

# **CTE Policy Manual For Faculty, Staff & Interns**

## **I. INTRODUCTION**

As a staff member of Creative Theatre Experience (CTE), you are a representative of CTE and your words and actions reflect on this organization. This Policy Manual is not a contract. It is intended to be a useful guide to understand our philosophy, policies, procedures etc., and may be changed from time to time. Read this Manual thoroughly and acknowledge receipt of it by signing the back page as well as the Code of Conduct on page 7 - these will be filed in your personnel file.

## **II. CTE PHILOSOPHY**

Creative Theatre Experience recognizes the innate value and unlimited potential of each young person.

## **III. OUR MISSION STATEMENT**

**Creative Theatre Experience collaborates with young people to create an environment of respect and compassion where they can discover for themselves their unique gifts and personal worth through the visual and performing arts.**

## **IV. COMPENSATION**

Our employees are paid twice during the summer typically at the end of Arts Festival and at the end of CTE. The dates for the current year's payroll disbursement will be noted in each individual employee contract.

Certain deductions from your salary are required by law, such as Social Security, Medicaid and Federal Withholding. Additional deductions may be taken at your request.

Each staff member's salary and benefits is a confidential matter and shall not be discussed with fellow staff members because a comparison does not accomplish any useful purpose, as each staff member's salary and benefits is determined individually and is based on a large number of factors which would not be apparent in a superficial discussion.

## **V. STATEMENT of WORK**

Each staff member will receive a statement of work, which will provide details in the following areas:

- Daily Staff Schedule (hours/breaks)
- Staff Duties

## VI. CTE WORKSHOP HOURS

Workshop Hours are:

Arts Festival	Monday - Friday	9:00 AM - 3:00 PM
Early Drop Off Care (as available)	Monday - Friday	8:00 AM - 9:00 AM
Tech Team Workshop	Monday - Friday	10:00 AM - 3:00 PM
Showcase, Spotlight, Production Team	Monday - Friday	12:00 PM - 5:00 PM

- CTE observes the Independence Day holiday.
- Performance Call dates and times are as noted on the CTE Season Calendar for each year.

## VII. POLICIES, CERTIFICATION AND REQUIRED TRAINING

### **Non-Discrimination**

Creative Theatre Experience does not discriminate in employment, volunteer opportunities, or provision of services on the grounds of race, color, sex, sexual orientation, national origin, religion, creed, marital status, or due to the presence of any sensory, mental, or physical handicap. Faculty and Interns are held to this standard.

### **Employment Application and Background Checks**

All staff, faculty, and interns are required to complete an application for employment with CTE. Any employment information that is found to be false or misleading will be basis for immediate dismissal.

The Faculty Members and Interns agree to participate, at CTE's expense, in a "Protect Youth Sports" background check to determine if there is a history of crimes against children or adults. Evidence of such crimes would constitute grounds for termination of this Agreement.

Employees are required to provide three references. These references will be checked. Question to references may include "would you feel comfortable and confident in leaving your child in the care of this (referenced) person?"

### **Required Training and Certification**

CPR, First Aid certification, special needs training, mediation training and anti bullying/harassment awareness training are required of all full time CTE staff members, including Faculty Members and Interns. Training will be provided by CTE. CPR/First Aid Training is provided every 2 years (2016, 2018 etc) - if you join in 2017 or 2019 CTE will pay for you to complete this training with our trainer before CTE starts. Starting 2018, Risk Management training will be provided.

### **Drug Free Workplace**

All Faculty Members and Interns are required to maintain a drug-free workplace, prohibiting other persons under the Faculty Member's supervision from engaging in the unlawful manufacture, sale, distribution, possession or use of controlled substances, or using or possessing alcoholic beverages or marijuana while performing the duties of this Agreement. Faculty Members and Interns are required to obey all local, state, and federal laws related to the use of drugs and/or alcohol.

### **Student Safety**

For the safety and protection of all students and staff members, all student interactions with staff and interns must be observable and interruptible at all times. Staff, faculty, and interns are not allowed to individually transport students and in no case will students be transported without the written consent of their parent or guardian.

## **VIII. PERSONNEL RECORDS**

Personnel records will be maintained for each employee. If there is a change of address, telephone number, or any other contact information, immediately notify the Artistic Director.

Personnel records will contain communications regarding staff members and any and all CTE employment records and documents.

Personnel records are confidential and will be maintained in a locked file cabinet. Employees may review their personnel file upon request.

## **IX. CODE OF CONDUCT**

(see and sign attached document)

## **X. HOUSEKEEPING**

It is the responsibility of all employees to ensure that areas and work space be maintained in a clean and orderly fashion.

## **XI. SECURITY**

CTE is not responsible for employee's personal property. Each staff member is welcome to use a locker, maintain it, and use for appropriate personal items.

No staff member should ever be left alone in the building at the conclusion of a shift.

Should a fall or accident occur, one person should not be left without back up support.

## **XII. SAFETY**

Each staff member is responsible for understanding fire and emergency procedures. Please see the Emergency Equipment and Exit chart on the bulletin board in the CTE Staff Room, Olympia High School.

Revised 2/2018

### **XIII. OPENING RETREAT, DAILY DE-BRIEFS, STAFF MEETINGS AND CLOSING DE-BRIEFS**

Staff meetings assist CTE in achieving open, consistent team communication. They allow discussion and resolution of procedure problems and help us stay abreast of the CTE Programs. Attendance is required based on the discretion of the Artistic Director. Employees will be made aware, in advance, of the dates and times of these meetings.

### **XIV. MAINTENANCE OF EQUIPMENT**

All staff members are responsible for ensuring that CTE and Olympia High School equipment is handled with care and kept in good working order and in its proper place. If staff members should notice that equipment is missing, damaged, or defective, they should immediately call it to the attention of one of the Artistic Director

### **XV. PERSONAL APPEARANCE**

Staff act as positive role models and should adhere to the same dress code as CTE students. The Dress Code can be found in the Parent Handbook and on the CTE website.

### **XVI. OUTSIDE EMPLOYMENT**

Outside employment is permitted, as approved by the Artistic Director, provided it does not divide or appear to divide a staff member's business loyalty. It also should not reduce his or her ability to perform assigned duties in the practice with maintained energy and enthusiasm. In the case of the Artistic Director, outside employment must be approved by the Board of Directors.

### **XVII. UNPLANNED ABSENCES**

Rendering good service to our families requires a smooth running, efficient organization. Good attendance is, therefore, extremely important. Each of us has an obligation to our fellow staff members to do our share of the work. If it is necessary for you to be absent from work, it is your responsibility to work with the Artistic Director in assuring coverage of assigned duties.

### **XVIII. PLANNED ABSENCES**

Planned absence must be disclosed prior to or at the contract signing and approved by the Artistic Director, or, in the case of the Artistic Director, the Board. Failure to disclose your plans may result in immediate termination.

Approved planned absences can result in reduction in compensation. Reductions in compensation will be based on the employee's per diem rate. Planned absences during times of special significance including opening and closing, final debrief and performance weekends may be subject to more significant reductions. These reductions will be determined at the discretion of the Executive Committee.

**XIX. ILLNESS**

If a staff member is unable to come to work, the staff member must call the Artistic Director as soon as possible to report his or her illness and help decide on a replacement.

**XX. LEAVE OF ABSENCE**

A "leave of absence" is defined as an extended absence without pay. Any benefits provided to the employee also cease during a leave of absence.

**XXI. EMERGENCY, FUNERAL OR COMPASSIONATE LEAVE**

Unplanned leave as a result of extended illness, family and other emergencies will be discussed and approved on an individual basis with the Artistic Director and Executive Committee of the Board

**XXII. EMERGENCY NOTIFICATION**

In the event of an emergency requiring cancellation of programs or time changes to programs the Artistic Director will activate the Phone Tree for staff notification.

**XXIII. STAFF TUITION DISCOUNT**

Staff who enroll their children in a CTE program are eligible for a 50% discount.

\*Any variations from policy can only be made in consultation with Artistic Director and executive committee of CTE board



## CODE OF CONDUCT

Groups of people who work together require certain guidelines pertaining to their conduct and relationships. Although it is impossible to anticipate every possible situation, the following are examples of unacceptable conduct, which may lead to immediate termination of employment:

- 1. Negligent student care.
- 2. Willful inattention to students.
- 3. Discourteous conduct.
- 4. Insubordinate conduct.
- 5. Divulging confidential information.
- 6. Theft.
- 7. Dishonesty.
- 8. Smoking in restricted areas.
- 9. Frequent absences or tardiness.
- 10. Failure to cover your shift.
- 11. Manipulation of shifts and coverage based on personal needs.
- 12. Failure to establish good rapport with staff and management.
- 13. Failure to perform duties adequately, properly and timely.
- 14. Failure to adhere to personnel policies and procedures.
- 15. Falsification of records.
- 16. Violation of safety and health rules
- 17. Use of alcohol or illegal drugs or being under the influence of either during the workday.
- 18. Conducting personal business during work hours
- 19. Fighting, throwing things, etc., or other disorderly conduct that might endanger the well-being of a co-employees or students.
- 20. Threatening, intimidating, coercing, using abusive language, or otherwise interfering with the performance of co-employees or with care of our students.
- 21. Any behavior deemed by the Artistic Director or the Board to be detrimental to the reputation of CTE.

**I have received, read and understood this code of conduct on this**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

(Please sign other side also)

## **CTE Policy Manual For Faculty, Staff & Interns**

**I have received, read and understood this manual**

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Date

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Employee Signature

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Print Name

(Please sign other side also)