspects of the relationship between Germantown Academy and its Summer Programs' employees. The following information is applicable to all employees working under Summer Programs.

Some Summer Programs' employees are employed as faculty during the academic year. Their employment relationship, as a member of the faculty, is defined by the Faculty Handbook. While employed through Summer Programs of the academy, the job classification is "seasonal staff and the terms and conditions of the Summer Programs' Handbook apply. This Handbook replaces all other existing related documents and policies concerning the same or similar subject matters.

By working at Germantown Academy, we are all committed to uphold the ideals as described in the Mission Statement. We are also committed to following the policies and guidelines described in this handbook, for only through consistent application of these policies and guidelines can we assure a workplace that is fair for all. Certain policies are designated as All School Policies due to legal requirements or linkage with the strategic mission of the School.

The Head of School is responsible for all policies described in the following pages, with day to day responsibility delegated to the Director of Summer Programs. If you have questions or would like further information about any topic contained in these pages, meet with the Director of Summer Programs or the Human Resources Director. Camp Directors and Head Coaches are responsible for managing their employees, within the guidelines as described in this Handbook. We are all responsible for translating the words of this document into a truly useful tool that provides a framework for our work experience, and allows us best to uphold the ideals of the Mission Statement, and support the strategic goals of Germantown Academy.

Having said all of the above, it is also necessary to state that nothing in this Handbook constitutes a contract or guarantee; that the administration of the school, as represented by the Head of School, reserves the right to withdraw or change any policy at any time due to academic, financial, or other necessity; and that GA maintains an Employment at Will relationship with all employees except those with contracts who have a definite term of employment. This means that either the employee or GA may terminate the employment relationship at any time for any reason, and that no written or oral statements alter this relationship.

The school continues to make every effort to provide secure employment and rewarding careers to its employees. But the school makes no guarantees of length of employment or advancement. Finally, no member of management has the authority to bind the school to any terms or provisions of this Handbook.

Mission Statement

Mission: GA

Germantown Academy inspires students to be...

- **Independent in Thought**
- **Confident in Expression**
- **Compassionate in Spirit**
- **Collaborative in Action**
- **Honorable in Deed**

Independent in Thought

A leadership mindset begins with each student having the independence of thought necessary to seek and find the truth in all that he or she reads, sees and hears. We educate GA students to be curious, to ask questions, to listen to and evaluate the viewpoints of others. Our faculty and staff are the guides and coaches for these explorations of ideas, theories, and processes.

Confident in Expression

Independent thinkers become self-confident individuals. We, as teachers and staff members, hear expressed time and time again by prospective parents how confidently GA students comport themselves. Instilling confidence is also a goal of our writing, speaking, and performing curricula. Alumni visits around the country remind me that the core of confidence built during GA years holds firm throughout adulthood.

Compassionate in Spirit

Effective leadership also involves the ability to care about others, to realize that everyone we meet can teach us something valuable and can learn something of value from us. True compassion is a “suffering with” that enables independent-minded, confident people to recognize that vulnerability is the connecting spirit within us all.

Collaborative in Action

Collaborative action is needed to move forward a community, a team, a Belfry production, a choir performance, or a class project, once individual ideas are aired. Active “followership” is part of a meaningful education. Well educated

people have learned when and how to dedicate themselves to the support of the whole.

Honorable in Deed

The Mission Statement recognizes that absent personal honor, curious, confident, compassionate people will not engender the trust needed to be effective leaders or followers. GA teaches students to hold themselves to the highest of personal standards. To do so successfully, we, as teachers, must be role models of trust-worthy behavior. We want the simple act of entering the school each day to make each of us a better person.

Our core GA Mission consists of 15 simple but profound words, 15 words that will guide our actions and activities each day and every year. Making these 15 words memorable and meaningful involves communicating and living by them at home as well as at school. We ask for your support in this process by discussing these values with your children and placing the enclosed Mission Magnet on your home refrigerator. We have placed Mission Posters in each entry way and classroom at school, and discussions about various permutations of these 15 words have already become a part of educational life. Such daily visibility at home and at school will make these 15 words the internal compass that guides our students/your children in their personal and professional lives.

The new Mission Statement will also serve GA as the touchstone for all ideas and the philosophic structure under which future strategic plans will be organized and assessed. GA planners will be guided by these 15 words as we evolve our curriculum for a 21st century environment.

To know that GA, as a community, will be grounded in and guided by the same 15 words that inspire and direct our students is an assurance that Germantown Academy, spaces and programs, teachers and students, ideas and ideals, while ever-changing is also never changing. Independence, confidence, compassion, collaboration, and honor, skillfully combined, have always been the formula for virtue and the foundation for permanence. So it shall remain for the century to come, a century in which GA students, teachers and graduates will leave a lasting mark.

James W. Connor 1760
Head of School

History of Germantown Academy

Founded in 1759 as the Germantown Union School, Germantown Academy is one of the oldest nonsectarian independent preparatory schools in the United States. It originally served both boys and girls, and occupied buildings on Greene St. And Schoolhouse La., some of which are perhaps the oldest school facilities in continuous use in the country. To serve an increasing demand, enrollment was limited to boys in 1836, and the plant underwent extensive

expansion and modernization. By 1962, coeducation was reinstated, marking a return to the coeducational policy first started in 1831 when A. Bronson Alcott, the Concord transcendentalist, was appointed principal of the Academy's primary school, including the girls' department. In 1961, the Lower School moved to a 160-acre campus in Fort Washington, and, with the transfer of the Upper School from the Germantown campus to Fort Washington, all grades are now conducted at the new site. The present campus is beautiful and modern, and includes an Arts Center, Field House, and Science Center. Germantown Academy is now well able to meet the academic, artistic, and athletic needs of its extended community, and looks forward with confidence to a future as distinguished as its past.

Policy Statements

Applicable to the following classifications of employees: **All School Policies, applicable to any person on Germantown Academy payroll, including faculty and all others.**

Equal Employment Opportunity

We continue to believe that equal opportunity in all aspects of employment supports the mission of Germantown Academy and the successful attainment of our strategic objectives. It is the policy of Germantown Academy to provide equal opportunity to all qualified employees and applicants for employment without regard to race, ethnicity, creed, color, gender, sexual orientation, national origin, age, disability, or veteran status, and to seek candidates who will further diversify our community. GA will take positive action to ensure fulfillment of this policy in all areas, including hiring, placement, promotion or transfer, recruitment, employment ads, salary and other compensation, and selection for training and development opportunities. The ultimate responsibility for implementation of this policy rests with the Head of School. Day to day responsibility is delegated to the Dean of Faculty for faculty positions, and to the Director of Human Resources for all other positions.

Reasonable Accommodations

We are also committed to all of the principles of the Americans With Disability Act (ADA) which prohibits discrimination on the basis of disability in all aspects of employment and consideration for employment. We are further committed to a policy of Reasonable Accommodation for any qualified employee or applicant who requests such consideration in order to perform the job. The individual

requesting an accommodation or their Director should consult with the Human Resources Director regarding the limitations and compliance with ADA. We believe that a person with limitations is often the best resource for recommending a Reasonable Accommodation. Therefore, we request that employees notify the school of their need to have a disability accommodated. We will work with individuals who qualify as having disabilities within the meaning of the ADA, and who seek assistance, to develop solutions, wherever possible, that meet both his or her needs and those of the school.

Harassment-Free Workplace Policy

It is the policy of Germantown Academy to prohibit harassment of employees by other employees, or by any other individuals based upon race, ethnicity, creed, color, gender, sexual orientation, national origin, age, disability, or veteran status.

This policy is not intended to regulate morality, but to emphasize that in this environment, employees will be protected from harassment. It is not easy to define harassment; however, verbal slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing will be considered prohibited behavior. This type of behavior is prohibited even if it is welcome, as it can be an issue of third party harassment.

Any employee who feels that (s)he is a victim of harassment, or who is concerned that another employee has been harassed, should immediately report the matter to a senior administrator (director level), or to the Director of Human Resources. The Head of School must be advised, and the matter will be investigated as confidentially as possible. However, there is no guarantee of confidentiality as it is our goal to eliminate harassment and therefore it may be necessary to share certain information with those with a legitimate "need to know" in order to conduct a complete and thorough investigation, resolve the complaint and/or reinforce harassment prevention efforts. All investigations will be conducted discreetly. Every investigation requires a determination based on all of the facts. Adverse actions will not be taken against an employee who honestly reports or participates in the investigation of a violation of this policy. It is important that all employees not feel afraid to come forward and report instances of harassment, whether experienced by either themselves or other employees. Further, the school will do all that is reasonably possible to protect all participants involved in any accusation of harassment. Confirmed violations of this policy are not permitted and will result in disciplinary action, up to and including discharge.

An applicant or employee who believes that (s)he or another employee has been subjected to harassment should immediately report such actions according to the following procedure. All complaints will be promptly and thoroughly investigated.

Determination of a complete investigation and appropriate resolution rests with the Head of School.

1) Suspected harassment should be reported immediately to the Director of Human Resources, the Director of Faculty Relations or the Assistant Head of School.

2) The Head of School will be advised and the school will investigate every reported incident immediately. Any employee, manager, or representative or agent of the school who has been found to have harassed an employee will be subject to disciplinary action, up to and including immediate discharge or termination of the working relationship.

3) All investigations will be conducted discreetly. Every investigation requires a determination based on all of the facts. There is no guarantee of confidentiality as it is our goal to eliminate harassment and therefore it may be necessary to share certain information with those with a legitimate "need to know" in order to conduct a complete and thorough investigation, resolve the complaint or reinforce harassment prevention efforts.

Sexual Harassment Policy

Sexual harassment of any applicant or employee by a fellow employee, a supervisor or director, or anyone with whom employees have contact during the course of work is strictly prohibited. This policy is not intended to regulate morality, or to disallow welcomed compliments or social relationships. Rather, GA seeks to assure that in the workplace, no employee will be subject to sexual harassment. While it is not easy to precisely define sexual harassment, it certainly includes unwelcome advances or flirtations, requests for sexual favors, and/or continued uninvited verbal or physical conduct of a sexual nature. This type of behavior is prohibited even if it is welcome, as it can be an issue of third party harassment.

Sexual harassment will not be tolerated. Confirmed violations of this policy will result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who honestly report or participate in investigations of violations of this policy. It is important that all employees not feel afraid to come forward and report instances of harassment, whether to themselves or to another employee. Further, the school will do all that is reasonably possible to protect all participants involved in any accusation of harassment.

An applicant or employee who believes that (s)he or another employee has been subjected to sexual harassment should immediately report such actions according to the following procedure. All complaints will be promptly and thoroughly investigated. Determination of a complete investigation and appropriate resolution rests with the Head of School.

1) Suspected sexual harassment should be reported immediately to the Director of Human Resources, the Director of Faculty Relations or the Assistant Head of School.

2) The Head of School will be advised and the school will investigate every reported incident immediately. Any employee, manager, or representative or agent of the school who has been found to have sexually harassed an employee will be subject to disciplinary action, up to and including immediate discharge or termination of the working relationship.

3) All investigations will be conducted discreetly. Every investigation requires a determination based on all of the facts. There is no guarantee of confidentiality as it is our goal to eliminate harassment and therefore it may be necessary to share certain information with those with a legitimate “need to know” in order to conduct a complete and thorough investigation, resolve the complaint, or reinforce harassment prevention efforts.

Drug-Free Workplace

Germantown Academy seeks to provide a workplace that is safe and productive for all employees, and expects employees to set positive examples at work and in the community. Conditions which compromise safety and productivity of self and others, including the use of controlled substances, are of serious concern. GA recognizes that substances such as alcohol and drugs are used by some individuals, and that while alcohol is often used responsibly, sometimes abilities and senses are impaired. Coming to work while impaired by alcohol or controlled substances, or representing the school on business while impaired is prohibited, and will subject the employee to disciplinary action, up to and including dismissal.

Substance abuse is a complex health problem, and when it occurs, must be handled individually and sensitively. Employees who need assistance with a substance abuse issue are encouraged to seek medical attention, and may wish to inform the Head of School or another senior administrator. Taking this initiative may help the school to support the employee who is taking initiative to deal with a serious health situation, and will not, in and of itself, create grounds for disciplinary action or dismissal. However, ongoing abuse, to the detriment of the job and the school community, will result in dismissal.

Occasionally employees may need to use legally prescribed controlled substances to treat a health condition. If there is a possibility of impairment due to use of the medication, the employee should consult with his or her physician to determine if it is appropriate to work while taking the medication. If the employee chooses to work, she or he may inform the School Nurse of the circumstances.

AIDS/HIV, and other Infectious Illnesses

Infectious illnesses have a tragic impact on those affected and involve significant and sensitive issues for students, parents, faculty, and staff. Germantown Academy recognizes that employees and students who contract such serious illnesses often wish to continue their employment or education at the school. The school recognizes that it is also obligated to provide a safe and effective educational and work environment for students, employees, and visitors. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures. GA is aware that the best course of action is to treat each individual on a case by case basis, with compassion and understanding, and with appropriate medical advice.

Germantown Academy complies with all applicable federal, state, and local laws and regulations regarding AIDS/HIV and other Infectious Illnesses.

The school makes a concerted effort to provide ongoing AIDS education to its students and employees. This includes information on this policy, as well as information about the nature of the diseases and how they are (or not) transmitted. This information places special emphasis on methods for preventing the spread of AIDS. New arrivals at the school, both employees and students, are advised during orientation of the school's policy and the availability of information on AIDS/HIV.

Current medical knowledge holds that AIDS is not casually transmitted in ordinary educational, occupational, or social settings. Accordingly, all members of the school community are expected to continue to work with employees or students with AIDS/HIV or other Infectious Diseases, and may not harass or discriminate, nor allow others to harass or discriminate against such an individual. Students or employees who do not adhere to these principles may expect to be disciplined.

The school holds all information it receives about the medical condition of an employee or student with AIDS/HIV or an Infectious Disease in confidence.

GA recommends that an employee who suspects that she or he may have contracted AIDS/HIV take a test for the virus. If the virus is present, the employee is encouraged to inform the Nurse, or Head of School so that the school can implement the provisions of this policy.

The school will provide reasonable accommodation for an employee disabled by AIDS/HIV, when needed, so that the employee may continue to perform the essential functions of his or her job, so long as the accommodation does not impose undue hardship on the school.

An employee with AIDS/HIV may work as long as he/she is able (with or without accommodations) to perform the essential functions of the job, and does not present a health or safety risk to himself/herself or others. The school may at any time require a medical certification from the employee's own physician that

the employee is fit to work in accordance with this standard. Periodic certifications by the employee's physician may be required, and the school may also designate a physician to ascertain the employee's fitness to work.

The school will review, on an ongoing basis, the employment circumstances of an employee with AIDS/HIV. Where possible, the school will operate under the advice of the employee and his or her own physician. Any employment decisions the school makes through its reviews will be made in accordance with the school's interpretation of its policies and applicable laws, and in light of medical and scientific opinion and advice. In making employment decisions, the school will consider: (i) the employee's present physical and mental condition; (ii) the duties of the employee's position; (iii) the types of interaction between the employee and students and/or other employees; (iv) the characteristics of the disease, including means of transmission; (v) whether the possibility of transmission is enhanced by possible behavior of students (e.g. aggressive, violent, or other acting out behaviors); (vi) whether a substantial risk of transmission by the employee exists; and (vii) whether reasonable accommodations could be made which would allow the employee to continue working but would not impose an undue hardship on the school. This list of factors is not comprehensive, for the school may also consider other pertinent criteria in arriving at its decision.

The school treats AIDS/HIV in the same manner as other illnesses in terms of employment and does not unlawfully discriminate against employees with AIDS/HIV with respect to their eligibility to participate in its employee benefit plans.

Health Insurance Portability and Accountability Act ("HIPAA")

The Health Insurance Portability and Accountability Act of 1996 provide rights and protections to participants in and beneficiaries of group health plans. HIPAA regulates, among other things, the use of an individual's protected health information ("PHI").

HIPAA Privacy Rule

The HIPAA Privacy Rule is a group of regulations issued under HIPAA by the U.S. Department of Health and Human Services that creates national standards to protect individuals' medical records and other personal health information. It sets boundaries on the use and release of health records.

HIPAA Procedure: Refraining from Retaliatory or Intimidating Acts

Policy

It is the policy of the Germantown Academy Employee Health Plan (the "Plan") that it will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against:

1. Any employee for the exercise of any of his or her rights under (including the filing of a complaint with the Plan alleging a violation of) the Plan's Policies and Procedures or the HIPAA Privacy Rule; or
2. Any employee or other person for:
 - a. Filing of a complaint with the Secretary of the U.S. Dept. of Health and Human Services;
 - b. Testifying, assisting, or participating in an investigation, compliance review, proceeding, or hearing under Part C of Title XI; or
 - c. Opposing any act or practice made unlawful by the Privacy Rule, provided the employee or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of Protected Health Information in violation of the Privacy Rule.

Procedure

1. No member of Germantown Academy's workforce shall intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any employee or other person in violation of this Policy.
2. Members of Germantown Academy's workforce shall be trained about the requirements of this Policy and shall be required to immediately report suspected violations to the Privacy Officer (Director of Human Resources).
3. The Privacy Officer shall investigate suspected violations of this Policy in accordance with the Plan's procedure on Resolution of Complaints.
4. Members of Germantown Academy's workforce that violate this Policy shall be subjected to disciplinary action in accordance with the Plan's procedure on Sanctions.

HIPAA Procedure: Prohibition Against Requiring Members to Waive Rights

Policy

It is the policy of Germantown Academy Employee Health Plan that it will not require employees to waive their rights as a condition of the provision of treatment, payment, or enrollment in or eligibility for benefits from the Plan.

Procedure

1. The Plan shall not require members to waive their rights under the Plan's Policies and Procedures or under the Privacy Rule as a condition of the provision of treatment, payment, or enrollment in or eligibility for benefits from the Plan.
2. Members of GA's workforce shall be trained about the requirements of this Policy and shall be required to immediately report suspected violations to the Privacy Officer.
3. The Privacy Officer shall investigate suspected violations of this Policy in accordance with the Plan's procedure on Resolution of Complaints.
4. Members of GA's workforce who violate this Policy shall be subjected to disciplinary action in accordance with GA's procedure on Sanctions.

Standards for Off-Campus Behavior Policy

The school believes that upholding standards for off-campus behavior should be primarily the responsibility of all employees, the students themselves and their parents. However, in certain cases of off-campus behavior, school action might also be necessary to maintain the integrity of the institution. Therefore, the school reserves the right to take action whether in the form of educating, censuring, warning, and/or adding a letter to the in-school file of any students or employees of the Germantown Academy community whose behavior at any place or time does any of the following:

Diminishes the safety, physical welfare, or emotional well-being of others;
Damages private or public property;
Undermines the morale, safety, work, and/or activities of the community.

The school also reserves the right to separate immediately and permanently any students, employees, or families from the school whose out-of-school behavior is repeatedly unacceptable and/or suggests a clear and present danger to others.

Responsible Use Policy for Network and Internet Use at Germantown Academy

Responsible Use Policy For Network and Internet Use



Responsible Use Policy For Network and Internet Use at Germantown Academy

I. Outline

This document constitutes Germantown Academy's Responsible Use Policy (RUP) for Network, Electronic Communication Systems, and Internet use, whether wired or wireless, or by any other means ("Network"). The RUP is intended to:

- provide students and employees with a resource that will help them identify behaviors that, although they may be obscured by their recent manifestation in technology, are inconsistent with the school's core values as expressed through its Mission Statement, and
- provide the school with a basis for taking disciplinary action against individuals whose behavior is inconsistent with the values of trust, kindness and responsibility described in the Mission Statement and necessary for the maintenance of a sustaining educational community.

Because the RUP is included or referenced in the various Student, Faculty and Staff Handbooks, an individual's agreement to abide by the RUP is implicit in his/her joining the Germantown Academy community as an employee or student. However, the Academy expects that all employees and enrolled students will have read the policy in its entirety before using the school's network and associated computer systems. An infraction of the policy will be treated, for a student, as a serious offense of the school's disciplinary code, and for an employee, as a reportable performance problem that, if deemed necessary, could result in termination of employment. In addition, the Academy reserves the right to notify its Internet Service Provider (ISP) and/or local, state and/or federal officials when it suspects that individuals are using the Academy's systems in violation of local, state or Federal laws.

It is occasionally necessary for authorized systems administrators to access user accounts in order to perform routine tasks related to the maintenance and security of systems. Those authorized individuals have the right to intercept or access stored communications in user accounts for the purpose of upholding this policy and/or maintaining the system. Network users have no privacy expectation in the contents of their personal files or in their use of the Network. The Academy reserves the right to log and monitor network use and to monitor and allocate file server space.

Further, the Academy reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through the use of installed systems or general policy. Specifically, the Academy may operate and enforce technology protection measure(s) that monitor and track online activities of all users of networked devices and filter and/or block access to internet-based materials that are inconsistent with the Academy's goals as expressed in its Mission Statement. Measures designed to restrict user access to inappropriate materials may be disabled by a

designated school authority without notice to enable access for lawful purposes that are consistent with the school's mission.

II. Purpose of the Network and Associated Systems

Germantown Academy provides network and Internet access for authorized students and employees. For students, access is provided so that academic and extra-curricular requirements can be more easily met. For employees, access is provided to enable each employee to fulfill his/her professional responsibilities effectively and efficiently. Those responsibilities are specified in the Faculty and Staff Handbooks and in the school's Mission Statement. Incidental personal use (use for occasional personal communication) of the network and associated systems by employees is permitted so long as such use does not interfere with the employee's duties and responsibilities or job performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable policies, procedures and rules, and must not violate any of the rules contained in this policy, and must not damage the school's hardware, software, or computer communication systems.

III. Employee and Student Responsibilities

Employees and students who use the school's network have responsibilities that, when assumed by all community members, allow the school to provide the widest possible variety of technology-based services for community members. Carefully read and then comply with the "Employee and Student Responsibilities" list that follows: doing so will insure that you have met your personal obligations to the school community as they relate to your use of the network and Internet.

- Student users are responsible for adhering to all policies referenced in the Student Handbook. Employees are responsible for adhering to policies established in, for faculty, the Faculty Handbook, and for staff, the Staff Handbook. Network users will access and/or transfer only materials that are consistent with the Academy's Mission statement, are otherwise necessary to further community-affirmed educational objectives (for students) or job-related performance objectives (for employees), or for incidental personal use as defined and provided for in this policy. Individual users will not purposely access, possess, or transfer defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, terroristic, sexually explicit, threatening, racially offensive or illegal material on the network.
- All users must recognize that the Internet is, to a substantial extent, an unregulated, unsupervised and uncensored source of information and method of communication. A student or employee who inadvertently becomes part of a transfer of inappropriate material to or from the Internet is obligated to report the incident to the Network Administrator. Purposeful transfer of this type of material is, of course, forbidden.
- Network users may not allow another person to log onto or otherwise use their account. It is the responsibility of users to protect their personal and shared accounts from unauthorized use by (a) periodically changing passwords, (b) using passwords that are not easily guessed, and (c) logging out of all authorized accounts when leaving a computer unattended. The use of passwords are for security purposes and do not infer a right to privacy on the Network.
- A user's editing, deleting or otherwise altering files within a shared directory or folder is permitted only if the file in question relates directly to the user's responsibilities as an Academy student or employee.
- Users of the network must recognize that hard drive space for storage of personal files is limited and are therefore encouraged to delete all inactive files. The Network Administrator, after giving prior notice to all users, will periodically purge inactive files. Documents stored in digital or electronic form, including e-mail, may be regularly destroyed, excepting copies of in-coming and out going e-mail correspondence that must be preserved when Germantown Academy is on notice that documents and information in

its possession are relevant to litigation, potential litigation, or are reasonably calculated to lead to the discovery of admissible evidence.

- Those who violate the established policies as outlined in this RUP may be denied access to installed workstations and/or the network, and may be subject to legal action and/or other disciplinary measures as described in the appropriate Student, Faculty or Staff Handbook. For students, the school's disciplinary response to an infraction can range from a simple (reported) conversation with a faculty member up to and including dismissal from the Academy. Academy responses to employee violations of the RUP are described in "Guidelines for Employee Conduct", section 1.10 of the Faculty and Staff Handbooks.
- Use of the network and associated servers for the unauthorized transmission or storage of personal information about students or employees that has the potential to be injurious is prohibited.
- The network user who willfully damages systems through acts prohibited by the RUP is responsible for all repair costs incurred by the Academy.
- Network users are prohibited from revealing any and all contact information regarding other network users, and any personal contact information beyond a school-assigned email address and a school telephone number. Further, users are prohibited from assuming another's identity and using spyware, cookies or any electronic information to invade another individual's privacy. In addition, users may not disseminate personal information regarding students or employees, examples of which include, but are not limited to, grades, social security numbers, credit card numbers, telephone numbers, home addresses, parents' names, mother's maiden name, health and financial information, evaluations, psychological reports and educational records.
- Access by an authorized user to the Academy's network and associated systems from an off-campus location subjects the user to all rights and responsibilities listed in this RUP.
- Additional rules and restrictions may be added and publicized at any time. Users are responsible for knowing and following these rules.

IV. The Academy's Rights and Responsibilities Regarding Networked Systems

The Academy's Network Administrator and designated alternates assume responsibility for managing the network-related activities of students and employees. Those designated individuals assume these responsibilities so that the Academy's systems can provide the computing environment necessary for students and employees to fulfill their responsibilities to the school. Listed below are systems management responsibilities assumed by designated GA Technology staff and others:

- Academy representatives will inform community members of the existence of the RUP and provide copies of it for reference.
- Network and Internet access is provided to all employees, and to those students who (1) are identified by the instructional staff as requiring access in order to complete requirements of the Academy's academic program, and (2) have not had their access revoked due to a previous violation of the RUP.
- Access to all networked servers is restricted to those who have active accounts issued by the Network Administrator. Others are not allowed access to those servers. Accounts can be revoked at any time for suspected or verified non-compliance with any section of the RUP.
- The Network Administrator and other designated Academy employees have the authority to intercept electronic communications, access stored electronic communications and monitor all network-based electronic communications including, but not limited to, e-mail

messages and file transfers. Germantown Academy neither provides nor implies the existence of individual privacy rights in electronic information transported by the network or stored on servers or other networked storage devices.

- Germantown Academy reserves the right to install hardware and/or software to monitor the actions of individual users in order to determine whether or not those actions are in compliance with school policy, and with local, state and federal laws.
- The Academy reserves the right to notify its Internet Service Provider (ISP) and/or local, state and/or federal officials when it suspects that individuals are using the Academy's systems in violation of local, state or Federal laws.
- A reasonable level of monitoring of student use of installed systems is expected of Academy employees. The Academy expects that violations of this policy be reported to the appropriate Head of Division.
- The Academy makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Academy system will be error-free or without defect.
- The Academy will not be responsible for financial obligations arising through the unauthorized use of the Network.
- Germantown Academy is not liable for damage to or loss of files due to system malfunction or administrator error.
- The Network Administrator and other designated employees has the right to monitor all accounts for the purpose of insuring that all systems remain operable and optimized for users.
- The fact that electronic information is available to students and employees via the Academy's network does not imply endorsement of the content by the Academy, nor does the Academy guarantee the accuracy of the information transmitted by the network.

V. Specific Prohibitions

Any use of the network for activities that are illegal and/or inconsistent with the Academy's Mission statement are prohibited. The specific prohibitions listed below have serious legal or disciplinary implications. The Academy reserves the right to determine if any activity not specifically listed below as a prohibition constitutes an acceptable or unacceptable use of the network.

- Specifically prohibited is any willful action that interferes with or threatens to disrupt the normal operation of the network for its intended purposes, makes Academy-owned electronic records or systems unavailable for normal use, or transfers school-owned electronic information to unauthorized individuals. Examples of such actions include, but are not limited to, the use of spyware, the introduction of viruses, worms or other applications designed to damage systems or gather electronic information, unauthorized use of a computer or actions that allow for the electronic assumption of one computer's electronic identity by another computer, the dissemination of electronic chain mail or broadcast messages, and failure to comply with a request from an Academy employee to discontinue activity that may threaten the operation of the network or other systems.
- The use of damaged storage media in school-owned computers is prohibited.
- Transferring copyrighted materials on the Germantown Academy network or use of school-owned systems to make copies, display, produce, disseminate or create derivative works of copyrighted material without the express consent of the owner of the copyright is a violation of Federal Law and therefore prohibited, unless it is through some legal means such as fair use. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text,

graphic images, audio and video recordings), distributing copyrighted materials using peer-to-peer networks, deeplinking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the Academy's computers is expressly prohibited. This includes all forms of licensed software, shrink-wrap, click-wrap and electronic software downloaded from the Internet. The Academy does not condone and will not tolerate acts of intellectual property infringement.

- Use of the network to transfer software designed to compromise the operation or security of the network is strictly forbidden as is any attempt to circumvent network security, guess passwords or in any way gain unauthorized access to network servers or services.
- All users must recognize that e-mail messages and other information transferred by the network may contain thoughts, conclusions and biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or vendors. Such discussions or use of the network are expressly prohibited. The Academy reserves the right to restrict access to or the availability of material that the Academy considers to be harassing, or otherwise objectionable, whether or not such material is constitutionally protected.
- All members of the community must remember that the connectivity offered by the Internet has obscured the demarcation between home and school. The use of off-campus systems and the Internet by community members to disseminate content intended to harass, defame, offend, or otherwise purposely annoy other community member is inconsistent with the Academy's Mission statement and therefore strictly prohibited.
- Users may not move, repair, reconfigure, modify or attach external devices to existing systems.
- Authorization to install school-licensed software on school owned systems is given to the Network Administrator, Technology Specialist, Curricular Systems Administrator and others specifically designated by the Director of the Department of Information Technology. Illegal installation, distribution, reproduction or use of copyrighted software on the Academy's systems is prohibited.
- Misrepresentation (forgery) of the identity of a sender or source of electronic information is prohibited.
- Use of the Network for commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable Academy policies), unauthorized fundraising or advertising on behalf of the Academy and non-Academy organizations, reselling of Academy computer resources to non-Academy individuals or organizations, or unauthorized use of the Academy's name are prohibited. "Commercial purposes" is defined as offering or providing goods or services or purchasing goods or services for personal use. Academy acquisition policies will be followed for Academy purchase of goods or supplies through the Academy system.
- Students and employees may not send spam (unsolicited commercial e-mail messages or advertisements of a commercial nature), in any form, nor solicit transmission of spam to the Academy networks. Additionally the Academy may filter or block e-mail that is identified as or whose Internet or IP addresses have been identified as sources of spam.
- Use of the network and/or associated systems by unauthorized users is specifically prohibited.
- Use of the network to facilitate illegal activity is prohibited.
- Materials purchased by using Germantown Academy's network and associated systems must be used for their intended purposes only.

- The use of digital recording devices in activities inconsistent with the school's Mission Statement or in violation of local, state or federal law is specifically prohibited.
- The Academy's systems may not be used to create and/or distribute open-source software unless unambiguous statements indicating that no expressed nor implied warranties accompany the software.
- The network and associated systems may not be used to gamble, wager, play games of chance or transfer funds for these purposes.

Audio/Visual and Technical Equipment

Summer Programs Policies for Use of Audio/Visual Equipment

- All televisions, VCRs, projectors, digital cameras, video cameras and other technical equipment will be signed out by the individual intending to use the equipment. For academic programs, the equipment will be signed out by the teacher of the course.
- Any person who signs out equipment is responsible for educating him or herself on proper use and care of the equipment.
- The person responsible for the equipment will check it in before termination of their employment with summer programs for the season. Summer programs reserves the right to charge the individual for broken or lost equipment, if the individual is found to be negligent in fulfilling this responsibility.

Summer Programs Procedures for Checking out Technical Equipment

- Any employee of GA summer programs who anticipates they will need technical equipment in order to successfully implement their program should notify their camp director at the time of hire.
- Camp Directors will assess the needs and submit a list to the summer programs office. Most requests should be submitted by May 1 if possible.
- By mid-May, summer programs staff will work with the Upper and Lower school librarians to determine which equipment will be checked out from each library.
- Summer programs staff will send notices to employees, communicating the times the libraries will be open for equipment check-out.
- Librarians will submit a list to the summer programs office of all summer programs employees who check out equipment.

Summer Programs Procedures for Turning in Technical Equipment

- Summer programs employees with technical equipment must take their equipment to the library during the established equipment check-in times and check their equipment in with the GA librarian. In most cases, this should occur on or before the last day of the program.

- Summer programs employees who teach more than one session and need the equipment for all sessions should keep their equipment until the end of the last session taught.
- Summer programs office staff will work with the upper and lower school librarians to maintain records of employees who have turned in their equipment. After the close of summer programs, the summer programs office staff will contact individuals who have not turned in equipment and keep the summer programs director informed on the status of the missing equipment.

Guidelines for Employee Conduct

Applicable to the following classifications of employees: **All School Policy, applicable to any person on Germantown Academy payroll, including faculty and all others.**

According to its Mission Statement, Germantown Academy maintains high standards for the conduct of all employees at all times. The following lists governing employee conduct are for illustration only and are not intended to be comprehensive or all-inclusive.

Conduct on this list will result in verbal and/or written warnings, and repeated offenses may lead to termination:

- Unexcused/unexplained absence after warning
- Disregard of starting and ending time
- Leaving assigned job or area except in emergency
- Use of obscene language
- Attire inappropriate for school
- Carelessness in maintaining work station/area in neat manner
- Loafing, continual conversation, idle gossip
- Gambling on the job
- Isolated or recurring instances of poor job performance or carelessness
- Inability to cooperate or get along with other employees
- Failure to follow accepted standards of workplace behavior
- Excessive absenteeism, even when paid sick time was granted
- Allowing unauthorized visitors on campus
- Bringing unauthorized animals on campus

Conduct on this list will lead to serious measures, up to and including immediate termination:

- Unauthorized and inappropriate use of technology failure to return GA equipment, including technology equipment, in the same condition, at the end of the course the equipment was used for.

Failure to wear authorized camp shirt

Unauthorized release of proprietary or confidential school information

Sexual harassment or other prohibited forms of harassment

Use or possession of alcohol or controlled substances on the job, or reporting to work while under the influence of alcohol or controlled substances

Defacing or destroying school property

Stealing or irregularities involving school funds

Unauthorized removal of school property or property of other employees

Insubordination, fighting, or threatening others on school premises

Intentionally falsifying school records

Immoral behavior

Possession of firearms and weapons

Ongoing abuse of alcohol or a controlled substance, to the detriment of the job and the school community

Violation of any rule or requirement set forth in this Handbook or otherwise imposed by GA

Failure to comply strictly with all laws, rules, and regulations applicable to employment at GA

Specific Examples of Conduct by Summer Programs Employees which would be categorized as “conduct which will lead to serious measures, up to and including immediate termination”.

- Violation of a confidence, such as discussing a child’s behavior with anyone other than an employee responsible for that child or a “supervising” employee of the camp who has need to know or a parent/guardian.
- Harsh and/or abrupt physical or verbal discipline of an employee or camper.
- Sexual Harassment of a child

Other Workplace Rules

Applicable to the following classifications of employees: **All School Policy, applicable to any person on Germantown Academy payroll, including faculty and all others.**

All Summer Program employees must wear an appropriate Summer Program Camp shirt during the hours of their employment. No exceptions.

There is no smoking in any of the buildings/facilities of Germantown Academy at any time. There is no smoking on the grounds of Germantown Academy during the school day (8 a.m. to 6 p.m.). Smoking is not allowed during off campus field trips, in GA vehicles or vehicles contracted by GA or GA Summer Programs. For obvious reasons, GA employees are discouraged from smoking at all times.

Solicitation and Distribution of Materials: To keep the workplace free from unnecessary interruptions, solicitation of an employee by another employee should be limited to times when both are on break, or before or after work. Distribution of literature, handbills, or other printed material in work areas is prohibited at all times. Solicitation or distribution of literature by non-employees on school premises is prohibited at all times. If items are to be posted on school bulletin boards, permission must be granted by a Head of a School, the Director of Human Resources, or the Director of Development.

Policy on Employee References: All requests for references regarding current or former employees should be referred to and handled through The Human Resources Director or Head of School's Office, in order to insure consistency and compliance with all applicable laws.

Driver Safety Policy

The Administration considers safety on the road an important element of school operations. Each employee who operates a vehicle during the course of their employment is responsible for the safe operation of that vehicle. Drivers will be held accountable for their actions while operating any school van or vehicle.

The following rules and regulations must be followed by all approved drivers:

1. Van drivers must complete a release form to obtain a history report. Current motor vehicle reports are reviewed before an employee becomes a designated qualified driver. This approval must be in place before the employee drives any school vehicles. Only employees with a good driving records and a current license are eligible to drive school vans, trucks or pickups.
2. No van will be used to transport or carry more than ten passengers (including the driver) at any one time.
3. Itinerary of where you are going and your route to get there and back to GA.
4. Driver must review rules of camper Care before they depart.
5. Campers are not allowed to refuel gas tank.
6. The van driver will be responsible for any and all traffic or parking citations, tickets or fines.
7. All passengers of school vehicles must wear seatbelts.
8. Drivers shall never exceed the posted maximum speed limit.
9. Drivers must report all traffic violations and accidents to the Director of Summer Programs immediately after it occurs.
10. School vehicles are never to be operated while under the influence of alcohol or any drug that may diminish driving performance.
11. No usage of a cell phone by the driver is permitted while operating the vans.
12. Drivers shall operate in a safe manner at all times.
13. Van drivers are responsible for the cleanliness of the interior of the vehicle. All personal items and trash should be removed from the vans.
14. No Smoking.
15. All personal items and trash should be removed from the vans.

Specific to Summer Programs:

Use of School Vehicles: In order to monitor where our campers are and to ensure their safety at all times during the Day Camp and Specialty Programs season, no employee may have use of any school owned vehicle without permission from the Director of Summer Programs and a signed release form for driver's history report. All Specialty Camps who intend to take campers off-campus must notify the Director of Summer Programs of the itinerary and list of participants at least one day prior to the day of the trip.

Record keeping/Access to Personnel Files

Applicable to the following classifications of employees: **All School Policy, applicable to any person on Germantown Academy payroll, including faculty and all others.**

Germantown Academy will establish and maintain personnel and benefits records as required by law. Employees may review their records by making an appointment with the Human Resources Director (in the case of faculty, also with the Head of their School, as faculty benefits and compensation records are the only records maintained by the Human Resources Director). Normally this should occur only once per year. Employees may make copies of information contained in their own personnel files.

Employment Process and Practices

Applicable to the following classifications of employees: **All seasonal employees**

Hiring procedure: It is the goal of the school to develop written job descriptions for all current positions within Summer Programs. The individual job descriptions will be developed by the Director of Summer Programs, Day Camp Director and Specialty Camp Directors in conjunction with employees currently filling the individual roles, and will be approved by the Human Resources Director. If the position is new, it must be approved by the Director of Finance before it is offered to anyone.

Employment opportunities: As positions become available, job postings will occur or other forms of communication will be used to advise the school community of employment opportunities within Summer Programs.

Employee Referrals: Employees are encouraged to refer individuals whom they believe to be qualified for available positions. The applicant's name and resume should be provided to the Director of Summer Programs, Director of Sports Camps or the Human Resources Director.

Pre-employment Requirements: A TB Test and Physical is required by Germantown Academy before you begin at Summer Programs. Pre-employment skill testing may be required for certain positions. Pre-employment drug tests and/or physical exams, and post-employment drug testing (both periodically and for cause) may be required for employees in certain positions, as allowed or required by law. Applicants will be notified in advance of these requirements, where applicable, and all offers for these positions will be conditional upon successful completion of the necessary testing. Reference checks will be conducted for all final candidates. Child abuse clearance, criminal history checks and FBI Clearance will be conducted, as required by law, with the cooperation of the applicant. Any employee who does not hold another employment position with the academy will be required to fill certain employment forms, required by law. Applicants will be asked to sign applicable releases regarding required testing and certifications.

Position or Job Descriptions are important because they describe what an employee is expected to do, and are instrumental in goal setting, development planning, and performance assessment. One will be written for each occupied position, and for new positions that are to be filled. Preparation of the job description is the responsibility of the Director, with participation from the employee whose position is being described. All descriptions should include terminology such as “other duties may be assigned as required for support of any aspect of school operations”.

Compensation

Wage Compliance

The Fair Labor Standards Act (FLSA) is the federal law which provides all U.S. employers with rules for minimum wage, overtime, child labor and other protection involving the employer/employee relationship. While the FLSA was designed to provide broad coverage to employees, it also provides numerous exemptions. Exemptions are those cases when because of the nature of the work or the age of the employee, the employer is not required to pay the current federal defined minimum wage or overtime wages.

Is the GA summer camp exempt from the minimum wage standard?

Yes. The FMLA exempts certain establishments from paying minimum wage. One type of establishment is an amusement or recreational establishment which is seasonal in nature. Seasonal is defined as one which is open seven months or less each year. To qualify for the exemption, the employer must be a seasonal establishment, but need not be part of a seasonal enterprise. Thus, the Summer Camp is our seasonal establishment and GA is the non-seasonal enterprise. Although it is the Academy’s policy to pay its seasonal workers at a rate which is competitive with other regional camp programs, it must be understood that the criteria used to determine the appropriate salary rates is distinct from minimum wage standards as defined by the Fair Labor Standard Act.

Employer's Obligation With Respect To Employing Minors

The FLSA has distinct restrictions on the employment of children less than 18 years of age. Minors, working in Germantown Academy's Summer Programs are advised of work hour restrictions and pre-employment paperwork requirement through their hiring Director.

Salary Administration

The duration of the Summer Camp Program is six weeks. Certain Specialty Camps operate outside of the six-week period and continue to occur throughout the six weeks in parallel with the regular program. Academic courses generally take place throughout the six weeks of the program. The number of weeks a staff employee will work depends on their particular program's duration, enrollment and overall Summer Programs' needs. A letter of offering detailing the number of weeks of employment, salary and a brief description of duties will be provided to each summer staff employee. The school reserves the right to withdraw a letter of offering at any time if the overall needs of any Summer Programs activity requires that such action be taken. Contracts will be extended to most seasonal administrative employees.

Summer Programs Pay Administration

All summer program employees, whether GA faculty or otherwise, will be paid on the following dates for summer of 2011.

Pay Period Dates	Pay Check Date
June 6th thru June 17th 2011	July 1, 2011
June 20th thru July 1st 2011	July 8, 2011
July 5th thru July 15th 2011	July 22, 2011
July 18th thru July 29th 2011	August 5, 2011

Attention:

All pre-employment paperwork must be completed and be on file prior to the first scheduled day of work.

Performance Problems: Occasionally there are serious concerns about an employee's performance which should be addressed through a more formal and

closely monitored process than the annual review. The following is a suggested process to handle such concerns. Neither GA nor any Director is required to follow this process; these are guidelines only. Further, there is performance or behavioral concerns which are serious enough to warrant immediate dismissal. More information about this is found in "Guidelines for Employee Conduct".

Direct or call to an employee's attention immediately any cause for concern. It is advisable to document (even informally) all discussions of performance concerns with the employee.

Director should consult with The Human Resources Director if an identified performance problem cannot be resolved in conversations between the employee and Director.

The employee is to be advised, in writing, where performance concerns require immediate corrective action. Specific, measurable objectives and timetables for completion of these objectives are to be stated. The employee should be advised in writing that failure to satisfactorily meet these objectives could result in termination.

A final warning may be given if the above process has not produced satisfactory results.

Employees whose performance consistently does not meet standards cannot expect to be retained by GA.

Problem-Solving Policy (for all non-faculty employees)

This policy is intended to maintain sound and favorable working relationships, and to bring to our attention any conditions or circumstances at Germantown Academy that should be addressed. By following this policy, employees will be given a sympathetic hearing and fair treatment. No employee will receive unfavorable treatment or in any way be penalized for using this procedure. The following steps are recommended but not required for the employee or for Germantown Academy:

- 1) The employee discusses the problem with his or her supervisor/Director, who may be able to resolve the problem. Employees are encouraged to discuss their concerns, and their suggested solutions to problems, openly with their supervisor/Director. The immediate supervisor/Director should investigate all aspects of the situation, and is encouraged to discuss the problem with senior management or the Human Resources Director if their knowledge and experience would be helpful in reaching a decision. The immediate supervisor/Director should report his or her findings and decision directly to the

employee within two weeks in most cases. The supervisor should also be clear that if the employee is not fully satisfied, he or she may take the problem to the next step. If the initial problem is beyond the scope of the supervisor's/Director's jurisdiction, the supervisor/Director may immediately suggest that the problem be taken to the next step, without making any initial recommendations.

2) The person to whom the immediate supervisor/Director reports may be in a position to provide additional knowledge and experience that may lead to a satisfactory resolution of the problem. This person will listen to the problem and suggested solutions as recommended by the employee, with input from the immediate supervisor/Director, if appropriate. She or he may make or change a decision, and may consult with others at a more senior level or with the Human Resources Director first. This person's decision should be communicated directly to the employee, with the direct supervisor's/Director's knowledge. If the employee is not fully satisfied, he or she may take the problem to the next step.

3) Discussion with or review by the Head of School or another senior administrator (Director level) is the next step. The employee should consult with the Human Resources Director, reviewing the actions already taken, and work with the Human Resources Director to schedule the next step with the Head of School or alternate administrator. The problem and recommendations, along with steps already taken will be reviewed, and a final decision will be made and communicated to the employee.

An employee may determine that there is a reason to follow alternative steps, and may additionally wish to skip a step in the process. He or she should consult with the Human Resources Director on this. The role of the Human Resources Director is to facilitate resolution of problems, not to be the first line of problem resolution. Wherever possible, Germantown Academy encourages problems to be handled first by the employee's direct supervisor/Director, and if necessary, by the next level of management. GA also recognizes that prompt handling of a problem increases the likelihood of a resolution that is satisfactory to the employee. Problems that are raised through the steps described above will be handled as rapidly as the situation allows, and the employee will in all cases be informed of the results. A verbal response at any step will be considered sufficient, because communications are improved throughout the School when people talk to one another.

Attendance, Working Hours, and Absence

Applicable to the following classifications of employees: **Seasonal Employees**

Regular Work Schedules: All employees are expected to adhere to established work hours and work schedules. Specific arrival and departure times will be detailed in your contract or letter of offering and explained by Camp

Directors prior to the start of camp. There are special evening events and pre-camp meetings that all employees of the program are expected to attend. Prior to the first day of Day Camp, there will be a mandatory orientation meeting. Other meetings may be scheduled individually or for groups of employees on an “as needed” basis during the course of the season.

Absences: Daily attendance during the hours of operation of the camp is expected. Absences or missed time from camp by seasonal staff employees will result in loss of pay. Employees of the program who will be absent or late must notify their respective camp directors early as is possible so coverage may be arranged. If a teacher of an academic course is absent, it is their responsibility to contact the appropriate administrator so that coverage may be arranged prior to the start of the respective course.

Illnesses: It is the policy of the school that employees who are well enough to work, are expected to come to work, unless they are contagious to others. There is no paid sick time for employees who are unable to work due to illness.

Leaving Campus: No staff may leave campus during hours of operation without permission from the Director of Summer Programs, and/or their specific camp director.

Safety and Accident Reporting

Applicable to the following classifications of employees: **All full and part time, and temporary employees, including administrative, staff, and maintenance employees.**

Safety

It continues to be the policy of Germantown Academy to seek to provide a safe and healthy working environment for all employees. Our practice is to comply with all applicable federal, state, and township safety regulations. All safety equipment needed by employees is provided by the school. In order to maintain awareness of all requirements, and to best insure that we have a safe workplace, a Safety Committee has been established. The Chair of this Committee is the Security Supervisor, and the Assistant Chair is the Supervisor of Buildings and Grounds. Other members will be appointed as appropriate. The Committee reports to the Director of Finance, who will keep the Headmaster fully informed of all activities. From time to time, the Committee will use the services of outside experts to focus and support their efforts.

Accident Reporting

All workplace accidents, however minor, are to be reported first to the supervisor or Director of the work group involved, and then (in the same day) to the Human Resources Director or the Head of School's Office.

Tuition Remission Policy for Summer Programs

All GA employees are entitled to a discount for their children to attend GA Summer Programs. Refer to this document for registration instructions and the discount structure applicable for specific types of positions and specific camps.

SUMMER PROGRAMS REGISTRATION PROCESS FOR GA EMPLOYEES

1. Log onto the summer programs website www.gacamp.org . If you've never registered before, you will need to set up an account with a username and a password. Stop by the summer programs office if you need help with this process.
2. Sign up for the programs your child will attend. Pay the required \$100 deposit per camper. You will need a credit card for this step.
3. Send an email to summer@gacamp.org letting us know that you are a GA employee and you registered your child for camp. State your name, your position, and your child's name. This alerts the summer programs office staff to adjust your account with the appropriate discount.
4. Throughout the months of April and May, the summer programs office staff will apply discounts to employee accounts. After the camp office has processed your registration and applied the appropriate discount, you will receive a billing statement indicating either one of two things:
 - a. The \$100 deposit exceeded the required amount, and a refund check will be issued.
 - b. The \$100 deposit was insufficient to cover the camp fees and the remaining balance is **due June 15, 2011**.
5. Due to the amount of time it takes to individually process employee discounts, a **\$25 Employee Processing Fee** will be charged to your account. In addition, a **\$25 Change Fee** will be applied for changes made to your account **after May 1**. You may still initiate your registration or register for additional programs after this date, without a change fee.
6. Please be aware that if you register after June 1, your discount must be approved by the Director of Summer Programs. Depending on program availability, applications received after this date may not be eligible to participate in the remission program.

ABOUT THE DISCOUNT STRUCTURE FOR GA EMPLOYEES

- There are three levels of remission: **80%, 50%, and 25%**. Employee status and summer program(s) selected determine the level of remission that applies for each camper during a given week.

- **Faculty and staff are not eligible for any other discounts or promotional offers.**

An 80% remission is extended to:

- a) Children of Summer Programs employees for the weeks worked, enrolled in the following programs:
- | | | |
|----------------|-------------|----------------|
| Sports Camps | Music Camps | Preschool Camp |
| Belfry Theatre | Day Camp | |
- b) Children of year-round, full time employees of the Academy who, because of the nature of their jobs, provide direct and ongoing support to the employees, campers and or/parents of Summer Programs. These departments include Business Office (including payroll management), Mailroom, Bookstore, Technology, Security, and Maintenance; 80% remission applies to campers enrolled in the following programs:

Sports Camps	Music Camps	Preschool Camp
Belfry Theatre	Day Camp	

NOTE: There is a \$25.00 processing fee for each faculty/staff child enrolled under the “80% remission” policy. This is a fixed, annual fee of \$25.00 per child regardless of the enrollment mix of day/specialty camps for each child over the course of the summer.

A 50% remission is extended to:

- a) Children of Summer Programs employees for the weeks worked, enrolled in the following programs:
- | | |
|------------------------|-----------|
| Enrichment | Academics |
| Science and Technology | Art Quest |
- b) Children of year-round, full time employees of the Academy who, because of the nature of their jobs, provide direct and ongoing support to the employees, campers and or/parents of Summer Programs. These departments include Business Office (including payroll management), Mailroom, Bookstore, Technology, Security, and Maintenance; 50% remission applies to campers enrolled in the following programs:

Enrichment	Academics
Science and Technology	Art Quest

NOTE: There is a \$25.00 processing fee for each faculty/staff child enrolled under the “50% remission” policy. This is a fixed, annual fee of \$25.00 per child regardless of the enrollment mix of day/specialty camps for each child over the course of the summer.

A 25% remission is extended to:

- a) Children of regular full-time staff in departments not noted above, part-time staff in all departments, and faculty who do not work in Summer Programs. These employees are eligible for a 25% discount in any summer program except Wildlife Discovery Camps.
- b) Children of Summer Programs employees and other Summer Programs Support employees enrolled (see above for full description) who are enrolled in Explorer Camp.

Note: There are no faculty/staff discounts for Wildlife Discovery Camps.

Camp Fee Remission Policy

Updated Feb 2009

<u>Amount of Discount</u>	Summer Programs Employees	Year-round, Full-time support personnel *	Full-time staff in other departments	Part-time GA staff	Faculty who do not work for SP
80%	Day Camp Sports Camps Belfry Theatre Music Camps Preschool	Day Camp Sports Camps Belfry Theatre Music Camps Preschool	N/A	N/A	N/A
50%	Academics Enrichment Science/Tech Art Quest	Academics Enrichment Science/Tech Art Quest	N/A	N/A	N/A
25%	Explorer Camp	Explorer Camp	All programs except Wildlife Discovery	All programs except Wildlife Discovery	All programs except Wildlife Discovery
No discount	Wildlife Discovery	Wildlife Discovery	Wildlife Discovery	Wildlife Discovery	Wildlife Discovery

* Business office (including payroll management), Mailroom, Bookstore, Technology, Security, Child Care and Maintenance.

How to enroll:

1. Go to www.gacamp.org to register.
2. Make selections and pay \$100 deposit.
3. Inform the summer programs office that you have registered a camper; be sure to let them know your job title.
4. You will receive either a refund for overpayment, or a bill for amount due.

Balance is due June 15, 2010