



Welcome to Torah L'Kulanu!

This handbook is intended to serve only as a guide to our general policies, procedures, compensation and benefits program. Nothing in the handbook or in our benefit plans is intended to create, expressly or by implication, a contract, guarantee of continued employment for any specific period of time, or a guarantee that benefit levels will not be changed in the future or that any benefits otherwise will not be changed or even discontinued. Either you or Torah L'Kulanu may terminate the relationship, at any time, with or without notice and for any reason either you or Torah L'Kulanu deems appropriate. The relationship, in other words, is one of employment at-will.

In order to retain necessary flexibility in the administration of policies and procedures, Torah L'Kulanu reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from stated policies are those authorized and signed by the Executive Director and/or Chairperson of the Board of Directors.

This Handbook must be read by all employees. Once you have completed the Handbook, please sign the Employee Verification form and return to Gayle V. Fremed, Corporate Compliance Officer and Human Resource Manager.

The Employee Verification Form must be returned within one (1) week of your hire.

If you are a returning employee, the Employee Verification Form must be returned at the completion of orientation week.

Failure to comply will result in potential jeopardy of employment.

The Torah L'Kulanu Handbook can be accessed online through the Employee Page.

Employee Handbook

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Introduction

Torah L’Kulanu’s mission is to enable each individual to reach his or her full potential, empowering each on to become a participating member of society, with a good quality of life and a hopeful future.

1. Employment

Equal Employment Opportunity

Torah L’Kulanu affords equal opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, citizenship, marital status, age, physical or mental disability, or any other classification protected by federal, state or local law. This policy covers all employment decisions such as those relating to recruitment, hiring, training, promotions, employee compensation and termination.

Performance Evaluation and Salary Review

Torah L’Kulanu will formally review your performance semi-annually. Formal observation evaluation including pre and post observation meetings will be provided semi-annually. Evaluations are intended to be a source of communication between you and your supervisor. They are used to evaluate your performance, define goals for the coming year, commend your strengths, point out opportunities for improvement, and alert your supervisor to your needs. Torah L’Kulanu encourages employees and supervisors to regularly discuss job performance on an informal basis outside the review process.

Education Division: Teachers are encouraged to utilize teacher portfolios as part of the evaluative process. We believe that portfolios have the potential to facilitate instructionally focused dialogue with colleagues and supervisors, as well as examine and define professional development.

Criteria Used in all Employee Performance Appraisals:

Clearly Outstanding

This level of performance over a sustained period approaches the best that can be possibly expected of an employee in a given position. An employee in this level should have mastered every essential element of the assigned responsibilities and should be performing at a level well beyond the standards normally expected of the majority of incumbents with similar duties.

Exceeds Requirements

An employee at this level should be meeting all of the responsibility requirements in a manner indicating full understanding of all of the required job elements. The results achieved are consistently exceeding standards that would be expected of most incumbents.

Meets Requirements

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An employee at this level should be meeting the requirements of the specific responsibilities in a fully acceptable manner. The results achieved meet the standards of those one would expect of an employee at this position level.

Unacceptable

An employee at this level is considered on probation and not eligible for an increase in salary. A specific period of time of not more than 60 days will be established for the employee to improve performance. If improvement is not shown, termination of the employee will result.

Your supervisor will meet with you in private to discuss the written evaluation and give you the opportunity to comment on it in writing. If you disagree with the performance review, you should discuss the differences with your supervisor and note your comments on the performance review. At the conclusion of the meeting, you will be asked to initial the evaluation forms to indicate that you have seen and discussed it. Your supervisor will submit your performance evaluation to the office where a copy will be kept in your file.

Newly hired will receive a performance evaluation after ninety (90) days of employment. The ninety (90) day performance evaluation is intended to assess your strengths, point out challenges, set goals or terminate your employment.

Promotion of, and adherence to the Corporate Compliance Program and the Torah L'Kulanu Code of Conduct will be a factor in the evaluation of all employees.

Employment categories

It is the intent of Torah L'Kulanu to provide a clear definition of employment classification so all employees understand their employment status and benefit eligibility.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Your exempt or non-exempt classification may be changed only upon written notification by your Division leader.

In addition to the above categories, you will belong to one other employment category:

Regular full-time employees are those who are regularly scheduled to work 30 hours or more per week and are not in a temporary status. Generally, regular full-time employees are eligible for all benefits, subject to the terms of each benefit program.

Part-time employees are those who are regularly scheduled to work less than 30 hours per week and are not assigned to a temporary status. They receive legally managed benefits such as Social Security and worker's compensation insurance.

Casual or temporary employees are those who have established an employment relationship with Torah L'Kulanu but who are assigned to work on an intermittent, project and/or unpredictable basis. They receive only legally mandated benefits such as Social security and worker's compensation insurance.

2. Payroll

Payday

All employees are paid on the 15th and last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, you will receive your pay on the first day of work after the regularly scheduled payday.

If a regular payday falls during your vacation, your paycheck will be available upon your return from vacation.

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Education Division: Employees receive their yearly salary distributed over a twelve-month time period which runs from September 1st to the following year August 31st.

Wages, Pay Deductions and Setoffs

Your pay stub will show you how your check was computed. It shows your regular pay, overtime pay (if any), gross pay, and details of deductions for that pay period and year-to-date totals.

The law requires that Torah L’Kulanu make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes and social security.

Torah L’Kulanu offers certain programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Torah L’Kulanu may be required, generally by order of a court of competent jurisdiction, to garnish an employee’s wages. If this is done, your pay stub will provide an accounting of amounts being garnished. Changes to such arrangements and amounts can be made only by the authority ordering the garnishment, not by Torah L’Kulanu.

If you have any questions, concerning why deductions were made from your paycheck, or how they were calculated, the finance office can assist in answering your questions.

Confidentiality of Pay

Your salary information is confidential and should not be discussed with co-workers. Salaries are based on individual credentials, productivity, longevity and experience. If you compare your salary with those of your co-workers, you generally do so without taking all criteria into consideration and tend to create an atmosphere of discouragement and ill will, which is often unfounded and affects the overall working environment. It is vital that all employees maintain the highest level of professionalism. Therefore, disclosure of salary information to unauthorized individuals, i.e. non-management personnel, will result in disciplinary action which may include termination of employment.

Administrative Pay Corrections

Torah L’Kulanu takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Finance Office so that corrections can be made as quickly as possible.

Corrections and adjustments will normally be included in the first paycheck following your notification of the discrepancy.

3. Time Records

Time Keeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require that Torah L’Kulanu keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Calendar

Torah L’Kulanu will establish a Division Calendar that include holidays and organizational events that may occur during weekends and/or evening activities. Employees are required to attend the designated activities as cited in your Letter of

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Agreement. The Education Division calendar will ensure that school will be in session at least 180 days during each calendar year. Employees are required to attend the designated activities as presented by the Executive Director and/or Division Leaders. The Division Leaders reserve the right to shift employees to insure sufficient coverage at each event. When possible, Faculty who attend overnight school trips will be given the next school day off, or alternate designated times, as compensation for their overnight supervision.

Adult Services: The Adult Services Division provides services twelve months per year. Although the school calendar may designate that the organization is closed specific weeks of the year, Adult Services staff are expected to work during these periods, with the exception of Authorized Holidays, unless otherwise informed by the Division Director

Employee Meetings

The Administration will schedule employee meetings during the school year as needed. All staff (including teachers) are expected to participate in those meetings that pertain to them, including, case conferences, in-service courses and staff meetings; even when attendance necessitates staff arriving early, remaining late, or adjusting their lunch time. These meetings are to discuss and review the general progress and program of individuals served and for staff development.

All staff will note the official agency/school calendar and weekly calendar which lists all events, conferences, assemblies, and other dates. Special note should be taken of parent – teacher conferences, employee meetings and workshop schedules that may require your participation.

Education Division: Please note that the employee calendar has additional days prior to starting school (orientation days) and in June beyond graduation. (Program evaluation days) In the event that an employee cannot attend one of these days, they are counted as a faculty absence.

Substitutes

To insure the continuation of services of every individual served, every employee member, including specialists, may be asked to cover other services to provide the continuity of care and consistent programming.

Education Division: To insure the continuation of program, every instructional employee member, including specialists, must provide lesson plans for substitutes. Teachers are also expected to maintain an updated long term lesson plan in their classrooms for use in the event of an unscheduled absence. The lesson plans should be regularly updated and reviewed with the Head of Schools. Head of Schools may ask faculty to cover classes to ensure that student programming remains consistent.

Preparatory Periods

Education Division: In recognition of the need to plan appropriately for classroom activity, teachers are afforded preparatory periods throughout the work day. It is expected that teachers remain in the building and be available to assist the program in any way that may be requested. Preparatory periods are to be productive opportunities to develop lesson plans and collaborate with colleagues.

Confidentiality of Information

In order to perform their jobs effectively, Torah L’Kulanu employees have access to and discuss confidential and personal information about individuals served as it relates to their programs/supports or other aspects of their adjustment. Discussion of such information outside of a professional context is potentially harmful to the individual being discussed, and, by extension, to Torah L’Kulanu. The safety and security those served by is of paramount importance to Torah L’Kulanu. As a result, Torah L’Kulanu employees must not discuss confidential information concerning individuals outside of a professional context.

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All staff may not hold discussions in public areas regarding individuals served. Additionally, it is paramount that when discussing any issues with an individual served that confidentiality be observed. This includes discussions with an individual in front of their peers.

A staff member with primary responsibilities may sign out an individual's file indicating the date and time the file is out. When returning a file, sign in indicating the date and time. **FILES MAY NOT LEAVE THE SCHOOL PREMISES OR ADMINISTRATION OFFICE AT ANY TIME AND MUST BE LOCKED EVERY EVENING.**

Torah L'Kulanu respects the rights of all biological and legal guardians to information about their child unless directed otherwise by a court order. However, parents may not review a student's record without a written request and permission from the Division Leader. Financial information will only be reviewed with the parents or guardians who have a signed application.

Education Division:

Test scores may be discussed with a parent or other parties only with prior approval of the Head of Schools. Referrals to outside agencies or professional will be made only with approval of the Head of Schools.

Work Hours

Your individual schedule will be determined by your Division Leader and may be subject to change to meet Torah L'Kulanu's needs. Your Division Leader must approve any changes.

Generally, work hours are as follows:

Employees are expected to be ready to begin work 10 minutes before their scheduled starting time.

School Programs:

Monday – Thursday:

8:00 am to 4:00 pm (full time employees) Friday:

8:00 am to 1:30 pm

After School Programs: Monday – Thursday

4:00 pm to 6:15 pm

Meal Breaks and Dietary Laws

Lunch may be taken between the hours of 11:30 – 2:00, depending upon the building in which you are employed. Lunch may not be taken at other times without special permission from the Division Leader. In addition, we are a nut-free facility and products with nuts and/or processed in facilities with nuts may not be brought into the building. The Torah L'Kulanu Center for Special Services is a kosher facility and therefore, only food products that are kosher may be brought into the school building for classroom use. No home cooked food items are permitted into the school building. To respect those with cultural dietary needs, please ensure that any prepackaged food must have proper rabbinical supervision to be used. Bakery items must bear an acceptable kosher symbol. In the event that an individual forgets to bring lunch, faculty may seek petty cash to assist the individual in purchasing a meal.

Overtime

When the needs of the program/services cannot be met during regular working hours, you may be given overtime work assignments. All overtime work must be performed with your supervisor's prior authorization. Assignment of overtime is at the Division Leader's discretion exclusively. Overtime assignments will be distributed equitably as practical to employees qualified to perform required work.

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Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime is paid at one and one-half (1-1/2) times an employee's regular hourly rate, and is paid for hours worked in excess of 40 hours per week. Employees who claim overtime without receiving prior authorization from their supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Absences, Punctuality and Call-in Procedures

Lateness or absence interferes with the daily management of the programs and places an extra workload on your fellow employees. Regular attendance and punctuality are essential requirements for continued employment. All employees are expected to report for work at their scheduled starting times each workday unless ill, absent with prior approval or are otherwise unavoidably absent. Please make every effort to schedule personal, business, medical, dental or other appointments so they do not conflict with your work schedule. If this is not possible, you may request time off in advance (2 weeks) from the Division Leader. For non-exempt employees, such leave will be without pay.

Torah L'Kulanu does not pay non-exempt employees for time lost due to lateness or for unauthorized absences. Excessive absence, or lateness, regardless of reason or justification, or a pattern of poor attendance may result in discipline up to and including termination of employment.

Should you be absent from work for three (3) or more consecutive work days due to illness, you may be required to provide a physician's certificate when you return to work, indicating the nature of your illness and your physician's approval for you to resume your normal work responsibilities.

Should you be absent the day before or the day after a holiday, without prior approval from your Division Leader, you will be double docked for the day.

For absences planned in advance such as vacation, jury duty or other authorized leave of absence, the absence must be approved in advance and the appropriate form must be completed and submitted to the Division Leader that is then submitted to the Finance Department.

Calling-in

If you expect to be absent or delayed, except in exceptional circumstances, you must call and speak with your Division Leader or their designee, and explain the reason for lateness or absence, the expected time of arrival or day of return to work, any incomplete or urgent work that needs to be performed in your absence, and a telephone number where you can be reached. Notification should be made as far in advance as possible prior to your regular starting time, but in no event later than one-half hour before your scheduled starting time. If you are unable to obtain a voice to voice contact due to any technical difficulties with the phone system, then you must either email or text and confirm that either were received in order to ensure continued oversight to those served.

Failure to call, text or e-mail in the event you are unable to obtain a voice-to-voice contact, will constitute cause for disciplinary action up to and including termination of employment.

Out of Office on Business

On some occasions, you may be required to be out of the office on behalf of Torah L'Kulanu business. You should get written approval from your supervisor in advance and submit an "Out of Office on Business" Form to your immediate supervisor. A contact telephone number must be available at all times.

4. Work Rules

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Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Torah L’Kulanu presents to the community and most importantly the participants to whom we provide services.

During program hours, you are expected to present a clean, neat and professional appearance. Female employees are required to wear skirts that cover the knees and blouses with sleeves and modest necklines. Male employees are required to wear slacks, shirts and socks. Jackets are optional. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper work attire. Under such circumstances, you will not be compensated for the time away from work.

Housekeeping

Each employee is responsible for the neatness and good order of his/her work area. All employees should cooperate in maintaining the entire workplace in the best possible manner i.e., desks should be kept tidy, litter should be disposed of properly, kitchen and other common areas should be kept clean, etc.

Emergency and Safety Procedures

It is Torah L’Kulanu’s policy to take all reasonable steps to provide a safe and healthful work environment for its employees. Its health and safety practices and regulations are in compliance with federal, state and local laws. Each employee is expected to learn and obey safety rules and to exercise caution in all work activities. Ignorance of safety rules is no excuse for violation of rules or commission of unsafe acts. Employees must immediately report any unsafe condition to the Division Leader and/or designee. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Supervisor or Division Leader who will notify the Administrative Office as needed. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

Smoking Policy

Smoking is prohibited on Torah L’Kulanu premises. (including all conference rooms, bathrooms, kitchens, lunchrooms, school yards and parking lots).

Drug and Alcohol free workplace Policy

It is TORAH L’KULANU’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Torah L’Kulanu premises and while conducting business-related activities off Torah L’Kulanu premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss the matter with the Head of Schools or their supervisor for assistance or referral to appropriate resources in the community.

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Business Expenses

Torah L’Kulanu will reimburse employees for reasonable business expenses incurred on Torah L’Kulanu’s behalf. All business travel and related reimbursable expenses must be approved in advance by the Division Leader.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Torah L’Kulanu. You are expected to limit expenses to reasonable amounts.

Your business travel plans must also be approved in advance by your supervisor. Abuse of this business expense policy, including falsifying expense reports to reflect costs not incurred by you, can be grounds for disciplinary action up to and including termination of employment. Expenses that generally will be reimbursed are the following:

Air and Rail travel. You are expected to book travel as far in advance as possible in order to take advantage of any special fares or rates. Coach class only is approved for all air and rail travel. You may upgrade air or rail travel at your own cost or through frequent flyer programs.

Meals. The cost of meals while traveling should be no more than would be incurred in eating at your own expense.

Hotels. Hotel accommodations are expected to be of standard level and moderately priced for the given locale.

Cars. Car rental fees are approved for compact and mid-sized cars. Use of personal cars for Torah L’Kulanu purposes must be approved in advance and is reimbursable at standard rates per mile traveled. In addition, tolls and parking fees will be reimbursed upon submission of receipts.

Mileage Reimbursement.

Mileage reimbursement by Torah L’Kulanu is based on actual miles driven for business purposes multiplied by the prevailing per mile cost determined by the Internal Revenue Service (IRS). Mileage is recorded when leaving either Torah L’Kulanu building and then again when arriving back. Travel that is normal and part of your everyday commute to work is NOT reimbursable.

Expense Reports and Approval. When travel is completed, you should submit completed travel expense reports within 10 days. Receipts for all individual expenses should accompany reports. Expenses not supported by receipts may not be reimbursed.

Computer and Electronic Communication

As an employee of Torah L’Kulanu you should be aware of what may be expected of you concerning access and disclosure of computer and electronic communications prepared, sent or received using Torah L’Kulanu’s electronic systems, including but not limited to, its computers, computer network, cellular telephones, voicemail, e-mail, inter-net access and fax transmission systems.

Business only. Torah L’Kulanu’s computers and electronic communication systems and any information transmitted by, received from or stored therein or thereon are the sole property of Torah L’Kulanu, provided as business tools to be used for legitimate Torah L’Kulanu business only. Any passwords are “on loan” to employees and, at all times, remain the properties of Torah L’Kulanu. No advertisements, chain letters or solicitations may be prepared from or sent over Torah L’Kulanu’s property. Computers, E-mail, voicemail and fax transmission systems may not be used for personal reasons. (Paragraph issue)

Need to Know. Information on these systems is limited to those with a need to know. Thus, you should disclose information from these systems only to authorized personnel. You are not permitted to use passwords or retrieve another employee’s files or messages other than for legitimate business purposes. You are not permitted to use or disseminate passwords or access codes other than your own. To avoid confidential messages being delivered into the wrong hands, users of e-mail and faxes should be very careful when addressing and sending messages. *It is easy to address a message to the wrong person (or group of persons). Once sent, a message CANNOT be stopped from being delivered to the addressed recipient.*

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Harassment. Using Torah L’Kulanu’s computers and electronic communication system to harass others or send anonymous messages is expressly prohibited. For example, prohibited are the display, transmission or downloading of jokes, vulgarities, sexually-explicit images, messages or cartoons, or any communication containing defamatory material, ethnic slurs, racial epithets or harassment on the basis of race, national origin, sex, pregnancy, sexual orientation, age, disability, religion or political belief.

Right to Monitor. Torah L’Kulanu reserves the right to monitor and intercept its computer network and electronic communication systems (a) in order to investigate or otherwise protect against abuse or harassment, or other violations of law or Torah L’Kulanu’s rules, policies or requirements; (b) to ascertain that its systems are being used for appropriate business purposes; (c) to access information when an employee is not otherwise available; or (d) for repair or maintenance purposes. The existence of passwords, delete functions, or any other function does not infringe upon this right.

Use of software. Torah L’Kulanu purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Torah L’Kulanu does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to software license agreements. Torah L’Kulanu prohibits the illegal duplication of software and its related documentation.

Not Private. You have no personal rights in any materials created, received or sent through the computer and electronic communication systems. These systems are not appropriate mediums for private or confidential information.

Discipline. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Copyright. Torah L’Kulanu’s computers and electronic communication systems may not be used to unlawfully or improperly copy and/or transmit documents, software, images or other information protected by copyright.

Preservation. Telephone records, computer files, e-mail and voicemail messages are preserved by Torah L’Kulanu for appropriate periods in accordance with its business policies and applicable laws and rules. If Torah L’Kulanu becomes involved in an investigation, litigation or any other proceeding that may necessitate the review or production of its records, Torah L’Kulanu reserves the right to review the stored messages.

E-mail messages may be subject to disclosure pursuant to legal proceedings. Consequently, the same level of care and professionalism should be used in preparing e-mail communications as in other writings.

Computer and electronic communication system users are responsible for complying with this policy and all other rules and procedures that Torah L’Kulanu establishes from time to time for use of its computer and electronic communication systems.

Ownership of Developments

Effective of your first date of employment, any developments, designs, concepts, inventions, techniques and improvements (including without limitation computer software), copyrightable subject matter or proprietary information (“Developments”) which you conceive or make solely or jointly with others, either on or off Torah L’Kulanu’s premises (i) while providing services to Torah L’Kulanu (whether or not during business hours), or (ii) relating to any Torah L’Kulanu products, services or activity, or (iii) suggested by or resulting from any work performed by you for Torah L’Kulanu, shall be a “work made for hire” within the scope and in the course of your employment and the property of Torah L’Kulanu. You will immediately disclose all developments to Torah L’Kulanu and assign all rights, title and interests to the developments to Torah L’Kulanu and will upon Torah L’Kulanu’s request execute any and all documents necessary to convey all rights, title and interests in the developments in any and all countries to Torah L’Kulanu.

Use of Phone, Mail Systems and Torah L’Kulanu Supplies

Torah L’Kulanu supplies, copy equipment, pens and stationery supplies are for Torah L’Kulanu business and should not be used for personal reasons or needs.

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Incoming personal calls during working hours should be confined to those that are absolutely necessary and should be kept to a minimum. Outgoing calls will be permitted during periods where you are unassigned. At no time may cellular phones be used unless they are being used between staff members for various legitimate work based issues.

Cell Phones

The use of cell phones for personal calls is prohibited at all times when working with those served. Failure to comply will constitute cause for disciplinary action up to and including termination of employment. All urgent messages can be phoned into the office and will be promptly delivered to an employee. Cell phones may be used between our staff for various legitimate work based issues.

VIDEO & AUDIO SURVEILLANCE POLICY

The purpose of this policy is to describe the use by Torah L’Kulanu of video and audio surveillance equipment on our premises. The objective is twofold: first, to ensure the maximum degree of safety and security to our students, staff and guests; and second, as a professional development tool for staff as outlined in section 3 below.

1. Use of cameras

- a. Video surveillance cameras will be used in all public areas (including, without limitation, hallways, dining rooms, pool, etc.), and all classrooms, therapy rooms and all other such areas used by staff and students jointly on a less public basis.
- b. All areas subject to video surveillance will be authorized by the Director of Torah L’Kulanu, and any changes to or additions of camera locations must be authorized in writing by the Director. At all times, a current list of authorized camera locations will be maintained by the Head of Schools.
- c. Prominent signage will be posted at the building entrance to ensure all visitors to Torah L’Kulanu are aware of the video surveillance activity within. Additionally, copies of this policy will be posted in the staff lounge and main business office, as well as included in the staff handbook.
- d. Video surveillance will not to be used in locations where appropriate confidential or private activities or functions are routinely carried out (e.g. bathrooms, Business Offices, staff lounges etc). Any exception to these exclusions will require written approval by outside counsel, the President of the Board of Kulanu, and the Executive Director, each acknowledging their understanding of the unique demand to justify such an exception.
- e. Video surveillance cameras will be installed only by licensed professionals.

2. Access to videos made other than for Professional Development (“Non-P.D. Videos”)

- a. Non-P.D. Videos will remain the private and confidential property of Torah L’Kulanu, not to be shared with anyone outside of those with permission within Torah L’Kulanu, other than as may be required by any legal proceeding or investigation.
- b. Neither staff, students nor visitors shall have the right to view Non-P.D. Videos.
- c. Those authorized to view Non-P.D. Videos shall include the Director of Torah L’Kulanu, Director of Inclusion and Community Support Services, Head of Schools and designated security agents, President of the Board and other members of the Board if agreed to in writing by both the Executive Director, the President of the Board.

3. Video and Audio taping for professional development

- a. As part of Torah L’Kulanu’s commitment to faculty professional development, video and audio surveillance of classroom and therapy rooms will be in ongoing use by administrative and supervisory personnel.

Employee Handbook

- b. Faculty will be notified, in writing, when a third party is scheduled to view their class or therapy room. Faculty will be provided with the date, time and the name of the administrator who will be observing along with the third party.
- c. Faculty may request use of the video/audio surveillance equipment as part of their personal professional improvement plan.

4. Video Retention

Retention of video files will be maintained for 90 days and then routinely erased.

In the event of legal proceeding, video files will be maintained until advised by counsel that they may be disposed of. Also, if in the judgment of the Executive Director it is determined that particular documentation of an incident is required, and that a video needs to be maintained for a longer period of time, he or she may elect to preserve any such video files indefinitely.

4. Benefits

Employee Benefits

Employees are provided a wide range of benefits, depending on your job. Your immediate supervisor or the Division Leader can identify the programs for which you are eligible.

If you are a regular full-time employee, you may also be eligible for other Torah L’Kulanu provided benefits programs. You should read the information for each specific benefit program for the details and eligibility requirements.

The following benefit programs are available to eligible employees:

- Benefits continuation (COBRA)
- Bereavement Leave
- Dental Insurance
- Disability Benefits
- Holidays
- Jury Duty Leave

Benefits

- Sick Leave Benefits
- Medical Insurance
- Social Security Benefits
- Unemployment Insurance
- Vacation Benefits
- Workers’ Compensation Insurance
- AFLAC

Several of the above benefit programs require contributions from employees, while others are fully paid by Torah L’Kulanu

Medical and Dental Benefits

All regular full-time employees are eligible for health insurance benefits. To be eligible for these benefits you must complete the proper enrollment forms. Insurance coverage will become effective on the first day of employment. Enrollment forms can be obtained from the Business Office and should be returned to the Business Office fully completed. If there is a change in your name, address, telephone number or family status, your immediate supervisor or the Division Leader must be notified of the changes as soon as possible.

For health and dental insurance, Torah L’Kulanu offers both individual and family coverage. The employee contribution for health insurance coverage is re-assessed each year.

Worker's Compensation Insurance

Torah L'Kulanu provides workers' compensation benefits for covered job-related accidents or illnesses at no cost to employees. Employees who sustain work-related injuries or illnesses should report them to their immediate supervisor or Division Leader. No matter how minor an on-the-job injury may appear, it is important that it be reported to your immediate supervisor or Division Leader immediately. Subject to applicable legal requirements, workers' compensation insurance provides benefits for injuries or illnesses that cause disability beyond seven calendar days or, if the employee is hospitalized, immediately. Forms for filing claims may be obtained from Torah L'Kulanu's Business Office.

Unemployment Insurance

Unemployment Insurance provides an income to persons who are actively seeking employment while they are out of work due to circumstances beyond their control. For employees working in New York State, Torah L'Kulanu pays the entire cost of this benefit. You must file a claim at your local NYS Department of Labor Unemployment Office.

Social Security Benefits

These benefits are provided to all Torah L'Kulanu employees and are paid for jointly by Torah L'Kulanu and the employee. Your portion is deducted from your paycheck as required by law.

The Social Security Act provided benefits in five areas: lump sum at death, survivorship payments, disability and retirement income and Medicare coverage. For information concerning the many benefits available under the Social Security Act, contact your local Social Security Office.

Disability Benefits

This coverage compensates an employee for loss of income resulting from an off-the-job injury or illness. In the event of a covered claim, eligibility for disability payments begins on the eighth (8th) consecutive day of absence due to injury or illness, and continues for a maximum of twenty-six (26) weeks in a fifty-two (52) week period. Torah L'Kulanu pays most of the cost of this protection; an amount prescribed by law and will be automatically deducted from your paycheck. You are not eligible to receive disability benefits until you have used all of your earned and/or banked sick leave. To apply for this benefit, you must notify the Head of Schools.

Disability Accommodation

It is the policy of Torah L'Kulanu to comply with applicable federal and state laws concerning disabilities. In the case of a qualified applicant or employee who has a disability (as defined by law) which prevents him/her from performing one or more of the essential functions of the job, Torah L'Kulanu will attempt to identify a "reasonable accommodation" that will enable the applicant or employee to perform such functions. In the case of an employee who is already employed, if Torah L'Kulanu and the employee are unable to identify a reasonable accommodation that will enable the employee to perform his/her current job, Torah L'Kulanu will then consider other methods of accommodation, such as reassignment to a different job, the essential functions of which the employee can perform, with or without reasonable accommodation. Notwithstanding the above provisions, an applicant or employee will not be assigned to work on a job if (1) s/he is not otherwise qualified for the job; (2) s/he is unable to perform one or more of the essential functions of the job, with or without reasonable accommodation; or (3) The accommodation would create an undue hardship for the operation of the business.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage at their own cost, under Torah L'Kulanu's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; and employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Employee Handbook

Under COBRA, the employee or beneficiary pays the full cost of coverage at Torah L’Kulanu’s group rates.

Torah L’Kulanu will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Torah L’Kulanu’s health insurance plan, and again upon or following occurrence of a qualifying event. The notice contains important information about the employee’s rights and obligations.

5. Leave of Absence

Personal Leave

Under exceptional circumstances and at its sole discretion, Torah L’Kulanu may grant unpaid personal leaves of absence to regular full-time employees who have compelling reasons to take time off from work to fulfill personal obligations.

If you are an eligible employee in need of personal leave of absence, you should submit a written request with a full explanation of the circumstances, for the approval of your immediate supervisor or the Division Leader.

Unless there are emergency circumstances, such request should be submitted at least two weeks before the start of the leave. An expected return date must be specified in the request.

In case of emergency, when prior notice is not possible, you must notify your immediate supervisor or the Division Leader within one week of the cause and need to take a leave of absence. Medical certifications may be required to support the request for leave.

Requests for personal leave of will be evaluated based upon a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

During any unpaid leave of absence, you will not earn vacation or sick leave benefits. Seniority will not accrue. If continuity of health benefits is desired, it will be at your expense and will be billed to you by the Business Office. When you resume regular full-time status, benefits will again be provided by Torah L’Kulanu according to the applicable plans.

When your personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, Torah L’Kulanu cannot guarantee reinstatement in all cases.

If you fail to return to work promptly at the expiration of the approved leave period, Torah L’Kulanu will assume that you have resigned and will terminate your employment effective the first day of unauthorized absence.

Disability Leave

If you are ill or have a disability which will extend beyond your accumulated sick leave, you may request a leave of absence without pay up to thirty (30) calendar days in any twelve (12) month-period. The leave may be extended, at the sole discretion of Torah L’Kulanu or as required by law, for up to a total of ninety (90) calendar days, provided that you request the extension prior to the expiration of the authorized leave. Disability leave requests and extensions of leave must be accompanied by a Doctor’s certificate. The decision whether or not to grant a disability leave under this policy and the length of any such leave is in the sole discretion of Torah L’Kulanu, consistent with law.

Pregnancy Related Absences

Torah L’Kulanu will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this manual and all applicable federal and state laws.

PTO- Personal Time Off

Employee Handbook

PTO is time available to you as per your individual contract.

Should you be absent from work for three or more consecutive work days due to illness, you may be required to provide a physician's certificate when you return to work indicating the nature of your illness and your physician's approval for you to resume your normal work responsibilities.

At the end of the school year, employees can redeem PTO days at a rate of one day for every two unused during the school year. Interested employees may "bank" PTO days at the end of each year. Up to a maximum of five PTO days may be banked each year. No employees will be able to have in their "bank" more than 15 PTO days going into a school year. Those days that are forwarded and banked may not be used for financial reimbursement at any time.

Please note that the accrual of sick days is a benefit offered by Torah L'Kulanu to recognize the effort that staff put in to come to work on occasions where they may feel a bit under the weather. In appreciation of that effort the school's desire is to increase the pool of sick days available when a staff member may require time off in the event of serious illness. Accordingly, sick days are not to be considered banked paid time off to paid for in the event of termination by the school or voluntary resignation. Upon

Bereavement Leave

In the event of the death of an employee's spouse, child, parent, sister or brother, Torah L'Kulanu will grant up to seven (7) consecutive days of paid bereavement leave as necessary. At Torah L'Kulanu's discretion, additional time may be taken as unpaid personal leave, dependent upon circumstances.

Jury Duty

In the event you receive notice to report for jury duty, please notify your immediate supervisor of the Division Leader immediately. Should the service time occur during the school year, you may be asked to try to have your jury duty postponed.

While you serve as a juror, you will be entitled to the difference between your regular straight time earnings and your jury service pay for up to three (3) working days. Should you be excused early or for a day from jury duty, you are required to contact your immediate supervisor of the Division Leader to determine whether you should report to work. Upon your return to work from jury duty service, you must submit certification of such service to your immediate supervisor of the Division Leader.

Vacations and Holidays

Each year the calendar is modified to account for the observance of general and religious holidays. If the holiday falls during your paid absence, you will not be charged for the time of the holiday.

It is expected that all employees will be present the days prior and subsequent to all vacations and holidays. Should an employee request either one of those time periods off, they may be taken with approval of your immediate supervisor or the Division Leader with the understanding that it will be counted at a rate of two days removed for one day of absence from work.

At Torah L'Kulanu's discretion, individual offices or departments may be open or certain employees may be required to work, on some holidays. Your immediate supervisor of the Division Leader will coordinate any adjustments to the schedule.

6. Employee Conduct and Disciplinary Action

Progressive Discipline

Employee Handbook

The purpose of this policy is to state Torah L’Kulanu’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Torah L’Kulanu’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although your employment with Torah L’Kulanu is based on mutual consent and both you and Torah L’Kulanu have the right to terminate employment at will, with or without cause or advance notice, Torah L’Kulanu may use progressive discipline at its discretion.

Disciplinary action may call for any of the following steps: verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem, the number of occurrences and the judgment of the administration. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most routine disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension, readjustment to schedule or payroll; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

Torah L’Kulanu recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme cases, termination, of employment without going through the usual progressive discipline steps. Extreme cases would include, for example, theft of school property and/or property of colleagues, verbal or physical threats to children, clients or colleagues, verbal or physical abuse of children or clients, the use of drugs or alcohol immediately prior to and/or during working hours, unsafe supervision of children or clients, as determined by the Division Leader or any other incident that is deemed harmful, or denigrating to a child, client or colleague.

The foregoing list is not an all inclusive one; it merely provides a few examples of unacceptable conduct so serious that Torah L’Kulanu may choose not to employ the progressive discipline procedure, up to and including termination of employment. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the organization.

Rules of conduct

Following is a partial list of infractions which are considered to be acts of misconduct requiring immediate disciplinary action up to and including termination of employment:

- Falsification of your employment records or other Torah L’Kulanu records
- Unauthorized absence from your classroom or work area during work hours.
- Insubordination. Failure or refusal to follow the instructions of a supervisor, including refusal to accept a job assignment or direction, or overtime.
- Assault or battery on a fellow employee.
- Use or unauthorized possession of intoxicating beverages or unlawful substances on Torah L’Kulanu’s premises, or reporting to work under the influence. □ Possession of a weapon on Torah L’Kulanu’s premises

Employee Conduct and Disciplinary Action

- Creating or contributing to unsafe conditions by act or omission
- Smoking on Torah L’Kulanu’s premises
- Unauthorized use or removal of Torah L’Kulanu’s property
- Excessive and/or unexcused absence or tardiness or failure to follow Torah L’Kulanu call-in procedure.
- Disloyalty

- Inducing another employee to commit any breach of the foregoing rules or regulations.

Please refer to the Torah L’Kulanu Code of Conduct for additional guidelines and information.

Should you believe you were unfairly disciplined we encourage you to use the Complaint Procedure, as part of our Corporate Compliance Policy, which is designed for the protection of employees who feel they were treated improperly.

Complaint Procedure

Torah L’Kulanu believes in the importance of its employees. Our objectives can be accomplished only through the cooperative efforts of everyone. Work-related problems, questions and complaints, however, are bound to arise in any place of employment. To resolve them as fairly and quickly as possible, Torah L’Kulanu has developed a complaint procedure.

If you have a complaint or problem, you are encouraged to follow these steps:

1. Discuss the matter with your immediate supervisor or the Division Leader, clearly presenting the facts as you see them. Your immediate supervisor, or the Division Leader will attempt to resolve the matter with you reasonably promptly; if this is not possible, he/she will try to give you a decision within two (2) working days. If the matter will take longer to investigate, you will be informed when the answer can be expected.
2. If the matter is not settled to your satisfaction, or if you do not wish to discuss the issue with your immediate supervisor or the Division Leader, you may submit your request or complaint in writing to the Corporate Compliance Officer. She will try to give you a decision within two (2) working days. If the matter will take longer to investigate, you will be informed when the answer can be expected.
3. If the matter is not settled to your satisfaction, you may submit your request or complaint in writing to the President of the Board of Directors. They will investigate the matter. You should receive an answer and/or decision within a five (5) day period; however, this time period may be extended when necessary.

Please refer to the Torah L’Kulanu Corporate Compliance Policy for additional guidelines and information.

Final decisions will be made by administration based on known facts and with due consideration given to the best interests of you, other employees, and the needs of the agency.

Sexual Harassment

Torah L’Kulanu is strongly committed to its policy that all employees have a right to work in an environment free of discrimination. We will not tolerate any form of harassment by supervisors, co-workers or parents. Such conduct may result in disciplinary action up to and including termination of employment.

Harassment can take many forms including, but not limited to, harassment based on sex, race, citizenship, age, national origin, religion, disability and sexual orientation. This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale and that interferes with a positive and productive work environment.

Prohibited conduct

Sexual harassment, as defined by the United States Equal Employment Opportunity Commission in guidelines interpreting Title VII of the Civil Rights Act of 1964, is unlawful. Such prohibited conduct has no legitimate business purpose and exposes not only Torah L’Kulanu, but also the individuals involved in such conduct, to significant liability under the law.

Employee Handbook

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, examples of these behaviors include but are not limited to:
- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults;
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body
- Unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo; □
Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Insulting or obscene comments or gestures
- Display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and
- Other unwelcome physical, verbal or visual conduct of a sexual nature.

No administrator may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, compensation, advancement, assigned duties, or any other term and condition of employment or career development.

Harassment based on any other protected characteristic is likewise strictly prohibited. Such harassment may include verbal or physical conduct that denigrates or show hostility or aversion toward an individual because of his race, color, religion, sex, national origin, age, disability, citizenship, marital status or any other characteristic protected by law that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; □ Had the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

This policy applies to all applicants and employees and prohibits harassment, discrimination and retaliation, whether engaged in by co-workers, supervisors, administrators, or others (e.g. Board members; consultants; parents)

Harassment Complaint Procedure

An employee who feels he or she is a victim of harassment or who has knowledge of such behavior is encouraged to follow these steps:

Employee Conduct and Disciplinary Action

- Submit your complaint orally or in writing to your immediate supervisor or the Division Leader.
- The complaint should detail the facts and circumstances of the incident(s) or pattern of harassing behavior. Failure to provide sufficient detail in the complaint may delay the investigation.
- If you do not have immediate access to, or do not feel comfortable reporting this to your immediate supervisor or Division Leader, you may report the matter to the Corporate Compliance Officer.

Response Action

- Upon receipt of a complaint, your immediate supervisor or the Division Leader will notify the Corporate Compliance Officer without screening or investigating the complaint.
- Upon receipt of a complaint, your immediate supervisor or the Division Leader will investigate the. The investigation may include personal interviews with the complainant(s), individual (s) against whom the complaint is filed, and who may have knowledge of the alleged incident (s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods or documents deemed pertinent to the investigator. In the event that the complaint went directly to the Corporate Compliance Officer, she will determine the best methodology to investigate the submitted complaint.

The investigation will be completed within 30 days. The results of the investigation will be communicated to the complainant, the accused, the Corporate Compliance Officer and the Executive Director.

All reports of sexual harassment will be investigated and, if substantiated, appropriate responsive action will be taken.

Retaliation is Prohibited

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

Please refer to the Torah L’Kulanu Corporate Compliance Policy for additional guidelines and information.

Security on Premises

You need to show your ID card to gain access to all Torah L’Kulanu buildings. You are responsible for your personal property and are expected to take appropriate precautions.

- Use coat closets for coats only, not as storage areas.
- Do not leave articles of value in a coat or jacket that is not being worn.
- Never leave articles of value on or near your desk when you are not there.
- Avoid bringing personal valuables to work.

At no point will any personal item, identifiable as belonging to an employee be searched, for any purpose other than to ascertain its ownership. In events where you suspect a theft of personal property, report the incident immediately to your immediate supervisor or Division Leader. All employees understand that items left unattended are subject to search and removal. Torah L’Kulanu is not responsible for cases of theft.

Every faculty member is provided with a security card or fob for their use. This card/fob is personalized with your name and security clearance for time in the building. There is a cost of \$10.00 for the replacement of a lost or stolen card/fob.

Return of Property

You are responsible for all property, materials, or written or digital information issued to you or in your possession or control. You must return all of Torah L’Kulanu’s property immediately upon request or upon termination of employment.

Employee Handbook

No Solicitation

Solicitations for any purpose during working time and the posting of unauthorized notices anywhere on premises is prohibited. You may not distribute literature for any purpose during working time or at any time in working areas.

“Working time” means times when the soliciting employee or the employee being solicited is not on lunch or on an authorized break. “Working areas” means any area of the premises other than the lunchroom, kitchen, restrooms, parking lots and other areas where no work is conducted.

Confidentiality

All information about any of our families and/or clients, and all information from them should be presumed confidential unless explicitly stated otherwise. Information that is confidential should not be used by any employee for the employee’s own benefit or disclosed to any person outside Torah L’Kulanu (including your family members) without the written consent of the Executive Director. This obligation exists both during employment and after termination.

Duty of Employment

Every employee has a duty of loyalty and fidelity to Torah L’Kulanu. You must administer the affairs of Torah L’Kulanu Divisions honestly and economically, exercising your best care, skill and judgment for the benefit of Torah L’Kulanu. You may not use your position or knowledge gained here in any way that is unlawful or results in a conflict of interest between Torah L’Kulanu and yourself or family. You are required to report the possible existence of a conflict of interest for yourself or any other person subject to this policy. Any such report should be made directly to the Corporate Compliance Officer.

Conflicts of Interest

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of Torah L’Kulanu business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship would give the appearance of a conflict of interest.

No “presumption of guilt” is created by the mere existence of a relationship with outside organizations. However, if you have any influence on transactions involving purchases or contracts, you must immediately notify the Corporate Compliance Officer.

Please refer to the Torah L’Kulanu Corporate Compliance Policy for additional guidelines and information.

Gifts

You are prohibited from soliciting or accepting any gifts or merchandise, personal services or gratuities from suppliers, contractors, other employees or others with whom Torah L’Kulanu does business.

Outside Activities

You are expected to conduct yourself in your outside activities in a manner that does not adversely affect your job performance. Action to protect Torah L’Kulanu’s interest will be taken when outside work or personal activities affect job performance with Torah L’Kulanu.

Torah L’Kulanu supports your involvement in community activities and professional organizations. When these interests are pursued in a responsible manner, it reflects favorably upon you and Torah L’Kulanu.

7. Other Human Resource Policies

Employee Handbook

Promotions

Torah L’Kulanu seeks, where feasible and practical, to fill vacancies with qualified employees already working in Torah L’Kulanu. Of course there is no guarantee that such vacancies will be filled from within. Promotions are based on individual ability, efficiency, productivity, performance, qualifications, disciplinary record, experience, attendance and punctuality records, educational background, length of service, and the needs of Torah L’Kulanu.

Transfers

You may have the opportunity to move into another job as a way of improving your skills; expanding your experience and helping you advance your career. Similarly, a situation may arise in which management may decide that a transfer serves the best interests of Torah L’Kulanu. If management initiates a transfer, for whatever reason, you will be expected to comply.

If you are interested in making another career move, it is your responsibility to notify your supervisor as to your interests and that you are seeking another position. There will be no negative effect on your standing in your current position, or retaliation for having pursued another job opportunity. In most cases, you will be referred to the Business Office for available job vacancies. You may pursue any position, with your immediate supervisor’s approval, provided you meet the following qualifications:

- You must be in your present position at least one year;
- You must meet all specific job requirements identified for the open position;
- Your last performance appraisal must be a satisfactory rating;
- You may not be in any stage of the corrective action process; and
- You may not apply for a second position while you are being considered for another.

Your eligibility will be reviewed, and you will be notified of the open position you are interested in.

The appropriate program director will participate in the selection process with the manager who has the open position. An employee who is scheduled for an interview must let his or her immediate supervisor know before the actual interview. After candidates have been interviewed, your immediate supervisor or Division, will confer with the hiring manager to make the selection decision. Torah L’Kulanu reserves the right to fill any open position with an external candidate at anytime during the interview process.

Division Leaders are required to discuss the potential transfer of an employee with their current Division Leader PRIOR to approaching said employee regarding a potential new position.

All openings for new positions will be posted on the Torah L’Kulanu Website and Network.

Reemployment

Occasionally, employees who leave Torah L’Kulanu are rehired. These reemployment procedures may be different from reinstatement procedures for employees returning from leave. All are discussed with the affected individual and supervisor on a case-by-case basis.

Your status in Torah L’Kulanu benefits program upon reemployment depends on the specific rules governing each benefit plan. Your status will be affected mainly by the following factors:

- How long you were away
- Your previous and new status (full-time, part-time, hourly, etc.)

If you terminate your employment with Torah L’Kulanu and are rehired within 12 months of your termination date, your prior period of employment will be included in determining your vacation entitlement and Disability/Salary Continuation Plan benefits upon rehire. If you are rehired more than 12 months after the date of your termination of employment, vacation entitlement and Disability/Salary Continuation Plan benefits will be determined as of your date of rehire.

Employment of Relatives or Friends

Although Torah L’Kulanu has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same place of employment. In case of actual or potential problems, Torah L’Kulanu will take prompt action. This can include reassignment, or if necessary termination of employment for one or both of the individuals involved.

Outside Employment

Torah L’Kulanu employees must not engage in any outside employment or actively practice an act which conflicts with (or gives the appearance of conflict with) the interests of Torah L’Kulanu or the people it serves. In addition, any outside employment should not affect the ability of the employee to properly carry out his or her Torah L’Kulanu job duties. If you are aware of a potential “Conflict of Interest”, please ensure that you contact your immediate supervisor or Division Leader.

Visitors in the Workplace

To provide for the safety and security of those served by Torah L’Kulanu, as well as the employees and the facilities at Torah L’Kulanu, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects confidential information, safeguards everyone’s welfare and avoids potential distractions and disturbances. All visitors will sign in at the reception area/or office and be accompanied by an employee and/or parent into the school area. All visitors requiring a tour of the facility will be accompanied by a member of the administrative staff, the Division Leader or a designee. Such visits may be spontaneous however, when possible, arrangements will be made in advance.

Employment Reference Checks

To ensure that individuals who join Torah L’Kulanu are well qualified and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

The Division Leader and/or the Corporate Compliance Officer are the only people authorized to respond to reference check inquiries from other employers. All requests for such information are to be referred to the Division Leader or the Corporate Compliance Office.

All requests should be in writing. If not, the only information that will be provided are dates of employment.

Human Resources Data Changes

It is the responsibility of each employee to promptly notify their immediate supervisor or the Division Leader of any changes in human resources data such as mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of any emergency and educational accomplishments. These and other such status reports should be accurate and current at all times. Your immediate supervisor or the Division Leader will forward all changes to the central office.

Employee References

Torah L’Kulanu generally will not provide written references for former employees, but will merely confirm the dates of employment and the position of the former employee.

Resignation

Employee Handbook

If you resign, Torah L’Kulanu requests (3) three weeks advance written notice of the effective date and reason for resignation. Any benefit time off is not considered part of the advance notice, as you are expected to work during the notice period. If benefit time is permitted to be used during the notice period, the effective date of your resignation may be extended accordingly.

If you call in sick during the notice period, you may be required, in accordance with law, to provide a doctor’s note in order to receive sick pay. Your final paycheck will be issued to you on the next regular payday after your last day of active employment.

Employment Termination

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

- Resignation- voluntary employment termination initiated by an employee.
- Discharge- involuntary employment termination initiated by Torah L’Kulanu

Since employment with Torah L’Kulanu is based on mutual consent, both the employee and Torah L’Kulanu have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination as follows:

- Subject to adherence to the procedures discussed in this handbook, all accrued, vested benefits that are due and payable at termination will be paid.
- Some benefits may be continued at the employee’s option and expense if the employee so chooses.

At the time of termination, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

Exit Interview

Any employee who leaves Torah L’Kulanu, whether through resignation or termination, will be subject to an exit interview. The interview will be conducted by the Corporate Compliance Officer who will discuss specific aspects of the Torah L’Kulanu Policies and Procedures.

Emergency Closing

At times, emergencies (such as severe weather, fires, power failures, etc.) can disrupt the program. In extreme cases, such circumstances may require the closing of the school, OPWDD Services and other Divisions. An emergency chain of phone calls will be established for each program. Should a program close for the day, phone calls will be initiated by the host school and all employees will be notified of the closure.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Torah L’Kulanu within the past three years or if their previous I-9 is no longer valid. Failure to provide such documentation in a timely manner will require discharge of the employee.

Employees may raise questions about immigration law without fear of reprisal.

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Purchasing

In order to be fiscally responsible, purchases are carefully monitored and approved by the Division Leader. All purchases over \$20.00 require a purchase order. Purchase order forms may be obtained from the Torah L’Kulanu office and must be fully completed before submitting for approval. Once an order has been placed, a copy of the approved purchase order will be returned to the individual. When the item has been received, the packing slip and the copy of the purchase order should be returned to the Division Leader and/or designee. The Division Director and/or designee will schedule the bill for payment. All materials purchased by Torah L’Kulanu remain the property of the school.

As a Not-for-Profit organization, Torah L’Kulanu is exempt from paying sales tax. When making small purchases (under \$20.00) employees must take a copy of the tax exempt form with them and present it to the vendor. Should the employee request reimbursement for the purchase, a reimbursement form and the original receipt must be forwarded to the office within 10 days of purchase. Employees will not be reimbursed for sales tax expenses if they neglect to use the tax exempt form.

Written Documents

Employees responsible for reports, plans or any documentation required by their division must be submitted in a timely fashion to the Division Leader or his/her designee. Documents will be reviewed, corrections discussed with the writer and then a final version will be placed in the student’s/clients cumulative record file and mailed to the parents when/if deemed appropriate.

Parking

Faculty who have been provided with a parking pass may park their car in the parking lot between the school and the business office during the school day only. Street parking is available and should faculty wish to avail themselves of Torah L’Kulanu’s reduced rate for Village of Cedarhurst parking, they must contact the Business Office.

Employment Identification

The Head of Schools will ensure that all employees are photographed and given employment identification badges. Identification badges must be carried at all times as they serve as means of entry onto the different school campuses. The business office will ensure that all faculty members have access cards that allow them the appropriate entry in the Torah L’Kulanu Center.

Finger Printing and Background Checks

All employees are expected to be fingerprinted. Additionally, notification and release forms are to be completed by all prospective employees allowing Torah L’Kulanu to conduct background verifications that include but are not limited to: criminal, residence, education, employment and references. The Corporate Compliance Officer will work with Human Resources to ensure that Torah L’Kulanu does not hire any individual who has been excluded or debarred from participation in Federal or State health programs, including Medicaid. Any misrepresentation or false statement made in connection with the application or any related documents shall result in non-employment. Completion of a satisfactory fingerprinting and more broad background verification is a condition of employment and all such requirements should be completed prior to beginning employment with Torah L’Kulanu. In the event that a staff member begins employment prior to satisfying both of these requirements and ultimately fails to meet the standards required by Torah L’Kulanu, the school reserves the right to take action up to and including immediate termination for cause.

Student Personal Assistance and Property

Students in Torah L’Kulanu require adults to assist them in aspects of their daily living. As an employee of Torah L’Kulanu you might be called upon to assist an individual in a manner that includes but is not limited to: helping with dressing, toileting, bathing or other activities that are private in nature. When attending to these activities, care should be taken to follow all appropriate guidelines in these matters. Any questions that an employee has regarding the appropriate methods of engaging in these activities should be brought to their supervisor or Division Leader.

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If a situation develops where you are unsure of the appropriate manner of addressing a private issue and are unable to contact the Division Leader, then it is necessary to ask another employee to assist or supervise you while engaging in the activity, to the extent that one takes into consideration the individual's possible feelings of embarrassment.

In regard to the individual's property, employees may assist the individual in packing up their personal belongings or provide assistance to the individual in finding money in their wallets. When engaging in such activities, it is important to allow the individual the greatest amount of autonomy considering the disabilities present. It is preferable to engage in such activities only when other adult staff members are present.

Please note that every attempt will be made on behalf of Torah L'Kulanu to respect any personal sensibilities a staff member may have. However, the needs and interest of our individuals are always the most significant priority and, sensibilities aside, staff members need to be ready to assist in whatever fashion is required

Job Descriptions- For a listing of all job descriptions, please see your immediate supervisor of the Division Leader.

FSAB Vehicle Protocol and Procedures-

Classification: "Multi-Function School Activity Vehicle" (MFSAB). Definition: This vehicle meets all of the FEDERAL MOTOR VEHICLE SAFETY STANDARDS for School Vehicles with the exception that this vehicle is not required to be painted yellow and does not have flashing lights nor a stop arm. A MFSAB can be used in any application except fixed routes where children are being dropped off at their homes and/or picked up at their homes. This vehicle cannot be used to stop traffic. It is Torah L'Kulanu's intent to ensure, to the best of its ability, the safety of individuals who are transported in multi-function school activity vehicles. Therefore, the following procedures must be followed:

I. Prior to becoming an approved driver for the MFSAB, individuals must:

- Vehicles must be operated by persons who are state licensed, age 21 or older
- Drivers shall continue to maintain a valid license at all times
- Authorize and provide their license for DMV check
 - o A copy of the driver's license will be given to the individual identified as the MFSAB coordinator
 - o The Coordinator will send the license to Torah L'Kulanu's insurance company for a DMV check. The results of that check will be placed in the faculty member's file
 - o A "clean" license is required to drive the MFSAB
- Familiarize yourself with the inside of the vehicle and all of its features i.e.
 - o Ventilation
 - o Signals
 - o Wipers
- Have had at least a ½ hour of driving time to ensure comfort with the vehicle and ability to:
 - o Make right and left turns
 - o Pull into a parking space
 - o Back into a parking space
 - o Enter and exit areas of traffic
- Sign the acknowledgement that the individual is familiar with the vehicle and has driven the required amount of time. This acknowledgement will remain in the faculty files

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II. Prior to using MFSAB Vehicle:

- Vehicle use may be requested through the following process:
 - A calendar will be kept by the MFSAB coordinator and availability may be checked during the hours of 8-4 Monday through Friday
 - Once a date is selected, time of use will be noted in the calendar and the vehicle(s) to be used will be noted
- By 1:00 pm the day prior to the trip (Friday if the trip is on the weekend) the trip folder containing the following items must be picked up by the trip leader:
 - Keys to the vehicle
 - trip log sheet
 - pre-inspection sheet
 - fuel card
- Drivers of the MFSAB must be approved prior to using the vehicles. Under no circumstance may an unapproved driver take a vehicle on the road.
- Prior to leaving the Torah L'Kulanu parking area, the Driver must inspect the vehicle and complete the pre-inspection form
- Drivers are responsible for filling out the trip log
- Driver must note any discrepancies on the logs
- Driver must ensure there is a full tank of gas prior to departure. If there is not a full tank of gas, the driver must fill up before the start of the trip
- Driver must ensure that the following items are in the vehicle:
 - Fire extinguisher
 - First aid kit
 - Registration/insurance card
 - Emergency contact information
- Acknowledged that they have read the Driving Safety Protocol

III. While boarding /operating the MFSAB Vehicle:

- Prior to the start of the trip, the Driver is required to complete the passenger check-in manifest with all necessary information
- All occupants must be seated belted at all times. At any time, if a seatbelt is removed, the vehicle must pull to the curb and stop until the seatbelt is re-fastened
- The use of a cell phone by the Driver is strictly prohibited including hands free devices
- All standard driving regulations will be in force unless the Driver is directed otherwise by a member of the Police force
- Vehicles may never be left running with occupants in the vehicle
- Keys must always be in the Driver's possession. Keys may never be given to a student
- No one other than the approved driver may drive the vehicle at any time
- If the approved driver becomes incapacitated, then safely park the vehicle and call 911
- Drivers shall permit only the number of occupants on the MFSAB vehicle as there are seats available, and shall see that occupants do not stand or sit on the floor while the vehicle is in motion
- Drivers shall not use indecent language, shall not smoke on the vehicle or permit students to smoke or cause disturbances on the vehicle. The appropriate student discipline on any vehicle rests with the driver

IV. Emergency situations:

- If a passenger becomes ill while the vehicle is in motion, the Driver is to pull over as soon as it is safe to do so and tend to the passenger.
 - emergency phone calls, if needed should be made to
 - trip supervisor (if they are not on the vehicle)
 - the division leader
 - the executive director

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- If there is a “fight” on the vehicle while it is in motion, the Driver is to pull over as soon as it is safe to do so and notify
 - Trip supervisor (if they are not on the vehicle)
 - The division leader

Should an accident occur while using the vehicle, the following procedures should be followed:

- 1- Call 911
 - 2- Immediately notify trip supervisor of the event who in turn calls the executive director 3- As soon as possible, contact insurance company
- If there is damage to the vehicle while stationary, the MFSAB Coordinator must be notified. The Coordinator will then place the required calls to Torah L’Kulanu administrators and the insurance company.

Upon return of the MFSAB Vehicle:

- The Driver is responsible to re-fuel the vehicle prior to returning to the parking lot
- The Driver must inspect the vehicle for any damage, clean out the inside of the vehicle and empty garbage
- The Driver or the Trip Supervisor must return the keys, fuel card, receipts and completed paperwork to Carrie no later than 10:00 am the following day of the trip
- Drivers shall walk the vehicle to ensure that no students are left on the vehicle

Driving Safety Protocol

I. PURPOSE

Laws and procedures are designed to make driving safer. However, many drivers become more relaxed as they drive. As driving becomes second nature, drivers often pay too little attention to the driving task. Defensive Driving is minimizing the odds of accident occurring. This protocol is designed to assist employees in using Defensive Driver tactics to be safe while driving.

II. PROCEDURE

As with many other things in life there is a science part and an art part to this. Things like checking tire pressure or consulting a map in advance definitely go to the science part and can be taught and reproduced easily in no time. On the other hand, anticipating other drivers' moves cannot be digitized, and depends heavily on your experience. Still, this is a skill that one can acquire. It just takes some time and dedication, and the time is in the order of years rather than weeks or months.

- Anticipating other drivers' moves: Try to anticipate the worst in others. It may sound cynical and is not a good rule to follow in life but, in defensive driving, it pays to anticipate the mistakes of other drivers on the road. For instance, many drivers routinely signal a turn but don't turn at all.

Meanwhile, others don't signal at all and then suddenly turn. Many people disregard stop signals or try to run red traffic lights so keep a watchful eye out for these instances.

- Clearly communicating your existence and intentions to other drivers:
 - o Make signaling a habit: One of the best defensive driving techniques is to signal every time you turn or change lanes. That way, you never catch other drivers by surprise.
 - Make signaling a habit. Even if the road appears to be deserted and there seem to be no other vehicles around, signaling your intent is always an excellent defensive driving practice.
- Let other drivers know of your intentions early: Sudden stops, turns and lane changes often lead to accidents because they catch other drivers by surprise. Hence, one of the basic rules of defensive

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driving is to clearly communicate to other drivers exactly what you are about to do. For this reason, it is crucial that your brake lights, head lights, signal indicators and other driving lights are working. If they are not, have them checked right away. Otherwise, defensive driving is not an option.

- Being predictable helps: Having all your indicators in good working order is great, but they won't help much if you can't be predictable. Defensive driving is synonymous with being predictable – you do what you're expected to do. If you're signaling a left turn, then make a left turn. Don't signal that you're going left then suddenly turn right. And, by no means, keep signaling a left or right turn then go straight ahead for miles and miles. In defensive driving, one never makes a move that confuses other drivers on the road. Surprises are great, but never when you're driving.
- Warn others as you stop or slow down: When making a full stop or slowing down for whatever reason, it's a good defensive driving technique to let other drivers know of your intention. You can do this by tapping the brake pedal a couple of times so that your brake lights flash and clue in others behind you that you are slowing down or stopping. This is especially important if the driver behind you is driving fast and approaching quickly.
- Leave yourself room for error. An experienced driver maintains enough distance on all four sides of his car to allow him to safely react to the changes on the road
- Courtesy goes a long way in reducing the level of anxiety around you, thus reducing the odds of an accident. On the other hand, attempts to teach fellow drivers a lesson or punish or offend them and in general behavior without regard to others significantly increase psychological tension around you. Other drivers become annoyed, and annoyance leads to impaired judgment, increasing the odds of you getting into an accident.

□ Know where you want to go: The first rule of defensive driving is: know where you want to go. There's nothing quite as dangerous as making a sudden turn or stop, which is something that drivers do when they are not sure about where they are headed. Ditto for driving slowly then suddenly zooming fast. If you're confused about where you want to go, you're probably confusing other people on the road as well. If you're lost, park your car and regain your bearings. Check a map or street directory or maybe even ask someone for directions. The worst thing you can do is drive around aimlessly. That's like looking for trouble with a capital T.

III. Leading Causes of Traffic Accidents *Speeding:*

- Whether they are late for work, in a hurry to get home, or just impatient with the slow flow of traffic, most drivers exceed the speed limit at least some of the time. None of these reasons are a good excuse for speeding, though. By slowing down and obeying the speed limit, you can save lives

Driving While Intoxicated:

- Even with a BAC as low as .01 percent (one drink), alcohol impairs judgment and makes drinkers feel less inhibited. Drinkers usually don't even recognize this loss of judgment, though, because the alcohol is simultaneously increasing their self-confidence. Alcohol then gradually affects drinkers' vision, coordination, speech, and hearing. Vision becomes blurry, and side vision narrows. Eye movements usually slow and there is a tendency to stare too long at one place. Physical responses continue to slow. These effects diminish a driver's ability to work through the IPDE process.

Avoiding and Identifying Drunk Drivers:

- The basic way to minimize the likelihood of encountering drunk drivers is to avoid driving when bars are closing. That is when the most drunk-drivers are on the road, especially on weekends. If you see a car drifting around in or out of its lane, moving too slowly or too fast, tailgating, or driving erratically, it's quite possible that the driver is drunk. They are certainly not in control of their vehicle and may even be so drunk that they are falling asleep at the wheel. The best way to deal with them is to get out of their path. At the earliest opportunity, call the police or highway patrol and notify them of the vehicle's description, including license plate number, location, and the driver's behavior.

Road Rage:

- Road rage happens when one driver reacts angrily to another driver. Angry drivers may lash out by deliberately braking suddenly, pulling close to another car, or taking more violent steps such as coercing a driver to pull over to "settle" the dispute. Many drivers make a habit of driving with road rage.

Here are some suggestions to help you avoid provoking other drivers:

- Don't cut off other drivers: When you merge, make sure you have enough room and always signal before you merge
- Don't drive slowly in the left (fast) lane: Avoid using the fast lane except for the brief time it takes to pass another driver. Driving slowly in the fast lane frustrates other drivers
- Don't tailgate: Many drivers get angry when they are followed too closely. Remember to keep the appropriate following distance between your car and the car ahead of you
- Don't signal gestures to other drivers: Keep your hands on the steering wheel. Making obscene gestures to other drivers may provoke them.
- Use your horn for emergencies only: Even a polite tap of your horn may be enough to provoke another driver
- Avoid eye contact with an angry driver: To some people, eye contact is the same as a challenge. If someone is determined to act out his or her frustrations, even a friendly smile can be misinterpreted
- Give an angry driver plenty of space: If you make a driving error (even accidentally), it is possible the other driver may try and pick a fight with you. Put as much distance between your vehicle and the other car as you can

Physical Condition: Age, sight, hearing, and physical handicaps all can affect your driving performance. All drivers must evaluate their own situations and allow additional time for their disabilities to enable them to react to traffic situations.

Drivers with short-term or sudden illnesses are usually less attentive and more distracted because of their physical condition. The usual one-second reaction time may be increased to two or three seconds, and if the driver is taking medication as well, the entire driving process is affected. The total effect is greater than the sum of the individual effects. Combining drugs produces a reaction greater than the sum of the individual drugs involved. This is called the synergistic effect.

Fatigue can also have an impact on your driving ability. It can slow your reaction abilities and make you more irritable and uncoordinated. Often, fatigue occurs during long trips. It can result from a heavy meal, eyestrain, lack of sleep, or just boredom. If you find yourself feeling drowsy, inattentive, or if your vision is blurred, you may be suffering from fatigue. If so, you should take a break and continue your trip when you are more alert.

In addition, your reaction time will be reduced. Drivers who are too sleepy to drive properly cause about 200,000 accidents a year around the country. Many traffic fatalities are caused by the driver feeling sleepy.

According to the NHTSA, only four in every one hundred vehicles on the road is a large truck, which traveled only 8% of the total vehicle miles in 2004. In 2004, they accounted for 8% of all vehicles involved in fatal collisions and 12% of traffic fatalities. This high collision rate is caused in large part by fatigue.

The NHTSA recommends you follow these tips to avoid fatigue when taking long trips:

- Plan your trip well with reasonable daily itineraries
- Rotate driving shifts, if more than one driver is available
- Always get a good night's sleep before you embark on a long trip
- Avoid late-night driving--between midnight and 6 am is the riskiest time
- Take a break every two hours to stretch and relax
- Try to get some physical exercise during the day
- Try to maintain a good diet (without excessive caffeine that might contribute to sleep loss at night and fatigue the next day)

Laws and procedures are designed to make driving safer. However, many drivers become more relaxed as they drive. As driving becomes second nature, drivers often pay too little attention to the driving task.

Your education as a driver does not end the day you receive your driver's license. Rather, good drivers continue to learn more and more about safe driving throughout their years behind the wheel. It is easy to become complacent after many years of driving, but a know-it-all can be even more dangerous than an inexperienced driver if he doesn't pay attention to new driving lessons taught every day on the road. By constantly paying attention to these lessons, you can learn how to avoid collisions and help make the roads safer.

No matter how experienced a driver is, new situations occur all the time, especially when driving in unfamiliar territory. Driving in urban areas can be extremely challenging to drivers from small towns, as different situations present themselves. Similarly, a driver experienced in big city traffic may not know how to handle many of the potential hazards found in rural areas.

Inexperienced drivers lacking sufficient knowledge regarding specific laws suffer in many ways. Some become frustrated, and others may end up making driving mistakes, such as going the wrong way on a one-way street, resulting in embarrassment, fines, injury, and sometimes death.

Drivers who lack sufficient knowledge of driving laws may not react in a manner anticipated by other drivers, thus increasing the chances of getting into a collision. You should know all of the driving laws so that you reduce your chances of colliding with other vehicles on the road.

Have You Been a Distracted Driver?

When driving, do you ever?

Tune the radio Eat, drink, or smoke Pick something up from the floor or between the seats Read, write Reach for the glove compartment Talk on the cell phone Clean the inside of the windshield Argue with another passenger Comb or brush your hair Break up fights between your kids Put on makeup Put on contact lenses or use eye drops Shave File, clip, or polish your nails? **If you answered yes to any of the above, you are driving while distracted and are at risk of an accident.**

Drivers inadvertently sometimes focus their attention away from the roadway, thus putting themselves and their families/passengers in jeopardy.

How to Avoid Being Distracted:

- Stay focused and pay attention!
- Limit interaction with passengers
- Avoid talking while driving
- Avoid taking your eyes off the road
- Keep both hands on the wheel

Avoid driver fatigue:

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- Stay focused on the road
- Don't daydream
- Don't drive if you are tired
- Share the driving responsibilities on long trips

Don't drive when angry or upset:

- Emotions can interfere with safe driving. Wait until you have cooled down or resolved problems to drive
- Avoid "gawking," or slowing down to look at a crash or other activity
- If you need to use your cell phone while driving: Pull off the road and stop in a safe place before using your phone

The odds of being involved in a crash or near crash were nearly three times as high when drowsy relative to when not drowsy (Odds Ratio = 2.9).

The odds of being involved in a crash or near crash were nearly three times as high when driving significantly faster than surrounding traffic relative to when driving at appropriate speeds (Odds Ratio = 2.9).

The odds of being involved in a crash or near crash were more than twice as high when driving aggressively than when not driving aggressively (Odds Ratio = 2.1).

The odds of being involved in a crash or near crash were nearly twice as high when looking away from the forward roadway for 2 seconds or longer than when attentive to the forward roadway (Odds Ratio = 1.9)

Driver Distractions - Don't Be a Statistic - Distractions Are Everywhere

Driving is a skill that requires your full attention to safely control your vehicle and respond to events happening on the roads around you. Driving involves constant and complex coordination between your mind and body. Events or things that prevent you from operating your car safely are distractions. There are three types of distractions and they are anything that takes your:

- eyes off the road (visual)
- mind off the road (cognitive)
- hands off the steering wheel (manual)

When you think about the actions you make in your vehicle, other than just driving, you can see that they often involve more than one type of distraction. For instance, if you change your radio station, you take a hand off the steering wheel to press a button, and take your eyes off the road to look at what button you want to press.

Driving Distractions Study

Driver distractions are the leading cause of most vehicle crashes and near-crashes. According to a study released by the National Highway Traffic Safety Administration (NHTSA) and the Virginia Tech Transportation Institute (VTTI), 80% of crashes and 65% of near-crashes involve some form of driver distraction. The distraction occurred within three seconds before the vehicle crash!

According to the NHTSA and VTTI study, the principal actions that cause distracted driving and lead to vehicle crashes are:

- cell phone use
- reaching for a moving object inside the vehicle
- looking at an object or event outside of the vehicle
- reading
- applying makeup

Drivers who engage more frequently in distracted driving are more likely to be involved in a vehicle crash or near-crash

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“Dial D” for Disaster

Cell phone use has become so popular these days that many times we don't realize when, where, and how often we are utilizing our “cellular telephones.” Cell phone use while driving has increased so significantly within the last few years. At any typical daytime moment, as many as 10% of drivers are using either a hand-held or hands-free phone.

Studies have shown that driving performance is lowered and the level of distraction is higher for drivers who are heavily engaged in cell phone conversations. The use of a hands-free device does not lower distraction levels. The percentage of vehicle crashes and near-crashes attributed to dialing is nearly identical to the number associated with talking or listening.

Make and finish your cell phone calls before you start your vehicle and drive. If your phone rings while you are driving, let your voicemail pick up the call. If you must answer your phone, pull over to a safe location and park before using your cell phone.

Are You Eating a Crash Diet?

If you are eating in your vehicle while driving, you are focusing on your food and not on your driving. You are not only chewing and swallowing; you are also opening packages, unwrapping and rewrapping food, reaching, leaning, spilling, wiping, and cleaning yourself or your vehicle. These are quite a number of distractions for one driver on one trip. You are safer when you stop to eat or drink. Allow yourself plenty of time to stop, rest from driving, and enjoy your meal.

Turning Dials Can Turn Your Head

Making destination entries on an in-vehicle navigation system, radio surfing for a good song, or adjusting your vehicle's climate controls are distracting activities that can put you in danger of a vehicle crash or near-crash. The availability of invehicle Internet and e-mail access from cell phones, blackberries, and other portable devices are added distractions that increase your risk of a crash if you engage in these activities while driving.

- Adjust vehicle's controls (climate controls, mirrors, radio, seat, etc.) before you begin to drive
- Check your e-mail, voicemail, and any other portable devices you have before you begin driving
- Take advantage of normal stops to adjust controls

Looks Can Kill...

Looking out your window at what you are passing while you are driving can be a distraction if you are concentrating on getting a good look at:

- an accident
- a vehicle pulled over by law enforcement
- construction work
- a billboard advertisement
- a scenic view
- street names and addresses

Always focus on your driving. It's crucial that you remain alert while on the road to arrive at your destination safely.

Other Deadly Distractions

In this age of multi-tasking, it is common to do more than one task at the same time. You already multi-task when you are driving; your mind and body are working simultaneously to drive your vehicle. You should not add another task on top of what you already need to do to drive safely. These tasks should never be done while you are driving:

- Reading a newspaper, a book, or a map
- Personal grooming, such as hair grooming, shaving, or applying makeup
- Smoking and dealing with lighting up, putting out cigarettes, or falling ashes
- Working in your car: typing on a laptop, making business calls, and writing notes or reports

Undistracted Driving

When you are driving, the condition of the roadway you are on and the behavior of other drivers can change abruptly, leaving you little or no time to react. When you are driving, follow these rules:

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- Stay focused
- Pay attention
- Expect the unexpected
- These tips can help you continue to drive and arrive at your destination safely:
- Follow the advice in this brochure
- Ensure all passengers are buckled-up properly
- Be well-rested and in the appropriate mindset to drive. Driving while you are upset or angry can be just as dangerous as driving when you are tired
- Do not tailgate
- Allow sufficient time to reach your destination
- Ensure your vehicle is properly maintained
- Driver distractions reduce your awareness to your driving environment, your decision-making process and your driving performance. This results in crashes or near-crashes and corrective actions having to be taken by you and/or other drivers on the road

Drive safe and stay alive. Keep your mind on your driving, your eyes on the road, and your hands on the wheel!

Internet Safety Policy-

It is the policy for Torah L’Kulanu to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254(h)}.

Definition:

Key terms are as defined in the Children’s Internet Protection Act. *

Access to Inappropriate Material:

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications which access to is inappropriate.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or lawful purposed.

Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the Torah L’Kulanu Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage include: (a) unauthorized access, including so-called “hacking” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring:

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It shall be the responsibility of all members of Torah L’Kulanu staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Steve Rubin of WorkITsafe or designated representatives.

Designated representatives will provide age-appropriate training for students who use Torah L’Kulanu’s Internet facilities. The training provided will be designed to promote Torah L’Kulanu commitment to:

- a. The standards and acceptable use of Internet services as set forth in Torah L’Kulanu’s Internet Safety Policy
- b. Student safety with regards to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - iii. Cyberbullying awareness and response
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”)

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of Torah L’Kulanu’s acceptable use policies.

Adoption:

This Internet Safety Policy was adopted by the Board of Torah L’Kulanu at its annual meeting on June 16, 2016.

*CIPA definition of terms:

MINOR- The term “minor” means any individual who has not attained the age of 18

TECHNOLOGY PROTECTIVE MEASURE-The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE-** as that term defined in section 1460 of title 18, United States Code
2. **CHILD PORNOGRAPHY-** as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors

HARMFUL TO MINORS- The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulate sexual act or sexual contact, actual or simulated normal; or perverted sexual acts, or a lewd exhibition of the genitals and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONDUCT- The term “sexual act” and “sexual conduct” have the meanings given such terms in section 2246 of title 18, United States Code.

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Record Retention Guidelines-

It is Torah L’Kulanu’s policy to maintain complete, accurate and high quality records. Documentation is to be retained for their immediate use unless longer retention is required as set forth below.

No administrator, staff or volunteer shall knowingly destroy any document with the intent of obstructing or influencing an investigation or proper administration of any matter within Torah L’Kulanu. This policy covers all records and documents of Torah L’Kulanu.

Student Records File Management and Retention Policy Storage and Retention Student Records: A record of students’ achievements at Torah L’Kulanu is preserved permanently, but all other documentation contained in the students’ file will be destroyed when no longer required. Storage The student record and its components may be in the form of hard, is the responsibility of the Head of Schools or his/her designee. Hard copy files will normally be destroyed three years after graduation or five years after the last attendance at Torah L’Kulanu. All portions of a student’s computerized record which are needed to produce official transcripts will be maintained permanently.

Administrative Record Retention Guidelines

The tables below identify documents, common to all departments, that must be retained as directed.

Human Resources Related

Document Type	Retention Period	Location
Personnel file:		Human Resources
New hire packet	7 years	(Once these materials have been delivered to Human Resources, any on-site or departmental copies may be destroyed.)
Employee medical		
References		
Fingerprint clearance		
Evaluations		
Certification(s)		
Training certificates		
PCNs		
Attendance sign-ins	6 years	Human Resources
Staff timesheets	6 years	Payroll
Staff docks	6 years	Payroll
Staff absentee forms	6 years	Human Resources
Applicants not hired	1 year from decision date	
COBRA-related documents	6 years	Human Resources
Documents related to obtaining ability to work for foreign nationals	5 years	Human Resources
Employee exposure forms and related material	30 years	Human Resources
ERISA documents	6 years	Human Resources

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I-9	1 year from termination or 3 years from completion of form, whichever is later	Human Resources
MSDS sheets	30 years from the date substance was last received	Facility
OSHA 300, 301	5 years	Human Resources
Pension documents	Permanent	
Workers' Compensation case records	If allowed, 18 years from injury, but not less than 8 years from last	

payment; if not allowed, 7 years from accident or illness

Corporate Documents

Document Type	Retention Period	Location
Audits: Fiscal Internal or External	6 years	Finance office
Budget:		
Official copy	Permanent	Executive office
Work papers	6 years	Budget office
Collective bargaining agreements	expiration +6 yrs.	Human Resources
Construction documents:	Life of property	Real Property
Specifications		
As-built drawings		
Certificate of Occupancy		
Contracts:		
Construction	10 years	Real Property
Architecture	10 years	Real Property
Union	Permanent	Human Resources
Employee handbooks, including all revisions (master)	Permanent	Executive office
Guardianship case files	6 years after	Guardianship
Insurance		
Policies	Permanent	Executive office
Claims material	6 years from Settlement	Executive office
Policy (insurance)	18 years from expiration	Executive office
Lawsuits: Including initial summons and all related materials	5 years after disposition of case	Executive office

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Membership records	As long as person is a member	Membership Dept.
Minutes of Board, Committees, Bylaws, Certificate of Incorporation	Permanent	Executive office
Long-range plans	Permanent	Executive office
Materials distributed for Board and Committee meetings	5 years, unless historically valuable.	Executive office
Official publications (file copy) by Torah L'Kulanu	Permanent	Executive office
Policy and Procedure Manuals including (master)	Permanent	Executive office all revisions
Property records: including deeds and	Permanent	Real Property title papers
Proposals: Not funded	1 year	Department
Proposals: Funded	6 years after final payment	Department
Tax-exemption records	Permanent	Finance office

General to All Departments

Document Type	Retention Period	Location
Correspondence:		
Documenting significant policy, or decision-making, or legal issues	Permanent	Department
Routine legal, fiscal, or administrative information	7 years	Department
Grant program file: including proposal, award letter, reports, vouchers	7 years, unless longer period required by grantor	Department
HIPAA		
Signed receipt for <i>Notice</i>	Permanent	Case file
Copies of release authorizations, other actions	6 years from date action was taken	Case file
Internal investigations	7 years	Department
Licenses, certification of programs	10 years	Department
Listing of all items in storage	Permanent	Department
Records disposition documentation	7 years	Department
Repair, installation, maintenance or similar record	7 years	Department
Visitor registration records	1 year	Reception

Incident Review Policy and Procedures-

The intent of the Incident Review Process is to enhance the quality of care provided to individuals with intellectual and developmental disabilities under the care of Torah L’Kulanu, to protect them from harm and to ensure that such individuals are free from mental and physical abuse or neglect. The primary function of incident reporting is to enable Torah L’Kulanu administrators and supervisors to become aware of problems, to take corrective measures, and to minimize the potential for recurrence of the same or similar events or situations.

The incident review committee monitors the effectiveness of the recording, investigation, review and corrective actions taken. The committee is responsible for oversight of recommended outcomes and the identification of trends, which ultimately allow for the development and implementation of preventive strategies.

Definitions and Classifications of Incidents

There are three types of incidents. All of them must be reported, reviewed and investigated according to the procedures set forth in this document.

- A. Allegations of abuse and neglect are incidents in which the maltreatment or mishandling of an individual would endanger the physical or emotional well-being of the individual through the action, or inaction on the part of anyone, including an employee, intern, volunteer, consultant, contractor, visitor or other, whether or not the individual is or appears to be injured or harmed. The failure to exercise one’s duty on behalf of an individual also constitutes abuse. When an individual with challenges is alleged to have abused another individual with disabilities, it is necessary to take into consideration the aggressor’s cognitive abilities to make a judgment as to whether the act is to be reviewed as an abuse allegation or as a behavioral challenge.
- B. Serious incidents are incidents, which because of the severity or sensitivity of the situation must be reported immediately to the Executive Director.
- C. Minor incidents are events or situations that may endanger an individual’s well-being which are required by Torah L’Kulanu to be reported but do not rise to the level of a “serious incident”.

Allegations of Abuse

Physical Abuse: Physical contact which may include, but is not limited to such obvious physical actions as hitting, slapping, pinching, kicking, hurling, strangling, shoving, unauthorized or unnecessary use of physical interventions, or otherwise mishandling an individual receiving supports. Physical contact which is not necessary for the safety of an individual and causes discomfort to the individual may also be considered to be physical abuse, as may the handling of an individual with more force than is reasonably necessary.

Sexual Abuse: Any sexual contact between an individual receiving supports and employees, interns, consultants, contractors or volunteers is considered to be sexual abuse and is **prohibited**.

Sexual contact is defined as the touching or fondling of the sexual or other body parts of an individual for the purpose of gratifying the sexual desire of either party, whether directly or through clothing. Sexual contact also includes causing an individual to touch anyone else for the purpose of arousing or gratifying personal sexual desires. Forcing an individual to watch or listen to or read material of a sexual nature is also considered abuse.

Psychological Abuse: The use of verbal or nonverbal expression in the presence of one or more individuals receiving supports that subjects the individual(s) to ridicule, humiliation, scorn, contempt, or dehumanization, or is otherwise denigrating or socially stigmatizing. In addition to the language and/or gestures, the tone and volume of voice, such as that used in excessive loudness, screaming or shouting at or in the presence of individuals, may, in certain circumstances, constitute psychological abuse.

Seclusion: The placement of an individual receiving supports alone in a locked room or area from which he or she cannot leave at will. Seclusion is considered to be a form of abuse and is, therefore, prohibited.

Use of Aversive Conditioning: Aversive conditioning is the use of an unpleasant or uncomfortable procedure when trying to change behaviors of an individual receiving supports. Such procedures are considered abuse and may *never* be used at Torah L’Kulanu.

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Use of Time-Out: The placement of an individual receiving supports alone in a room or area from which his or her normal egress is prevented by someone's direct and continuous physical action is considered time-out and is prohibited in all Torah L'Kulanu programs.

Quiet time should not be confused with time-out. Quiet time is a procedure in which an individual is accompanied by a staff member, away from an activity for a brief period of time to help the individual regain his/her composure. In removing the individual from the ongoing activity, the objective is to offer a changed environment in which the individual may calm down.

Mistreatment: Mistreatment is a deliberate decision to do anything to an individual receiving supports which goes against that individual's Individualized Educational Program (IEP) or which is against his or her human rights or is not generally considered acceptable treatment practice. An example of mistreatment would be withholding food to modify behavior or as a consequence of behaviors. **Serious Incidents**

Injury to an individual when the injury was caused by an act of that person or another, (e.g., aggressive or self-injurious behavior) which includes the overnight admission to a hospital or emergency room for treatment or observation. Also injuries which require medical or dental treatment by a physician, dentist, physician's assistant or nurse practitioner and which are **more than** First Aid, e.g., stitches.

Missing Person: The unexpected or unauthorized absence of an individual receiving supports. It is mandated that formal search procedures be initiated immediately upon discovery of the absence of an individual whose absence constitutes a recognized danger to the possible well-being of that individual or others. Consideration should be given to the individual's habits, deficits, capabilities, health problems, etc.

Restraint: The act of limiting or controlling an individual's behavior through the use of any device which prevents the free movement of both arms or both legs, as ordered by a physician; any device which totally immobilizes and individual, as ordered by a physician; any device which is ordered for the express purpose of controlling behavior in an emergency; or any medication ordered by a physician which renders an individual unable to satisfactorily participate in programming, leisure or other activities.

Medication Error Resulting in Hospitalization or Adverse Effect: A medication error, which results in an overnight admission to a hospital or emergency room for treatment or observation or an adverse effect such as a seizure due to failure to administer medication or a rash due to an overdose.

Medication Error: The administration of a medication to an incorrect individual or in an incorrect dosage or at an incorrect time or by an incorrect route.

Possible Criminal Act: Actions of an individual that are or appear to be a crime under New York State or Federal Law.

Evacuation: A situation, which necessitates the immediate evacuation of a program site due to fire, smoke, flood or other condition.

Accident in a Torah L'Kulanu Vehicle Involving Individuals Receiving Supports

Accident in a non-Torah L'Kulanu Vehicle Involving Individuals Receiving Supports, e.g., contracted bus company.

NOTE: Torah L'Kulanu staff, interns and volunteers may NEVER transport individuals receiving supports in personal vehicles. NOTE: If any individuals receiving supports were injured in an accident, the incident should be coded as R1b or S1b depending on the severity of the injury.

NOTE: Refer to the administrative portal for the accident liability form.

Minor Incidents

Injury to an individual which was caused by an act of that person or another, (e.g., aggressive or self-injurious behavior), which requires First Aid.

Inappropriate Sexual Behavior: Inappropriate sexual behavior of a non-aggressive nature, e.g., masturbating or undressing in public.

Incident Reporting Procedures Responsibility for Writing an Incident Report:

Incident Reports should be written *immediately* following the incident by the staff person who first observed or discovered the event or situation in Torah L'Kulanu or in the community. **The GUIDE TO WRITING AN INCIDENT REPORT will give the details as to how to complete the Incident Report.** The staff member who writes the report should complete it up to the signature line, and then submit it to his/her immediate supervisor who will ensure that the proper notifications, investigations and follow-up will be done. Once an Incident Report is completed, it will be reviewed

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through the departmental hierarchy up to the department head or associate/assistant. He/she will review the Incident Report and will attach a cover sheet with his/her comments and recommendations.

If an Individual Receiving Supports Reports an Incident Which Occurred in Another Torah L’Kulanu

Department: The staff member to whom an incident was reported will notify his/her supervisor. The supervisor will notify the appropriate person in the other department immediately and he/she will follow-up with a written memo describing the incident and any information or documents pertinent to the incident, e.g., staff statements. The memo and documents pertinent will be faxed to the other department. The department where the incident occurred will complete the incident report and conduct the investigation. If the incident occurred on a bus transporting individuals receiving supports to or from the program, the incident report and investigation are responsibility of the day program.

Incidents Which May Have Occurred in Another Agency:

If a Torah L’Kulanu staff member is told of or discovers an incident which occurred under the supervision of another agency, that staff member will notify his/her supervisor immediately. The facility director or designee will notify the appropriate person in the other agency by phone and will document the phone call. A follow-up memo describing the incident and any other pertinent information or documents, e.g., staff statements, should be sent to the other agency. A copy of this documentation should be kept in the facility in the file of the individual receiving supports.

It will be the responsibility of the other agency to write the Incident Report, investigate, and take appropriate action, inform the DDRO for OPWDD programs/RRDS for DOH programs. The Torah L’Kulanu facility should request a summary of the investigation.

Notifications Within Torah L’Kulanu

ALLEGATIONS OF ABUSE AND NEGLECT, SERIOUS INCIDENTS must be reported *immediately* to the department head or associate/assistant department director who will *immediately* notify the appropriate associate executive director. The investigation must begin *immediately*. The department head/associate/assistant will advise the executive director within one business day.

If a staff member observes abuse, maltreatment or neglect and reports it to the facility director and no appropriate action is taken, the reporter should report it to the departmental administration. If no action is taken by departmental administration, the reporter should tell senior management. If senior management does not take action, the reporter should report it to the compliance officer.

Incident Review Committee

An agency-wide Incident Review Committee will be appointed by the executive director. The membership of the committee will include:

STANDING MEMBERS:

- Executive Director
- Director of Program Operations
- Director of Committee Support
- Psychologist

The purpose of the committee will be:

- To review all incidents occurring within the agency and to ensure that they have been properly reported, managed, investigated, and documented.
- To determine that *all* necessary and appropriate corrective, preventive and/or disciplinary actions have been taken to protect individuals receiving supports, to safeguard against the recurrence of similar incidents, and to make further recommendations relative to the incident if necessary.

Employee Verification

I, _____ verify that I have received and read a copy of the

2016-2017 Policy and Procedure Manual of Torah L'Kulanu.

Signature: _____

Date: _____

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