**www.nycmissionsociety.org**

**Power Academy Compass Program @**

**P.S. 85**

**AFTERSCHOOL PROGRAM**

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**Staff Handbook**

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Funded by Department of Youth and Community Development {DYCD}

**September 2022 – June 2023**

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**Mission Statement**

The Mission Society of New York City provides programs and services in a warm and loving environment where children and families from underserved communities can achieve personal growth and self-sufficiency.

**Program Goals**

The goal of Mission Society of New York City’s Power Academy after-school and full-day summer camp program is to narrow the educational achievement gap through engaging hands-on activities that provide exposure to, and application of STEM concepts and increase literacy skills through guided reading exercises and performing arts, all while supporting Social Emotional Learning. Mission understands the importance of community and works to create caring program environments for participants and their families.

**Program Dates**

The Mission Society After School Program generally begins the week of July 5th and is expected to end in the third week of August

The program will operate Monday through Friday. If there are any program closures or changes in program dates/events families will be notified via email, phone call, or memo.

**Employee Guidelines**

**Expectations**

The program hours are from 2:20pm to 6:00pm Monday to Friday. Staff are expected to sign in and out each day. (This should be done digitally and on paper time). The structure of the program demands that you be on time. Staff who have repeated lateness and false reporting of time will face disciplinary action which may lead to termination. **Please notify the Program Director, Assistant Director (preferably one day in advance) if you are going to be late or absent due to an appointment.**

**Group Leaders/ Youth Worker Hours**

Group Leaders/Youth Workers should work during their assigned hours

**Program Director Assistant/Program Aides/Activity Specialists/Education Specialist Hours**

These staff members are required to report to work during their assigned hours. The days on which they work and the hours assigned will vary from program to program. Program directors will be responsible for creating specific staff schedules.

**Vacation/Sick Leave Benefits for Part-Time Staff**

While part-time staff are generally not eligible to earn vacation leave, they can earn sick leave at the rate of one hour of **sick leave** for every 30 hours worked, up to 40 hours of **sick leave** per year. If part-time staff need to take sick leave due to illness, they should inform their program director/assistant director or program aide as soon as they are able to do so. Please refer to the agency handbook for detailed information.

**Trainings**

All part-time staff are required to attend fifteen (15) hours of training each year in order to fulfill SACC requirements. Mission Society will be provide training, as well as other organizations. The Program Director will provide information on free training opportunities throughout the year.

**Trainings/ OST (Holiday) days Pay Rate**

All part-time staff, including activity specialists, group leaders,youth workers, program aides and teachers will be paid at the rate of $17.60 per hour while attending or participating in training or while working on holidays.

Staff will need to sign-in and sign-out at the beginning and end of all such activities.

**Staff Meetings**

There will be bi-weekly staff meetings to keep staff informed of important upcoming dates, share information from the Education Department, and maintain a culture of collaboration throughout the afterschool program. **Attendance is mandatory.**

**Time Sheets**

You are to sign the timesheet (time in and time out) **DAILY** for the hours you are contracted to work. No one is to add extra hours unless you have prior approval from the Program Director. After dismissal, you must vacate premises. The only exception to the rule will be due to staff meetings or special events.

**Staff Cell Phone (or Digital Device) Usage:**

**The use of cell phones (or other digital devices) and texting during program hours is strictly prohibited**. Cell phone usage puts the safety of participants in jeopardy, therefore **is not permitted**. Please be advised that any staff member found using their cell phone during the program hours is breaking agency policy, therefore disciplinary action will be taken place, by being written up. **All staff should communicate with the Program Director/ Assistant Program Director/Program Aide and other staff with the provided walkie-talkie.**

**Respecting School Classroom**

As you will be using teacher’s classrooms daily, please be sure that the room is left in order at the end of the day. This includes picking up papers, placing chairs on top of the desks, closing all windows, turning off the lights, and closing the door. Allow ample time for the participants to clean up. Assign monitors to various duties to facilitate the clean–up process. The Group Leader and Youth Worker will be held responsible for the condition in which the room is left. Consistent validated complaints regarding the condition of the classroom will result in disciplinary action.

**Participant Supervision**

**Our mandated staff to participant ratio for elementary participants is 1:10 (one staff to every ten participants). For middle school participants this ratio 1:15 (one staff to every 15 participants). Staff is responsible for their assigned group at all times. Participants are to be escorted to and from the classroom, cafeteria, activities, and downstairs for dismissal**. Participants are to use the bathroom facilities one at a time and must be supervised at all times. To ensure appropriate privacy while maintaining supervision; staff should stay within two strides of the bathroom door. Under no circumstances are participants to be left alone or without adult supervision. Staff are not allowed to leave the premises during program hours. Anyone not adhering to these guidelines will be subject to disciplinary action.

**Performance Observation Evaluation**

Mission Society’s administrative staff (and DYCD staff) will make ongoing observations of staff performance with the participants. Evaluations will be conducted periodically throughout the year. The frequency of these observations will vary by program. Staff will receive a mid and end-of-year performance evaluation.

**Professional Conduct**

Program employees are expected to maintain a professional demeanor with school staff, participants, parents, and with one another. The possession of illegal drugs, weapons or the use of alcohol and tobacco will result in termination of employment.

**Dress Code**

New York City Mission Society believes that every employee is a representation of the organization when they are at work. **All staff must wear their Mission Society staff t-shirt every day during after school program hours.**

New York City Mission Society considers the following items of apparel to be inappropriate attire during business hours, including at special events:

* Worn, tattered, cut off or ripped clothing, or any item not in good and clean condition
* Shorts (shorter than knee-length)
* Sunglasses
* T-shirts with inappropriate words on them
* No hats are permitted inside premises
* Spaghetti strap tops or dresses
* Cropped tops
* Overly revealing clothing, i.e. too short, too sheer, too tight, too high a slit, etc.
* Leotards
* Beachwear
* Leggings/yoga pants
* Tank tops
* Flip flops/slides/open-toe sandals

Consult the Program Director if you have any questions as to what constitutes inappropriate attire.

**Safety,Health, Injuries and Reporting Accidents**

Mission Society is committed to providing a safe and healthy environment for participants and staff. We take all practical steps to safeguard our participants and staff from accidents and maintain a safe environment. Employees are expected to:

* Follow NYC Department of Education (DOE) health and safety practices, policies, and protocols. Report any Incident which potentially impacts the health, safety, or well-being of an individual (participant or staff), property, or the operation of a program.
* **All incidents must be reported IMMEDIATELY (DO NOT WAIT FOR THE END OF THE DAY) to the Program Director, Assistant Director or Program Aide**. Examples of incidents include, but are not limited to, any incidents or accidents where a participant comes off their feet or is in contact with another object (or person.) Incidents may also include self-abusive behavior, property damage, and child abuse.
* While we would like to have staff know about the various steps to follow in an emergency situation, note that an individual staff member may not be required to implement these steps.
* The program’s emergency action plan will be followed. This might include calling an ambulance or 911 or school safety and notify the principal/school administration.
* After emergency actions have been taken the participants or staff members' family will be contacted about the incident.
* After all the steps above have been followed, the Program Director, Assistant Director or Program Aide must notify Mission Society, DYCD, DOE, and DOH of the incident via email within a 24 hour period.
* All persons involved in the incident including the witness must write a detailed statement describing the incident.
* After notifying the program director or assistant program director of the incident, a comprehensive report will be completed for each organization (Mission Society, DYCD, DOE, and DOH) within 72 hours.
* For minor occurrences such as scraped knees from a fall, an isolated and non-serious verbal altercation must be reported to the Program Director, Assistant Director or Program Aide and written up.
* For minor occurrences, staff must complete a Boo Boo report or a behavioral report.

**Employee Dating**

Employee dating can be disruptive to the work environment, creating possible conflicts. While Mission Society has no desire to interfere with the private lives of its employees, or their off-duty conduct, where such conduct impacts or may impact upon the work environment in a negative manner, we reserve the right to take whatever action is appropriate, in our discretion, to protect our interests including disciplinary action up to and including separation of employment.

 **DAILY PROCEDURES**

**Staff Arrival and Departure**

Upon entering and leaving the building, each staff member **must** sign in and out on Paycom and the timesheet in mission’s office. All staff **must** report to the Mission office during the beginning of start and ending time. Time sheets **must** match. Please use the main entrance for arrival and departure.

 **Paycom Procedures**

Each employee is required to have a record of hours worked. The following regulations will apply in order to be paid:

1. Employees are required to clock in prior to their assigned start time, not from the outside of the school building, and must clock out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Employees must clock in and out at their designated duty site.
4. Staff should not sign on to Paycom to enter hours worked while on training courses or while working on holidays (OST). These hours will be recorded by their supervisors on a separate sign-in sheet.
5. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift.

1. Time recorded will be the work-time paid and employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor.

1. Lunch deduction, employees must clock out for their designated lunchtime. This applies only during holiday and summer programming.
2. During the summer, employees who have worked time in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
3. When coverage is needed, staff will be required to fulfill program needs. Permission to work overtime should be pre-approved by the program director.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face immediate termination.

**Meal Breaks**

During OST days (holidays/trips/summer) staff normally work from 8:00am - 6:00pm. All employees are provided with a one-hour unpaid meal period which they are expected to take. Employees may be scheduled for their meal periods at different times during the workday according to their work schedules.

While on trips, it is not always possible to give staff their usual one-hour meal period as staff may have to be actively engaged with participants. If this is the case, program directors will make suitable accommodations with staff members.

**Student Attendance**

Attendance is taken daily by staff. Note that attendance may also be taken at various points throughout the program day. Under no circumstances are students allowed to take attendance; only Group Leaders/Youth Workers or Activity Specialists are allowed to do so. Staff members may be required to place their initials and time beside each student name marked ‘present/absent’.

**Student Dismissal Procedures**

Clean-up and dismissal begins at 5:15 pm. No group should arrive at the dismissal area before 5:30 pm. All students must be **escorted** by staff to the designated dismissal area.

Every child must be signed out daily. You are not to release a child to anyone without obtaining a signature from an authorized person on the pick-up list. If a person is not listed on the application/pick up list, that person should be directed to the Mission Society office immediately. The program administration will contact the parent/guardian to obtain consent to release the child. A copy of the person’s ID will be kept for our records. Participants who walk home alone should sign themselves out daily. You will receive a list of participants that walk home alone from your group. Additionally, participants that walk home alone AND pick up their siblings must be on the authorized pick-up list. Parents/guardians that pick up their children are also indicated on the pick-up list/ attendance sheet. Failure to obtain a proper signature will result in disciplinary action up to and including separation of employment.

After dismissal, program supplies and attendance sheets should be placed in the office (or other designated area); failure to do so will result in disciplinary action. Staff are responsible for ensuring that all program supplies and materials are properly and safely returned to the office for continued program use. All supplies and materials must be returned to the original place it was taken from.

**Student Early Pick-up**

Staff should be aware that any participant leaving earl**y** must have written consent from a parent/guardian. Staff should also be aware they need to notify the Program Director and Program Assistant to confirm that the participant has turned in a written consent to the Mission Society office to leave before 5:00pm. If the participant walks home alone, s/he may sign out. If the participant does not have permission to walk home alone, then the parent must come to pick up the participant and sign him/her out when s/he gets picked up early. Participants being picked up early must be escorted down to the main entrance of the school building**.**  Note that If participants can go home alone and the parent indicates that the participant needs to leave program early, the program administration may decide that a parent will have to escort that child from the program.

**Student Discipline Procedures**

Corporal punishment is prohibited; Youth Workers and Activity Specialists must inform the Mission Society office of any discipline concerns within the classroom that has escalated beyond their control.

Mission Society’s Power Academy program maintains the safety of all participants and staff members and wants to ensure participants and staff experience a caring, safe learning community. For these reasons, the program staff of Mission Society’s afterschool program follows an established protocol for continued inappropriate behavior. The program follows the “Three Strikes & You’re Out” protocol in regards to the conduct of participants:

· 1st Offense: Director or Assistant Director Program Aide will meet with the child, the parent/guardian will be called and notified of the child's behavior, and a warning letter will be sent home.

· 2nd Offense: Suspension Letter. Please Note: Suspensions can be 1-5 days. During this time, your child may not attend the program.

· 3rd Offense: Dismissal from program

**The following acts may be cause for participants’ IMMEDIATE DISMISSAL from the Mission Society Power Academy Program:**

* Falsely setting off fire alarms
* Stealing another person’s property
* Physically assaulting another participant or staff member
* Bullying other participants

**Under no circumstances is a participant in our program to temporarily leave the building to go to the store, deli, ice cream vendor, etc**. If a participant leaves the school grounds after attending day school dismissal, and then returns for the afterschool program, immediately notify the Program Director or Assistant Program Director. The parent will also be notified by the Mission office Program Director or Program Assistant.

**Lesson Plans**

* Lesson plans are due on a weekly basis for Activity Specialists.

In the event that staff are asked by the supervisor to submit a lesson plan for an activity, staff will be given time to plan and create these documents. After lesson plans are completed, they must be submitted to the administrative office for review.

* Each classroom in the afterschool needs to have certain visuals to communicate with participants and visitors. All classrooms should have the following: program agreements, objective/goal, do now/quick start, a brief synopsis of the main activity, vocabulary words, etc. Each lesson also needs to have certain visuals, e.g. session title, clear goals/objectives. All visuals must be posted up in the classroom in plain view.

**Culminating Events**

There may be several events involving participants and their parents during the program year. These events can include or showcase what students have learned and worked on in their activities. We always encourage families to join and enjoy what their children have worked on throughout the year. There will be parent/family engagement events where we will invite families to come and participate in events with their child. Event invitations/notices will be sent out to families as the school year progresses.

**EXPECTATIONS FOR STUDENTS**

**Students & Cell Phones**

Participants are NOT permitted to use their cell phones during program hours for **ANY** reason. If parents need to reach their child/ren for any reason, they must call the Program Director/Assistant Program Director/Program Aide directly. **Staff may take students’ cell phones and then immediately give them to the Program Director or Assistant Program Director/Program Aide for safe keeping for the duration of the program that day**. Participants will have their cell phones returned at the end of the program.

**Shared Sense of Community**

The smooth and pleasant running of the school and program depends on our collective ownership of all that happens in our hallways and throughout our school, and our teamwork in upholding high standards in all that we do. Please think of the hallways and the public spaces as extensions of all of our classrooms.

* If you see participants that you do not supervise directly, but who are clearly breaking program rules/expectations, treat them as if they were in your class. All staff should know all participants.
* If you do not recognize someone wandering the halls, please make sure that they are in the right place and help them to the appropriate office if needed.
* If you are the last to leave a place, please close windows and shut off all the lights and ACs; if there are no participants/staff in a room, the lights should be off.
* If you see any damage to a bulletin board, (torn trim, etc) please bring it to the attention of the school administration office.
* If you see trash on the floor in the hallway, please pick it up.
* If you hear an inappropriate amount of noise coming from a restroom, please investigate.

**Classrooms**

* Participants are NOT allowed at or near the teacher’s desk.
* Participants are NOT allowed to have basketballs or bounce them in classrooms.

**Hallways**

Hallways at P.S. 85 are quiet and respectful during the school day. They should remain that way during the Afterschool program as well.

How participants should look in the hallway:

* Participants will be directly behind the person in front of them.
* Participants are not to leave the line to visit with other participants, talk to a teacher without permission, get a drink of water, stand next to another classmate as they walk, etc.

**Stairway**

How participants should look on the stairs:

* Participants remain in a line at all times.
* Participants remain on the right side of the stairwell at all times.
* Participants give adequate space to the person in front of them.

Participants:

* Are silent.
* Never go up or down the stairs at a pace that would be considered running.
* Proceed either one or two flights at a time, depending on teacher directions.
* Never skip the person in front of them.

Group Leader/Youth Worker/Activity Specialist:

* Gives clear and explicit directions to line leader (“walk one flight and then stop.”)

**Outside Play**

* Participants travel outside in line.
* If a participant misbehaves while outside, they are asked to sit on the side of the yard.
* Excessive physical contact including, but not limited to wrestling, tackle, touch football, or play fighting will not be allowed.
* **Staff must be spread throughout the yard and need to keep eyes on students at all times.** Keep scanning the crowd, even if a student is talking to you.

**Bathroom Usage & Water**

* If a participant needs to go to the bathroom or drink water, they must be escorted by a staff person.

**Teacher’s Classrooms**

Participants may not be not allowed to return to classrooms that have not been assigned to the Mission Society program. Participants may need to be escorted to the specific classroom.

**Supplies and Equipment**

**Reimbursement for Materials**

Should you require any special materials for a project that are not kept in stock for the program, you must receive prior authorization from the Program Director **before** making any purchases. Receipts should be submitted for reimbursement. Some purchases may require a tax exempt form.

**Communication**

**Family Communication**

Staff members are encouraged to keep the line of communication open with the families of the participants in your group. Staff will be provided with a Contact List (hard copy/digital) for all participants enrolled in the program. Because this contact list contains confidential information, it is the responsibility of the staff to safeguard and keep this information. There will be significant consequences for staff misplacing this list.

**Staff and Participant Interaction**

In order to prevent staff from unwarranted claims of inappropriate interaction with a participant, the program has a policy of no touching of any kind between staff and participants. Even with the best intentions on the part of a staff person, participants (or their parents) can bring claims of inappropriate interaction. These will be investigated immediately by Mission Society and the Department of Education. Participants, staff and parents, especially those working with the upper grades, can misread body language, hugging and touching.

Participants are to be treated with the utmost respect. **There is no yelling, screaming, or ridiculing permitted**. Staff should never place themselves in a situation that could be questionable. For example, staff are to never be alone with a child in a classroom or activity area or give participants money or gifts. Failure to follow any of these rules will result in employment separation.

**SAFETY AND HEALTH**

**Clearance Requirements**

The Mission Society and the Department of Health’ Bureau of Day Care require all program staff to have DOH/DOE fingerprint and State Clearance Registry clearance. All staff must complete the necessary paperwork for clearance or provide proof that clearance has previously been obtained by filling out the DOH 6000 packet. All staff must be fingerprinted by the Department of Health (DOH). Staff will be immediately suspended if DOH reports arrests to Mission Society during the course of employment. Staff will be able to return after they have met with the DOH investigator and have been cleared. DOH investigators will notify the agency of clearance.

**Medical Form**

The Department of Health requires that all employees have a yearly physical and TB every two years.

**Fire Drills**

The program is required to have monthly fire drills which will be both announced and unannounced. A count of participants should be made three times: (1) prior to leaving the building, (2) once outside, and (3) upon returning to the classroom.

**Soft lockdown/Shelter-In**

In the event it is determined that there is a threat outside the school building, a Shelter-In or Soft Lock Down will go into effect. A Shelter-In/Soft Lock Down is when activities in the building go on as scheduled, but the school will be closed to all EXTERNAL visitors. NO ONE will be allowed to enter the school building until designated safety personnel have announced that it is safe to do so.  **PLEASE BE AWARE THAT IF A SHELTER- IN IS REQUIRED DURING DISMISSAL TIME, NO FAMILY MEMBER WILL BE ALLOWED INTO THE SCHOOL NOR WILL ANY CHILD BE DISMISSED UNTIL DESIGNATED SAFETY PERSONNEL HAVE UNLOCKED THE DOORS OF THE SCHOOL.**

**Intruders in Building**

In the event of an intruder(s) in the building that poses a threat to the participants and staff members in the program, an announcement will be made over the Walkie Talkies stating “**Hard Lockdown.**”

In response to this announcement:

1. Any participants in the hallway should immediately be taken to nearest classroom by program personnel;
2. All staff should immediately lock their classroom doors, turn off the lights, and move away from all windows and doors;
3. School safety agents or other emergency personnel will conduct a building sweep and announce when the lockdown has been lifted.

**First Aid/CPR**

The program has several staff members who are CPR/First Aid trained. A first aid kit is kept in the program office. Additionally, all groups are mandated to carry a first aid kit in their book bags. Additional first aid supplies are kept in the afterschool office. In addition, the Program Director and family members must be notified of all accidents, no matter how minor.

**Sick Participants**

In order to maintain a safe environment for all participants, it is imperative that any participants with a communicable disease or ailment be brought to the attention of the Program Director/ Assistant Program Director/Program Aide. No participant is to be sent to the office unsupervised, especially if they are sick. Every attempt will be made to contact a family member to pick up the child. Depending on the severity of the illness, if we are unable to reach a family member for pick up, participants may be kept in the program office. Participants whose caregivers cannot be reached and who appear to have a more serious ailment will remain in the clinic (or other designated area such as an isolation room). EMS will be called if necessary.

**Illness Concerns**

Participants with any physical injury such as bleeding, bruises, cuts, etc. or any observed illness such as coughing, fever, etc. should be brought to the attention of the Program Director or Program Aide/Assistant Program Director.

**Hand Washing/Sanitizing**

All participants should be reminded to wash and or sanitize their hands after using the restroom. They should also follow proper hand washing/sanitizing procedures at any point in which the participants come into contact with unsanitary conditions.

**Suspicion of Child Abuse**

As a childcare employee, you are a mandated reporter of child abuse and maltreatment. Any suspicion should be documented and reported immediately to the Program Director. As a mandated reporter, individual staff members can call the Child Abuse hotline (800-342-3720) . Staff should notify program administration so as to keep them informed and also because additional program-related information may be necessary.

**Theft**

Under **no** circumstance should a staff member search a participant’s belongings. Report any suspicion of theft to the Program Director/Assistant Program Director/Program Aide.

**STAFF RELATED POLICIES**

**Grievance Procedures**

The grievance resolution procedure pertains to work-related problems. If you have concerns regarding work assignments, treatment by your supervisor or co-employees, safety, evaluations, or similar matters, you may follow the steps listed below:

Step 1: Contact your immediate supervisor within one week from the date the grievance occurs or issue arises. If the issue is with your immediate supervisor, you may need to be in touch with your supervisor’s supervisor.

Step 2: If the problem is not resolved, you may proceed by discussing your problem with the next level of management within your department [within one week from the date of the decision of your immediate supervisor]. You should prepare a written statement outlining the facts surrounding your grievance to present at the time of the meeting.

Step 3: If you believe the situation has not been resolved, you should then make an appointment with the human resources director within one week from the date of the meeting that took place in step 2. If the matter cannot be resolved by your human resources director, it will be referred to the associate executive director who will convene a grievance committee to render a determination of the matter.

Step 4: upon receiving the determination of the grievance committee under step 3, should you still feel that the problem has not been resolved, you may present an appeal in writing to the director of human resources within one week. The director of human resources will refer the matter to the executive director to whom human resources reports, whose decision will be final.

**Guide to Conduct**

We expect employees to demonstrate the values of the organization and conduct themselves according to the highest standard of excellence. All interactions and activities with other employees, participants, family members, board members, vendors, volunteers and any other non-employees must be conducted with dignity and respect.

We believe that our discipline code can be best defined by describing activities for which employees will be disciplined or separated from employment. The list below is not all inclusive, but illustrates the type of conduct which could subject an employee to disciplinary action up to and including separation of employment.

1. Harm to participants and their family members, other employees, visitors, etc. including but not limited to yelling, cursing, hitting, abandoning, belittling, demeaning, or otherwise compromising their safety.
2. Adhere to student ratios set forth by DOH and DYCD. Elementary (1:10) Middle School (1:15).
3. Any disruptive behavior, including use of abusive or foul language.
4. Staff should refrain from physical contact with program participants, such as hugging, kissing, horse playing, grabbing, touching, and caressing.
5. Dating or engaging in any inappropriate behavior with participants, including having a child in your home, vehicle or anywhere else outside of the scope of receiving program services.
6. Dating or engaging in any inappropriate behavior with participants' family members including having them in your home, vehicle or anywhere else outside of the scope of receiving program services.
7. Staff should not escort participants home or sign them out during program dismissal.
8. Compromising the safety of a participant by leaving them unattended without any supervision.
9. Staff should not have any one-on-one interactions with participants in an enclosed space such as classrooms, bathrooms, office spaces, etc.
10. Staff should follow all guidelines set forth by Mission Society and DYCD pertaining to online virtual interactions with program participants.
11. Violation of safety procedures set forth by Mission Society, DOE, DOH, and DYCD.
12. Staff are prohibited from sharing their personal contact information, including phone numbers, whatsapp, email addresses, social media accounts, etc. with participants and their family members.
13. Staff should not post or share pictures of program participants on their personal social media accounts. Additionally, unless directed to do so by the program administration, staff should not take any photos or record any videos of program participants.
14. Falsification of any Mission Society records or documents including time records.
15. Failure to directly contact your supervisor when you will be late or absent from work.
16. Leaving the work premises without notification and supervisory consent during working hours.
17. Theft or the intentional damage (vandalism) of Mission Society and DOE property is prohibited.
18. Misuse of Mission Society and DOE property or equipment.
19. Lending money to participants or their family members.
20. Inability to carry out job functions due to substance abuse.
21. Using and or possessing illegal drugs, tobacco, e-cigarettes, vaping and or being under the influence of alcohol while on the Mission Society premises, sites and program locations and while on-duty off premises.
22. Possession of weapons or firearms on Mission Society premises, sites, and program locations and while on-duty off premises.
23. Violation of the Anti-Harassment and/or Equal Employment Opportunity policies.
24. Larceny or unauthorized possession of, or use of, property belonging to any employee, visitor, participant, etc.
25. Fighting on Mission Society premises, sites, and program locations and while on-duty off premises.
26. Gambling on Mission Society premises, sites, and program locations and while on-duty off premises.
27. Any illegal conduct.
28. Breach of distrust or dishonesty.
29. Insubordination – Failure to follow instructions or fulfill assigned duties.
30. Excessive or habitual absenteeism or tardiness.
31. Creating or contributing to unsanitary conditions.
32. Sleeping on the job during working hours.
33. Willful violation of an established policy or rule.
34. Other serious offenses that cause a disruption in Mission Society activities.

The foregoing list is not all-inclusive and merely contains examples of conduct for which an employee may be disciplined or separated from employment. Mission Society retains the right to discipline and/or terminate an employee for other types of misconduct not included on this list. Moreover, nothing in this policy should be interpreted as limiting the agency’s right to terminate an employee at any time with or without good cause.

**Employee requests for employment documentation**

Any request for letters of reference, verification of employment or governmental agency form completion must be made to the Mission Society’s Human Resources Associate, Yvonne Balli Tel. 212 674 3500 ext. 228; Email:Yballi@missionsociety.org. All requests must be made in writing. Copies of all correspondence will be kept in the employee’s personnel file.

**Resignation**

Employees who resign should give the supervisor at least two weeks’ notice with an official written resignation letter.

**COVID-19 (in progress)**

1. COVID-19 Testing for Staff
2. Health Supplies
3. Safety Equipment (Mask/Gloves)
4. Communication Virtual Meetings (camera on)
5. Pickup-Dismissal Procedure
6. Meals Times (Distribution; Cold meal)
7. Wellness check (temperature checks)
8. Staff/Participant Ratio
9. Job Description