

## **Employee Handbook Requested Policy Changes 2020-2021**

### **Policy: Payroll and Expense Reporting pg. 14**

**2019-2020** *No request to change current wording, wishing to add below language to both the Payroll and Termination policy*

**2020-2021** *Only change to current policy is additional language:* Employees who resign or whose employment is terminated will receive their final paycheck via direct deposit during the next normal payroll cycle, once all GOAL issued equipment has been returned.

**Reason for proposed change:** GOAL is a governmental agency, as such we do not have to run additional payrolls throughout the month to pay employees their final pay at the time of termination or resignation.

### **Policy: Termination and Resignation pg. 19**

**2019-2020** *No request to change current wording, wishing to add below language to both the Payroll and Termination policy*

**2020-2021** *Only change to current policy is additional language:* Employees who resign or whose employment is terminated will receive their final paycheck via direct deposit during the next normal payroll cycle, once all GOAL issued equipment has been returned.

**Reason for proposed change:** GOAL is a governmental agency, as such we do not have to run additional payrolls throughout the month to pay employees their final pay at the time of termination or resignation.

### **Policy: Personal Appearance pg. 19**

**2019-2020** *No request to change current wording, wishing to add below language*

**2020-2021** *Only change to current policy is additional language:* GOAL Academy appreciates staff members who embrace school culture by wearing apparel with the school logo. GOAL asks that staff members use good professional judgment while wearing GOAL apparel while off duty. All activities staff engage in while wearing GOAL apparel is a reflection on the school.

**Reason for proposed change:** Adding a reminder to staff that professional expectations stand while wearing work apparel during off work hours.

## **Policy: Social Networking, Texting, and Website Communication pg. 24**

**2019-2020** Social networking, texting, and website communication (e.g., Blogs, Facebook) allow for the sharing of knowledge, the expression of creativity and the opportunity to connect with others who share interests. The use of social networking texting, and website communication can enhance one's relationships with one's colleagues, community, or students. While GOAL has no desire to limit the speech rights of employees, we do ask that employees be mindful of how electronic communications can hinder relationships and have a negative impact on one's own reputation.

***This is the 10<sup>th</sup> bullet point on this policy:*** GOAL employees may not post images of students on any social media network without permission from the school as well as the appropriate release by parent, guardian, or student. GOAL employees are prohibited from communicating with, "friending," or allowing students access to personal social network sites (e.g., Facebook). GOAL employees should refrain from creating "personal" webpages which permit social interaction with students. All social networking, "friending," or communications with students must be via professional GOAL accounts.

**2020-2021** While GOAL has no desire to limit the speech rights of employees. Effective October 1, 2020 all GOAL employees are prohibited from communicating with, "friending," or allowing students access to personal or professional social network sites (e.g., Facebook, Snap Chat, or any other external social networking platform). GOAL employees should refrain from creating webpages which permit social interaction with students. This includes employees personal accounts as well as professional accounts. All communication between staff and students must be done via internal GOAL approved platforms only. All GOAL social media will be managed by the school's social media designee, GOAL deauthorizes the use of social media by all other employees on behalf of GOAL Academy. Violations of this policy may result in disciplinary action, up to and including termination of employment. See policy titled: School Employee and Student Interaction on page 34 of this handbook for more information regarding staff and student communication expectations.

***This is the 10<sup>th</sup> bullet point on this policy:*** GOAL employees may not post images of students on any social media network without permission from the school as well as the appropriate release by parent, guardian, or student.

**Reason for proposed change:** GOAL employees used to be asked to create professional Facebook accounts to communicate with students. There have been situations where staff have crossed students over to their personal Facebook accounts, this has led to discipline of staff. GOAL now has plenty of internal means in which to communicate with students. Internal communication tools keep both students and staff safe, platforms like Facebook cannot be monitored by GOAL. We are going to allow a transition time, until October 1, 2020 for staff to transition all current GOAL students away from professional Facebook accounts.

### **Policy: Interaction Between School Employees and Students pg.34**

**2019-2020** It is natural for friendships to develop between students and GOAL staff members. Guidelines governing interactions with students allow for healthy relationships between students and staff while eliminating opportunities for misunderstandings and misconduct. Employees are expected to adhere to these guidelines at all times. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

**2020-2021** Guidelines governing interactions with students allow for healthy relationships between students and staff while eliminating opportunities for misunderstandings and misconduct. Employees are expected to adhere to these guidelines at all times. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

**Reason for proposed change:** GOAL employees used to be asked to create professional Facebook accounts to communicate with students. There have been situations where staff have crossed students over to their personal Facebook accounts, this has led to discipline of staff. GOAL now has plenty of internal means in which to communicate with students. Internal communication tools keep both students and staff safe, platforms like Facebook cannot be monitored by GOAL. We are going to allow a transition time, until October 1, 2020 for staff to transition all current GOAL students away from professional Facebook accounts.

### **Policy: Electronic Communication Between School Employees and Students pg. 35**

**2019-2020 *This is the first bullet point on this policy:*** GOAL employees must restrict all electronic communications with individual students to accounts, systems and platforms provided by and accessible to the school.

**2020-2021 *This is the first bullet point on this policy:*** GOAL employees must restrict all electronic communications with individual students to accounts, systems and platforms provided by and accessible to the school. Employees are not permitted to communicate with students via personal or professional social media accounts (e.g., Facebook, Snap Chat, or any other external social networking platform)

**Reason for proposed change:** GOAL employees used to be asked to create professional Facebook accounts to communicate with students. There have been situations where staff have crossed students over to their personal Facebook accounts, this has led to discipline of staff. GOAL now has plenty of internal means in which to communicate with students. Internal communication tools keep both students and staff safe, platforms like Facebook cannot be monitored by GOAL. We are going to allow a transition time, until October 1, 2020 for staff to transition all current GOAL students away from professional Facebook accounts.

**Policy: Medication pg. 37**

**2019-2020** GOAL Academy employees are not permitted to administer medication to students under any circumstance. This includes the distribution of aspirin, cough drops, vitamins, homeopathic, or herbal remedies.

**2020-2021** GOAL Academy employees may only administer medication to students under the direction and training of a School Nurse. All student medication must be approved by a School Nurse. Staff must receive training for each specific medication they distribute.

**Reason for proposed change:** GOAL now has two School Nurses on staff to assist with staff training and staff distribution of student medication.