

Overview of Proposed Updates to 2019-2020 Version

Employee Handbook

<u>Page Number</u>	<u>Update or Edit</u>
Cover	Updated work site locations - added Middle School
Throughout	Updated language from "Principal" to current job titles, including "Executive Director," "Head of School," "Dean," "Director of Operations," or "supervisor" as appropriate.
5	Need to update letter.
7	Updated "About Us" to reflect current CWC network schools.
16	Inserted approved (10/17/18) "Physical/Mental Abuse & Sexual Abuse/Misconduct/Molestation Prevention Policy"
20	Inserted "Differential Pay - Substitute Coverage" policy.
20 & 21	Updated "ED" to "Director of Operations" within "Payroll Withholdings" & "Wage Garnishments"
23	Updated distinction of holidays that fall during a calendared break.
23	Added "Thanksgiving Break" to the listed calendared breaks.
23	Removed references to "coinciding with KCPS' calendar"
23	Added paragraph of possibility of converting breaks to school days.
24	Removed requirement of the Board approving 12-month employee's vacation days
26	Added description of time off procedure in excess of (or prior to the accumulation of) accrued PTO.
26	Added "Blackout Dates" section to PTO.
26-27	Clarified expiration of PTO/Vacation, added "Operations Team" extended expiration
34	Expanded "Staff Observations" to include Head of School, Deans, and Directors
41-43	Updated "Staff/Student Behavior" to be compliant with insurance-mandated language
46	Corrected spelling error
50	Updated meeting timeline for "Performance Evaluation Process"
52	Updated address for "Complaints/Grievances Submittal Procedure"

Policy Manual

<u>Page Number</u>	<u>Update or Edit</u>
Throughout	Updated language from "Principal" to current job titles, including "Executive Director," "Head of School," "Dean," or "supervisor" as appropriate.
73	Clarified expiration of PTO/Vacation, added "Operations Team" extended expiration [Matched Employee Handbook]
73	Corrected non-payout of vacation at end of employment
73-74	Clarified holidays for 12-month employees [Matched Employee Handbook]
84	Clarified "lunch service" as a requirement for a minimum day.
84	Updated inclement weather make-up day policy to match DESE's new guidelines
84	Updated timeline under "Approval of Annual Calendar"
88	Removed "abide by school closures consistently with the KCPS district" under "Emergency Suspension of School Operations."
99	Removed "Board member children" as an enrollment priority
99	Corrected order of enrollment priorities
99	Added approved (1/9/2019) Post-Lottery Waitlist Policy

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