



Signature for Receipt and Acceptance of  
**AFTER SCHOOL / SUMMER PROGRAM**  
**EMPLOYEE POLICIES & PROCEDURES HANDBOOK**  
Issue Date: August 2022

I, \_\_\_\_\_ have read, understand and agree to abide by all of the  
Employee Full Name (Printed)  
conditions stated in the After School / Summer Employee Policy & Procedures Handbook  
set forth by Maspeth Town Hall, Inc.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**AFTER SCHOOL / SUMMER PROGRAM  
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I. Daily Department

1. Employees of Maspeth Town Hall, Inc. (“MTH”) who cannot make it to work on an assigned day or time are required to notify the assigned Program Director prior to the absence or tardiness. Advance notice is required for scheduled appointments. Reasonable notification prior to the onset of work in an emergency situation is expected. Failure to do so will result in a suspension.
2. Employees will be appropriately dressed. This includes but is not limited to: no visible tattoos, no body-piercing jewelry apart from stud earrings, one per ear. Visible tattoos (arms, wrists, ankles, legs) are to be covered. Religious accommodation requests will be considered. Fingernails are to be no longer than could reasonably be covered by latex or plastic glove, as to comply with universal safety precautions.
3. MTH garb will be worn at all times by all employees. MTH garb will be the outermost garment worn.
4. MTH ID badges will be visibly worn around the neck using the provided lanyard at all times by all employees. ID badges are property of MTH and are to remain on-site at the conclusion of the workday.
5. Hats, caps, hoodies, bandanas, etc. are not to be worn in any building by employees. Only religious head coverings will be allowed.
6. No offensive or provocative slogans on any clothing/apparel. No ripped clothing.
7. Appropriate short pants may be worn when the temperature exceeds 85 °F, before the last day of September or after the first day of June. Appropriate short pants are defined as cargo shorts or Dockers (knee length) or Capri style. Program Directors have the authority to allow athletic shorts (not spandex) for those assigned to yard or gym activities. Employees are to wear shoes or sneakers, appropriate to the season. No flip flops, sandals, flats, or loose footwear.
8. All telecommunication devices (i.e., cell phones, other wearable smart devices, etc.) are to be turned off. Cellular devices may not be used during employed hours. In the event of an emergency situation please alert the assigned Program Director. Any employee using a cell phone is to be immediately sent home and begin a two-work day suspension. A second offense is subject to further disciplinary action (one-week suspension, indefinite suspension, or termination). The use of a device constitutes dereliction of assigned duties and consequently puts the safety of the participants at risk. Therefore, any employee in violation will be suspended and cannot return to the workplace until a meeting is scheduled with a Program Supervisor, Director of Operations, or the Executive Director.

9. Upon arrival, employees must:
  - a) sign -in at designated location
  - b) collect and wear MTH ID badge
  - c) report directly to assigned areas
  - d) review the specific day's schedule
  - e) collect attendance folder
  - f) report to area where assigned group of participants is, or will be, seated
  - g) move group when directed by supervisory personnel
  - h) neatly and accurately record (absent is an "A," present is a 'check') attendance
  - i) exchange groups at scheduled times
  - j) return to 'pick-up', providing ongoing supervision
  - k) fulfill all necessary roles as needed (snack, door, sign-out, etc.)
  - l) complete all tasks as assigned by supervisory personnel
  - m) remain in assigned location with assigned group
10. Under no circumstances may one employee sign in for or sign out for another employee. This is considered a serious offense and will be treated as a conscious attempt of 'theft of service' and immediate suspension or dismissal will result. Program Directors must manually enter the time on ADP in the case that the employee fails to sign in or out.
11. Employees who work over six consecutive hours are entitled to a paid 30-minute break.
12. Employees should not fraternize with program participants outside of the workday. Employees should not exchange telephone numbers or addresses with program participants. It is understood that many employees and participants live in the same community. Accidental contact cannot be avoided; however, no scheduled contact will be tolerated. This includes but is not limited to: e-mail, internet chat rooms, Facebook, Twitter, Instagram, and ALL social networking, instant messaging, telephone calls, texting, etc.
13. At no time shall employees carry food or beverage from the cafeteria area to the classroom area. No participant is to consume food or beverage in the presence of an employee apart from the cafeteria area and no employee may consume food or beverage or have an open container apart from the cafeteria area. Employees are expected to eat meals and/or snacks prior to reporting to the workplace or after leaving the workplace on their own time. This includes coffee, tea, water, etc.
14. No employee may consume a participant-intended snack. Consumption of a participant-designated snack is an action that may result in termination of employment.
15. Employees are always in the accompaniment of another employee. All groups are assigned, at minimum, a Group Leader and at least one Youth Worker.
16. The performance of an employee will be taken into consideration when Program Directors are preparing evaluations, recommending employees for additional hours, OST days, MTH events, etc.
17. Employees who are injured at work are required to report the incident and circumstance and list witnesses to the event. An incident report, available from the Program Director, must be filled out for all employee-related incidents.

## II. Expectations of Employees

1. Employees are expected to interact with each other in a professional manner, and are to give proper respect to fellow employees, supervisory personnel, participants, parents, school staff, custodial staff, etc.
2. Use of profanity or inappropriate language is prohibited. Any employee who uses profanity in the presence of a participant will be removed from the workplace pending a review by the Program Director, a Program Supervisor, Director of Operations, or Executive Director.
3. Smoking is prohibited on or about site property. Use of illegal drugs or alcohol prior to reporting to work or while at work is grounds for immediate dismissal.
4. Employees are expected to spend their time interacting with assigned group of participants.
5. Employees are responsible for conducting and recording accurate attendance.
6. Participants may never be left unsupervised.
7. Participants are to be assigned appropriate developmental tasks. When participants do not have assigned tasks (i.e., homework), it is the responsibility of the assigned employee to occupy the participants with a developmentally appropriate task. It is the Program Director's responsibility to see that this occurs, that employees have developmentally appropriate materials, and that employees are properly trained.
8. The safety of every participant is the responsibility of every employee at all times. If another employee neglects a responsibility, it is the employee's obligation to notify supervisory personnel of the situation. Please report any dereliction of duty to supervisory personnel the same day, before the close of business. Please know there is no retribution to any employee who informs supervisory personnel on site, Program Supervisors, Director of Operations, or Executive Director of said dereliction of duty (see Whistleblower Policy). The administration looks upon these acts as employees performing their duty of keeping the participants in a safe, nurturing environment.
9. Employees have a direct responsibility for the participants assigned to their charge, and an indirect responsibility for all participants in the program. It is the duty of employees to report negligence or inappropriate behavior on the part of any employee, supervisory personnel, participant, parent, school staff, custodial staff, etc. before the close of business on the day the negligence occurs (see Whistleblower Policy).
10. Employees are expected to complete, in a timely fashion, reports when requested or required (i.e., incident reports are to be filled out before the close of business, anecdotal reports on participants at the request of the school, after school, or summer program supervisory personnel).
11. Building property is to be cared for and respectfully used. Classrooms, facilities, and equipment should be maintained and left in better condition than at the onset of use. Damage that occurs prior to entering the room should be noted to supervisory personnel. Damage that occurs while in the room must be reported in writing. Participants should be assigned seats in case there are issues that arise after departure from the room.
12. Employees must attend at least 30 hours of training every two years, of which 15 hours must be within the first six months of employment, as per NYS DOH guidelines (Part 414.14). The first nine hours of training are required to be completed prior to employment and are unpaid (see MTH Prerequisites for Hire). All trainings assigned and completed after the start of employment are paid.

13. All trained employees have a mandated obligation to report abuse, mistreatment or neglect, or suspected abuse, mistreatment, or neglect, of any child. Employees must make this report, preferably in the presence of a Program Director, to the Administration for Children's Services (ACS), by calling the New York State Central Register of Child Abuse and Maltreatment (SCR) hotline at (800) 635-1522. Employees must also notify MTH's Executive Director.
14. MTH encourages employees to participate in community-based programs. Volunteer experience will be used to help the organization determine which employees are most aligned with MTH's mission.

## Whistleblower Policy

### *Reporting Responsibility*

It is the responsibility of all Program Directors, Program Supervisors, and employees to comply with the MTH After School/Summer Program Employee Policy & Procedures Handbook (“Handbook”) and to report violations or suspected violations.

### *Reporting Violations*

The Handbook suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. An employee's assigned Program Director is in the best position to address an area of concern. An employee is also encouraged to speak with a Program Supervisor, Director of Operations, or Executive Director if the response from the Program Director is not satisfactory. Program Directors and Program Supervisors are required to report suspected violations of the Handbook, in writing, to the Director of Operations, who has the specific responsibility to investigate all reported violations. For suspected fraud, individuals should contact the Director of Operations directly.

### *Acting in Good Faith*

Any employee filing a complaint concerning a violation or suspected violation of the Handbook must be acting in good faith and have plausible grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### *Confidentiality*

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### *No Retaliation*

No Program Director, Program Supervisor, and employee who in good faith reports a violation of the Handbook shall suffer harassment, retaliation, or adverse employment consequence. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### *Director of Operations as Compliance Officer*

The Director of Operations is responsible for investigating and suggesting resolutions for all reported complaints and allegations concerning violations of the Handbook and shall advise the Executive Director of all such complaints and violations.

### *Handling of Reported Violations*

The Director of Operations will acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### III. Non-Compliant Employees

1. Employees who do not adhere to the policy and procedures will be addressed by the assigned Program Director at the time of non-adherence. Due notification in writing will be given to the Program Supervisors, Director of Operations, and Executive Director that same day by the Program Director for placement in the employee file.
2. Employees may be removed from the workplace and immediately suspended without pay for any infraction of written expectations, pending a review by the Director of Operations or Executive Director.
3. A written report will be submitted by the Program Director on the date of the event. Employees will have the opportunity to respond in writing within 72 hours of the event.
4. Offending employees may receive a reprimand (written or verbal), a warning (written or verbal), suspension (short-term, indefinite, or long-term), or dismissal. Dismissal may result from a single grievous offense as well as a series of violations of organization regulations or values.
5. Employees are scheduled to be evaluated two times per year (generally in January and June). Employees hired during the year may only receive a June evaluation.
6. Employees are always to follow the guidance of supervisory personnel. If in doubt of the advice or the intentions of local supervisory personnel, please contact a Program Supervisor, Director of Operations, or Executive Director of MTH.
7. All new employees enter a probationary period for the first 90 days of attended employment. During that time, MTH reserves the right to terminate employment for any infraction of rules and/or expectations. MTH also reserves the right not to renew an employee due to non-compliance with any of, but not limited to, the following: DOH training regulations, lack of timely submittal of required human resource documents, poor attendance/punctuality, poor job performance, inappropriate behavior, or lack of cooperation with supervisory personnel.
8. The above-addressed areas are not inclusive of all reasons or examples of termination. Any action that places, or potentially places, the welfare of a participant or other at risk, is action for removal from employment.
9. Employees are representatives of MTH. Any action, while on-site or during off hours, that may bring discredit to MTH, is subject to review and may result in suspension or termination (see I.11 and II.1).
10. Employees are assigned to specific after school and/or summer program sites. Employees are hired and employed by MTH, and after school and/or summer program assignments are at the discretion of the Director of Operations and Executive Director. An employee may be shifted to another location in order to provide sufficient program coverage. This can be a temporary assignment or a permanent transfer.
11. Nothing in this Handbook is intended to change the at-will nature of any employee's employment or to guarantee employment for any specified period of time. MTH reserves the right to terminate at-will employees at any time and to determine the appropriate level of discipline, including immediate termination, without first taking other disciplinary measures.