



Cambridge Public Schools

EMPLOYEE HANDBOOK

Cambridge Public Schools
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AA/EEO Employer

Office of Human Resources/159 Thorndike Street/Cambridge, MA 02141

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Mission Statement

The Cambridge Public Schools will be the first diverse urban school system to work with families and the community to successfully educate all of its students at high levels. The school system will provide all students with a safe and nurturing environment, and with a core curriculum that is rich and rigorous and which respects diversity in students' learning styles. We have one guiding principle: Excellent Instruction in Every Classroom. We strive for our students to be proficient in all curricular areas.

Table of Contents

I. GENERAL EMPLOYMENT POLICIES

Basic Employment Expectations	7
Affirmative Action Policy	7
Anti-Harassment and Sexual Harassment Policy	8
Confidentiality	9
Smoking	9
Drugs, Alcohol and Weapons	9
Drug & Alcohol Testing	9
Conflict of Interest	10
Employment of Relatives	10
Acceptable Use Policy for Computer Network	11
Email / Web Etiquette	11

II. BEGINNING EMPLOYMENT

Employment Documentation	12
Teacher & Administrator Licensure/Certification	12
Reference and Background Check (CORI)	12
Health Plan Enrollment	12
Orientation	13
New Teacher Orientation	13

III. EMPLOYMENT GUIDELINES

Work Schedules	14
Attendance & Absences	14
Substitute Teacher Call Line	14

School Cancellations	15
Parking	15
Performance Evaluation	15
Professional Development/Electronic Registrar	16
Transfer	16
Resignation or Retirement	16

IV. COMPENSATION

Starting Salary and Salary Increases	17
Pay Schedule	17
Time Sheets/Attendance Records	17
Direct Deposit Option	18
Payroll Deductions	18

V. EMPLOYEE BENEFITS

Eligibility for Benefits	20
New Employee Enrollment into Health Plans	20
Health Care Plan Options & Costs	21
Health Care Coverage for Individuals and Families	21
Changing Your Health Insurance Plan	21
Health Insurance Waiver	22
Continuation of Health Coverage (COBRA)	22
Dental & Vision Coverage	22
Life Insurance	23

period of leave; no loss of accrued vacation, sick, or personal leave during such period of military leave; and no loss of service credit towards retirement during such period of military leave.

Jury Duty

Employees shall be granted time off with pay to serve Jury Duty. Appropriate documentation should be provided to the employee's supervisor for submittal to the Payroll Department. The School Department will make up the difference, if any, between Jury Duty pay and regular salary for the period of Jury Duty service.

Unpaid Personal Leaves of Absence

Unpaid personal leaves of absence for individual educational or other valid reasons may be requested and are subject to approval by the Superintendent of Schools. Such leaves may not exceed one (1) year except as otherwise specified in union contracts. Such requests must be submitted in writing to the Office of Human Resources, within the deadlines specified in union contracts. Additional information can be obtained from the Office of Human Resources.

This leave does not diminish any greater leave that may be provided for in a collective bargaining agreement or other school policy. Seven days notice in writing is required, whenever foreseeable, to the extent possible. If the need is not foreseeable, the employee must notify his/her immediate supervisor as soon as practicable.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for more detailed information with respect to bereavement leave. Bereavement leave days are to be taken at the time the event occurs, and cannot be carried over.

Military Leave

When an employee is called to military service (including active duty, active duty training, inactive duty training, full-time National Guard duty or an absence to determine fitness to perform services), the employee must give advance notice to the Cambridge Public Schools Office of Human Resources of the military leave. Written notice of military service may include provision of copies of orders or other written documentation with respect to being called to service. If, however, military necessity precludes providing notice or giving notice is otherwise impossible or unreasonable, the employee may have an appropriate military officer provide such notice.

Employees in the National Guard or Armed Forces Reserve who participate in annual two-week active duty or training program may apply for a paid short-term military leave of absence provided that such service cannot be scheduled during a school vacation period. Employees covered under collective bargaining agreements should consult those collective bargaining agreements for additional information with respect to military leave.

Consistent with the practices of the City of Cambridge, the Cambridge Public Schools pays an employee who is on approved military leave the difference in salary between the amount of military pay received from the government and the amount of regular salary for those on approved military leave (with the exception of any employee who is assigned to theatres of combat operations as described below). The employee is required to provide to the Payroll Department documentation of the amount of military pay he or she received from the government so that appropriate offset can be made.

Under special statute employees of the City of Cambridge including employees of the Cambridge School Department who are assigned and present in a theatre of combat operations such as Iraq or Afghanistan after September 11, 2001 are eligible for the following pay and benefits: continuation of full base salary without any reduction for pay or allowances received from the U.S. government during the period of military leave; up to five (5) calendar days of pre-deployment paid leave for those required to be on such military leave for 90 days or more, such leave not to be deducted from personal, sick, vacation, or other leave, or be deducted from creditable service for retirement purposes; no loss of seniority during period of leave; no loss of accrued vacation, sick, or personal leave during such

Flexible Spending Accounts	23
Retirement Plans	23
Mandatory Deferred Compensation Plans	24
Social Security & Medicare	24
Voluntary Deferred Compensation Plans	24
Workers' Compensation	25
Unemployment Compensation	25

VI. TIME OFF

Holidays	26
Personal Days	26
Vacation	27
Sick Leave	28
Family/Medical Leave Policy	28
Personal Medical Leave	29
Extended Personal Medical Leave	29
Maternity Leave	30
Parenthood Leave	30
Adoption Leave	31
Employee Leave for Family Obligations	31
Bereavement Leave	31
Military Leave	32
Jury Duty	33
Unpaid Leaves of Absence	33

INTRODUCTION

We are pleased to have you as a member of the staff of the Cambridge Public Schools. Whether an employee works full or part-time, in an administrative, teaching, professional or support category, the skills and commitment he/she brings to his/her job make an important contribution to our goal of providing excellence in education to the children and families of Cambridge.

The Cambridge Public Schools is comprised of 12 elementary schools and one comprehensive high school comprised of small learning communities offering a wide range of progressive curricular and programmatic offerings to our vibrant, diverse educational community. The school system is governed by a seven member School Committee, chaired by the Mayor. The Superintendent of Schools is responsible for overall administration of the schools and implementation of School Committee policies. An employee of the Cambridge Public Schools can expect a fair and equitable salary, competitive benefits and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

This Employee Handbook has been written to provide information and guidance to Cambridge Public Schools employees. The Cambridge Public Schools expressly reserves the right to change, add or delete any of the provisions in this handbook at any time. Moreover, given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. The Employee Handbook is not a contract. Employees covered under collective bargaining agreements should consult those collective bargaining agreements for detailed information, including information regarding certain working conditions and benefits. Copies of the contracts are available from union representatives.

We recognize that new employees, in particular, are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your immediate supervisor or to contact the Office of Human Resources, 159 Thorndike Street, at 617-349-6435 for additional information or assistance.

Adoption Leave

Female and male employees are eligible for up to eight weeks adoption leave in the event of the adoption of a child. Under School Department policy, up to four weeks of adoption leave may be paid using accrued sick leave. Any adoption leave beyond four weeks is unpaid. Employees must submit written advance request for such leave and other documentation as may be required to the Office of Human Resources.

Employee Leave for Family Obligations Under State Law

Under state law, eligible employees are able to take up to 24 hours leave for family obligations during any fiscal year (July 1 through June 30). This law applies to employees who have been employed for at least 12 months and who have worked at least 1,250 hours in the prior 12 month period and who are seeking leave for the purpose of participating in school activities directly related to the advancement of the employee's son or daughter, such as parent-teacher conference or interview for a new school; to accompany a son or daughter to a routine medical or dental appointment such as a routine check-up or vaccination; or to accompany an elderly (60 years or more) relative to a routine medical or dental appointment or for other professional services such as interviewing at a nursing home. Leave may be taken in increments of at least one hour for up to 24 hours in a fiscal year. This leave augments leave taken under the federal Family and Medical Leave Act, as it is for a different purpose.

This leave is unpaid unless an employee chooses to apply accrued paid vacation, sick or personal time as provided in applicable collective bargaining agreements, school department policy and except as may be provided for in state law or city ordinance. This leave does not diminish any greater leave that may be provided for in a collective bargaining agreement or other school policy. Seven days notice in writing is required, whenever foreseeable, to the extent possible. If the need is not foreseeable, the employee must notify his/her immediate supervisor as soon as practicable.

Bereavement Leave

Employees who have been employed at least six months are eligible for bereavement leave in the event of a death of a close relative or member of the household. Most employees receive up to five calendar days of paid bereavement leave for the death of a spouse, child, parent, sister or brother. A one-day paid bereavement leave is granted for other relatives or household members.

Once personal sick leave and any approved Sick Leave Bank days granted under union contracts has been exhausted, the leave will be unpaid. While on approved personal medical leave, employees are eligible for group health insurance coverage on the same basis as when they were working, including premium contributions from the City. Requests to extend Personal Medical Leaves of Absence must be made in writing to the Office of Human Resources, with appropriate medical documentation.

Maternity Leave

Employees who are not eligible under the FMLA may nonetheless be eligible under state law for maternity leave.

Under this leave, employees are eligible for up to eight (8) weeks of unpaid leave for the purpose of giving birth to or for adopting a child under the age of eighteen, or for adopting a child under the age of twenty-three if the child is mentally or physically disabled.

At least two weeks written notice of the anticipated date of departure and intention to return is required. Once personal sick leave and any approved Sick Leave Bank days granted under union contracts has been exhausted, the leave will be unpaid. While on approved personal medical leave, employees continue to be eligible for group health insurance coverage on the same basis as when they were working, including premium contributions from the City.

Requests to extend Personal Medical Leaves of Absence must be made in writing to the Office of Human Resources.

This leave does not diminish any greater leave that may be provided for in a collective bargaining agreement or other school policy. Also consult the "Adoption Leave" portion of this handbook.

Parenthood Leave

Male employees who have been employed for a minimum of one (1) year may apply accumulated paid sick leave (if any) during an approved Family/Medical Leave in the event of the birth of a child, up to a combined maximum of four weeks (20 work days) within a two-year period.

Unpaid parenthood leave is available to both female and male employees in the event of the birth of a child. Employees must submit a written advance request for such leave and other documentation as may be requested to the Office of Human Resources.

I. GENERAL EMPLOYMENT POLICIES

Basic Employment Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Cambridge Public Schools. The use of profane language is prohibited and may be cause for disciplinary action.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Employees are advised that School Department telephones, supplies, equipment and services (including Internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies or services including electronic access may result in termination.

Affirmative Action Policy

The Cambridge Public Schools is an Affirmative Action/Equal Opportunity employer. The Cambridge Public Schools does not discriminate on the basis of race, color, gender, age, religion, creed, national origin, ancestry, age, disability, veteran's status, sexual orientation or marital status.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, termination, layoff, compensation, benefits and all other conditions and privileges of employment in accordance with applicable federal, state and local laws. The School Department's Equal Employment Opportunity/Affirmative Action Officer (617-349-6456) or Executive Director of Human Resources (617-349-6438) are available to answer any questions or concerns an employee may have regarding Affirmative Action or related matters.

Anti-Harassment and Sexual Harassment Policy

The Cambridge Public Schools seeks to promote a workplace and educational environment that is free from discrimination and harassment, whether based on race, color, gender, age, religion, creed, national origin, ancestry, sexual orientation, marital status or disability. The Cambridge Public Schools will not tolerate harassing conduct that affects employment or educational conditions, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive work or school environment. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to, display or circulation of written materials or pictures that are degrading to a person or group described above; or verbal abuse or insults about, directed at, or made in the presence of an individual or group described above. Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct are made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

An individual who believes that he or she has been subjected to harassment, sexual or otherwise, has a right to file a complaint with the Cambridge Public Schools. The complaint may be filed with the individual's immediate supervisor or the Cambridge Public Schools Affirmative Action Officer, who is located at 159 Thorndike Street, Cambridge, Massachusetts 02141 (617-349-6456). Additionally employees who observe incidents of harassment should immediately report such incidents to their immediate supervisor, the Cambridge Public Schools Affirmative Action Officer or the Executive Director of Human Resources.

All reports of harassment, sexual or otherwise, will be investigated promptly in a confidential manner and disciplinary action taken as appropriate. In addition to filing a complaint with the Cambridge Public Schools, employees who believe that they have been subjected to harassment, sexual or otherwise, may file a formal complaint with either the Massachusetts Commission Against Discrimination, which is located at One Ashburton Place, Room 601, Boston, Massachusetts (617-727-3990), or United States Equal Employment Opportunity Commission, Government Center, 4th floor, Room 475, Boston, Massachusetts 02203 (617-565-3200). For a complete copy of the Cambridge Public Schools Anti-Harassment and Sexual Harassment Policy, contact the Cambridge Public Schools Affirmative Action Officer or the Office of Human Resources.

covered purposes; that is, individual sick leave days, medical leave, maternity leave, time off for doctor's visits, time off for care of a child or family member, etc., counts cumulatively towards the annual entitlement. Restrictions exist on combined FMLA leave eligibility for spouses employed by the same employer and the timing of certain leaves, among other factors. During an approved Family/Medical Leave, either paid or unpaid, your group health and life insurance benefits will be continued under the same terms as when you were working, for a maximum of twelve (12) weeks within a 12-month period. Instructional employees, who include teachers and certain aides, are subject to special rules concerning when they can take intermittent or reduced schedule leave, and when they can take leave within the five (5) weeks prior to the end of an academic term.

For additional information on specifics of the Cambridge Public Schools Family/Medical Leave policy or a copy of the policy, contact the Office of Human Resources at 617-349-6438.

To request Family Leave, an employee must provide the Office of Human Resources with a written request and appropriate medical documentation to support the request.

Personal Medical Leave

Employees who are absent for 10 or more consecutive days (fewer days under certain union contracts) are required to promptly submit written medical documentation verifying the need for absence to the Office of Human Resources.

If written medical documentation verifying the need for absence is not received in a timely manner, the absent employee is subject to being placed on unpaid status, and is also subject to being deemed as having resigned employment by abandoning his or her job or having terminated his or her employment. Medical documentation verifying the need for absence from work may also be required to support absence at any time, including, without limitation, in the event of excessive sporadic absence.

Employees may use their accumulated sick leave to be paid during the period of a documented medical FMLA leave due to their own personal illness.

Extended Personal Medical Leave

If an employee's need for leave extends beyond twelve (12) weeks due to his or her own medically documented illness or disability, he or she may request to be granted an extended medical leave following expiration of the 12 weeks. The employee may request to continue to be paid using accumulated sick leave.

Sick Leave

Regular full-time employees and part-time employees are eligible to accrue sick leave. Sick leave is to be used in the event of personal illness or eligible documented personal or family leave, non-job related injury or disability. Sick leave may also be applied to supplement Workers' Compensation payments up to the level of regular pay. Sick leave may be used for doctor's visits which cannot be scheduled outside normal work hours. Please refer to the Family/Medical Leave Policy which follows this section. For a copy of the policy, contact the Office of Human Resources. Sick leave may not be used for reasons other than legitimate illness or disability.

Unused sick days may accumulate from year to year up to maximums specified within union or individual employment contracts. Employees are encouraged to use sick leave days only when medically necessary to allow the accumulation of sick leave towards income protection in the event of a lengthy illness or disability.

Under certain circumstances, an employee may "buy back" his or her accumulated sick leave days upon retirement within certain limitations. Generally a per diem rate will be applied. Please refer to applicable union or individual employment contracts for specific requirements.

Family/Medical Leave Policy (FMLA)

Eligible employees are able to be granted up to 12 unpaid weeks for family or medical leave under federal law and up to 24 hours unpaid leave for family obligations under state law within a rolling 12-month period. The Federal Family and Medical Leave Act (FMLA) applies to employees who have been employed for at least 12 months and who have worked at least 1,250 hours in the prior 12 month period and who are seeking leave for the purpose of (i) caring for a son or daughter within the first 12 months after birth, adoption, or placement for adoption or foster care; (ii) caring for a spouse, son, daughter or parent who has a serious health condition; or (iii) because of an employee's own serious health condition which makes the employee unable to perform his or her job. Thirty days notice is required whenever possible. The FMLA does not preempt state laws that provide more generous family or medical leave.

Under Cambridge Public Schools policy, accrued sick leave may be applied to approved leaves to care for a seriously ill family member or if the employee has a serious health condition. Accrued leave, such as paid vacation or personal leave, may be used during any of the types of leave under the FMLA at the election of the employee. You must have worked for at least five (5) consecutive years to apply accumulated paid sick leave during an approved Family/Medical Leave up to a combined maximum of 12 weeks (60 work days) during any five year period. Family leave may be taken all at once, or on an intermittent or reduced schedule. It is important to note that FMLA leave is cumulative for all

Confidentiality

As an employee of the Cambridge Public Schools, you may have access to confidential, protected or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Employees should consult their supervisors with any questions regarding confidentiality.

This provision is not intended, and should not be construed, to limit or prevent an employee for exercising rights under the National Labor Relations Act or M.G.L. c. 150E.

Smoking

Smoking or the use of any tobacco products within the school buildings, school facilities, on school grounds, on school buses or within twenty (20) feet of any School Department building by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 7, Section 37H) and by City ordinance and is strictly enforced. Failure to adhere to this policy will result in disciplinary actions up through and including termination of employment.

Drugs, Alcohol and Weapons

The use or possession of any controlled substance (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity or the unauthorized possession of dangerous weapons, firearms or explosives while at work or on City property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to and including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.

Drug & Alcohol Testing

Management and non-union employees as well as members of some collective bargaining units may be subject to administration of drug and/or alcohol screening processes to test for unauthorized use of a controlled substance and/or alcohol. Union contracts should be consulted for specific details where applicable.

Conflict of Interest

It is essential that public employees avoid taking official actions which are influenced by potential gain or benefit, or may be perceived as such. Accepting gifts or gratuities from individuals or organizations who do business with the Cambridge Public Schools or the City of Cambridge is strictly prohibited by School Department policy. Further, it is illegal under state law for a public employee to accept work-related gifts in excess of \$50.00 in value. Questions concerning conflict of interest should be directed to the City of Cambridge Office of the City Solicitor at 617-349-4121.

Employment of Relatives

Supervisory relationships among members of an immediate family are not permitted. This applies to both direct supervision and delegated supervision through others who are subordinates.

For employment purposes, immediate family is defined as your spouse or domestic partner, child, sibling, parent, grandparent and your spouse's or partner's child, sibling, parent and grandparent. In the event that such a situation occurs or may potentially occur through hire, transfer, marriage or other arrangement, you must notify your supervisor and the Office of Human Resources. The Superintendent of Schools will make a final determination as to the appropriate action to be taken.

In accordance with state law, members of the immediate family of the Superintendent, Central Office Administrators, School Committee members or Principals may not be employed by the School Department unless written notice is given to the School Committee of the proposal to employ such person at least two weeks in advance of the person's employment or assignment. Administrators are responsible for informing the Office of Human Resources of any such potential situations.

The definition of employment includes permanent, temporary and intermittent employment of any kind, service agreements and consultant agreements, or any other financial arrangement compensating an individual for services, including compensation from external organizations providing services supervised by an employee.

Vacation

Many School Department employees work a 10-month or 11-month schedule which includes time off during school vacation weeks and during the summer. Therefore, additional vacation time is not associated with these work schedules. Other employees may be eligible for annual vacation leave based on the nature of their position, length of service, union contract and other factors. Employees covered under collective bargaining agreements should consult their union contract for specific vacation eligibility requirements.

Administrative employees under union or with individual employment contracts should consult such contracts for vacation entitlements, if any. Other staff are subject to a standard vacation entitlement schedule which is available in the Office of Human Resources.

Although every effort will be made to grant vacation requests at the time an employee desires, adequate coverage must be maintained to ensure effective and safe operations. Therefore, vacation requests must be approved by the supervisor in advance and vacation preference is not guaranteed. For purposes of earning and using vacation time, the work year is July 1 through June 30. Generally, vacation time is not credited in advance and is accrued and credited to the employee's vacation record as of July 1 each year. Vacation time earned and credited as of July 1 is to be used by June 30 of the following year in accordance with union contracts and School Department policy.

Vacations are meant to be taken in the year they are earned. An employee may only request that unused vacation time be carried over into the following year under very extenuating or emergency circumstances. Routine carry-over requests will not be approved. Your Supervisor must sign off on all requests for vacation carry-over, subject to approval by the Chief Financial Officer. Vacation time that is not used or pre-approved for carry-over will be forfeited as of June 30. Questions concerning vacation eligibility may be referred to the Office of Human Resources.

When an employee leaves the employ of the Cambridge Public Schools or is terminated, the Cambridge Public Schools will pay the employee for any accrued unused vacation days.

VI. TIME OFF

Holidays

Paid holidays for union employees are specified in various union contracts. Teachers, paraprofessionals, Unit B school administrators and certain other salaried staff who work on a school calendar basis do not receive separate paid holidays. Other employees (primarily weekly-paid and 12-month employees) are eligible for paid holidays. The Cambridge Public Schools generally recognizes the following holidays:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Rosh Hashanah or Yom Kippur
Presidents Day	1/2 day before Thanksgiving
Patriots Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day (July 4th)	Christmas Eve (1/2 day)
Labor Day	Christmas Day
Columbus Day	New Year's Eve (1/2 day)

In some instances, holidays that fall on a Saturday are observed on the preceding Friday and holidays that fall on a Sunday are observed on the following Monday. Union contracts should be consulted for specific details where applicable.

For employees who are eligible for paid holidays to receive pay for the specific holiday, the holiday must fall within the employee's regular work week. For example, an employee whose regular work year is from September to June would not be eligible for the July 4th holiday; similarly, an employee who normally works a three day schedule consisting of Wednesdays, Thursdays and Fridays would not be eligible to be paid for Labor Day, which traditionally falls on a Monday.

Employees who are on an unpaid leave of absence or are otherwise absent without pay are not eligible to be paid for holidays.

Personal Days

Regular School Department employees are generally granted up to three (3) personal days each year. In general, the last two of these days are deductible from sick leave balance (refer to applicable union contracts for exceptions). These days may be used for personal situations beyond the control of the individual including individual religious holidays. Sick leave is not to be used for these purposes. Employees must notify their supervisor as far in advance as possible when they plan to take a personal day. Personal days may not be carried over from year to year and may not be taken on Fridays or Mondays preceding or following school vacation periods or holidays.

Acceptable Use Policy for School Department Computer Network

The Cambridge School District's computer network including internet and email access is established for limited educational purposes and has not been established as a public access service or a public forum. Accordingly, the Cambridge School District has the right to place restrictions on the use of the system and to require users to abide by system rules.

Copies of the Acceptable Use Policy are available in the Information Technology Curriculum Office.

Email / Web Etiquette

Email and other on-line services provided through the Cambridge Public Schools should be used only for business-related purposes.

All users are expected to exercise good judgment and professionalism in the content and tone of their email messages and in the accessing of internet sites.

Email messages sent through the Cambridge Public Schools are public documents and should not be used to convey confidential information.

The following are guidelines for effective "Email etiquette":

- Use proper spelling, grammar and punctuation
- Try to be concise and to the point
- Avoid using all capital letters (it gives the impression you are shouting)
- Do not forward chain letters or unsolicited information
- Only send email to those individuals directly concerned with the subject
- Avoid using email to communicate regarding private or confidential matters. If used, take precautionary steps to assure appropriate dissemination.

II. BEGINNING EMPLOYMENT

Employment Documentation

Upon acceptance of a job offer and prior to beginning work, all newly hired employees must arrange to visit the Office of Human Resources to ensure that documentation necessary for employment has been submitted and to review eligibility for benefits.

Employees should be prepared to provide proof of U.S. citizenship or eligibility to work in the U.S. and to complete and certify accuracy of the Employment Eligibility and Verification Form (Federal Form I-9), in addition to completing payroll-related forms. Form I-9 documentation must be provided within three days of hire.

Pre-employment documentation may include individual, family and beneficiary birth certificates, Social Security cards, U.S. passports and educator licensure/certification. Official education transcripts may also be required, depending upon the nature of your position. To gain salary credit as appropriate to union positions, documentation of experience and education must be submitted to the Office of Human Resources within one month of beginning employment.

Teacher and Administrator Licensure/Certification

Teachers and educational administrators are required to possess Massachusetts licensure from the Department of Elementary and Secondary Education (ESE) appropriate to their position and to provide a copy of licensure to the Office of Human Resources at the time of employment, updating throughout employment as necessary. Lack of appropriate licensure may be grounds for termination. Applications for licensure must be made directly to the Massachusetts ESE, as the granting authority.

Reference and Background (CORI) Checks

The Cambridge Public Schools' employment verification process includes criminal record (CORI) checks in addition to personal and professional references, educational and employment background checks. All offers of employment are contingent upon satisfactory results of these employment screening processes as well as any others that may be required. The Cambridge Public Schools reserves the right to periodically update CORI records for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory CORI report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should assure notification to the Executive Director of Human Resources and take prompt action to allow update of employment records.

retirement savings account through payroll deduction. Contributions to the TSA are invested in a variety of investment vehicles such as stock and bond funds, guaranteed accumulation accounts and money market funds. Employees may generally enroll or change their level of contribution at any time, by sending written notice to the Payroll Department.

Workers' Compensation

Workers' Compensation is designed to provide benefits in the event that an individual is injured in connection with his or her employment. In Cambridge, Workers' Compensation costs for City employees are paid entirely by the City. If an employee is injured, he/she should immediately notify his/her supervisor and report the accident, no matter how minor it may seem. An Accident Report form, available from the school's main office or the School Safety Office, should be completed by the employee's supervisor. The Personnel Department of the City of Cambridge administers the Workers' Compensation program for all City departments. Questions concerning Workers' Compensation may be referred to Office of Human Resources at 617-349-6438.

Unemployment Compensation

Unemployment Compensation provides temporary income for those who have lost their jobs under certain conditions. For more information about Unemployment Compensation, or to apply for benefits, contact the local office of the Massachusetts Department of Employment and Training or the Office of Human Resources.

Cambridge Contributory Retirement System

Other regular full-time and part-time employees who work a minimum of 20 hours per week (1000 hours per year) may participate in the Cambridge Contributory Retirement System. Participation in this Plan begins on the first day of qualified employment. New employees will be enrolled in the Plan through the School Department's Office of Human Resources. The City's Plan provides a monthly pension benefit to eligible employees who have completed sufficient service upon retirement. This Plan provides provisions for vested minimum retirement as early as age 55 with ten (10) years of creditable service. The amount of pension benefit increases as age and amount of creditable service increases. Disability Retirement benefits are also available for permanently disabled employees who meet certain other qualifications. Detailed information regarding employee contributions, vesting, plan administration, etc., is available through the Cambridge Retirement Board. Employees may contact the Board at 617-868-3401.

Mandatory Deferred Compensation Plan (DCP)

Federal law requires that School Department employees who are *not* eligible for benefits under the Cambridge Retirement System or the MTRS (e.g., substitute teachers, temporary employees, etc.) must participate in a mandatory deferred compensation plan in lieu of Social Security. Under this requirement, 7.5% of wages are invested on a tax-deferred basis in one of two investment options provided by investment firms selected by the City of Cambridge. These mandatory contributions continue as long as the employee is employed by the School Department and is not a member of the retirement system. If employment by the School Department terminates, the participant may elect to leave the funds in the plan and earn tax-deferred interest or withdraw the funds and pay taxes on the income.

Social Security & Medicare

The City of Cambridge does not participate in the federal Social Security system for any Social Security benefits except for Medicare. Medicare deductions are made for employees hired on or after April 1, 1986.

Voluntary Tax Sheltered Annuity (TSA)

The City's Tax Sheltered Annuity Plan (TSA) allows certain employees to invest a portion of their wages on a tax-deferred basis to a supplemental

Health Plan Enrollment

New employees who are eligible for health insurance, the health insurance waiver payment option, or life insurance benefits and wish to enroll in one or more of these benefit options must do so *within thirty (30) calendar days* of the date of appointment. Those who do not enroll within this specified time frame will not be eligible to enroll for health insurance coverage or health insurance waiver option until the next annual open enrollment period. Life insurance is typically only available for enrollment at the time of initial employment. Additional information about available health care plan options and other benefits is provided in the "Benefits" section of this Handbook. For full details, contact the Office of Human Resources at 617-349-6440.

NOTE: BENEFITS ENROLLMENT

New employees who are eligible for health insurance, health insurance waiver payment, life insurance, and certain other benefits and wish to enroll must do so *within thirty (30) calendar days* of the date of appointment. ..

Orientation

School/department administrators and supervisors want employees to be successful in their new jobs and are prepared to answer questions new employees may have about specific responsibilities, work hours and general policies and procedures relating to employment in the Cambridge Public Schools. You may also contact the Office of Human Resources (617-349-6435) with general questions.

New Teacher Orientation

As a new teacher, the Principal of a school or the department administrator will orient employees to their teaching responsibilities and assist them in ordering books, supplies and other materials.

Cambridge sponsors a system-wide orientation meeting for new teachers prior to the beginning of each school year. Also, new teacher sessions are sponsored regularly throughout each school year and are valuable sources of information about curricular and educational resources in addition to providing opportunities for sharing and networking with teachers and administrators throughout the district.

Information on these programs is available from the Office of Teaching and Learning, 617-349-3245, or on the School Department's Electronic Registrar.

III. EMPLOYMENT GUIDELINES

Work Schedules

Employees in the Cambridge Public Schools work a wide variety of schedules and hours. The work year may be based on a 10-month, 11-month, 12-month or other schedule, and regular work hours may range from less than 10 to 40 hours or more per week depending upon the nature of the position, school and district needs and collective bargaining agreements. One's supervisor or building/department administrator will explain the work hours associated with a position in accordance with School Department policies and answer any pertinent questions.

Attendance and Absences

All employees are expected to be regular in attendance. If illness, injury or other situation prevents an employee from coming to work, he/she must notify his/her supervisor of the absence as far in advance as possible so that appropriate coverage may be arranged. If an employee is absent for 10 or more days, he/she is *required* to provide written medical documentation to the Office of Human Resources to justify the absence. (Note that certain union contracts require medical documentation for absences of less than 10 days.) An employee may also be required to provide medical documentation to support absence at any time.

Additionally, in the event of a teacher's absence, it is expected that lesson plans and other pertinent materials relating to curriculum and schedules can be easily accessed by the building administrator and the substitute teacher and that notice of absence will be made to the teacher's Supervisor and the Substitute Call Line.

Failure to notify a supervisor of an absence in a timely manner or to provide requested medical documentation can result in disciplinary action up to and including termination.

Substitute Teacher Call Line

Cambridge maintains a centralized Substitute Teacher Call Line to provide substitute teachers in the event of a teacher's absence. All assignments for substitute teachers must be coordinated by teachers or the School Principal through this centralized service or through the School Principal. In the event a teacher will be absent, the absence should be reported in advance to the Substitute Call Line and to the School Principal or designated administrator.

Life Insurance

Certain regular full-time employees and employees who work a regular schedule of 20 hours or more per week are eligible to be covered by the City of Cambridge Group Life Insurance plan. Plan benefits are payable in the event of death. New employees *must* enroll within 30 days of their appointment date to be eligible for this benefit.

Basic Life and AD & D: Provides eligible employees \$5,000 of group term life insurance. The City pays 75% of the premium cost and the employee pays 25% of the cost. *Optional Term Life Plan:* Eligible employees may elect optional group term life insurance coverage up to the amount of your base salary minus \$1,000 up to a maximum of \$74,000. This insurance terminates at age 75.

For additional information on life insurance plans, contact the Office of Human Resources at 617-349-6440.

Flexible Spending Accounts (FSA)

Members of some collective bargaining units and non-union employees may be eligible to participate in a Flexible Spending Account (FSA) program that allows an employee to voluntarily set aside up to \$5,000 pre-tax dollars to pay for unreimbursed out-of-pocket medical expenses (including co-payments, vision care and dental care, such as orthodontia) and up to \$5,000 for dependent care expenses (expenses incurred in providing day care for children or elderly parents) and/or adoption fees.

Retirement Plans

Massachusetts Teachers Retirement Plan

Eligible teachers and administrators (employees appointed to Department of Elementary and Secondary Education certified/licensed positions) participate in the Massachusetts Teachers Retirement System (MTRS) pension plan, a State-administered plan. If an employee is eligible for this plan, after completing and submitting the application, he/she will be enrolled at the time he/she completes his or her new hire starting paperwork. Information on the provisions of this Plan may be obtained from the MTRS.

Health Insurance Waiver Option (Payment in Lieu of Coverage)

If an employee is eligible for health insurance coverage through the City of Cambridge, but has alternative medical coverage (through a spouse's coverage or other plan) which is *not* paid or sponsored by the City, he/she may be eligible to sign a waiver of participation in a City plan and be eligible to receive a defined stipend, paid in monthly installments, in lieu of health insurance coverage. For information on Health Insurance Waiver stipend amounts, and to obtain an enrollment form, contact the Employee Benefits Section of the Office of Human Resources at 617-349-6440. If alternative coverage is subsequently lost through no fault of the employee's, he/she may elect to join one of the City's plans without waiting for the open enrollment period. He/she must do this within thirty days of the loss of coverage. In this case, the employee would cease to be eligible for the waiver stipend.

Continuation of Health Insurance (COBRA)

If employment should terminate or an employee or his/her dependent otherwise becomes ineligible to participate in group health insurance plan, he/she and/or his/her dependents have the right to continued participation in the City's group health insurance plan for up to eighteen months (thirty-six months under certain circumstances) under federal COBRA legislation. The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, the City will no longer contribute to the cost of health insurance premiums. For additional information on this option, contact the Office of Human Resources at 617-349-6440.

Dental and Vision Coverage

Certain employees may be eligible for participation in one of the following three Dental Benefit Plans:

- Cambridge Teachers' Association Dental Plan (*CTA contract Unit A & B members*).
- Delta Dental Plan (*certain non-union administrators on individual contracts*)
- City of Cambridge Public Employees Dental & Vision Fund (*regular employees working 20 or more hours per week*)

Vision coverage is also available to some union employees. In addition, some health plans provide vision benefits to their members. For more information, contact the Office of Human Resources at 617-349-6440.

School Cancellations

Periodically, weather or other emergency conditions may necessitate that schools be closed due to inclement weather, such as severe snow storms or other emergencies. Such closings due to inclement weather are announced on radio local television stations and the School Department website (www.cpsd.us). A computerized telephone calling chain is also maintained for communicating school closings due to inclement weather or other emergencies. Certain employees may be required to report to work under severe weather or other emergency conditions. Your supervisor will advise you if your position falls within this category.

Parking

Limited parking is available at each school. Parking permits, issued under the regulations of the City of Cambridge Traffic, Parking and Transportation Department, may be available to CTA Unit A members who teach or provide services at two or more schools during the school day. Such permits are limited, however, and are not guaranteed. Issuance of parking permits is coordinated by the Office of Human Resources. The School Department does not reimburse individuals or pay for parking violation tickets. Parking-related questions should be directed to a supervisor.

Performance Evaluation

Periodically, a supervisor will formally evaluate an employee's job performance and assess how satisfactorily he/she is performing the responsibilities of his/her position.

Performance evaluation is an important factor in continued employment. If an employee does not agree with a performance evaluation, he/she may submit a written response addressing any relevant issues to the supervisor and to the Executive Director for Human Resources. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

Collective bargaining agreements may have specific requirements regarding evaluation.

Professional Development

All employees are encouraged to engage in continued professional development. Continued education at institutes of higher education or in certain approved organizations can contribute to an employee achieving a higher rate of pay and his/her eligibility for promotion. Workshops and seminars are periodically offered by the Cambridge Public Schools at no or low cost during designated professional development days or after normal school hours.

Many professional development opportunities are publicized and may be enrolled in via the *CPS Electronic Registrar system*. Employees should contact the Office of the Chief Financial Officer, 617-349-6188, to be assigned an Electronic Registrar user name and password.

Additional information regarding professional development opportunities may be obtained from an employee's supervisor.

Transfer

Employees may apply for or be considered for transfer to different positions or between schools and departments. Certain contractual provisions apply. In most instances, once approved, a transfer should become effective within 2-4 weeks time unless unusual circumstances exist.

Resignation or Retirement

In the event that an employee resigns employment, he/she is expected to provide a minimum of two weeks written notice to his/her supervisor and to the Executive Director for Human Resources. Certain administrative employees have a greater notice requirement under individual contracts. Employees are encouraged to arrange an exit interview with an administrator in Human Resources.

If an employee plans to retire, he/she should send written advance notification to his/her supervisor and the Executive Director for Human Resources, and also directly contact the Board of the Retirement Plan in which he or she is enrolled well in advance of the anticipated date of retirement to assure that any pension payments and insurance benefits due will be coordinated to avoid gaps in income or insurance coverage.

The Massachusetts Teachers' Retirement System (MTRS) administers the retirement system for teachers and educational administrators. The City of Cambridge Retirement Board administers the retirement system for other City staff. (Please refer to later sections of the Handbook for additional information about Retirement Plans and procedures.)

Health Care Plan Options & Costs

The City of Cambridge offers several health plans, and a major medical and surgical coverage plan.

Plans include Harvard Pilgrim Health Care, Tufts Health Plan, and Blue Cross and Blue Shield Blue Choice and Network Blue. The City periodically reviews health care plan offerings and these may change from time to time. To obtain detailed information about available health insurance options, contact the Office of Human Resources at 617-349-6440. Eligible employees who have coverage elsewhere and do not elect health insurance coverage through the City of Cambridge may be eligible for monthly payments under the health insurance waiver option. This option must be elected within 30 days of employment, through the HR Office, if interested.

The City currently pays 88%, 85%, or 82% of the cost of medical insurance premiums for eligible employees enrolled in City health care plans, depending upon collective bargaining agreement and employment category. Employees contribute 12%, 15% or 18% of the cost of the premium through a payroll deduction. Employee contributions towards health insurance premiums are made on a pre-tax basis in accordance with IRS regulations and therefore are not considered in calculating taxable income. Future contribution rates are subject to collective bargaining agreements.

Health Care Coverage for Individuals and Families

Eligible employees may elect either individual or family coverage. Family coverage provides for spouses and/or dependents who are under age 19, dependents who are full-time students under age 25 and dependents of any age who fit the insurance plan's definition of disabled.

An employee may change from individual to family coverage, or add additional members to the plan within thirty days of a birth or adoption of a child or marriage. The School Department's Office of Human Resources must be notified within 30 days of such an event to effect a change in coverage outside of the open enrollment period.

Changing Your Health Insurance Plan

Once an employee has elected a health insurance option, he/she cannot elect to change plans until the next annual City open enrollment period which typically occurs in February or in the event of a major defined change in personal circumstance, e.g., marriage, divorce, birth of a child. During the open enrollment period he/she may decide to change plans, change coverage or enroll in a plan if he/she is eligible.

Eligibility for Benefits

Certain regularly appointed full-time and part-time employees who work a regular schedule of 20 hours or more per week are eligible to participate in medical, life and dental insurance plans offered through the City of Cambridge.

Temporary employees and those employed under service agreements are not eligible for benefits.

Substitute teachers are eligible for medical insurance after completing proscribed periods of employment as described in the union contract for those positions. (See applicable Union contract.)

New Employee Enrollment into Health Insurance Plans

A new employee eligible for health insurance and wishing to have coverage, must complete the appropriate enrollment forms and submit them to the Office of Human Resources within 30 days of his/her effective date of regular employment.

If an employee does not enroll within this 30 day time period, he/she will *not* be eligible to enroll in a health insurance plan until the next annual open enrollment period. Therefore, if an employee is interested in health insurance and other coverage, he/she should take time to carefully review and promptly submit all employee benefits forms.

For additional information on health insurance enrollment, contact the Office of Human Resources at 617-349-6440.

IV. COMPENSATION

Starting Salary & Salary Increases

Salary is based on the salary range established for each position. Previous experience and level of education may also be factors in determining salary. Salary schedules for positions covered under collective bargaining agreements are provided within such agreements. Salary schedules for non-union positions are available in the Office of Human Resources and are provided on notices of vacancies.

Salary increases, including both annual step increases and across-the-board increases, are governed by collective bargaining agreements for unionized employees. Where applicable, verification of education, experience and licensure must be submitted within one month of the start date of employment or within the timelines established within the collective bargaining agreement, if any, for salary credit. Non-union employees are granted increases at the discretion of the School Committee and may be granted an annual step increase based on satisfactory performance, subject to salary range maximum.

Pay Schedule

Regular employees of the School Department are paid either weekly (on Mondays) or semi-monthly on the fifteenth (15th) and last day of each month. The department administrator will inform employees of their pay schedule.

Time Sheets/Attendance Records

All employees are *required* to accurately account for their attendance. For most school-assigned staff on the semi-monthly payroll (including teachers, instructional aides, substitute teachers, hourly aides and others) attendance is recorded in the school office. Attendance reports are submitted to the Payroll Department after certification by the Principal.

Other staff (including administrators, clerical and custodial staff, security staff, professional staff not assigned to a specific school and other full-time and part-time staff) submit individual timesheets certified by their supervisor. If timesheets are not submitted on schedule, an employee may experience delays in receiving pay. The timesheet must provide an accurate accounting of hours worked and absences. Falsification of timesheet information is a serious offense and will result in disciplinary action, up to and including termination.

Direct Deposit Option

An employee may elect to have his/her salary directly deposited to his/her bank account by obtaining a Direct Deposit authorization form from the Office of Human Resources for submission to the Payroll Department.

Payroll Deductions

All payroll deductions are itemized on paycheck stubs or Advice of Deposit forms. To ensure that an employee is paid accurately, he/she should promptly report any change in name, address, marital status or number of exemptions to the Office of Human Resources. Questions concerning pay may be referred to the Payroll Department at 617-349-6460.

Voluntary Deductions

Employees may authorize payroll deductions for health and life insurance and other voluntary elected deductions.

Pension Contributions

Employees who qualify for membership in either the Massachusetts Teachers Retirement System or the Cambridge Retirement System are required to contribute a percentage of salary to the Plan. The required amount will be deducted each pay period. (Refer to other sections of this Handbook for additional information on Retirement Plans and procedures.)

Deferred Compensation Plan (DCP)

Employees who do not qualify for membership in either the Teachers Retirement System or the Cambridge Retirement System are required under Internal Revenue Service (IRS) regulations to make a 7.5% contribution to a Deferred Compensation Plan (DCP) as an alternative to Social Security (FICA) contributions. Upon leaving the School Department, individuals have the option to withdraw DCP contributions. (Refer to other sections of this Handbook for additional information on DCP.)

Union Dues/Agency Fee

If an employee is hired into a union position, union dues (or an agency fee) will be deducted from his/her pay. Failure to agree to pay these fees can lead to loss of employment. Union dues authorization cards are obtained from union representatives. For further information, contact the appropriate union president.

V. EMPLOYEE BENEFITS

The following Section addresses employee benefits, such as health, retirement and other benefits.

*Please read this section carefully,
noting stated deadlines .*

*Failure to enroll in health insurance and other benefits plans or to apply for the health insurance waiver option payment within the **30 day time period required** will delay your eligibility for such benefits for as much as a year or until the next open enrollment period, which may be several months away. Life insurance enrollment is typically only available at the time of hire. If you are interested in health insurance coverage and other benefits, you must be sure to contact HR and complete and submit completed forms no later than 30 days after your employment start date.*

Questions regarding employee benefits should be referred to the
Cambridge Public Schools
Office of Human Resources at 617-349-6440
or 617-349-6435.

All plans and rates are subject to change.