



Malvern Preparatory School
Employee Handbook
2015 - 2016

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About This Handbook

At Malvern Prep, we value being open with our employees. This handbook demonstrates that value by serving to communicate our policies and procedures so you can best understand how we operate at Malvern Prep. It begins with some background on Malvern Prep, such as our mission, vision, strategy and history so that we can all embrace our history as we forge forward into the future!

As you read through the material, keep in mind that the information included is presented for information purposes. It is not meant to be interpreted, and is not intended to be, and does not serve as a written employment contract between the School and any of its employees or a guarantee of continued employment.

It's also important to know that the information contained in this handbook applies to all employees of Malvern Prep uniformly and supersedes all prior policies and procedures, except as otherwise provided in individual contracts. If an employee has entered a written individual employment contract with the School, executed by both the employee and the School, and there is a direct contradiction between a provision of that contract and a policy of this handbook, then the contract provision will prevail. The School reserves the right to suspend, modify, or amend any policy or procedure at any time.

Section 1: Malvern-at-a-Glance

Our Mission

Our mission at Malvern Prep is grounded in our values of Veritas (Truth), Unitas (Unity) and Caritas (Love): *We are an Augustinian School, Catholic and independent, living the Augustinian spirit of Veritas, Unitas and Caritas.*

VERITAS – TRUTH: Malvern is dedicated to the pursuit of Truth through academic excellence and the growth of each of its students, so that he is prepared fully for college and for a life of integrity and courageous leadership.

UNITAS – UNITY: Seeking oneness of mind and heart in the journey toward God, Malvern strives to build a diverse community in which a caring faculty works with parents and students to instill in everyone a personal responsibility for the common good.

CARITAS – LOVE: Inspired by Christ, the Malvern Tradition invites each individual to grow and give in a family distinguished by respect, challenge, service and exceptional love.

Our Vision & Strategy

We have a bold, ambitious vision at Malvern Prep: *We strive to be a leading independent Catholic School specializing in student-centered learning practices.*

We will realize our vision as we collaborate together to achieve and execute upon our 2011-2016 Strategy.

2011-2016 Strategy

1. **Curriculum:** Highlight and create distinctive features of the curriculum that produces young men who will thrive as learners in an ever-changing college landscape, and who will live a life of integrity and courageous leadership in a global society.
2. **Personnel:** Ensure that the school can attract, develop, and retain the highest caliber of diverse faculty and staff who are experts in their discipline, recognize the value of all boys' environment, and embrace the core values of Malvern Prep.
3. **Marketing:** Promote the school's distinct identity in the marketplace.
4. **Student Life:** Ensure that the boys enrolled at Malvern Prep are offered balanced, age-appropriate, and challenging opportunities to grow outside the classroom.
5. **Enrollment:** Develop an Enrollment Management system which attracts, enrolls and retains a diverse group of boys with talent, intelligence, integrity and promise who will have the ability and ambition to maximize their college acceptance opportunities.
6. **College Preparation:** Ensure that the College Counseling Program and the Academic Counseling Program have the talent, tools and organizational structure to provide each boy with every opportunity to gain entrance into his "best fit" school.
7. **Finances:** To continue to seek financial equilibrium marked by a distinguished educational program, the faculty and staff needed to implement the program, a balanced annual budget, the preservation and enhancement of the physical assets, and the ability to achieve the goals set out in this plan.

Our Heritage and History

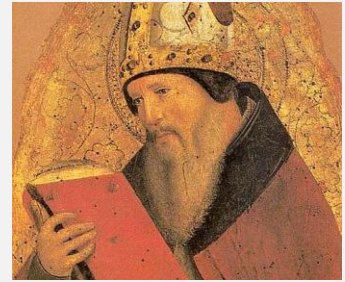
Malvern Prep is the direct continuation of the academy program founded in 1842 by the Augustinians as the preparatory school for what is now Villanova University. The Augustinian community purchased the farm called Belle-Aire in January 1842, to establish a college and monastery under the patronage of St. Thomas of Villanova. During the next year, Rev. John O'Dwyer, the first president, worked tirelessly to get the school up and running, and traveled to Europe in search of qualified faculty.

On St. Augustine's Day, August 28, 1843, the School's first Mass was celebrated; and the seven students that year were all under the age of 16. The original academy building, built in 1848, is now called Alumni Hall, and stands just behind the Chapel at Villanova.

Villanova did not grant its first college degree until 1857. As the school grew and modern education began to take its present form, a distinction grew between the "academy boys," the "college boys," and the "seminarians." In 1901, the academy was named "St. Nicholas of Tolentine Academy," and in 1922, the college program was expanded. The decision was made to move the academy program from the college campus. About the same time, the Rosengarten family of Malvern planned to sell part of its holdings located on Warren Avenue and Paoli Pike. Thus in 1922, because of the Augustinian need and the availability of 143 acres in historic Chester County, the academy relocated to its current setting. The academy changed its name to "Villanova Preparatory School" in the early 1920's, which began the gradual phasing out of the old academy. The school was soon renamed Malvern Preparatory School to reflect its geographical location and give the school its own identity.

Malvern Prep graduated its first class in 1927. Located northwest of Malvern Prep's property is the site of the Paoli Massacre during the Revolution, making it a central point for historical interest. Malvern Prep owned the 40-acre landmark until 2000 when it was purchased and preserved as a National Historic property. Although only two buildings on the Rosengarten estate could be used for school purposes, Austin Hall (original farmhouse) and the St. Augustine Friary (farm building), they were more than ample in providing classroom and living space for the predominantly

History of Saint Augustine



Saint Augustine of Hippo is the spiritual founder of the Order of St. Augustine, the community of Catholic priests and lay brothers who sponsor Malvern Prep. St. Augustine was born in Africa and spent many years of his life in wicked living and in false beliefs. Though he was one of the most intelligent men who ever lived and though he had been brought up a Christian by his devote mother, St. Monica, his sins of impurity and his pride darkened his mind so much, that he could not see or understand the Divine Truth anymore. Through the prayers of his holy mother and the marvelous preaching of St. Ambrose, Augustine finally became convinced that Christianity was the one true religion. Yet he did not become a Christian then, because he thought he could never live a pure life.

One day, full of bitter sorrow, Augustine flung himself out into the garden and cried out to God, "How long more, O Lord? Why does not this hour put an end to my sins?" Just then he heard a child singing, "Pick up and read!" Thinking that God intended him to hear those words, he picked up the book of the Letters of St. Paul, and read the first passage his gaze fell on. It was just what Augustine needed, for in it, St. Paul says to put away all impurity and to live in imitation of Jesus. That did it! From then on, Augustine began a new life.

- Adapted from www.catholic.org.

boarding student body of 19 and the original faculty of three Augustinians and a layman.

Today, the School's 104-acre campus has 15 buildings, including the state-of-the-art Duffy Arts Center, a 17,000 square-foot building that houses a Steinway, a musical technology studio, a ceramic studio with five kilns and 15 pottery wheels, a 600-seat theater, computer graphics lab, a wet dark room for traditional and photography, gallery space and classrooms. The Pellegrini Athletic Complex includes an all-purpose turf field, an eight-lane all-weather track and new tennis courts.

In November 2011, the Board of Trustees adopted a five-year Strategic Vision, outlining seven key goals for the future of Malvern Prep. In December 2011, the Board appointed Christian M. Talbot as Chief Executive Officer and Malvern's 13th Head of School, effective July 1, 2012. Rev. James R. Flynn, O.S.A., the 12th Head of School, succeeded James H. Stewart as Malvern's third President on July 1, 2012.

Section 2: Employment at Malvern

Employment at Will

All employment with the School is either on a contract basis or an at-will basis. Contract employees are those who have entered into a signed contract with the School for a specified duration. At-will employees are all other employees.

Like most United States employers, Malvern Preparatory School uses the "at-will" employment relationship as the default for all employees. "At-will" employment means that either you or the School may end the employment relationship at any time, with or without reason or notice, and that neither you nor the School has entered into a contract, expressed or implied, establishing a guarantee that employment will continue for any specific duration. Additionally, except as otherwise forbidden by an individual contract, the School has the right to terminate your employment, change the terms of your employment, administer corrective action, transfer, or demote you at any time, with or without reason, and with or without notice, at the discretion of the School.

Employment Authorization

The Immigration Reform and Control Act of 1986 require the School to ensure that employees are authorized for employment in the United States. Therefore, the School will employ only individuals lawfully authorized for employment in the United States. Federal Law requires that every employee hired by the School after November 6, 1986 complete the Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) at the time of hire and must provide the School with the necessary documentation for the School to complete Section 2 within three workdays of the employee's start of work. Failure to provide such documents will result in termination of employment.

This information and documentation will be used only for compliance with the Immigration Reform and Control Act and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform the Business Office immediately.

Employment Classifications

Employment at the School may be on a part-time or full time basis, depending on the needs of the School. Depending on their duties and position, Regular full-time employees work 26 hours or more per week on average and may be classified as Overtime Pay Eligible or Not Overtime Pay Eligible (“Exempt”). Overtime Pay Eligible employees may be classified as “Hourly” or “Salary Plus” based on how they are paid. Regardless of whether they are paid on an Hourly or Salary Plus basis, Non-Exempt employees are eligible for overtime pay at 1.5 times their regular rate of pay for each hour worked beyond forty (40) in a work week, as discussed in the Overtime policy. Exempt employees receive a salary as payment for all work required to perform their jobs. Exempt employees are not paid overtime or compensatory time, regardless of hours worked. All professional teachers are classified as Exempt. Decisions related to employment classifications are made by our business manager and the Head of School.

- **Regular Part-time employees** work less than 25 hours per week on average. Part-time employees can be classified as either Exempt or Non-exempt. Part-time employees generally are not eligible for benefits. Any exception will be specifically noted in writing. Regular Part-time Employees working 1,000 hours per year or more may be eligible for participation in certain School benefit programs on a pro-rated basis. Please see the Summary of Benefits available from the Business Office for more details.
- **Project-based, seasonal, or relief employees** may be engaged when extra assistance is needed. These employees may serve on a full-time or part-time basis, but will generally work less than 1000 hours in any given year.

Based on the School’s operating and staffing needs, the School expects the duties of some positions to fall across a 10-month calendar, rather than a 12-month calendar. The School will notify employees of the anticipated calendar for their position (i.e., 10 or 12 months per year) at the time of hire. As discussed elsewhere in this Handbook, all employees of the School are considered “at-will” unless they have entered a written individual employment contract with the School, executed by both the employee and the School.

In this Employee Handbook, wherever “faculty” is used, it is intended to refer to faculty and academic staff.

Working Hours & Schedule

The School opens at 8:00 AM and closes at 4:00 PM, Monday through Friday, except holidays. These are considered the School's core operating hours for non-faculty, during which all non-faculty employees generally are expected to be at work, except for authorized meal periods or unless absent for approved leave. The School's classroom day begins at 8:00 AM and ends at 3:30 PM, Monday through Friday, except holidays, and these are considered the School's core instructional hours for faculty, during which all faculty employees generally are expected to be at work, except for authorized meal periods or unless absent for approved leave.

Students may arrive at School as early as 7:30 AM and, although, the last scheduled bus leaves by 4:00 PM, students may remain on the premises until late in the evening for activities and events. Since we always want to make sure that our students are safe and supervised, actual work schedules may vary by employee, based on School needs. Employees should discuss their individual work schedule and expectations with their manager.

Punctuality and Attendance

Meeting our commitment to provide the best educational experience to our students requires that we all perform our jobs efficiently, effectively and in a timely manner. This means that satisfactory attendance and punctuality is necessary for the efficient operation of the School.

- **Academic Staff:** To ensure that we meet our commitments to our students and to our colleagues, the School requires all teachers to be present at the start of the School day and during special events identified by the School. Teachers who are absent from or late to work need to notify the head of their School immediately, no later than 7:30 AM on the day of the absence. If you are incapacitated and can't notify the head of your School, please have someone else do so. Teachers should gain approval from the head of their School in advance for planned absences that do not related to illness or emergency.
- **Administrative Staff:** Given the varying nature of administrative roles, administrative staff should to discuss with their manager expectations related to when they need to start their work day as these roles may have different expectations based on responsibilities. Administrative staff members who are absent or late to work should notify their manager immediately, no later than 7:30 AM on the day of the absence. . If you are incapacitated and can't notify your manager, please have someone else do so. Administrative staff should gain approval from their manager in advance for planned absences that do not related to illness or emergency.

We believe we need to be role models for our students when it comes to attendance and punctuality. Given it is so important to us, disciplinary action up to and including termination may result from repeated, excessive or unreported:

- Failures to arrive at work on time
- Failures to report for a scheduled work day or required activity
- Failures to provide appropriate notice of absences
- Un-approved early departures from work

Emergencies and Inclement Weather

In cases of inclement weather or other emergencies, Malvern Prep's administration will determine the appropriate operating schedule for the day. The administration will make decisions as early as possible, but no later than 6:45 a.m. Immediately after the decision is made, the School will:

- Place a message on the main School number
- Place a notice on the School website
- Send a text alert message to the faculty, staff, parents and students who are enrolled and will contact local media outlets (6 ABC, Fox 29, CBS 3, and KYW 1060). All faculty and staff are required to sign up for the Text Alert system, which can be found on the Human Resources section of our website.

If the School is closed due to inclement weather, all full-time employees will be paid their normal pay for the day. If the School is open, employees who reasonably believe that they cannot safely reach work due to weather conditions should contact their manager so that necessary arrangements may be made by the manager. Employees who do not report to work when the School is open will need to request approval for paid time off from their manager and/or seek approval to work virtually for the day. If an employee had been pre-approved for paid time off on a day cancelled due to inclement weather, then the employee will still be charged for the PTO day.

Section 3: Compensation & Benefits

Pay Process

Employees are paid by check or direct deposit on the 1st and 15th of each month. If our payday falls on a holiday or weekend, then the payday typically becomes the last working day before the weekend or holiday. Exceptions may occur for circumstances like the calendar year end, when the January 1st payroll date will be paid on January 1st and not pre-dated. All appropriate wage and payroll deductions are taken out of each paycheck as required by law.

Grade Levels

The School has implemented a grade level structure for all positions at Malvern Prep. Grade levels are basically ranges of salaries used by many organizations as a framework to manage compensation. Grade levels at Malvern Prep will encompass both vertical and horizontal ranges.

- **Vertical range:** Each level increases in pay relative to the responsibilities, scope and requirements of roles at that grade level.
- **Horizontal range:** A beginning, mid-point and maximum amount of pay for each grade level to allow for pay differentiation based on factors such as experience, performance, skills, potential, etc.

Depending on opportunities, budget, positive performance trends, etc. progression may occur both within the horizontal and vertical ranges.

Overall, grade levels are intended to provide a structure for fairly and equitably compensating employees and managing the payroll.

The most updated information pertaining to grade levels and the expectations for each position in each grade level can be found on the shared "Human Resources" folder on the Google Drive or it can be obtained on Malvern's website.

Overtime Pay

Overtime is sometimes necessary from time to time to meet our commitments to our students and to our community. Sometimes this requires that employees are available on short notice to work overtime when circumstances require.

A Non-Exempt employee (“Hourly” or “Salary plus”) who works more than forty (40) hours in a workweek will be paid for the hours worked beyond 40 at the overtime rate of time one and one-half (1½) of the employee's regular rate of pay. The School sets the salary rate for “Salary Plus” employees to account for all hours worked up until 40 in a work-week. This builds into the employee’s salary extra compensation for those times when the “Salary Plus” employee may work between 35 and 40 hours in a work-week. Salary Plus employees receive additional pay beyond their regular salary only for hours worked beyond 40 in a work-week, which will be paid at the overtime rate.

For the purposes of calculating overtime, only hours actually worked are considered in determining whether the employee exceeded normal working hours. Holidays, official closings, or other paid or unpaid time off hours do not count as hours worked.

In some circumstances, operating needs may require scheduling adjustments that would result in the Non-Exempt employee working more than 40 hours within the work week, if the employee worked his/her regularly scheduled hours in addition to hours in which additional coverage or work is needed. Depending on the operating needs, the School may adjust the employee’s schedule so that the employee’s total hours worked for the work week do not exceed 40, or the School may allow the employee to elect between reducing his/her hours within the remainder of that work week, or working more than 40 hours and receiving overtime pay based on the hours worked beyond 40.

Since overtime compensation has budgetary implications, non-exempt employees need to obtain approval from their manager prior to working overtime. Failure to receive authorization prior to working overtime may result in disciplinary action. Exempt employees are not eligible for overtime compensation, as they are paid a salary versus by the hour and that salary includes all of the time worked during the pay period.

Deductions from Non-Faculty Salaried Exempt Employee Pay

The School complies with the Federal Fair Labor Standards Act (FLSA) and all applicable rules regarding payment of wages and overtime. The FLSA and the regulations promulgated by the U.S. Department of Labor to administer the FLSA establish categories of exemption for certain professional, administrative, executive, and computer employees. Under these regulations, “Exempt” employees are excluded from entitlement to overtime pay for hours worked beyond 40 in a work-week. For most exempt categories, employees must meet three tests: salary level, salary basis, and job duties. The FLSA regulations use only the job duties test to categorize professional teachers as Exempt.

The FLSA also creates a “Safe Harbor” for employers who inadvertently make deductions from exempt employee pay that, absent this “Safe Harbor,” might jeopardize the employee’s qualification for Exempt classification in accordance with the salary level and/or salary basis tests.

Being paid on a salary basis (for purposes of exempt employee status for positions other than professional teacher) means that the employee regularly receives each pay period, a predetermined amount constituting all or part of the employee's compensation. This fixed amount for exempt employees other than teachers cannot be reduced because of variations in the quantity or quality of the work performed, with these exceptions:

1. Exempt employees need not be paid for any work week in which they perform no work.
2. Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than the employee's own sickness or disability.
3. Deductions from pay may be made for absences of one or more full days for the employee's own sickness or disability (including work-related accidents) if the deduction is made in accordance with the School's paid leave policies (e.g. if the employee has used all available paid leave).
4. Deductions from pay of exempt employees may be made for penalties imposed in good faith for infractions of safety rules of major significance.
5. Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules expressed by written policy applicable to all employees.
6. An employer is not required to pay the full salary in the initial or terminal week of employment.
7. An employer is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. Instead, it may pay salary proportionately for time actually worked.

An employee is not paid on a salary basis if deductions from the employee's predetermined compensation are made for absences occasioned by the employer or by the operational requirements of the employer, e.g. School closures of less than one full week due to inclement weather or other emergencies. If the employee remains employed and is ready, willing and able to work, under law, deductions may not be made for time when work is unavailable.

Legally required deductions including federal, state and local taxes, Social Security and Medicare, plus all authorized voluntary deductions, such as health insurance contributions, are withheld automatically from your paycheck.

Please review your paycheck or pay stub for errors. If you find a mistake, please contact the Business Office. If the complaint is not resolved to your satisfaction, you may contact the Head of School and offer your concern in writing with such other documentation as may be requested. The Head of School's decision is final.

If you have any questions about this procedure, please contact the Business Office. The School wants this process to be open and accessible; if you have any problem in using this procedure, please notify the Head of School.

Benefits Overview

Malvern Preparatory School prides itself in providing excellent benefits to eligible employees. Regular, full-time employees are eligible to receive benefits. Eligible employees receive a benefits information packet and may elect to enroll in various benefits. Employees are responsible for sharing in the cost of health care benefits through premium payments.

The benefits we currently offer to all regular, full-time employees are:

- Group health and dental insurance
- Waiver of Health Insurance
- Flexible Spending Plan – Medical & Dependent Care
- Life insurance, including accidental death and dismemberment
- Long-term disability plan
- 403(b) retirement plan
- Educational Assistance Plan
- Tuition Remission for Degree Advancement
- Tuition Assistance for Sons attending Malvern
- Computer Purchase Program
- Keystone Federal Credit Union

Please refer to the “Summary of Benefits” available through the Business Office or on our faculty website for further details on these benefit programs.

Questions about benefits should be directed to the Business Office (x1121). The terms, conditions, and eligibility requirements for benefits are set forth in formal plans and policies and those documents take precedence in the event of any inconsistencies with this handbook. In addition, all benefits are subject to change or termination. Malvern Preparatory School and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans.

Relocation:

When it is in the best interests of the School to facilitate the relocation of faculty and staff, the School will provide relocation assistance.

All new salaried, exempt employees being reassigned to work greater than 150 miles away from their former work assignment will be eligible for relocation assistance. The School will provide an allowance up to the amount of \$1200.00. The employee will be required to submit

an expense report and all receipts incurred from the relocation. This allowance will be reported as additional compensation on the employee's W2.

If an employee resigns from his/her employment within 12 months of having been transferred, the employee will be required to reimburse the School for relocation expenses paid for by the School under this policy.

Leave

Paid Time Off

We know that rest, relaxation and rejuvenation are important to a well-balanced life. We also know that employees' financial obligations continue, even when illness prevents them from reporting to work as usual. And, we know that these needs don't fall neatly each year according to predetermined ratios of vacation days, sick days, and personal days. For these reasons, the School provides eligible employees with an allotment of paid time off (PTO) days for vacation, sick, and personal days. The amount of leave available to each employee depends on the employee's date of hire and/or position with the School.

Since we need to plan accordingly for our School to run effectively, PTO needs to be scheduled and approved by your direct manager and the head of the appropriate School no less than seven days prior to the anticipated date of the absence, if possible. Although we strive to grant PTO requests, sometimes the business needs of the School do not permit us to approved PTO time. Generally, faculty who requests to use PTO on the last scheduled school day before a holiday or the first scheduled school day following a holiday will not be approved, due to staffing needs. The School may request documentation of unscheduled absences due to illness or other emergencies, and may deny use of paid leave or take disciplinary action for unscheduled/unapproved absences for which the School is unable to confirm medical need.

Please note that PTO is not accrued from one year to the next nor carried over from one year to the next. The number of days allotted for PTO time restarts at the beginning of the fiscal year, July 1. PTO is not paid out at the end of employment. If an employee has PTO available at the time he/she leaves employment with the School, that PTO will be forfeited and will not be paid to the employee. Generally, an employee who has provided notice of intent to end employment with the School may not use PTO during the notice period.

In case of longer periods of closure due to natural disasters or other similar catastrophic events, the School will review the circumstances to determine handling of compensation and benefits during closure.

Holidays

Malvern Prep observes the following holidays, during which operations generally are suspended. Please note that actual dates are subject to change based upon the date of the holiday in a given year.

- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day Weekend (Wednesday, Thursday & Friday)
- Christmas (Christmas Eve, Christmas Day and the day after Christmas)
- New Year's Holiday (New Year's Eve, New Year's Day and Jan. 2)
- Martin Luther King Day
- President's Day Weekend (Friday and Monday)
- Easter Holiday (Good Friday and Easter Monday)
- Memorial Day

Sometimes to meet the needs of our students and families, certain holidays may require at least one maintenance worker and one Administrative Assistant to be present. If a non-exempt employee should work on a Malvern Prep specified holiday, the employee will be paid at their overtime rate regardless of total hours for the week for the hours he/she works on the holiday. These days would be administrative holidays that are not recognized as Federal holidays.

Family & Medical Leave

It is the policy of the School to grant periods of unpaid leave to employees who request time off for family or medical reasons, in accordance with the Federal Family and Medical Leave Act of 1993 ("FMLA"). The eligibility criteria and general guidelines used in administering this policy are set forth below.

Covered Employees. To be eligible for leave under the FMLA, you must have been employed by the School for at least twelve months, whether consecutive or intermittent, and worked at least 1,250 hours during the twelve-month period preceding the leave, and work at a location that employs at least 50 employees within a 75-mile radius. Regular full-time teachers who have been employed for twelve months (including breaks) will be eligible under the FMLA unless they failed to work at least 1,250 hours during the twelve-month period preceding the leave.

Reasons for Leave. You may request leave under the FMLA for the following events:

- The birth or adoption of the employee's child and in order to care for the child.

- The placement of a child with the employee for foster care.
- To care for the spouse, son, daughter, or parent of the employee, if the relative has a serious health condition.
- A serious health condition that renders the employee unable to perform his/her job functions.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member recovering from serious illness or injury sustained in the line of active duty; or because of a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty or has been notified of an impending call to order to active duty in the Armed Forces in support of a contingency operation.

For purposes of this policy, a “serious health condition” is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider. For purposes of this policy, “serious illness or injury” is any injury or illness incurred by the service member in the line of active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. For purposes of this policy, “qualifying exigency” is defined as: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities where agreed to by the employer and the employee.

Length of Leave. If the FMLA leave is for the purpose of caring for a spouse, son, daughter, parent, or next of kin who is a service member recovering from serious illness or injury sustained in the line of active duty, then FMLA leave is limited to a total of twenty-six (26) work weeks during a single twelve-month period. Otherwise, leave under the FMLA is limited to a total of twelve (12) work weeks during a twelve-month period.

In determining the amount of FMLA available to you, we will consider the twelve-month period preceding the date the leave is to be used. Leave taken to care for a sick family member or because of your own serious health condition may be taken intermittently or on a reduced work schedule when medically necessary and supported by certification from your doctor or other health care professional. In such a situation, however, you may be transferred temporarily to a position which, at the discretion of the School, better accommodates the leave schedule, but is equivalent in pay and benefits to the position held prior to the leave. FMLA leave taken because of a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty or has been notified of an impending call to order to active duty in the Armed Forces in support of a contingency operation may also be taken on an intermittent basis. FMLA leave taken for the birth of a child, or for the placement of a child for adoption or foster care, must be taken as a single block of time, unless otherwise agreed to by the School, and eligibility for such leave ends twelve months after the date of birth or placement.

Notice Required. If the need for leave is foreseeable, you must notify the Business Office at least thirty days prior to the date the leave is to begin. If the need is not foreseeable, you should provide as much notice as practicable. You must, however, follow the School’s procedures for reporting any absence. The request for leave should be made (preferably in writing) to the Business Office and include the

reason for the leave and amount of time required. If the leave is needed because of a serious health condition, whether yours or that of a family member, or because of a serious illness or injury of a military service member in your family, you will be required to provide us with a health care provider's certification, on a form we will supply, to support the need for the leave. In the case of leave taken because of your own serious condition, certification of your ability to return to work may be required.

Under the FMLA, employees have a duty to attempt to schedule absences to minimize disruption to the School's operations. The School may condition the granting of FMLA leave (and the job protection and restoration benefits provided by FMLA leave) on the employee's scheduling of the absence to minimize disruption, where applicable. When planning medical treatment, the employee must consult with the School and make a reasonable effort to schedule the treatment so as not to disrupt unduly the School's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with the School prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the School and the employee. For example, if an employee who provides notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to consult with the School to make a reasonable effort to arrange the schedule of treatments so as not to unduly disrupt the School's operations, the School may initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the health care provider. An employee who schedules a foreseeable absence or intermittent leave without appropriate consideration to how the timing affects School operations may be denied FMLA leave or required to delay the leave as a condition of FMLA coverage.

Intermittent leave or leave on a reduced leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. An employee shall advise the School, upon request, of the reasons why the intermittent/reduced leave schedule is necessary and of the schedule for treatment, if applicable. The employee and School shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the School's operations, subject to the approval of the health care provider.

The School reserves the right to require a second opinion from a health care provider of the School's choice and at the School's expense. The School also reserves the right to require a third opinion where the first two opinions differ. Any such third opinion will be obtained at the School's expense from a health care provider chosen jointly by the School and the employee.

The School reserves the right to require re-certification of a medical condition during FMLA leave or in connection with any request for extension of leave. As a rule, the School will require that an employee on FMLA leave provide periodic reports of the employee's status and intent to return to work with a frequency appropriate to the particular leave situation. In addition, when the leave is for the employee's own serious health condition, a health care provider's statement is required verifying the employee's medical fitness to return to work at the end of the approved leave period, except where the leave was taken on an intermittent or reduced schedule basis. The School may delay leave or an extension of leave where an employee fails to provide certification/recertification in a timely fashion.

Further, an employer's failure to provide required certification/re-certification can result in denial of a leave request or a request for extension of leave. An employee who is able to return to work earlier than anticipated is responsible for promptly notifying the School of this fact.

Pay Status During Leave. Your pay status during a period of leave under the FMLA will depend on the reason for the leave, the length of the leave and the amount of available (i.e., earned but unused), paid leave as of the beginning of the leave. You will be required to utilize the paid leave which you have available to cover all or a portion of your absence in accordance with applicable policy, and you will receive full pay until your available paid leave is exhausted. If appropriate, you may receive short term disability pay during the leave. Once your paid leave benefits are exhausted, you will be in unpaid status during the remainder of the leave. Paid leave will not accrue during any period for which you are receiving short term disability benefits or are in unpaid status.

For purposes of determining the amount of leave used by an employee and whether the employee is eligible for holiday pay, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday will not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Similarly, if for some reason the School is closed and employees generally are not expected to report for work for one or more weeks (e.g., closing for the Christmas/New Year holiday or Spring Break), the days the School's activities have ceased and the employee would not have been expected to work do not count against the employee's FMLA leave entitlement.

Effect on Benefits and Employment. Coverage under the School's group health plan will continue at no additional expense to you during any period that you are on leave under the FMLA. You will, however, be required to continue paying your portion of the premium for your own and any dependent coverage, as well as any contributions to the Flexible Spending Accounts, should you wish to keep such coverage in effect. Coverage under the School's life and long term disability policies will be continued in accordance with the provisions set forth in our general Leave of Absence policy. Should you fail to return to work after the expiration of your leave, you may, depending on the circumstances, be required to refund to the School any health insurance premiums paid on your behalf during the leave.

Upon return to work from leave under the FMLA, you will be placed in the position you held prior to the leave or in one which, in the School's judgment, is equivalent in pay, benefits and other conditions and terms of employment to that held prior to the leave. An employee who fails to accept reinstatement will be considered to have resigned.

According to FMLA, the highest paid ten percent of the School's employees may not be entitled to reinstatement if reinstatement would cause substantial and grievous economic injury to the School. Employees in this category who request leave will be notified by the School at the time the request is received or as soon thereafter as the School determines that the person will not be reinstated. In a

situation where such notice occurs after a leave has commenced, the employee will have the option of returning upon notice. A highly-compensated employee who has been notified that he or she will not be restored to employment is still considered to be on leave, and health benefits would be continued during the FMLA leave period. A key employee who received notice of non-reinstatement and who does not return to work may request reinstatement at the end of his/her leave period, and will thereafter receive a written determination concerning his/her request.

Instructional Employees. There are special rules under FMLA relating to instructional employees -- those whose principal function is to teach and instruct -- including athletic coaches, driving instructors, and special education assistants. In general, intermittent leave may not be available if it would result in an instructional employee missing more than 20% of days within the period during which intermittent leave is to be taken. Instead, instructional employees may be required to take leave for the full period or be transferred to a position with equivalent pay and benefits that better accommodates the recurrent absences. In addition, instructional employees whose leave begins or ends near the end of a School term are subject to the following special rules:

- An instructional employee whose leave begins more than five (5) weeks before the end of a term and lasts for at least three (3) weeks, and from which the employee would return within the last three (3) weeks of the term, may be required to continue taking leave until the end of the term.
- An instructional employee who takes leave for reasons other than the employee's own serious health condition during the five (5) week period before the end of the term, which lasts for at least two (2) weeks and from which the employee would return within the last two (2) weeks of the term, may be required to continue taking leave until the end of the term.
- An instructional employee who takes leave for reasons other than the employee's own serious health condition during the last three (3) weeks of the term, which lasts for at least five (5) working days, may be required to continue taking leave until the end of the term.

If an instructional employee is required to remain on leave under these provisions, the time between when the employee was ready to return to work at the end of the term will not be counted against the employee's FMLA entitlement. In addition, the school will continue to maintain the employee's health insurance benefits during the extended leave period. However, the leave will be unpaid, unless the employee chooses to apply available paid leave.

The provisions set forth above are a brief summary of the entitlements and requirements under the FMLA. It is our intention to administer the policy in a manner consistent with regulations issued by the Secretary of Labor. Questions regarding the FMLA should be directed to your supervisor or the Business Office.

Leave of Absence

The School will consider requests for leave without pay for personal reasons other than those covered by Family and Medical leave situations. Subject to the approval of the Head of School, leave without pay is available for an employee whose personal situation requires that he/she must leave work for an

extended period of time but whose intention is to return to work. Employees on leave without pay are not eligible for benefits, including tuition remission, and will not continue to accrue vacation and other leave during their absence. Depending on the School's needs, an employee returning from long-term leave without pay may be reinstated to the same job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as when they took leave. In some circumstances, the School may be unable to provide job restoration to an employee who has taken a leave of absence. Leaves of absence must be approved in advance and is at the discretion of the School, which may take into consideration factors like operating needs and employee history.

Parental Leave

After one year of full-time employment, Malvern Prep will provide paid parental leave of up to six (6) consecutive weeks to an employee for the birth of the employee's child or the placement of a foster or adopted child with the employee. Leave is available only on a continuous basis (i.e. one block of leave, and not intermittent leave).

Additionally, Malvern's support of new parents will continue for the female employees as the School will ensure that adequate space and time is available for mothers who are nursing. For more information regarding private areas on campus, please contact the Business Office at 484-595-1121.

Military Leave

The School complies with applicable federal and state laws regarding military leaves of absence without pay for those eligible employees that are required or volunteer to go on active duty, active duty for training, initial active duty for training, inactive duty training, or full-time National Guard status. Applicable federal and state laws specify the granting of military leave of absence without pay for the period of military service. Employees may apply unused accrued vacation time to the military leave if they wish, but are not obliged to do so. To help us cover your position while you are on leave, please provide notice to your supervisor and the Business Office of the expected date of your departure and, where possible, your return as soon as you receive your orders. The School requests – but does not require – that employees provide notice in writing. The School does not engage in or tolerate discrimination or retaliation against an employee for exercising military leave rights. Continued benefits while on leave, re-application procedures to return to work for the School after you return from military leave, and reinstatement positions vary depending on the length of leave.

Depending on the length of leave, the School may continue the payment of a salaried exempt employee's full salary for any workweek in which the employee is absent on military duty leave but performs work for the School. In such cases, the employee may be required to provide the School with documentation of military service pay, and the employee's salary may be offset by that amount.

For more details, see the posting titled, “Your Rights Under USERRA The Uniformed Services Employment And Reemployment Rights Act” or ask the Business Office.

Jury Duty

The School recognizes the importance of jury duty as a part of each employee’s civic responsibility. If you are called for jury duty, you must notify your Division Head and or manager of the date before you begin jury duty. Requests for jury duty leave must be in writing and accompanied by a copy of the subpoena, court order, or jury summons. The School provides employees called to serve on a legally constituted jury or summoned to appear in court, due to no fault of their own, up to one (1) week of leave with pay for jury or witness duty within a twelve (12) month period. A salaried exempt employee serving on jury duty will be paid his/her regular weekly salary for each week in which he/she performs work, but may be granted/placed on an extended unpaid leave of absence for jury duty lasting longer than one week, based on operating needs. If the trial extends beyond one week, employees are allowed, but not required, to use accrued vacation or personal leave. Otherwise, time off for jury duty beyond the first week in a 12 month period will be leave without pay. You may retain any payment received for jury duty from the federal government, state, or municipality.

Funeral Leave

If you are a full-time employee and someone in your immediate family dies, Malvern Prep will provide you a leave with pay for up to five days. Your immediate family is considered to be your spouse/spousal equivalent or domestic partner, child, parent, brother or sister. Malvern Prep provides you a leave with pay for up to three days if your grandparent, grandchild, father or mother-in-law dies, leave with pay for one day if aunt, uncle, nephew, niece, brother or sister-in-law dies. If someone is not listed in the aforementioned group, or if more time is needed, Malvern Prep is willing to work out an appropriate unpaid leave of absence.

Worker’s Compensation

Malvern Prep provides each employee with Workers’ Compensation insurance at no cost to the employee. This insurance provides for your medical expenses and a percentage of your income for illnesses or injuries arising out of and in the course of your employment. Any job-related injury or illness should always immediately be communicated to your manager and the business office, no matter how minor the injury or illness may seem. You should also seek medical treatment promptly. While Malvern Prep encourages the reporting of any valid job-related injury or illness, we trust that our employees will not abuse our Workers’ Compensation program. Yet, unfortunately, sometimes in rare cases employees have deliberately filed false claims. Because of this, where we see necessary, we take measures to investigate the legitimacy of any claim for Workers’ Compensation and will take appropriate disciplinary action where an employee is found to have deliberately filed a false claim.

Section 4: Performance & Professional Development

Success Profiles

Success profiles, also known as job descriptions or job profiles, are important documents at Malvern Prep because they are used for recruitment, performance management, career development, grade leveling, and helping employees understand their role and much more.

Think of success profiles as a “snapshot” of a role that communicates what desired job performance looks like. It is not meant to describe the full range of what is done day-to-day on the job. Rather, they serve to clearly and concisely communicate the role’s core purpose, primary responsibilities (the most important things the person actually does) and qualifications (the skills, attributes and credentials required to be a superb performer).

Success profiles are more than just a list of what tasks are performed. They also reflect what is most important – the priorities. They have ultimate utility when they communicate what is needed to perform the role today, along with what the role needs to do in light of long-term and future needs.

A success profile exists for all roles at Malvern Prep and can be found on the faculty website. Take time to review your profile and discuss it with your manager if you have any questions. Employees are also encouraged to browse other success profiles for the purpose of career exploration.

All approved Success Profiles will be made available on the faculty website and on the shared “Human Resources” folder on the Google Drive.

Section 5: Key Workplace Commitments

Equal Opportunity

It has been and will continue to be the policy of Malvern Preparatory School to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without discrimination based on race, religion, color, national origin, age, sex, disability, or any other categories protected by applicable federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs, and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job-related factors.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate manager, the Head of School or the business office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Persons with Disabilities

Malvern Preparatory School is firmly committed to complying with the Americans With Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The School prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, the School will make reasonable accommodation to the known physical or mental disabilities of qualified employees as necessary to enable the employee to perform the essential functions of the job, unless to do so would cause an undue hardship on the operation of the School.

Policy Against Harassment

Malvern Preparatory School intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

Workplace harassment is a form of discrimination and can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, electronic downloads or files, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature; it may be based on an individual's physical appearance or personal

characteristics. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. It may include displaying or circulating written material such as photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All Malvern Prep employees, and particularly managers and administrators, have a responsibility for keeping our work environment free of harassment. Employees, who become aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager and/or an administrator with whom they feel comfortable.

Reporting

While Malvern Prep encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify your manager and/or an administrator, immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate is subject to severe disciplinary action up to and including termination. The School will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Malvern Preparatory School has a zero-tolerance harassment policy, and therefore accepts no liability for harassment of one employee by another employee or harassment by an employee of any member of Malvern Preparatory School community. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

Policy Against Sexual Harassment

Sexual harassment as well as gender-based discrimination is illegal and contrary to the policy of the School. The School strives to foster a work environment free of sexual harassment, gender-based discrimination, intimidation, and insult. The School prohibits any employee from making unwelcome and unsolicited sexual advances, unwelcome, offensive, or inappropriate comments regarding an employee's gender or engaging in other verbal or physical conduct of a sexual or gender-offensive nature, when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile, or offensive working environment. Harassment based on gender is a form of misconduct that undermines both personal and professional relationships in the workplace.

Every employee must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination. Sexual harassment creates unacceptable stress for the entire organization, adversely affecting morale, demeans the individual so treated, and could cause potentially devastating costs to the School. The School believes that courteous, mutually respectful, pleasant, non-coercive interactions between employees will best serve the wellbeing of each individual and the School. All employees, both male and female, are strictly prohibited from sexually harassing or making improper advances toward other employees or harassing other employees as a result of their gender. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct, that is made a term or condition of employment, or is used as the basis of employment or advancement decisions. Sexual harassment also includes conduct that has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes but is not necessarily limited to:

- Unwelcome or unwanted sexual advances.
- Requests or demands for sexual favors.
- Verbal abuse, kidding, or physical contact that is sexually oriented and considered unacceptable by the target of the abuse.
- Any type of sexually oriented conduct that interferes with another's work performance.
- Sexually oriented conversations or activities that create a work environment that is intimidating, hostile or offensive to any staff member.
- Verbal abuse, kidding, remarks or comments that intimidate, ridicule, and maliciously demean an individual's gender and sexual orientation.

Any person who believes that he/she is the victim of any type of discriminatory conduct, including sexual harassment, should bring that conduct to the immediate attention of his/her manager, the Head of School or any administrator. The School will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential manner. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate

disciplinary action, up to and including termination.

Retaliation in any form against an employee for bringing in good faith a complaint of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. Any managerial employee to whom an employee brings a complaint of sexual harassment but who fails to take appropriate action to resolve it will also be disciplined.

Open Door

Open, candid communication is a key pillar to how we operate at Malvern Prep. We always want to hear from you regarding potential problems, issues, ideas, etc. Our Open Door practice encourages and welcomes you to discuss questions or concerns you may have with this handbook, or any workplace issue, with your manager so issues can be resolved quickly. If for some reason your immediate manager is not able to satisfy your questions regarding any workplace issue, we encourage you to contact the next level of management.

Our Open Door practice should also be used if you have or foresee a problem that may interfere with your ability to adequately perform your responsibilities. In these cases, you should discuss the matter with your manager or member of your management team.

Retaliation in any form against an employee for utilizing this Open Door policy to raise in good faith a workplace concern is strictly prohibited and will result in appropriate disciplinary action.

We also are always open to hearing your ideas and suggestions on how we can make Malvern Prep an even better place to work. Anytime you have an idea you want to share, please know that we will always listen!

Drug & Alcohol Use

Malvern Prep is committed to working with its employees to provide a safe work and school environment, to promote high standards of health, and to provide a positive role model for its students. Consistent with this commitment, our goal is to establish and maintain the School environment free from the risks and effects of alcohol and illegal or illegally obtained drugs.

Accordingly, the use, possession, manufacture, distribution, dispensation, purchase and/or sale of alcohol or illegal drugs (which includes controlled substances), or the abuse of legal drugs or being under the influence of either illegal drugs or alcohol during school hours, on School property, on School business, or at School events, is prohibited and may result in termination.

The School may approve School events which allow adult social consumption of alcoholic beverages. At such events, employees who are of legal age may be permitted to engage in the responsible

consumption of alcoholic beverages, but are expected to act responsibly by exercising moderation, exercising discretion in the presence of parents, students, colleagues, and other members of the School community, maintaining professionalism, and acting as a positive role model. Consumption to the point of impairment is not appropriate or permissible. Similarly, employees may not return to the performance of duties or interacting with students while under the influence of alcohol. Alcohol possession or consumption is expressly forbidden while supervising or chaperoning students and while accompanying field trips.

Tobacco Free Workplace

To protect the health and safety of our employees and students, and to set a positive example for students, Malvern Preparatory School maintains a tobacco free workplace. No smoking or any tobacco products can be used on campus at any time. All employees are expected to abide by this policy while at work.

Section 6: Key Policies & Procedures

Background Checks

Perhaps no issue is more important to us at Malvern Prep than to provide a completely safe and secure environment for our students and that the integrity of our School is never in question. This is why every employee will be asked to complete the following criminal background checks prior to beginning employment:

- 1) Pennsylvania Child Abuse History Clearance (Act 33)
 - 2) Pennsylvania State Police Request for Criminal Record Check (Act 34)
 - 3) FBI Federal Criminal History Records Check (Act 114)
 - 4) Employment History Review (Act 168)
 - 5) Pennsylvania Arrest/Conviction Report and Certification Form (Act 24 of 2011 and Act 82 of 2012)
- Act 24 requires that school employees report to Human Resources within 72 hours of any arrest or conviction for any criminal offense listed in Section §1-111(e) of Act 24. The 'PDE-6004' should be used to report these arrests or convictions to Human Resources. The 'PDE-6004' form is available on PDE's website: http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493).
 - Any employee found to have been convicted of a disqualifying crime listed in Act 24 during the course of employment will be terminated.

Effective September 1, 2014, the School will begin renewing PA Dept. of Education clearances every three years to be placed in personnel files.

Claims and/or allegations of inappropriate contact with minors, abusive behavior and other acts of violence are taken very seriously. Malvern Prep strongly supports the professionalism and reputation of each and every staff member and wants to assure the protection of all. Should you be accused or under investigation for any alleged infraction or misconduct involving a minor or any act of violence, notice of such accusation or investigation must be reported to the Head of School immediately. The School will make the determination as to how to best assure the privacy and protection of all parties involved.

Check Requests and Purchase Orders

Check Requests and Purchase Orders are available in the business office. Check requests and purchase orders must be approved by your immediate manager and the business manager before any disbursements are made or any orders are placed.

Code of Conduct

Malvern Prep's reputation and success are determined by the work that we do and by the employees who represent us. Regardless of whether you are interacting with students, parents, trustees, alumni, suppliers, fellow employees, or the public in general, the manner in which you conduct yourself should reflect the standards of professionalism, quality, and integrity embraced by Malvern Prep.

The School's reputation and success are also determined by the quality of our working environment. Employees are expected to treat one another with respect and courtesy at all times.

Prohibited Conduct

Everyone at Malvern Prep is responsible for maintaining excellent standards of personal conduct. The vast majority of our employees have the desire and self-discipline to follow common sense rules. However, rules of conduct are necessary at educational institutions in order to protect Malvern Prep and our employees and to ensure that the School meets its commitments to our community.

While every situation cannot be anticipated, the following section provides examples of types of impermissible conduct that may result in disciplinary action up to and including immediate termination. These examples do not limit Malvern Prep's right to discharge an employee at any time, with or without cause. Rather, they are examples of the types of acts of misconduct that are unacceptable. In all instances, the School administration will determine the appropriate discipline to be imposed.

- Misusing, defacing, destroying, stealing, or wrongfully possessing property of the School or School employees, students, vendors, or visitors.
- Possessing weapons, firearms, or ammunition on School property.
- Committing a criminal act in connection with job performance or which victimizes or is abusive to an employee, student, parent, vendor, or visitor.
- Supplying false or misleading information when applying for employment, or at any time during your employment.
- Altering, destroying, willfully misplacing, discarding or falsifying School records.
- Failing to maintain any privilege or the confidentiality of School information, including but not limited to, documents, reports, records, files, correspondence, and communications.
- Publicizing your relationship with the School in the furtherance of any outside business, political, or philanthropic pursuit without the express written approval of the Head of School.
- Engaging in any unethical conduct, including soliciting or accepting without reporting in writing to the your immediate any gratuity, favor, gift, or entertainment of more than de minimis value (i.e. \$25 or less) from anyone who reasonably believes they might benefit from your connection to School.
- Uttering, publishing, or distributing false, vicious, or malicious statements concerning the School or any of its employees, students, parents, or trustees.
- Using abusive language or engaging in disrupting or discourteous behavior adversely affecting employees, students, parents, vendors, trustees, or visitors.
- Performing duties in an irresponsible or unsafe manner, or behaving in a manner not conducive to a safe and healthful work environment, including engaging in horseplay, throwing objects, wrestling, or scuffling on School property.
- Making or receiving excessive personal telephone calls.
- Violating any policies or procedures contained in this Employee Handbook.

While the School has no interest in intruding into employees' personal business, the School acknowledges that employee behavior outside of school hours or events and outside of the School workplace may reflect on the School or affect an employee's working relationships with members of the School community. As a result, the School asks that employees understand that their behavior outside of the workplace or working hours may result in disciplinary action, up to and including termination of employment, if it interferes with the School's operation or mission.

Discipline

We know that in a professional work environment like ours, the overwhelming majority of employees behave in a way that is in line with our School's standards.

In situations where it becomes necessary for the School to take disciplinary action because an employee fails to meet the School's expectations around conduct, the School has sole discretion to determine whether circumstances warrant disciplinary action and, if so, what type of discipline is warranted.

Examples of possible disciplinary action include, but are not limited to: oral warnings, written warnings, suspension, and termination of employment. The School is not limited to the actions previously described and may apply any of those actions it deems appropriate, or any other disciplinary actions, at any time, with or without notice. Nothing in this policy alters the "at will" nature of employment.

Reporting of Criminal History and/or Allegations

It is imperative that the students of School are in a safe and secure environment and that the integrity of our School is beyond question. To this end, claims and or allegations of inappropriate contact with minors, abusive behavior and other acts of violence are taken very seriously. Any employee who, during the course of his/her employment with the School, is arrested, accused, under investigation, or charged with any alleged infraction or misconduct involving a minor, any act of violence, or any criminal offense (including DUI/DWI), or convicted of any offense other than a minor traffic offense must notify their supervisor immediately.

The School will determine the appropriate steps based on the circumstances and consideration for the privacy and protection of all parties involved.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of Malvern Prep and its students.

Employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the School are to act in the best interest of the School and its students. Employees need to make prompt and full disclosure in writing to their manager of any potential situation that may involve a conflict of interest. Such conflicts include:

- Ownership by the employee or by a member of their family of a significant interest in any outside enterprise that does or seeks to do business with Malvern Prep.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise that does, or is seeking to do, business with Malvern Prep.
- Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving Malvern Prep or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of Malvern Prep.

Any violation of this policy may lead to disciplinary action up to and including termination.

Consensual Romantic Relationship:

A consensual personal relationship between any two employees poses the possibility of negative consequences for the involved parties, co-workers and the School in general. It can determine employee morale and threaten the confidentiality of School information.

Should a romantic relationship develop between employees, one or both parties must immediately disclose the relationship to Human Resources. Human Resources along with other appropriate members of the Leadership Team will make a determination that is in the best interest of the School, such as the possible reassignment of one of the parties to another department.

Confidentiality

Confidential information includes, but is not limited to school:

- Records
- Documents
- Reports
- Files
- Correspondence
- Communications

Confidentiality is critical to the operation of a School. It is essential to the sound relationship with our students – and, is also a legal and ethical matter of the utmost importance.

All employees of Malvern Prep are expected to show the highest regard for the privacy of students and the School. Employees are required to respect and maintain the confidentiality of all information to which the employee has access in carrying out responsibilities and duties both during and after employment with Malvern Prep.

With the exception of student work removed for the purpose of grading, confidential information may not be copied or removed from the premises of the School.

All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of School operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or staff members who are not involved (i.e. discussing problems in the hall or reception area). It is essential that prior to having conversations with service providers that parents or guardians sign permission slips authorizing such discussions (e.g., discussions with psychologists, testers and other educational professionals, etc.).

Any discussion of confidential information outside the property or similar violation of these standards will result in disciplinary action, up to and including termination.

Communications with Attorneys / Legal Counsel

Any call, letter or other form of communication from legal counsel received by an employee related to his/her duties at the School or information to which he/she has access as an employee of the School (e.g. information or observations about a student) should be directed to the Head of School, even questions as seemingly innocuous as whether the counsel can send a communication to the School via facsimile. Unless specifically authorized by the Head of School, no employee has the authority to speak to counsel on behalf of the School. Communications from legal counsel are considered confidential.

Media Inquiries and Communications

Unless specifically authorized by the Head of School, no employee has the authority to speak to news media (regardless of whether the media is commercial or independent, with the exception of authorized student publications and the reporting of athletic event results) on behalf of the School or regarding matters related to the School.

Dress Code

Each adult in the Malvern Prep community serves as a role model to our students. In particular, our attire signals to our students how we respect ourselves, our colleagues, and Malvern students. A neat, tasteful appearance contributes to the positive impression we make on our community and reflects the standard we expect from the young men being formed under our care. Therefore, in selecting your attire please judge the extent to which you will present a professional and respectful image. All employees at Malvern Prep should be professionally attired and groomed during working hours and when representing the School externally, whether on our premises or at another location.

Use of Facilities

Campus facilities may be reserved by School departments, faculty, and staff for School business, and by recognized student organizations or sponsored non-School organizations for use that is consistent with the School's missions and goals in education, cultural or community service.

All non-School activities must be coordinated and approved through the Coordinator of External Programs. Approved private social gatherings hosted by individuals or organizations affiliated with the School may be held in certain campus facilities if no academic use is already planned for the facility and only if the event will pose no conflict with School activities. Such events may be scheduled up to two months in advance.

Employees are permitted to use the School pool, gymnasium, and weight-room during specified hours. Proper supervision is required and no one is allowed to use any of the facilities alone.

Use of School Supplies and Equipment

Business equipment and supplies include:

- Copiers
- Printers
- Facsimile machines
- Postage meter and express delivery services
- Computer systems (including e-mail, internet systems, and electronic storage),
- Telephone equipment (including voicemail)
- Office supplies

All of Malvern Prep's business equipment and supplies are the School's property and are intended for School purposes only.

There is a cost to the School associated with the use of all of its business equipment, which is why we ask that equipment be used only for work performed for the School.

The School recognizes that, in limited circumstances, it may be necessary to make or receive a personal phone call or electronic mail during working hours.

Personnel Files and Personal Information

Malvern Prep works hard to maintain accurate records on every employee. Personal information on employees is needed for emergencies, payroll deductions, insurance benefits, social security, etc. Please trust that information we gather is never used as a basis for any employment decision.

Personnel files are the property of Malvern Prep, and access to the information contained in them is restricted to those whom the School deems to have a legitimate business need to access the files, or who have a legal right to such access.

All medical records, if any, will be kept in a separate confidential file by the School Nurse. The School will keep this information in the strictest confidence and may not use or disclose medical information about an employee, except as required by law, without the employee first having signed an authorization form permitting such use or disclosure.

Changes in personal information that must be communicated to the school promptly:

- Name
- Address
- Telephone number
- Emergency contact
- Beneficiary
- Marital status
- Professional license
- Number of children or other dependents
- Exemptions for your W-4 form

Safety & Security

Safe Environment

In response to the sexual misconduct cases brought about members of the clergy both in the United States and around the world, the Archdiocese of Philadelphia has made the safety and security of their students its highest priority.

- In all Archdiocesan efforts, the safety of children and help for victims are paramount.
- All priests and deacons, as well as parish staff, teachers and volunteers in the Archdiocese of Philadelphia who have regular contact with children must attend Safe Environment Training. This provides a greater understanding of adults' roles as protectors of children, models of appropriate behavior and advocates for those who are most vulnerable.
- To date, over 50,000 individuals have participated in Safe Environment Training. In addition, almost 110,000 young people have received grade-appropriate lessons concerning personal boundaries and healthy relationships.
- The Archdiocese established a Victims Assistance Coordinators Program where coordinators are licensed professionals who respond with appropriate care to those victimized by sexual abuse.

Safe Workplace

Malvern Prep takes the safety of its employees, students, parents, visitors, and other members of Malvern Preparatory School community very seriously. Each employee is responsible for protecting his/her own safety as well as the safety of others.

All employees must maintain safe work practices at all times when they perform their jobs or are present on School premises, and must obey all applicable safety rules.

Safe working conditions are important throughout the School. If you observe any unsafe conditions, you should report them to your manager.

Employees should familiarize themselves with the School evacuation plan so that they are informed and prepared in the event of an emergency and can assist students in exiting the building and reaching the designated meeting place.

Examples of unsafe conditions include, but are not limited to:

- Slippery floors
- Hazardous equipment
- Defective or broken equipment
- Careless handling of combustibles
- Cluttered hallways, stairs, exits, and entrances

Mandatory Reporting of Child Abuse

Child abuse, or neglect, is defined as behavior or acts resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18) by a parent or caretaker who is responsible for the child's welfare.

Sexual abuse is defined as employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children

To report suspected child abuse, neglect, or sexual abuse, or to seek assistance in complying with this policy, you should contact the School counselor, the appropriate head of School and/or the Head of School.

Employees who, for any reason, are unable to report suspected abuse or neglect to one of these individuals may contact the Pennsylvania State Department of Child and Family Services

Crisis Management Plan

The School has developed emergency procedures for responding to events requiring evacuation of the School (e.g. fire alarm) or sheltering in place (e.g. police activity near the School).

The Crisis Management Plan exists to protect the safety of employees, students, and other persons on the School premises, and preserving order to ensure prompt rescue and medical treatment as needed. These procedures may be tested from time to time, as in the case of fire drills. Unless otherwise instructed employees should regard any activation of these procedures as an actual emergency – not a drill. Employees should review the emergency procedures and discuss them with their manager to determine their own responsibilities in the event that these procedures are activated.

If you have questions or concerns about the procedures or your responsibilities under the procedures, contact your manager or the Director of Safety and Security to discuss and resolve these issues.

Contagious Infections

Malvern Prep recognizes and appreciates our employees' dedication to their jobs. At the same time, we must ensure that employees do not unintentionally jeopardize the health or safety of the School community by spreading contagious infections to others. For that reason, we ask that if you have a contagious infection, you take necessary, reasonable steps to avoid the spread of infection during the contagious period.

Visitors

All visitors to the School must sign in at the main administrative office where they will receive temporary identification badges to wear throughout their visit to the School. Visitors will remain in the Visitor's Center until you or someone from your office is contacted to notify of their arrival.

At all times, employees remain responsible for the actions of their guests. Visitors should be escorted while on School premises and should not be left unattended.

Members of the public visiting the School to attend public events, such as an open-houses, athletic competitions, or public performances may proceed directly to the event venue without visiting the main administrative office.

Technology

Malvern Prep has made significant investments in equipment such as computers, electronic mail, and voice mail. This policy is to inform those who use our business equipment of potential School access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent, or received by School employees with the use of the School's equipment.

Although incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

- The use of the electronic mail system may not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related solicitations.
- The electronic mail system is not to be used to create any offensive or disruptive messages. Among those that are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- The electronic mail system cannot be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. Malvern Prep has the right to monitor voice mail or electronic mail messages. The School will inspect the contents of

computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

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

Computer Software (Unauthorized Copying)

Malvern Prep does not condone the illegal duplication of software. The copyright law is clear. The law protects the exclusive rights of the copyright holder and does not give users the right to copy software even for backup purposes.

Appropriate Use of E-mail, Instant Messaging, Chat, Message Board, and Related Tools

Malvern Prep recognizes that e-mail, instant messaging, chat, message boards, listserves and related social media present a tremendous opportunity for real-time communication with students, parents, fellow employees, and other members of the Malvern Prep community. At the same time, the School recognizes the potential danger of inappropriate use of these tools.

Employees must maintain professionalism at all times in all communications with Malvern Prep's community. While electronic communication tools often lend themselves to informal communications, we must maintain a consistent level of professionalism in all of our communications. Message board postings, instant messages, chats, and even e-mail communications can easily be taken out of context or misinterpreted. For this reason, we generally discourage the use of instant messaging.

Teachers interested in using technology to establish 'electronic office hours' to make themselves available for homework questions or parent inquiries should consult the head of the appropriate School to discuss guidelines and appropriate management of opening these communications channels.

Additionally, employees are asked to refer to the more detailed [Technology Policy](#), which is located on the faculty website, for further clarification on recommended use and practices related to technology. It is important that this policy be checked regularly as the rapid advancements in technology change, so will the accepted use of the technology.

Social Networking Sites

Malvern Prep recognizes the importance of social media outlets and allows an employee engaged in social media as part of his/her responsibilities to use social media outlets to communicate information concerning the school.

Though self-expression is indeed encouraged in this medium, it is important to use good judgment and make appropriate decisions about the content and tone of all information posted.

All social media postings by employees remain bound to the provisions by the Code of Conduct and Technology Policy. Malvern Prep is not responsible for any errors or omissions, loss or damage of any kind incurred as a result of the use of any content posted.

Employees are discouraged from directly connecting with students or alumni under the age of 21 on social networking sites (i.e. being friends with a student on Facebook, following a student on Twitter and/or permitting a student to follow a staff member on Twitter) except for educational purposes.

Employees are asked to refer to the more detailed [Social Media Policy](#), which is located on the faculty website, for best practices.

Section 7: Resignation & Termination of Employment

As previously noted, all employment with the School is either on a contract basis or an at-will basis. Contract employees are those who have entered into a signed contract with the School for a specified duration. At-will employees are all other employees.

At-will employees may end the employment relationship at any time, with or without reason or notice. Should you, as an at-will employee, decide to resign from Malvern Prep, we would appreciate the courtesy of at least two weeks' written notice. Although you are not required to provide this notice, you may be ineligible to apply for rehire if you did not provide the courtesy of two weeks' notice.

COBRA Continuation of Benefits

Under the applicable law known as "COBRA," Malvern Prep provides you with certain rights to continue health care coverage at your expense for a specified period upon the occurrence of certain qualifying events such as termination of employee or reduction of hours that results in loss of coverage. Employees terminated for gross misconduct are not eligible for COBRA benefits.

Under certain circumstances (e.g., divorce, legal separation), your spouse and dependents may also have rights to continue health care coverage. You are responsible for informing Malvern Prep's business office of changes in your marital status and/or number of dependents so that we may notify dependents of their rights under COBRA. If at any time your employment status changes or there is a change in your marital status or number of dependents, please notify your manager so that you can be more fully informed as to your rights under COBRA.

Return of School Property

Upon termination of employment, you must promptly deliver to the business office or your immediate manager all school equipment, materials, supplies, keys, access cards, files, and other property that is in your possession or under your control. You may be responsible for any lost or damaged items, including the cost of replacing locks if you fail to return your keys. Malvern Prep will take the necessary actions to recover the actual property not returned, or the value for its replacement.

Exit Interviews

In interest of continuous improvement, Malvern Prep may conduct Exit Interviews with employees who terminate from our school. Generally, open-ended questions are used for Exit Interviews so that we can evaluate trends associated with turnover, with an eye towards making Malvern Prep an even better place to work. Exit Interviews are one-on-one meetings conducted between the employee who has terminated and the Director of Human Resources. All information is used for the betterment of Malvern Prep and employees participating in Exit Interviews are encouraged to be open, honest and candid in their replies.

Re-employment

Employees who leave Malvern Prep's employment may be eligible to apply for re-employment, depending on the circumstances of their separation. To be considered for re-employment, an applicant must have been in good standing at the time of their previous termination of employment with Malvern Prep.

Eligibility to apply for re-employment is not a guarantee that a former employee will be rehired. Malvern Prep considers the applications of eligible former employees along with the applications of any other external or internal applicants and, as with any application, retains the right to accept or reject an applicant.

One thing to keep in mind is that all prior clearances are void upon termination and new ones will have to be completed upon re-hire.

Verification of Employment

Employment information about past or present employees of Malvern Prep is confidential and is not to be communicated to anyone who does not have a legitimate interest in the information.

All employment reference inquiries regarding past or present staff members must be directed to the business office. Only designated personnel are authorized to respond to employment verification requests.

Section 8: Employee Acknowledgement

The contents of this handbook are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. Malvern Prep reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

I certify that I have received a copy of the Employee Handbook and that I understand that it is my responsibility to read the policies and to understand and operate under the policies and standards contained in this Handbook and any revisions to it. I also understand that this Handbook contains the operating procedures for the School and is not intended to be, and does not serve as an agreement for employment.

If I am classified as an at-will employee, I certify that I understand that my employment is at-will, and that I do not have a contract for employment nor a guarantee of employment.

If I am classified as a contract employee, certify that I understand that my employment is subject to the policies of this Employee Handbook, to the extent that they do not conflict with my individual contract with Malvern Prep. I also understand that this handbook contains the operating procedures for Malvern Prep and is not intended to modify my employment contract.

[Click Here For Electronic Signature](#)