



Waldorf
School of Pittsburgh

Employee Handbook for the 2016-17 School Year



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Waldorf School of Pittsburgh Employee Handbook

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Waldorf School of Pittsburgh Employee Handbook

Introduction

Welcome

Welcome to the Waldorf School of Pittsburgh! It is our hope that you will find your work at the school challenging and rewarding. The Waldorf School of Pittsburgh (WSP) was established in 1993 with one kindergarten. We now have a full elementary school, nursery through grade eight, a day-care for families with small children (Little Friends Program), a Parent-Child program (Morning Garden) and Summer Camp. Our school serves over 200 students with 47 full and part-time faculty and staff.

Handbook

This handbook is intended to be the outward sign of, and an instrument that lays the foundation for, a new personnel culture at the Waldorf School of Pittsburgh. The goal is to make our collegial and administrative work transparent to everyone in the community and to set an example in leadership that will inspire our students.

Equal Opportunity Statement

The Waldorf School of Pittsburgh is non-sectarian and does not discriminate on the basis of race, religion, color, national origin, sex, age, veteran status, disability, marital status, political affiliation, or sexual orientation in its educational, administrative, admission and school programs and practices.

The Waldorf School of Pittsburgh is committed to multicultural education, and to a diversified student body and faculty. The school is committed to the support and respect for the dignity and worth of each member of our community.

Basic School Information

Values and Mission of the Waldorf School of Pittsburgh

At the Waldorf School of Pittsburgh, we greatly value collaboration, holism, compassion, beauty, and curiosity. By embracing these values, it is our mission to foster each child's capacity to become an independent thinking, compassionate, and purposeful human being. We educate head, heart, and hands.

Non-Profit Status

The Waldorf School of Pittsburgh is a 501(c)(3) non-profit, tax-exempt organization. The school's tax-exempt ID number is available from the Business Office.

Programs

<u>Program</u>	<u>Ages</u>	<u>Days & Hours</u>
Parent/Child Weekly (Morning Garden)	1 yr and up	Fall, Winter, Spring One day per week
Transitional Class (Morning Garden)	2 yrs and up	Fall-Spring, 2 days/week
Nursery	3.3 yrs-5 yrs	Sept-June 3 or 5 mornings/week 8:15 am-12:00 pm
Kindergarten	4.3 yrs-6yrs	Sept-June 5 mornings/week 8:15 am-12:00 pm
Grades	Grades 1-8	Sept-June Mon-Fri, 8:15 am-3:00 pm
Extended Care	Nursery-Grade 7	Sept-June 12:00 pm-6:00 pm School in session days
Child Care (Little Friends)	18 mos-3.5 yrs	Year round 8:00 am-6:00 pm daily Week before Labor Day through June: follows school calendar with breaks
Summer Camp	4 yrs - Grade 8	Summer Weekly Sessions (8 total) 8:00 am-4:00 pm 2nd week after summer vacation begins

Organizational Structure

The Waldorf School of Pittsburgh is governed by the Faculty, the Administration, and the Board of Trustees. The Faculty guides the school's pedagogical matters; the Administration (working with the Faculty and Board) guides administrative matters and community life; while the Board guides the school's financial and legal matters.

The day-to-day management and administration of the school is overseen by the Head of School and Faculty Chairs.

Board of Trustees

The Board of Trustees draws from the parent body, broader community, and faculty. As in all organizations, it is the Board's task to handle the financial and legal matters that affect an incorporated 501(c)(3) non-profit organization. The Board of Trustees is composed of faculty members, parents (current and past), alumni and friends of the school. The Board is ultimately responsible for the health and well-being of the school as a financial and legal entity. The Board creates the budget, sets tuitions and salaries, establishes financial policies along with the Business Manager, and develops long-range plans to support the growth of the school. The Leadership Committee is comprised of the Board President, Faculty Chairs and Head of School. This committee meets monthly and is responsible for administrative matters that concern all three bodies of the school. It also serves as a support to the Head of School.

Board Committees

Facilities, Grounds and Safety

Development/Fundraising

Enrollment/Outreach

Executive/Leadership

Finance

Scholarship/Financial Aid

Faculty

The Faculty guides the pedagogical work of the school. It is responsible for the school's programs and teaching personnel. It is responsible for deepening the school's connection to the practices and principles of anthroposophy and Waldorf education, developing long-range vision, and cultivating a clear and comprehensive picture of the school and the whole school community.

The scope of the Faculty's work includes carrying the curriculum, program development, and adjudicating on all matters affecting colleagues and their work, including hiring and termination. The Leadership Team is the administrative group of the Faculty. It is comprised of the Early Childhood Faculty Chair, the Grades Faculty Chair, and the Head of School. All faculty-related administrative matters and personnel issues are handled by the Leadership Team. The Leadership Team meets weekly and is also expected to meet as needed throughout the school day in order to address areas of concern.

Faculty Mission Statement

The purpose of the Faculty of the Waldorf School of Pittsburgh is to create and uphold a strong, supportive circle of Waldorf-trained teachers who, in bringing Waldorf education to their students, enable these children to develop into independent, socially-conscious, and purposeful human beings. The faculty members also strive to embody these ideals through their work with one another and the greater community.

Administration

The Administration is responsible for overseeing the day-to-day management of the school. Each position has its own responsibilities and, the group as a whole, serves the needs of the children, Board, Faculty, and Parent Association. The Head of School is responsible for the leadership and direct oversight of the administrative staff.

Parent Association

A Parent Association supports a Waldorf school's educational goals through parent involvement, helping to build and sustain the school community through effective communication. The Parent Association, while not a decision making body, works in partnership with the Board, Faculty, and Administration to further the goals of education and communication within the adult community and to assist those bodies toward the continued success of the school. The Parent Association is led by elected co-chairs who set the PA meetings and agendas. At least one (1) and no more than (2) Parent Association representatives are voting members of the board.

Policies

General Personnel Policy

The Waldorf School of Pittsburgh considers each employee to be an integral part of the school community. The traits, talents, and values of each employee all come together to create the Waldorf School of Pittsburgh. As such, the WSP is committed to maintaining a school environment that is based on reverence, respect, and enthusiasm for each individual who works here, as an employee or a volunteer. The WSP wants every employee and volunteer who works here to be successful in his/her work and to feel a part of the larger school community.

When the Waldorf School of Pittsburgh hires an individual for a position in the school, it enters into a relationship with that employee. The responsibilities of the WSP in that relationship are to:

- ✦ Hire the best available person when vacancies occur or opportunities arise
- ✦ Provide the employee with all the information about the school and the position that the employee needs in order to be successful in the job
- ✦ Maintain a work environment that is based on reverence, respect, and enthusiasm
- ✦ Provide a work environment that is free from harassment, intimidation, and fear
- ✦ Provide clear expectations as to the requirements of the position
- ✦ Provide regular feedback on the employee's work performance
- ✦ Provide a clean, healthy and safe place to work
- ✦ Compensate each person fairly for the work she/he performs and provide benefits such as holidays and sick leave, as well as group health benefits
- ✦ Encourage each employee to maintain professional development and to perform to the best of her or his ability

The responsibilities of each employee in this employment relationship are to:

- ✦ Interact with colleagues, students, and parents in a manner that is reverent, respectful, and enthusiastic
- ✦ Communicate with a Faculty Chair or Head of School immediately when a difficulty, issue, or concern arises
- ✦ Refrain from participating in gossip or the spreading of rumors
- ✦ Refrain from taking sides in a conflict or a dispute but to participate fully, when necessary, in a mediation process
- ✦ Ensure that he/she has all the information/materials/training needed to perform the job successfully
- ✦ Participate in ongoing professional training and development
- ✦ Participate in the life of the community by attending committee meetings, all-community gatherings, and festivals when appropriate
- ✦ Read, understand, and follow all policies laid out in the employee handbook

Cell Phone Usage

Teachers and caretakers are expected to be fully present and attentive while modeling upright behaviors and manners. To assure this, cell phone usage is not permitted while supervising children. Teachers are asked to use watches instead of cell phones to check the time.

Ladder Use Policy

In recognition of the risks associated with ladder usage, the school maintains the following policy for employee usage of ladders while at work:

- Ladder may only be used by an employee when another employee is present to "spot" the user. The "spotter" will hold the ladder and otherwise assist in the ladder's safe usage.
- Volunteers must check in with the Facilities Manager before using a ladder to receive a ladder primer and must also utilize a spotter if they are generally unfamiliar with ladder use.
- Maintenance or janitorial employees are not required to have a "spotter" when using a step ladder due to the need to use these ladders more regularly in their work; these employees, however, will have a cell phone accessible on their person at all times while using a ladder.
- Maintenance or janitorial employees will use a "spotter" when using an extension ladder.

Non-Harassment

The Waldorf School of Pittsburgh is committed to providing a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses that may interfere with work performance. Harassment of any sort is not tolerated. Harassment can take many forms, including but not limited to, words, sayings, jokes, signs, cartoons, email, notes, pictures, pranks, physical contact, and intimidation. Sexual harassment may include unwelcome advances, requests for sexual favors, or other verbal, visual, or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating environment. It also encompasses such conduct when it is made a term or condition of employment/admission or compensation, either implicitly or explicitly.

Harassment on the grounds of race, color, national origin, religion, sex, age, veteran status or disability is also prohibited. This can include slurs, epithet, threats or derogatory comments.

Anyone experiencing, observing or hearing of sexual harassment should promptly report it to a Faculty Chair or the Head of School. All WSP faculty and staff are responsible for keeping our work and school environment free of harassment. Any faculty or staff member who becomes aware of an incident of harassment or possible harassment must report it immediately. The school cannot guarantee confidentiality, although reports and investigations will be handled as privately as possible. No adverse employment action will be taken against a faculty or staff member who makes a good faith report. All reports will be investigated and disciplinary action will be taken accordingly. Any faculty or staff member who is found to have harassed a fellow employee, a student, or a parent will be subject to severe disciplinary action up to and including termination. Retaliation will not be tolerated, and any attempt at retaliation will warrant additional action.

Standards of Conduct

*“The healthy social life is found when,
In the mirror of each living soul,
The community finds its reflection;
And when, in the community,
The virtue of each one is living.”*

-Rudolf Steiner

The Waldorf School of Pittsburgh is a spiritually-based community. All employees shall conduct themselves at all times with honor, integrity, and respect for themselves and others. The WSP is a learning community and strives to maintain an environment that is based on reverence, respect, and enthusiasm for the students as well as for the individuals who work and gather here. It is expected that all employees and community leaders are on a path of inner development, each bringing her/his individual talents and gifts as well as challenges to the community. The WSP tries to create an environment that supports the work of all individuals -rejoicing in accomplishments and offering

encouragement and support during times of difficulty and personal challenge. It is understood that mistakes will be made by everyone at one time or another. It is up to each employee to identify, admit and strive to correct all mistakes and errors in judgment. As long as individuals are striving to overcome and transform their challenges, the work of each will be supported by the whole. Support for an individual after having made an incorrect decision does not mean that there will be no consequences. Some indiscretions will have consequences that involve discipline up to and including discharge. They include:

- ✦ Theft or improper dealings with the finances or property of the WSP, a co-worker, etc.
- ✦ Falsification of records (including time cards) or other dishonesty
- ✦ Possessing, passing, using, or being under the influence of an intoxicant (such as alcohol), narcotic, hallucinogen, depressant, stimulant or other such drug (use of drugs prescribed by a physician which may impact proper functioning should be reported to the Head of School)
- ✦ Breach of confidentiality or privacy
- ✦ Gambling
- ✦ Insubordination
- ✦ Willful damage to the property of WSP, a co-worker, etc.
- ✦ Fighting or other disorderly conduct
- ✦ Criminal conduct on WSP property or criminal conduct elsewhere that adversely impacts the workplace or the school's image
- ✦ Sleeping on the job
- ✦ Excessive absenteeism and tardiness
- ✦ Absence without notice or without enough notice
- ✦ Refusing to work extra hours
- ✦ Creating or contributing to unsanitary conditions or poor housekeeping
- ✦ Excessive personal use of WSP resources

Discipline Policy

There will be times when the Waldorf School of Pittsburgh finds it necessary to counsel or discipline an individual on her/his work performance. This may consist of one or more of the following:

- ✦ Verbal counseling
- ✦ Written notice
- ✦ Suspension without pay
- ✦ Immediate termination

The first step in the counseling process is a meeting between the employee and the Faculty Chair and/or the Head of School and/or the employee's immediate supervisor(s) to review the expectations of the position and the employee's ability to meet those expectations. A plan of action on how the employee can improve will be created by the employee and the supervisor with a date set for the next review.

Upon the next meeting if the employee has been unable to improve his/her performance, behavior, or attendance, he or she may be given a final written warning, suspended without pay, or the employee may be terminated.

Where the initial problem is considered sufficiently serious, an employee may be released from employment with or without prior discipline or corrective action.

References

Former or current employees seeking or receiving requests for employment references from the Waldorf School of Pittsburgh must direct all requests to the Leadership Team. It is the policy of the WSP to provide potential employers only with verification of an employee's term of employment.

Initial Review Period

The first 45 days for all new employees is considered an initial review period. During an employee's initial time with WSP and throughout her/his employment, the job performance and suitability for working with WSP, and on the specific job, is subject to evaluation. The length of the initial review is generally 45 days but may extend up to 3 months. The evaluation during the initial review period considers, among other things, whether an individual's continued employment furthers the best interests of the WSP and that of the employee. As with subsequent evaluations, some persons if found not suited for a particular position, may be released from employment during this initial review period.

Hiring

Application Process

The school may request a resume, biographical sketch, personal references, professional references, professional/educational credentials and certificates, verification of previous employment, health examination, driving record, and interview as part of the application process. The Faculty Hiring Committees hire all teachers and teaching assistants. A Hiring Committee comprised of 2 Board members, 2 Faculty members and 2 Administrative members hires the Head of School. Other administrative personnel are hired by an Administrative Hiring Committee.

Background Check

Pennsylvania law requires the Pennsylvania State Police Request for Criminal Records Check (Act 34), the Child Abuse History Clearance (Act 151), and the Pennsylvania FBI Fingerprint Clearances for all individuals employed by a school. The employee has thirty (30) days from the hire date to provide the school with his/her completed clearances applications. The employee shall sign the “Provisional Clearances” statement provided by the Business Office in the interim period before the final clearance documents are placed in the employee’s files. If the employee has not provided the proper paperwork after 30 days, the employee will be temporarily suspended without pay and unable to work in the classroom until the completed clearances paperwork is supplied. It is the responsibility of all employees to fill out all appropriate forms and send them in to the state along with any required fees to ensure that the proper background checks are made. Employees and others who work at the school and who do not complete this process will be subject to remedial measures, up to termination of employment.

General Conduct

The focus of the WSP is on the education of our students. As such, all employees (faculty and staff) are expected to exhibit models of behavior that are worthy of imitation by our students. Employees are to pay strict attention to the way they carry themselves, the way they speak and gesture, and the way they perform their duties and responsibilities whether or not they are in the presence of the students. It is felt that our thoughts, words, and deeds have a powerful influence on our environment; it is therefore expected that all thoughts, words, and deeds of employees while at work and on the school grounds will be worthy of imitation and respect by our students.

In the manner of speaking, Faculty and Staff will:

- ✦ Strive to maintain a calm and even voice
- ✦ Use positive words and phrases
- ✦ Offer criticism only with a plan and offer of help for improvement

In the manner of gestures, Faculty and Staff will:

- ✦ Maintain a calm and confident demeanor at all times
- ✦ Use gestures with thoughtfulness, preciseness, and calmness

In the manner of dress, Faculty and Staff will:

- ✦ Dress appropriately for school - in a modest and attention-reducing way
- ✦ Dress so that the students’ attention is not drawn to the clothing of the faculty or staff, particularly in the early childhood programs
- ✦ Wear simple and little jewelry

(See a more detailed description of the dress code later in the handbook.)

General Information

New Employees Checklist

All newly-hired salaried and hourly employees are required to complete and submit employment forms before the first working day. All employment paperwork must be completed before the first working day. The school reserves the right to terminate an employee who has not completed their paperwork. The following forms are required for each employee's file:

- ✦ W-4
- ✦ Direct deposit information, if requested
- ✦ Child Abuse History Clearances (in some cases employee may have application on file with photocopy of payment to accompany clearance in lieu of clearance for 30 days with the understanding that employment may be terminated upon undesirable findings)
- ✦ Criminal Record Check (in some cases employee may have application on file with photocopy of payment to accompany clearance in lieu of clearance for 30 days with the understanding that employment may be terminated upon undesirable findings)
- ✦ Pennsylvania FBI Fingerprint Clearances
- ✦ Act 34 Clearances
- ✦ School Personnel Health Record, including TB test results.
- ✦ Eligibility for Employment Form with a photocopy of the required identification
- ✦ Copy of PA Teaching certificate, if a teacher
- ✦ Waldorf training certificate
- ✦ CPR and First Aid certifications, if required
- ✦ Employee Data Sheet or Letter of Understanding
- ✦ Mandated Reporter Training
- ✦ Acknowledgment of Receipt of Basic Employment Policies

For Little Friends and Extended Care employees, three letters of reference must be on file within 30 days of hire.

Personnel Records

The Waldorf School of Pittsburgh will create a personnel file for each employee. In addition to the above listed items, each file also may include, but is not limited to, the following:

- ✦ Employment application, letters of reference, notes taken during hiring process
- ✦ Professional resume
- ✦ Biography
- ✦ Evaluations
- ✦ Emergency contact information/school communications form
- ✦ Letter of Understanding

This file is confidential. While disclosure of personnel file contents is restricted, the Waldorf School of Pittsburgh will cooperate with legal requests from authorized law enforcement or local, state or federal agencies conducting investigations requiring personnel information relevant to the investigation. The Waldorf School of Pittsburgh may also provide certain information to appropriate interested parties, such as prospective lenders or employers. Any such requests for information should be directed to the Leadership Team and Business Manager. Violation of this policy may subject offending employees to discipline or discharge.

Employees have a right to inspect documents in their personnel file, as provided by laws, in the presence of a school representative at a mutually convenient time. With limited exceptions, no copies of documents in your files may be made, since this then makes it impossible for the school to guarantee the confidentiality of your file. Only documents that have been previously signed by the employee in his/her file may be photocopied. Employees may make additional comments to items in their file.

It is important that personnel records remain current at all times. The Business Manager must be notified in writing if the employee's name, address, marital status, dependents, emergency contact information or beneficiaries change at any time. Failure to report some of these changes could mean a loss of certain benefits.

Tax Withholding and Reporting

Faculty and staff paid through the payroll will receive a W-2 at the conclusion of each calendar year to reflect total pay and withholding/deductions. Independent contractors who are paid at least \$600 in a calendar year will receive a 1099-Misc at the conclusion of the calendar year.

At-Will Employment

Employment at the Waldorf School of Pittsburgh is "at-will". This means that neither the individual employee nor the school has entered into a contract regarding the duration of employment. Employees are free to terminate employment with the school at any time, with or without cause; and the school is free to terminate employment at any time, with or without cause.

Reductions in Positions

Under some circumstances, the Waldorf School of Pittsburgh may need to restructure or reduce its work force. If it becomes necessary to restructure or reduce operations or reduce the number of employees, the school will attempt to provide advance notice, if possible, so as to minimize the impact on those affected.

Resignation

While the Waldorf School of Pittsburgh appreciates advance notice of an employee resignation, it is not mandatory to provide advance notice in an "at-will" employment situation. The Waldorf School of Pittsburgh reserves the right to request, upon an employee's resignation, that the employment terminate immediately. The Waldorf School of Pittsburgh strives to be professional in these instances and does rely on the professionalism of departing employees to help determine staffing needs as soon as possible.

References for an Employee Who Is Leaving the School

Upon written request from the departing employee, the Waldorf School of Pittsburgh will provide the prospective employer information on the amount of salary or wage last earned, the dates of employment and the title of the position held. Letters of professional reference provided in the name of the school must be requested through the Leadership Team. Letters of reference from faculty and staff members speaking as colleagues can be requested directly to those individuals by the departing employee.

Termination

Violations of WSP policies, procedures and expectations may warrant counseling and disciplinary action. The school may use whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment, under the directions of the

Leadership Team, and the Board of Trustees. Consideration or use of disciplinary procedures does not alter the at-will employment status description described above.

An employee who voluntarily resigns his/her employment or fails to report to work for three consecutively scheduled workdays without notice to or approval by the Leadership Team will be understood to have voluntarily terminated employment with the Waldorf School of Pittsburgh.

Benefits

The school periodically reviews benefits and reserves the right to modify, add, or delete benefits. Modifications of these policies are at the sole discretion of management.

Health Insurance

The WSP participates in a group health insurance plan. Full-time salaried faculty and staff are eligible to enroll. The school pays the premium for the individual, minus \$25/month. Those employees who are receiving this benefit will have \$12.50 deducted from their paycheck each pay period. If the employee wishes to add family members to his/her policy, the employee is responsible for the difference in cost. This amount will be automatically deducted from the employee’s paycheck. The insurance is administered by the insurance plan, not the school. A publication outlining the terms and conditions of the health insurance coverage is provided to employees upon enrollment.

Tuition Remission*

Faculty and staff are eligible for partial remission for their children attending the Waldorf School of Pittsburgh in the following increments:

Full-time Salaried Faculty and Staff	Part-time Salaried Faculty and Staff	Hourly	Independents
90%	Percentage of full-time X 90%	30%	0%

*Tuition remission cannot be combined with any scholarship or financial aid award. Tuition remission is not retroactive and is activated for the employee at the time they are hired. Employees with multiple children do not qualify for an additional reduction in tuition from the sibling discount.

Extended Care Program Discounts

Faculty and Staff are eligible for discounts in the Extended Care Program in the following increments:

Full-time Salaried Faculty and Staff	Part-time Salaried Faculty and Staff	Hourly	Independents
Free during the hours working for the school	Free during the hours working for the school	20% during the hours working for the school	0%

There is no tuition remission or discounts for our employees whose children are enrolled in our Little Friends program.

Social Security & Medicare

Participation in Social Security is mandated by law. Salaried faculty and others paid through the school's payroll are required to contribute a set percentage of earnings, and the school is required to contribute matching amounts. It is essential that faculty provide the school with correct Social Security numbers to allow accurate crediting of contributions. Generally, people become eligible to receive Social Security benefits after having worked a certain amount of time and attained a certain age, and benefits are based on the length of time worked and amounts earned/contributed. More information is available at www.ssa.gov or 1-800-772-1213.

Participation in Medicare is mandated by law. Salaried faculty and others paid through the school's payroll are required to contribute. Generally, Medicare acts as a form of health insurance for peoples who meet age and other eligibility requirements.

Workers' Compensation

All employees have workers' compensation coverage, which is mandated by law. Per the law, the school contributes to this coverage. Workers' compensation pays medical bills and provides income in the event of on-the-job-injury, which is defined as accidental injury suffered in the course of a person's work, or an illness directly related to performing assigned job duties.

Employees must report all injuries or illnesses arising out of employment with the school to the Business Office immediately to ensure prompt processing and payment of compensation.

Unemployment Compensation

Faculty and staff may be eligible for unemployment compensation upon separation from employment with the school. The school is required, by law, to contribute to this coverage. Generally, unemployment compensation is meant to provide some income to people who are unemployed at no fault of their own. Unemployment compensation is administered by each state, and more information is available from the state's Department of Labor.

Leave Policies

The leave policy creates an equal standard for all co-workers at the school. It outlines several categories of leave that clarify the roles and responsibilities and equally clarify the roles and responsibilities of its faculty and staff. Among other considerations this aids in planning a budget for substitution. The policy also is designed to guide departments and individuals by setting up procedures that continue to meet the needs of our students and provide continuity for the administrative carrying during periods of measured interruption.

Sick Days*

Full-time salaried faculty are eligible for five (5) paid sick days. Administrative personnel have sick days as part of their personal days and as outlined in their "Letter of Understanding". Employees are required to give as much notice as possible in the event that they will be absent due to illness. If at all possible, administrative staff should call the Head of School at home the night before if they know that they will be unable to be at school the next day. Faculty should contact their buddy at home the night before if they know that they will be unable to be at school the next day or by 6:30 am the day of their absence. If the illness allows, they should check in before the end of the first day they are absent to advise as to whether they will be able to make it in the following day and they should continue to do so for the duration of their illness.

Part-time salaried faculty and staff (60%) are eligible for three (3) paid sick days. It is required that they make up any other times they are sick over a reasonable amount of time during the hours they would normally have off, except for lead teachers in 3-day programs who cannot make up lost days. If at all possible, part-time employees should call the Faculty Chair or the Head of School at home the night before if they know that they will be unable to be at school the next day. If the illness allows, they should check in before the end of the first day they are absent to advise as to whether they will be able to make it in the following day and they should continue to do so for the duration of their illness.

Hourly personnel and independent contractors are eligible for three (3) paid sick days. If at all possible, the employee should call the coordinator of their program or their direct supervisor at home the night before if they know that they will be unable to be at school the next day. If the illness allows, they should check in before the end of the first day they are absent to advise as to whether they will be able to make it in the following day and they should continue to do so for the duration of their illness.

An employee who fails to report to work for three consecutively scheduled workdays without notice will be understood to have voluntarily terminated employment with the Waldorf School of Pittsburgh.

*No payment is made for unused sick days and sick days do not accumulate for the following years of employment.

Personal Days

Full-time salaried faculty are eligible for two (2) paid personal days and full-time salaried administrative staff have their sick and personal days combined. Full-time faculty and staff are required to find and instruct their replacements as to how to carry out their duties in their stead for those days. A notice of one week is required to the Leadership Team when at all possible. Personal days may be utilized in half (0.5) day increments.

Part-time salaried faculty and staff, hourly employees and independent contractors are not eligible for paid personal days, and exceptions will be specified in the employee's Letter of Understanding. It is expected that for matters that require personal time these employees: use hours when they are not expected at work, switch shifts with other employees, or make up time that they are not at work during hours not regularly scheduled.

Professional Leave

Professional leave includes attending conferences, meetings, classes, certification programs, extended coursework programs and workshops. It also includes teaching and training opportunities, supporting accreditation processes, and advising and consulting at other schools.

Upon approval by the Leadership team at least two (2) weeks in advance, each faculty or staff member may take a maximum of ten (10) professional workdays per school year. If approved, Professional Development leave is covered by the WSP without the loss of salary.

Bereavement

Full-time salaried faculty and staff may take up to five (5) paid days due to the death of an immediate family member such as a spouse, child, parent, sibling, grandparent, or parent-in-law. If a death in your family should occur, administrative staff should notify the Head of School and

faculty should notify their faculty chair as soon as possible. If more time is necessary, the employee's remaining sick and personal days can be used, or time can be taken without pay.

Part-time salaried faculty and staff, hourly employees and independent contractors may take up to five (5) unpaid sick days due to the death of an immediate family member such as a spouse, child, parent, sibling, grandparent, or parent-in-law. If a death in your family should occur, administrative staff should notify the Head of School and faculty should notify their faculty chair as soon as possible.

Vacations/Other Leave Situations

There are no other specified leave benefits. However, all salaried employees, when confronting a potential necessary leave situation, may discuss it with the Leadership Team. All plans/decisions will be made on a case-by-case basis.

All persons who are employed by the school are to take their vacations during the times the school is closed for breaks and over the summer. All administrative staff must have their vacations approved by the Head of School. Summer vacations, before approval, must be considered along with the vacations of other staff members so that there is administrative coverage of the school at all times over the summer. All summer vacations by other employees who work in a program that is open year-round must have their vacations approved by their immediate supervisor.

All full-faculty, staff, and other salaried employees may not take vacation during our August Beautification Weekend, and should be available for assignments.

Dress Code

Introduction

The Waldorf School of Pittsburgh strives to maintain a peaceful environment that is free from distractions and that facilitates both the teaching and the learning processes. Towards that end, the school has attempted to develop a Faculty & Staff Dress Code that is thoughtfully constructed and that creates a standard for employee grooming and attire which reinforces the school's primary mission.

Dress Code

All Faculty and Staff members are expected to dress in a professional manner at all times when on the school grounds. Standards of behavior include:

- ✦ Clothing should be appropriate to a professional school environment: e.g. no flip flops or blue jeans. Dress/dark denim pants are permitted.
- ✦ Maintain and model (for the benefit of our students) good hygiene at all times.
- ✦ Dress in a modest manner at all times such that students' attention is not drawn to clothing or accessories.
- ✦ Wear clothing that covers shoulders, backs, chests, thighs and stomachs at all times. Skirts may be no shorter than one inch above the knees. Shorts may be worn during summer camp and should be no shorter than six inches above the knees.
- ✦ Wear simple and/or very little jewelry; avoid large items that are potentially distracting.
- ✦ Avoid hairstyles or hair colors that are potentially distracting.
- ✦ Piercings (and related jewelry) must be limited to the ear.
- ✦ Tattoos may not be visible when working with children (summertime programming may be an exception if deemed acceptable by the head of that program).
- ✦ Faculty in Early Childhood (through K) should not wear an excessive amount of black clothing.
- ✦ Do not wear torn, ripped or overly worn clothing of any kind.
- ✦ Do not wear apparel with any sort of logo or marketing message (other than school logo).
- ✦ Maintain a professionally groomed appearance.
- ✦ Exceptions to dress standards may be made for in-services days, work days, special projects, field trips or if your position requires "work clothes" for building cleaning or grounds work.

The WSP reserves the right to evaluate clothing on a case-by-case basis and to discipline staff at its discretion when standards are not followed. Disciplinary action may include a review with the Faculty Chairs or Head of School (as appropriate) accompanied by verbal or written warning. Repeated failure to adhere to this policy will result in termination.

Employee Responsibilities

Teaching Faculty

Additional discussion of the role and responsibilities of teaching faculty follows this listing of the school's expectations.

Teaching faculty is expected to:

- ✦ Be in school at the following times:
 - ✧ 7:45 am or fifteen minutes before program begins and until dismissal duties are complete on all regular school days unless attending a school-related training, meeting or event
 - ✧ Full agenda on in-service days
 - ✧ Parent/teacher conferences are to be conducted at school and on specified days
- ✦ Stay past 3:30 pm for department meetings, Leadership, and full faculty meetings.
- ✦ Report to the front office upon arrival and/or departure if the times are different than your regularly scheduled shift/day. Sign in and out daily.
- ✦ Start and end classes at the scheduled hours.
- ✦ Maintain accurate and complete student records as required by laws, school and departmental policies and administrative regulations.
- ✦ Maintain a written record of communications with parents.
- ✦ Cooperate with administrative faculty and respect shared equipment and school property.
- ✦ Follow fire and emergency drill regulations consistently.
- ✦ Accurately complete/communicate student attendance, tardiness, and early dismissals to the office by 8:45 am and collect excuses for all of the above.
- ✦ Follow admissions procedures when accepting new students and support the work of the Enrollment Coordinator during Observation Mornings, Tours, and Open Houses.
- ✦ Manage the class's budget responsibly.
- ✦ Serve on faculty committees as required.
- ✦ Attend, except in emergencies, all required faculty meetings as well as designated school events.
- ✦ Arrange substitution for personal or professional leave (any leave planned in advance) and notify the Faculty Chair, Head of School, and front office of your arrangements
- ✦ Maintain an updated substitute lesson plan with the front office and in your classroom
- ✦ Follow the substitute policy.
- ✦ Be available to substitute and teach as the need arises.
- ✦ Supervise and plan assignments for substitutes, assistants, and/or volunteers.
- ✦ Submit on-line event forms or send an email to schedule events to Front Office Manager and the Facilities Manager.
- ✦ Support the Enrollment Coordinator in a timely manner with all information and/or reports/recommendations needed about an exiting child or potentially exiting child.
- ✦ Write comprehensive end of year reports, and mid-year reports when needed. Meet deadlines set by the school for all reports.
- ✦ Review and return student work in a timely manner.
- ✦ Be familiar with the school's student dress and behavior standards and ensure student compliance to the extent possible.
- ✦ Spend at least three weeks during the summer on preparation for the next school year.

Time and Attendance

Professional Ethic for Attendance

As Waldorf School of Pittsburgh faculty members, we recognize the spiritual importance of our work for the children, and we regret each missed opportunity to serve them. As colleagues, we recognize the burden we put on our colleagues when we are unable to do our work. As professionals, we recognize our responsibility to fulfill our professional, administrative, and legal obligations. Together, these create a special professional ethic for the Waldorf teacher.

As teachers at the Waldorf School of Pittsburgh, we expect to be at school each day that school is in session, we expect to carry all the responsibilities of a colleague and a teacher, and we expect to cooperate with the governance, policies, and procedures of the school. We ask for substitution only when absolutely necessary, such as when an illness or an emergency make it impossible for us to fulfill our professional and spiritual obligation to work.

Records of Attendance

The Head of School keeps a record of the attendance of the faculty. Numerous absences will result in review of the faculty member's situation by the Leadership Team. The Leadership Team must review requests for absence because of professional development or participation in trips, so that teaching continuity is not compromised, and an undue burden is not placed on the other faculty members.

Early Dismissal

If the school has to close earlier than the scheduled dismissal time (i.e. in case of emergency), teachers will be released from work that day on a case-by-case basis by the Leadership Team.

Summer, Holidays, and Breaks

Teachers are expected to follow the guidelines established by the administration and faculty for faculty coverage during the summer, holidays, and breaks. All faculty are expected to be present during our August Beautification Weekend.

Class and Teaching Schedules

The scheduling committee establishes class and teaching schedules. Full-time teachers and full faculty members are expected to be available during all periods of the regular school day in which they are hired to teach. Teachers are expected to prepare and teach all classes for which they are scheduled, to substitute during periods when they are scheduled to substitute, and to be available to substitute or help in other areas when necessary during their work day. Teachers are scheduled within the range of contact periods and duties corresponding to full-time or part-time employment or specified in a written agreement with the school. Individual teachers may not re-arrange class or teaching schedules or reduce a teaching schedule without the consent of the Leadership Team. Grades teachers will be allotted at least one preparation period per day.

Classroom Management

Use

Each classroom is primarily for the use of the teacher to whom it has been assigned (except for the Morning Garden program which shares space with the school and is used as a meeting or gathering space during the hours that the program is not in session). Classrooms must be available when not in use by the primary occupants, at least some of the time, for after-school meetings.

Hot Beverages in Early Childhood

For safety, early childhood teachers may not drink any hot beverages if they are with the children. This includes being outside with them, helping in another class, and during rest time.

Maintenance

Each classroom is primarily the responsibility of the teacher to whom it has been assigned. Teachers are expected to keep classrooms and entrance/hallway spaces neat, and aesthetically appropriate in decoration and overall appearance. Teachers who require guidance in this regard should consult with the Leadership Team. The cleaning crew empties trash cans and vacuums carpet daily. Teachers are responsible for handling or requesting all other cleaning and maintenance. If a classroom requires maintenance, the teacher should notify the Facilities Manager. Heating or cooling problems should be reported to the Facilities Manager. Teachers are responsible for discarding leftover food, securing sensitive or hazardous items, closing and locking the windows, and turning off the lights and appliances when leaving for the day every day.

Early Childhood Faculty is responsible for maintaining nature tables in the back and front hallways and the first floor kitchen. Grades Faculty is responsible for maintaining the orderliness of the science classroom, the second floor kitchen, and the neatness and beauty of the second floor landing.

Teachers who wish to make alterations/improvements to classrooms or any other part of the building must consult with the Facilities Manager well in advance, before initiating any order, purchase, work request, etc. Teachers who wish to repaint or change the color of a classroom must consult with the faculty chair well in advance.

Plants and Pets

Teachers are responsible for the care and well-being of plants and pets brought into the classroom, and for the mutual safety and comfort of students and pets. Teachers may be asked to remove pets whose comfort, care, student-compatibility, or safety is in question.

General Discipline

Teachers are responsible for supervising students and maintaining a functional level of order and civil behavior at all times during the school day. Teachers are expected to review the school's student dress code and behavior rules and to ensure student compliance to the extent possible. Teachers must ensure that student life is free of harassment. Teachers are responsible for reporting to classes and duties on time, and for either staying with younger students or following-through with older students when there is a transition between teachers or rooms.

When to Send a Child to the Office:

Teachers may send a child to the office only in extreme cases (such as exhaustion, illness and disruptive behavior) and when other interventions have been attempted. Clear guidelines/boundaries must be communicated by the teacher to the Office Manager regarding what is expected of the child, what the next steps are, and how long the child is to remain in the office. Subject teachers are to communicate to the class teachers if a child has been sent to the office (or to the hallway) during their lesson time. Sending a child to the office deems a call to the parents by the teacher on that day and may require that the child be picked up to go home.

Teacher Conduct with Students

Waldorf education is based on a philosophy of reverence, respect, and enthusiasm for all human beings. With this in mind, all employees in the school are to treat all students here with respect for who they are, with reverence for the challenges and talents they bring to this life, and with enthusiasm for who they are becoming. Understanding and empathy are components of all interactions with the children. As often as possible, teachers and staff will maintain their composure in all situations with students. Behaviors that involve yelling, hitting, rough physical handling, sarcasm, humiliation, teasing/taunting and any form of abuse will not be tolerated. Nor are these behaviors acceptable between students or colleagues. When awareness of one of these behaviors is known, an immediate meeting shall be held between the teacher involved, the person who witnessed the incident, and the Leadership Team. Consequences will be determined on a case-by-case basis but can include immediate dismissal.

Reports, Grading, and Recommendations

Nursery through eighth grade teachers provide two (2) parent-teacher conferences for each student in the course of the school year. Kindergarten teachers make recommendations regarding first-grade readiness. These teachers also provide extensive written reports at the end of each school year. Reports should cover each student's work habits and attitude, understanding of the subject matter, classroom social habits and attitude, and a description or outline of the subject matter and the teacher's goals for the class. These written reports constitute each student's transcript, and are provided to other educational institutions and related professionals upon parental request and release. Transcript requests and annual report mailings are coordinated by the front office. Some class teachers may provide interim/progress reports for particular students and may ask special subject teachers to do the same.

The Front Office Manager is responsible for compiling a student's entire report, including special subject reports. Reports can be two-sided and unstapled, and with a cover sheet that includes attendance on it. An additional copy will be filed in the student's file in the Front Office. The original is mailed to the parents.

The Leadership Team sets due dates for reports at the close of the school year, and for reports needed for other educational institutions. All teachers are expected to meet these deadlines. Failure to meet the deadline for the completion of end-of-year of student reports will result in the withholding of an employee's final paycheck for that school year until the work is completed.

All teachers are expected to keep notes throughout the year to enable the prompt return of student work and accurate narrative comments. Note that hardcopy or email notes which are left in common view, added to school records that can be accessed by people other than the author (i.e. minutes, personnel file, student file, electronic data base), or shared with another faculty member become an official school record, and are discoverable in legal proceedings.

Reports, transcripts and recommendations may be held if the family is not in good financial standing with the school and/or has not returned loaned materials (library books).

Records /Confidentiality

Faculty and staff have access to a wide range of information, including students' family records, personnel records, financial records, and internal communications. Individual faculty members may be granted or denied access to categories of records, based on their professional "need to know" and history of information management. All information must be held in strict confidence unless

otherwise stated by the author, caretaker, school policy, or common business practice. When in doubt, faculty/staff should consult the Leadership Team.

Student Work

Teachers are responsible for the reasonable care and prompt return of student work. All student work must be returned by the last day of the school year unless special arrangements are made.

Student work may not be reproduced or published in any form without release. Student work may be displayed at school and at school-related events without specific release. Teachers must make arrangements to return student work left in their care, intentionally or unintentionally, after the last day of school or after a student leaves the school. Unidentified or unclaimed student work may be destroyed or donated after reasonable attempts to identify the student or return the work have failed.

Communications

Technology

Teachers are responsible for the proper care and use of communications tools and technology to interact positively with colleagues, families, and the larger community. The school provides all teachers with a mailbox, shared computer and internet access, voicemail, telephone access, and access to a fax machine, photocopier, and other office machines. It is the teacher's responsibility to request assistance or training as needed to manage communications tools and technology. Teachers are required to secure and oversee technology that may be dangerous or detrimental to students if used without adult supervision.

Parent Access and Meetings

Teachers should tell parents how and when to make contact, and should be willing to make appointments. Teachers should consult with their mentor, Faculty Chair, or the Leadership Team if concerned about the appropriateness or dynamic of communications or a meeting request. Teachers are advised to have a third party, such as another teacher, faculty chair or Head of School, present if parents have or are likely to form an adversarial position with regard to the teacher or the content of the communication.

All class teachers are expected to conduct three to four (3-4) class parent meetings per school year. The first meeting shall take place before the second week of October. These meetings are for the purpose of discussing curriculum and pedagogy, festivals and fairs and volunteer needs, important school news, and providing an opportunity for the parents and teachers to build strong and supportive relationships with one another.

Duties

Substitution

Every early childhood and grades teacher needs to have a substitution folder on file in his or her classroom containing schedules, class lists, current seating order, classroom routines, emergency needs particular to your classes, etc. to prepare anyone who needs to replace the teacher in front of the students, regardless of cause. One copy of these plans should be given to the Front Office Manager and one copy kept in the classroom. Substitute plans should be clearly labeled and easily found in the classroom. In addition, substitute plans should be prepared by the time the school year begins. Substitute plans for grades teachers should include a list of how to divide class into small groups and send to other classrooms in the event of an emergency when no substitute can be found.

There are two kinds of substitutions at the Waldorf School of Pittsburgh: planned absence substitution and unplanned/emergency absence substitution.

Planned Absence/Substitution

A planned absence and related substitution must be approved ahead of time by the Leadership Team. It is for the purposes of training, professional development, personal day, or a death in the family. No other absences are permitted and absences where the school has to find substitution (outside of emergency situations) will be charged at going rates against the absentee's salary. It is critical that absences not cause an overdue burden on the school or individual substitutes and that classes are taught in a professional manner in the scheduled subject so as to meet the curriculum goals.

Teachers are responsible for arranging substitution (for all scheduled classes and duties) in advance for planned absences and for notifying the Faculty Chair, Leadership Team, and front office of the arrangements (classes and other duties, days and substitutes involved). A set of lesson plans is to be made available to the Front Office Manager and one left in the classroom or emailed to the substitute.

Unplanned Absence/Substitution

Unplanned emergency substitutions such as in the case of absences caused by sickness, family sickness, accidents and the like should be reported to the absent teacher's buddy between 5:30-6:30 am (at the latest) on the day of the absence but preferably the night before. The buddy will find a substitute and notify the Faculty Chair by 7:00 am to inform him/her of the absence and the substitute who will be filling in for the absent teacher. Any assistance that can be given in terms of lesson plans, advice about tasks, individual students, etc. will go a long way in making the classroom experience positive and productive for the students and the substitute.

Special Subject Teacher Absences

In case of an absence, special subject teachers are to find their own substitutes, ideally by asking another special subject teacher to trade days with them. If this is not possible, they should ask another qualified, pre-determined individual to substitute for them. In case of an emergency when no substitute can be found, the special subject teacher should contact the Faculty Chair no later than 7:00 am on the day of the absence. If there is no substitute, then grades teachers will need to cover the absent subject teacher's classes.

Extended Care Absences

Extended Care employees are expected to find their own substitutes (listed on the substitute list). Extended Care employees should call the Extended Care Coordinator at home by 8:00 am if they are unable to come in to work that day. At that time, they are to report to the director their replacements for the day. Early Childhood Lead Teachers should not have to fill in for Extended Care due to absences. In case of emergency, Extended Care employees should contact the director as soon as possible, who will then find a substitute.

Committee Membership

Teachers are expected to serve on committees and may be asked to join the Leadership Team, Board standing committees, or ad-hoc committees. Requests to be excused from committee service are considered by the Leadership Team on a case-by-case basis. First year class teachers and first grade teachers are expected to attend faculty meetings but are not expected to sit on committees at least in the first semester of the year.

Meetings

Teachers are required to attend weekly faculty meetings and stay for the duration. Faculty Chairs and the Head of School are required to attend weekly Leadership Team meetings. Grades teachers are expected to attend grades meetings. Early Childhood Faculty, the Morning Garden lead teacher, and Little Friends Director are required to attend early childhood faculty meetings. All full faculty members are required to attend entire in-service day meetings. Faculty Chairs are required to attend Board of Trustee meetings. Teachers are expected to attend faculty/board/staff retreats, committee meetings, enrollment open houses or other meetings as dictated by their memberships and professional responsibilities. Teachers who need to be excused from a meeting should notify the chair of the meeting. Teachers with an excused absence are still required to uphold their responsibilities for the meeting by submitting a written report or having someone act in their place, if necessary. If a meeting is missed, teachers are expected to read the minutes of the meeting before the next scheduled meeting.

Specific Employee Duties

Full Time Salaried Employees

Faculty Definition:

Early Childhood Teachers and Grade School Teachers

- In school for preparation for class as well as length of program's class time during regular school hours
- In-service days
- Morning, bus and dismissal duty as assigned
- Mandatory meetings and committee work
- Parent/Teacher conferences
- Time set aside for face to face or phone conversations with parents
- Home visits
- Interviews with prospective parents
- Open Houses and Classroom Samplers
- Parent Evenings/Mornings/All-School Events
- Assemblies and Festivals
- Beautification Weekend

Parent/Child Classes Teachers

- In school for preparation for class as well as length of program's class time during regular school hours
- In-service days and Board/Faculty/Staff Retreats
- Bus and dismissal duty as assigned
- Mandatory meetings and committee work
- Parent/Teacher conferences once a year (spring) for the transition class only
- Face to face or phone conversations with parents as needed or requested
- Fall parent-child class orientation/Open Houses
- Parent Socials/Mornings/All-School Events
- School Festivals/School Assemblies as appropriate
- Beautification Weekend

Little Friends Full-Time Salaried Employees

- In school for preparation for class as well as length of program's class time during regular school hours (8 am -3 pm)

- In-service days (Full Faculty and LF Staff)
- Mandatory ECF meetings, FF meetings, and committee work
- LF Staff meetings
- Parent/Teacher conferences
- Time set aside for face to face or phone conversations with parents
- Open Houses
- Beautification Weekend

Administration

- In school during regular school day
- In-service days
- Mandatory meetings and committee work
- In school during summer programming as needed
- In school during parent/teacher conferences as needed
- Board/Faculty/Staff Retreats
- Beautification Weekend

Full-Time and salaried employees are expected to work as much as needed to fulfill the requirements of the position.

Base Pay: See Business Office for current amount. Salary paid over the course of 12 months: July 1 - June 30 of each year, with the understanding that during the non-school summer months and holidays teachers are preparing for the upcoming school year.

Faculty Increments:
 \$500 per year of Waldorf teaching experience as lead or co-teacher
 \$300 per year of part-time or hourly Waldorf teaching experience
 \$250 per year for non-Waldorf teaching experience
 \$2000 per year for completed Waldorf training (this is a one-time adjustment)

Administrative Increments:
 \$500 per year of Waldorf administrative experience in a leadership role
 \$250 per year for non-Waldorf administrative experience in a leadership role
 \$2000 per year for completed Administrative training through an anthroposophical teaching institution (this is a one-time adjustment)

Deductions: Federal, state and, if living in the City of Pittsburgh, income tax (those employees living outside of the city are required to file quarterly taxes on their own). 403B deductions are optional. See Business Office to enroll. Emergency Municipal Tax (formerly know as Occupation Tax) once a year, court-ordered deductions or garnishments if applicable.

Payment: Unless otherwise specified, annual salary paid in 24 equal installments on the 15th and last day of each month. Direct deposit is available, see Business Office to enroll.

Benefits: (See more detailed description of benefits earlier in handbook.) Health and dental insurance, Tuition remission, and Extended Care discounts, Social Security*, Medicare*, workers' compensation*, unemployment compensation*

*Mandated by Federal and/or state law

Part-time Salaried Employees

Definition: The category of part-time employment pertains to faculty and staff who work less than full-time on a regularly scheduled basis during the year. Typically, part-time salaried employment is determined by the Leadership Team, working in conjunction with the Business Manager, as a specific percentage of a full-time workload. This percentage is determined through a thorough review of the responsibilities that the job entails.

Base Pay: Compensation for part-time employment is a pro-rated portion of the base salary and the experience increment component of the school's full-time salary structure.

Deductions: Federal, state and, if living in the City of Pittsburgh, income tax (those employees living outside of the city are required to file quarterly taxes on their own). 403B deductions optional. See Business Office to enroll. Emergency Municipal Tax (formerly know as Occupation Tax) once a year, court-ordered deductions or garnishments if applicable.

Payment: Unless otherwise specified, annual salary paid in 24 equal installments on the 15th and last day of each month. Direct deposit is available, see Business Office to enroll.

Benefits: (See more detailed description of benefits earlier in handbook.) A percentage of the benefits which full-time employees are entitled to based on what percentage of full-time the part-time employee is: Health insurance, Tuition remission, and Extended Care discounts, Social Security*, Medicare*, workers' compensation*, unemployment compensation*

*Mandated by Federal and/or state law

Hourly Employees

Definition: Employees paid by the hour for the work that they do. Hourly employees are responsible for maintaining an accurate record of the hours worked each day and for having their direct supervisor sign their time sheet (if no direct supervisor is available, Business Manager may sign) and for submitting time sheets in accordance with a schedule provided by the Business Manager. Time Sheets are due three (3) full business days before the pay date. **The number of days will vary depending on how the date falls in relation to weekends and holidays.**

Base Pay: The rate of pay varies according to the nature of the work.

- Deductions:** Federal, state and, if living in the City of Pittsburgh, income tax (those employees living outside of the city are required to file quarterly taxes on their own). 403B deductions optional. See Business Office to enroll. Emergency Municipal Tax (formerly know as Occupation Tax) once a year, court-ordered deductions or garnishments if applicable.
- Payment:** Unless otherwise specified, on the 15th and last day of each month. Direct deposit is available, see Business Office to enroll.
- Benefits:** (See more detailed description of benefits earlier in handbook.) Tuition remission, and Extended Care discounts, Social Security*, Medicare*, workers' compensation*, unemployment compensation*

*Mandated by Federal and/or state law

Independent Contractors

- Definition:** Specialty subject teachers, substitutes, office and project help, facilities and maintenance help, those who do not carry additional responsibilities or full-time or part-time faculty work, those who agree to an hourly rate of pay due to individual circumstances. Hours arranged and approved by authorized faculty, Administrator or Business Manager.
- Base Pay:** The rate of pay varies according to the nature of the work. Determined by job.
- Deductions:** No deductions, independent contractors are responsible for reporting their income and any other reporting required by law.
- Payment:** Determined at hire, generally those who are contracted for the whole year are paid by the hour on the 15th and last day of each month. Direct deposit generally not available.
- Benefits:** N/A

Honorarium

Speakers, lecturers, performers, informal consultants, and classroom-enrichment visitors may be paid an honorarium. The recipient of an honorarium is not an employee of the school, is not eligible for benefits, and is responsible for any withholding and reporting required by law.



WSP Employee Handbook Acceptance

Welcome

Welcome to the Waldorf School of Pittsburgh! It is our hope that you will find your work at the school challenging and rewarding.

Handbook

The handbook is intended to be the outward sign of, and an instrument that lays the foundation for, a new personnel culture at the Waldorf School of Pittsburgh. The goal is to make our collegial and administrative work transparent to everyone in the community and to set an example in leadership that will inspire our students.

Acceptance

Acceptance of the Employee Handbook is a condition of employment. It is the employee's responsibility to read, question and understand the handbook within the first 15 days of employment.

Employee's Signature

Employee's Name (Print)

Date