



# American Community School Beirut Beirut, Lebanon

## *Employee Policy Manual*

*2017-2018*

*Empowering students to solve problems with creativity and integrity, to lead well-balanced lives, and to serve Lebanon and the world community with understanding and compassion.*

*Reading this manual is a condition of your employment; you are responsible for knowing, understanding and practicing these policies. Review and revision may occur throughout the year; all revisions for the 2017-2018 school year are communicated to the ACS faculty and staff prior to implementation.*

## ACS LEXICON

- Employee/Personnel - All persons employed Full time at ACS
- Administrator - Leadership team, supervisor, principal
- Faculty - employees who serve the school in a teaching function.
- Staff - employees who serve the school in a support function rather than a teaching function. The term is meant to include two broad categories of staff:
  1. administrative assistants and administrative staff
  2. maintenance staff, custodial, drivers, guards, etc.

NOTE: Statements in black refer to all employees  
Statements in Blue refer to Faculty  
Statements in Green refer to Staff

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## 5.10 EMPLOYMENT PHILOSOPHY AND GOALS

The School will endeavor to employ a dynamic, effective, well-qualified and efficient employee to carry out a constantly improving educational program.

The Board's specific personnel service goals are to:

1. Recruit, select, employ, and retain the best-qualified personnel available to staff the School;
2. Provide equal employment opportunities for all candidates for positions, in accordance with the Board's non-discrimination policy;
3. Develop a quality of human relationships conducive to high levels of employee performance and satisfaction;
4. Deploy available personnel in such a way as to use them as effectively as possible to achieve the School's stated goals and objectives.
5. Develop and manage employee compensation, leave and benefit programs in ways that attract and retain qualified employees;
6. Manage the development and updating of job descriptions by appropriate administration;
7. Oversee an employee evaluation program that contributes to the improvement of employee performance and individual professional development.
8. Effectively administer contracts, agreements, and personnel policies with the aim of safeguarding good relations between the administration and its employees.

### EQUAL OPPORTUNITY EMPLOYMENT

5.101

It is the policy of the Board of Trustees that all decisions about the hiring of personnel, work assignments, determination of salaries, benefits, and selection for training shall be taken without regard to race, color, religion, national origin, sex, or disability. Academic credentials, experience, and suitability for the particular job will be the only basis for hiring practices.

## 5.20

### ETHICS

5.201

All Employees are expected to behave in a professional manner at all times.

*Entrusted with the education of children, the ACS school teacher promotes the best interests of the child within the context of the school's philosophy. The following principles of good practice provide guidelines for teachers in their efforts to educate children.*

#### *The Teacher:*

- *Uses a variety of teaching techniques suitable to the age and needs of the students and subject matter being taught.*
- *Establishes positive relationships with students, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.*
- *Collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of the school's overall program and mission.*
- *Initiates growth and change in his/her own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.*
- *Is self-aware and self-monitoring in identifying and solving student, curricular, and school problems.*
- *Serves his school outside the classroom in a manner established by the individual school and consistent with the responsibilities of a professional educator. For example, teachers often serve as advisers, coaches, or activity sponsors.*

#### *All Employees:*

- *Has a thorough knowledge of duties and responsibilities and stays abreast of recent developments in the field.*
- *The employee knows the mission and policies of the school and, when questions or concerns arise, raises them with appropriate colleagues and supervisors.*
- *Participates in the establishment and maintenance of an atmosphere of collegial support and adherence to professional standards.*
- *Welcomes supervision in the context of clearly defined and well-communicated criteria of evaluation.*
- *Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender diversity.*

## FACULTY AND STAFF PROTOCOL INVOLVING STUDENTS “ALWAYS BE APPROPRIATE”

The American Community School Beirut has endorsed the following guidelines for faculty and staff behavior with students and parents:

More than ever, students need healthy, clearly defined relationships with adults to feel safe and to develop into competent and responsible human beings. As educators, we are their role models - not their friends, their confidantes, or surrogate parents. Your professional behavior, values, and responsibilities - both in and outside of school - are of utmost importance.

## IN SCHOOL:

Follow the ACS Acceptable Use Policy and the Social Media Policy. Please be aware that work related e-mails are considered public documents.

Confidentiality is an expectation. Only talk about your students' or colleagues' issues in a professional setting and in an effort to create additional support.

Use caution with self-disclosure about your personal life. Sometimes sharing your personal story can be valuable and help you connect with students, but discretion is important.

Working with students. One-on-one tutoring should be done in a public place such as the library. Leave your room door open when conferencing. Avoid being alone with individual students behind closed doors. Maintain a professional demeanor to avoid misinterpretation.

Be friendly, not a friend. Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population - not laced with “inside” references. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don't let situations escalate. Collaborate with the appropriate administrator to provide students with the necessary support.

Be consistent in your treatment of students. Advocate for all students and apply policies and procedures equitably. Reaffirm the helping nature of the relationship.

Support the school culture of professionalism. Help create a positive school culture by encouraging students when they conduct themselves in a positive manner, but also intervene when students behave inappropriately as ignoring misbehavior sends the message that such behavior is condoned. Adults at school are the role models.

## OUTSIDE SCHOOL:

You are a private citizen, but you are also always an educator. Be familiar with ACS's Social Media Policy. Your social media posts reflect on the school and your professional reputation. Use your professional judgment when friending students' extended family, or family friends who have connections with the school where they can access your personal posts, personal blogs, Facebook profiles, Instagram, etc. Remember, never connect, or become “friends” over social media with current students.

Do not extend your contact with students outside of school. While establishing a class “study page” network, Student Council network, or Community Service network may be appropriate, strictly limit all communication with students to the business designated for the network. Never send e-mail, text messages, or IMS that are personal, humorous, or are not directly related to the purpose of the network. The line between one's public and private life is less clear. Never send personal e-mails, text messages, IMS's, give out your phone number, or invite students to your house or allow them to show up. Do not drive students in your car without parents' permission.

*Remember - at all times - that you are the adult, the professional, and the role model.*

## PROTOCOL INVOLVING PARENTS - “Always Be Professional”

Establishing and maintaining positive public relations is the responsibility of all members of the ACS faculty. Members of the ACS community, students, parents, faculty, and staff must use respect as the guiding principle in all that they say, think, and do when interacting within the school and outside the school. With parents, try to put yourself in their place to better understand their concerns and their perspective. Be professional. Talk about what you are seeing, but try not to label the behavior. Be a good listener.

- Be open and courteous with your communication.
- Be in touch early in the school year and report regularly to parents to ensure they are fully informed about student progress. Do not surprise parents. Consult and follow divisional protocol.
- Respond to parent and student questions via telephone or e-mail in a timely fashion (within 24 hours).
- Support and advise parents so they may support their child's education.
- Be pro-active, if you have concerns communicate with parents/administrator immediately.

## RIGHTS AND RESPONSIBILITIES

5.201.2

The effectiveness of any educational institution is determined by the degree to which the employees discern and minister to the needs, interests, and abilities of the students. The ACS Board of Trustees considers the teacher the key personality contributing to the success of the students in the School.

As members of a profession, employees should realize that there will be occasions, beyond the normal school day, when their services will be needed for various educational activities. They will be expected, therefore, to participate when called upon in in-service activities such as curriculum improvement, as well as study programs, school community projects, and extra-curricular activities. Since the Administrator is the recognized professional leader of his/her area of professional responsibilities, it is with him/her that teachers should discuss their organizational, administrative, and instructional problems before presenting them to the Head of school. Faculty should likewise encourage parents to discuss with them matters pertaining to the individual classroom situation prior to conferring with the Principal. It is the desire of the Board of Trustees that all matters be discussed and problems solved by those immediately concerned and are taken to higher authority only when adequate satisfaction cannot be obtained otherwise. When matters are discussed, reports will be required. All employees have an obligation to keep complete and accurate records and to submit them promptly.

Other employee rights and responsibilities include:

1. Right to redress grievances;
2. Academic freedom: (within bonds of culture and laws of the country)
3. Personal freedom: (within bonds of culture and laws of the country)
4. Adherence to the profession's code of ethics. (See 5.201)

## CONFLICTS OF INTEREST

5.201.3

### 1. Personal Gain from School Position

a. ACS personnel may not use or attempt to use, in a manner contrary to the interests of the School, his or her position or School property or services, to gain or attempt to gain anything for his/her private benefit.

### b. Gift Policy

For Teachers' Day, Christmas, and any other special occasion, we strongly encourage parents and children to simply send cards to teachers or to give student made gifts. If parents feel that they want to do more, they may, but no gift is to exceed \$25 in value. Teachers will be asked to return gifts in excess of \$25. Additionally, there are to be no group gifts unless made by students and approved by Principals in advance.

ACS personnel may not solicit or accept gifts.

c. ACS personnel shall not use confidential information acquired in connection with School related activities for personal gain or for other unauthorized purposes.

### 2. Contracting and Leasing

a. ACS personnel may not enter directly or indirectly or under the cover of a 3<sup>rd</sup> party into any contract or lease with the School. An ACS personnel in a position to approve or influence, in his or her official capacity, the School's decision to enter into a contract or lease, should not approve such contract unless the contract is deemed in the best interests of the School and disclosed in a "relation party transaction" report .

b. If an ACS employee is not in a position to approve or influence the School's decision, the employee may enter into a contract or lease, provided the employee makes prior written disclosure of the nature and extent of any relationship to the appropriate administrator and obtains written approval. The administrator shall approve an employee's interest in a lease or contract unless the administrator determines that the employee's personal interest in the agreement will conflict substantially and materially with the employee's discharge of his or her School responsibilities.

c. An ACS employee may not contract with the School to provide a service which is the same as or similar to the service that the employee provides as a School employee. Such services may be provided only as a School employee in the course of School employment.

### 3. Outside Commitment

a. ACS employees may be permitted to engage in outside consulting activities and other outside activities provided the employee meets his/her obligation to the School and complies with any applicable provisions of a collective bargaining agreement concerning outside employment.

b. An employee shall not accept any outside position that would impair the employee's ability to fulfill the employee's obligations to the school.

c. An employee with teaching full-time rank shall not take on a teaching assignment in another educational institution during the academic year except after obtaining written approval of the Head of school.

d. An employee shall not engage in outside position/employment or activities, which could be viewed as impairing the employee's judgment in the performance of School duties and responsibilities.

### 4. Use of School Name and Resources

a. An employee shall not use the official title of the School or any of its parts, in whatever forms that title may appear, except in connection with legitimate School purposes.

b. The School's name, facilities, equipment, stationary, supplies, personnel and other resources are to be used only for the furtherance of the School's mission. An employee shall not make unauthorized use of any School resources, including the services of School employees, for the personal benefit of the employee.

### 5. Nepotism

a. Under exceptional circumstances, close relatives may be employed in the same departments of the School with the approval of the administration and providing that that person will not be evaluating the relative. For purposes of this policy, the term "close relative" shall include significant others in the household, spouse, son, daughter, in-laws and cousins. (See 5.303)

b. ACS personnel shall not participate in institutional decisions involving a direct benefit to a close relative. Such decisions include, but shall not be limited to, academic business initial appointment, retention, promotion, tenure, salary and leave of absence.

c. An employee may not give preferential or favored treatment in the supervision or management of another School employee who is a close relative.

d. The School reserves the right to reassign an employee and/or duties if deemed necessary to be a prudent business or management practice.

### STEALING AND/OR FALSIFICATION OF SCHOOL DOCUMENTS

5.201.4

Any form of stealing of school property provides immediate grounds for termination of employment. Falsification of school documents of any kind provides immediate grounds for termination of employment.

### WORK VISAS AND WORK PERMITS (Non-Lebanese)

5.202

The School will provide Lebanese visas and work permits for non-Lebanese hired from abroad. By law, it is illegal for a foreigner holding a work permit to work for another establishment (refer to letter of appointment/contract)

## HOUSING AND STUDENTS

5.203

Employees should not invite students to their house except with prior parental permission.

## PERSONNEL RECORDS

5.204

Personnel files are confidential records. These files are accessible to the Head of school, Business Manager, Human Resources Coordinator and Payroll Officer. Other leadership members and supervisors may access the files of any employee who reports to them. Personnel records will not be made available to anyone outside the School, and will not be sent to other schools or organizations, except by the written request and permission of the employee or by legal subpoena.

The employee will have access to his or her own records during regular business hours, with the exception of pre-employment references and other confidential papers intended for pre-employment evaluation. The employee will be allowed to verify the contents of his or her own employment and in-service evaluation records. If any question of accuracy arises that cannot be resolved by simple correction, the employee may ask his or her supervisor or Principal to review the matter.

The School will keep personnel files of former employees for as long as the Administration considers it prudent and necessary.

## INVOLVEMENT IN DECISION-MAKING

5.205

It is the policy of the Administration to encourage employee participation in decision-making for the School. Such participation shall include, as appropriate, involvement in:

1. Policy development;
2. Curriculum planning;
3. Budget planning;
4. Facilities planning.

## COMMUNITY INVOLVEMENT

5.206

Employees are encouraged to participate in community activities, so long as they do not accept community responsibilities, which interfere with their regular Schoolwork.

## POLITICAL ACTIVITIES

5.206.1

School personnel have the right to participate as individuals in political activities appropriate to their individual beliefs. They have a responsibility, however, to ensure that the School is in no way associated with endorsement of their personal political activity.

## SMOKING and ALCOHOL

5.207

No smoking on campus at any time. During school sponsored student events, there is to be no smoking, or use of alcohol on or off campus.

## DRUGS

5.207.1

The use of drugs, as identified by the Lebanese government, is prohibited and will lead to termination.

## DRESS CODE

5.207.2

Each community member will contribute to the formation of a positive, professional image by maintaining high standards of personal appearance through appropriate dress and grooming. Students learn by example; therefore, it is important that Faculty and Staff serve as role models. Employees must be dressed in a professional manner. When attending some social functions throughout the school year, employees are expected to dress semi-formally. Any clothing considered inappropriate for students shall be considered inappropriate for Faculty and Staff.

Instances of inappropriate attire will be handled on an individual basis by divisional supervisors.

### Student Dress Code

Dressing for school is not the same as dressing to work out, dressing to root for your favorite team, or dressing for the beach. ACS students come to school dressed to learn, and need to look professional.

ACS students are expected to abide by the following dress code:

- Shirts must be collared and may have small logos no larger than a shirt pocket. T-shirts are also permitted, but must be free of all logos or writing larger than a shirt pocket.
- Shirts must cover the shoulders, mid-riff, and back.
- No tank tops, spaghetti straps, or anything similar.
- Clothing may not be see-through; under garments may not be visible.
- Pants must be in good condition, free from any rips, holes, or tears, and worn from the waist.
- Shorts may be worn to school if they are not athletic shorts, but school shorts, skirts, and dresses must be longer than the students' fingers when the student is standing with the arms extended at his / her side.
- Athletic attire, including athletic shorts, team shirts, sweat pants, and sweat shirts with large logos or lettering are not permitted to be worn to school. The only exception is that students may wear ACS athletic shirts and shorts to school.
- Tights and leggings, as long as they are opaque and not see-through in nature, may be worn to school. Leggings, panty hose, and / or stockings that are made of a sheer material must be covered by an appropriate top or skirt that is longer than students' fingers when the student is standing and the arms are extended at his / her side.
- Footwear can be sneakers, boots, sandals, or shoes. Flip flops are not permitted.
- Students must wear appropriate footwear for PE and recess.

## COMPUTER USE POLICY

5.208

Electronic communication systems include computer networks, electronic mail, information systems and access to the Internet, voice mail, facsimile machines, and photocopiers. Electronic communication systems are ACS property and their purpose is to facilitate ACS business. Employees should not assume electronic communications are totally private. Communications transmitted and data stored in these systems are the property of ACS, and ACS, in its sole discretion, reserves the right to monitor, access, retrieve, read, disclose, and/or delete any material on its electronic communications systems to make sure that the systems are not being misused and that business is being conducted properly. ACS may exercise this right, despite the use of passwords or other security measures.

### Appropriate Usage

Electronic communications, including access to the Internet, should be used for job-related purposes. Occasional or incidental personal use is permissible so long as, in ACS opinion:

1. It does not consume more than an insignificant amount of ACS resources and employee time.
2. It does not interfere with the employee's responsibilities and productivity.
3. It does not preempt, interfere or conflict with any business-related activity.
4. It does not preempt, interfere or conflict with existing employee standards of conduct or other policies set for in this manual. Because personal use of the Internet affects the speed and effectiveness of ACS computer systems, employees are specifically counseled to access the Internet for job-related purposes only.

Electronic communications should never be used for inappropriate purposes. Since electronic communications can be copied, forwarded, saved, intercepted and archived, employees should be careful about the words they use and the documents they transmit, as well as the Internet sites they access. Electronic communications are subject to ACS Policy against Harassment. Anything that would be inappropriate to send in a non-electronic communication (i.e. by memo or letter) is similarly inappropriate if sent electronically (i.e. by email or telephone).

### User Accountability

ACS grants access to digital information systems to employees through the use of usernames and passwords. The information accessible to employees on these information systems and communications systems is often highly confidential. Therefore, employees should choose passwords that are difficult to guess (not a personal detail or reflection of work activities) and these should be changed regularly. Employees should not reveal their individual passwords to anyone.

Employees should never give students or others access to a computer while they are logged in using their username and password. If it is necessary to give access to a student, the employee should log off and require the student to use their username and password to log in.

Employees may be given a portable computer for their business use. An employee with a portable computer may take the computer home with them or to conferences or meetings. However, the employee may not grant access to anyone else to use this portable computer, with the exception of ACS employees or students with their own passwords. [Note: the first time another employee or student logs on to a portable computer, it must be connected by cable to the ACS network.]

ACS employees carrying portable computers and peripherals are responsible for any total or partial loss, physical damage, or lost data resulting from their negligence or inappropriate use.

#### HARDWARE/SOFTWARE POLICY

5.208.1

All hardware equipment remains under the control of ACS and will be returned to IT in good condition at the end of each year and/or when the teacher/staff leaves ACS.

All software installed on ACS computers must be licensed and approved by ACS.

Damage or loss caused by the employee's negligence can be charged at a rate up to the replacement cost of the equipment.

ACS equipment will not be used to create illegal copies of software, music, movies, or other copyright material.

ACS may re-deploy the teacher's desktop computer to other classrooms on campus where it is needed.

#### ACS SOCIAL MEDIA ACCEPTABLE USE POLICY

5.208.2

The American Community School Beirut's policy for acceptable use of social media is designed to ensure honesty, individual privacy, respect towards others and accountability of all users. ACS students, faculty, and staff will keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to ACS policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, tweets, Instagram or other social media for classroom or for personal use, ACS community members are expected to follow the guidelines outlined below. For the purpose of this policy, "ACS community members" include faculty, staff, and students. Failure to meet or follow the guidelines may result in disciplinary action.

Because social media reaches audiences far beyond the immediate ACS community, members must use social sites responsibly and be accountable for their actions.

1. ACS community members should always keep in mind that social media venues are public and any information provided to such venues can be shared beyond their control. Members should be conscious of what they post online as it can leave a long-lasting impression on many different audiences.
2. ACS community members may not record and/or post any audio, video, or still images of any ACS student, faculty, staff, parent or relative within the school environment without knowledge of and prior approval of the person being recorded.
3. ACS community members may not use social media to defame any student, faculty, staff, parent, or relative of the ACS community. This includes posting or linking photos, videos, web pages, audio files, forums, groups, fan pages, etc. that defames any student, faculty member, staff, parents, or relative.
4. Any official school documents, (for example: correspondence, emails, transcripts) posted without permission of ACS will be removed from the internet and the person posting such documents will be subject to disciplinary action.
5. ACS community members should refrain from comments that defame, humiliate, or are otherwise hurtful, and when referring to the school or any member of the ACS community, will not use profane, obscene, or threatening language. Such behavior will be considered cyber-bullying.
6. Any act of cyber-bullying or harassment via social media will result in disciplinary action.
7. ACS community members may not misrepresent themselves by using someone else's identity or a false identity.
8. Use of ACS logos or images on one's personal social networking sites without the school's approval is prohibited. ACS community members who wish to promote a specific ACS activity or event may do so only by means of a link to the official ACS Facebook account or through submission to the ACS webpage.
9. Social networking websites can have personal and educational benefits for students and employees. However, it is important to maintain a professional relationship between

employees and students. Therefore, ACS employees may not “friend” current ACS students on social networking sites.

### POLICY FOR ONLINE COLLABORATION AND PUBLICATION OF STUDENT IMAGES AND WORK 5.208.3

#### Purposes of Online Publishing:

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. From time to time, we publish on the school’s website ([www.acs.edu.lb](http://www.acs.edu.lb)) material for educational purposes. This may include examples of students’ schoolwork and images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons the school publishes student material online:

- to educate the student in accordance with the ACS curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

#### PRIVACY AND ONLINE COLLABORATION

ACS is responsible for protecting and safeguarding the confidentiality of student information. ACS has contracted with Google to provide access to Google Apps for Education (GAE) to its users (students and staff) in a closed and secure environment that is not accessible by anyone outside of ACS. Google Apps is governed by detailed privacy policy and security measures which ACS has reviewed and is satisfied they appropriately protect the privacy of its users of these tools. Under our Terms of Service Agreement with Google, they are obligated to comply with FERPA regulations (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Additional information about GAE security & privacy may be found at <http://www.google.com/apps/intl/en/edu/privacy.html>.

**GUIDELINE 1:** Students and/or teachers working collaboratively online will do so within the password protected @apps.acs.edu.lb domain set up by the school.

**GUIDELINE 2:** When teachers are recording information about student learning or student behavior they will, to the extent possible, do so using the student information system (Veracross). If not possible, they will follow both Guidelines 1 and 4.

#### SCHOOL MANAGEMENT OF ONLINE PUBLISHING

From time to time the school will choose to publish student work to a larger community. The school will set the educational purpose for publishing students’ work online and pursuant to the following guidelines.

**GUIDELINE 3:** The school will publish the material on websites<sup>1</sup> affiliated with the ACS domain or other password protected sites<sup>2</sup>.

**GUIDELINE 4:** The school will identify students on the websites only by their first name, last initial, and year at school unless parental permission is obtained by the office involved (for example D & A). Students’ surnames, home addresses, and telephone numbers will not be available on the websites.

**GUIDELINE 5:** On any website that features tagging, this will be disabled where possible to protect students’ privacy and where not possible students will be directed to not use this feature (See ACS AUP guidelines on Privacy/Safety).

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<sup>1</sup> Main web page [www.acs.edu.lb](http://www.acs.edu.lb), [Google@apps.acs.edu.lb](mailto:Google@apps.acs.edu.lb), and its affiliated applications, TeacherWeb, Class Blogmeister.

<sup>2</sup> Site approval is done by Leadership on the recommendations of the K-12 Tech Committee.

GUIDELINE 6: The material chosen must also meet the following standards: it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyrighted material without permission or crediting the original source). Student material published online will be subject to an editing and moderation process.

#### COPYRIGHT AND ONLINE PUBLISHING

The school reserves the right to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work.

GUIDELINE 7: The school will immediately remove all material relating to or created by a student from its website if requested by the student and/or parent or an alumnus. (However, students must understand that given the nature of the Internet and archiving complete removal is not possible.)

#### HARASSMENT

5.209

All employees are entitled to fair treatment regardless of gender, race, religion, political affiliation or sexual orientation. Any bias a person holds should not affect their behavior toward any member of the community.

It is against school policy for any employee to:

1. Harass another employee verbally, physically or based on any bias. Respectful dialogue and behavior is expected at all times as part of professional behavior. Any type of harassment of one employee against another is in violation of school policy and employees responsible will be subject to disciplinary action.
2. Sexually harass another employee by making unwelcome sexual advances, requests for sexual favors, or by exhibiting sexually offensive behavior at any time. No one at ACS is permitted to require an employee to consent to sexual advances as a condition for continued employment or promotion.

Any employee who believes that he or she is or has been the subject of harassment should report the incident immediately to his/her supervisor/Human Resources Coordinator/Head of school/Deputy Head of school. A written statement of the alleged incident of harassment should be promptly submitted. All information will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter. Any employee who, as a result of the investigation of a complaint, is found by ACS to have harassed another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination of their contract.

The employee that reports the incident will receive, within a three to four week time period, the results of the investigation and the resolution.

#### COMPLAINTS AND GRIEVANCES

5.210

Any job-related concerns or questions should be discussed with the employee's immediate supervisor. If such a meeting fails to resolve the issue, then a further meeting should be scheduled with the HR Coordinator, Deputy Head of school or Head of school.

An employee has the opportunity to voice a concern and for the concern to be reviewed. There will be no negative repercussions for any employee who voices his or her concern.

#### OBLIGATIONS TO REPORT

5.211

ACS is dedicated to the goal of protecting our students from any harm to their well-being therefore all ACS employees are required to immediately report to an ACS counselor or Principal of any suspicion or facts known to them of any student that has been physically, sexually, verbally abused, neglected on/off ACS campus. The investigation of any report will be conducted under strict confidentiality to protect all persons involved.

FACULTY:

Teachers will be given the opportunity to correct deficiencies in their work performance. The notification and correction process is as follows:

1. The employee is made aware of the deficiency by his/her immediate supervisor.
2. The immediate supervisor is to record in writing the deficiency. The employee is given the opportunity to correct the deficiency.
3. An action plan must then be devised, written and set into place with an implementation calendar; the supervisor and the employee must sign the action plan. This action plan is then placed in the employee’s personnel file and is to be reviewed based on the implementation calendar.
4. If the action plan is not completed the employee may receive in writing a recommendation from the Head of school for consequences. Such consequences may include suspension or termination of services. This evaluation is to be signed by the employee and the supervisor.

STAFF:

As per Lebanese labor law 1 verbal warning and 3 written warnings - (as per article 74)

TRAVEL AND EXPENSES

When an ACS employee is sent away by the school on official school business, the following travel and expenses will be covered:

- Round trip airfare
- Hotel accommodations
- Per Diem
- Ground transportation
- Travel insurance
- Visa Fees

U.S. MAIL

The School’s New York office address can be used for in-coming mail (bank statements or credit cards). All personal mail is to be posted through local mail. The local mailing address to receive mail is ACS, 67 Nigeria Street, Jal Al Bahr, Ras Beirut, Beirut, Lebanon 2035-8003. The school is not responsible for lost mail.

CASH ADVANCE

Two personal cash advances are allowed per employee, per school year. A cash advance will be granted in the amount not to exceed 50% of the employee’s gross monthly salary. The cash advance will be deducted out of the following paycheck. Cash advances are not processed during the month of June.

5.30

POSITIONS AND QUALIFICATIONS

FACULTY:

Professional teaching positions include Teachers, Counselors and Teaching Librarians. The Head of school shall prepare, for Board review and approval, a guide for all professional positions in the School, and the principal duties assigned to each position. The Head of school may change and reassign duties.

STAFF:

Job descriptions have been developed by the School administration under the general authority of the Head of school. The assignment of Staff members to particular schools or tasks will be at the discretion of the Head of school, or other senior administrators in accordance with the School’s organizational plan.

COMPENSATION AND CONTRACT

Compensation of Faculty is adjusted based on the number of degrees held, the number of years of teaching experience in a North American and / or International schools. All of these factors are applied in implementing the ACS step scale. The Board of Trustees will determine any annual increase in compensation.

The duration of the initial contract is one or two years.

Full time teachers, foreign hired and local hired are obligated to carry a full-time teaching load.

Compensation of Staff is based upon the classified salary schedule for ACS with fully detailed job descriptions. Placement on the C.S.S. shall be on the basis of prior years of work experience in a related field in accordance with the employee's classification as determined by the HR Coordinator in collaboration with the Supervisor and the Head of school.

In accordance with Lebanese Labor Law Article 12: "The employment contract will be either in writing or verbal and in both cases it will be subject to the ordinary law."

#### SUBSTITUTE /TEMPORARY/PART-TIME /CONSULTANTS 5.302.1

Substitute/temporary employees, part-time employees and consultants are not eligible for benefits, and will receive pay for services only (per contract).  
All substitute teachers must have a Lebanese Identity.

#### Tutoring Policy

ACS personnel may tutor ACS students, other than their own students, only when recommended and approved by the principal/child study team of the division in which the student is enrolled. Tutoring needs to take place outside teachers' contractual hours.

#### Tutoring - Procedures

Tutoring is approved within the following parameters:

- a) In house interventions have been put in place and documented prior to tutoring intervention.
- b) Tutoring is for re-teaching missing gaps or building foundational knowledge.
- c) There is ongoing dialogue between parent/classroom teacher(s)/tutor during tutoring period.
- d) Tutoring is an intervention with a period for review established before tutoring begins. Reporting to all parties is required based on an established timetable.
- e) Tutoring must be approved by the principal of the division with the advice of support staff.

#### TEACHERS' SUBSTITUTION PAY 5.302.2

- Substitution for a full time teacher will be paid at a flat rate throughout the school of LBP 625 per minute. The maximum for a day is \$100.00 for 4 or more hours.
- Assistant teacher substituting for a full time teacher for a full day or longer will be paid at a flat rate throughout the school of LBP 250 per minute. The maximum for a day is \$40.00 for 4 or more hours.
- Assistant teacher substituting for few hours for other than a full time teacher are paid LBP 406 per minute. The Maximum for a day is \$65 for 4 or more hours.
- Combining classes may not be considered as substitution.
- Long Term Substitution is based on a prorated annual salary.
- A full time teacher or assistant teacher with less than a full time load will not be compensated for substitution.

#### STAFF OVERTIME PAY 5.302.3

Overtime is paid only to hourly employees (Physical Plant). Overtime is paid at 1 1/2 times the employee's hourly wage based on a 48-hour work week for the months Sept-June and a 33-hour work week for the months of July and Aug, regardless of what day of the week an hourly employee works. Overtime for Physical Plant Guards is based on a 40-hour work week.

When a full time staff member works during official holidays or during weekends, he/she will be compensated for these days, except for Directors and Administrators, unless they are Professional Development days, by taking additional vacation days.

#### PAYDAY SCHEDULE 5.302.4

Payday is the last day of the month. Changes in payday, if any, will be announced ahead of time

**SALARY DEDUCTIONS** **5.302.5**  
All Lebanese tax laws apply, and United States tax laws will be applied to those employees subject to them.

**RECRUITMENT and SELECTION** **5.303**  
**FACULTY:**

The Head of school is responsible for employing individuals to fill the teaching positions. The Head of school shall establish recruitment and selection procedures to employ an outstanding teaching staff to carry out the program of instruction. He/She will be aided in this choice of new faculty by Principals.

**STAFF:**

The Head of school, Administrator and HR will be responsible for employing individuals to fill Staff positions. Staff will be on probation for the first 90 days of employment. During this probation period the school reserves the right to separate employment at any time.

The hiring of husbands and wives or other relatives of employees shall not be precluded. However, situations in which one employee directly supervises a relative are to be avoided. (See 5.2012 5A)

**ORIENTATION** **5.304**  
All Personnel are expected to participate in the annual planning and preparation period, as announced in the school's annual calendar.

**ASSIGNMENTS AND PROMOTIONS** **5.305**  
The Head of school, in conjunction with the appropriate administrator will determine assignments and promotions.

**EVALUATION (see 5.212 Corrective procedures and Disciplinary Action)** **5.306**

**FACULTY:(Annual Review/Performance Appraisal)**

Board policy states that the appraisal (evaluation) system shall be constructive, continuous and an integral part of a professional cycle, which integrates the overall philosophy and aims of the School and is in agreement with professional objectives.

**STAFF:** Each Staff member will have an employee annual review. The review will be based on the Performance Management procedure in conjunction with goals that are set for the employee with the direct supervisor.

**EMPLOYMENT CONDITIONS** **5.307**

**FACULTY:** Teachers should have a minimum Bachelor degree in a related field of study, from an accredited North American university or an equivalent university set up. The school shall reserve the right to evaluate, accept or reject equivalency and accreditation of any degree or certificate obtained.

**ACS POLICE RECORDS CHECK POLICY FOR FOREIGN HIRES** **5.307.1**

ACS requires a new foreign hire teacher or administrator to undergo a police record check due to the nature of the duties and responsibilities to be undertaken in his/her future employment.

A Police Records Check identifies and releases information about a person's past criminal record and is only valid at the time of issue.

ACS requires that the police record check be a National Police History Record Check.

Americans must come to us with FBI clearance.

The Police Record must be submitted to the Human Resources department prior to the arrival of the new Hire to ACS.

Where a police record check is required by the School, the application cost will be reimbursed by the school upon the production of the police record and receipt for payment to Human Resources.

If the check reveals no criminal convictions relevant to the position, ACS will inform the new hire that he has been cleared for employment in the position.

If the check reveals a conviction which disqualifies the new hire from his future employment, the HR Director will forward the information to the Head of School, who will make final determinations regarding the suitability of the new hire for the position.

Falsifying information submitted on school application materials may be cause for direct termination of the employee involved.

STAFF: According to Job Description (Staff members are hired as per requirements in the related job description)

#### SCHEDULES and WORKLOAD

5.307.2

FACULTY: Full time Teachers' schedules and workload are defined by each of the four divisions. Additional work beyond full time as defined by division is based on sessions of between 60-90 minutes. Each period of 60-90 minutes is worth 5% of the teacher's annual salary. This payment is only for formal student classes and activities and is not for duties as important as they may be.

#### OFFICE STAFF:

Office staff work schedule is as follows unless otherwise specified by supervisor:

Category A: During the school calendar: 8.5 hours per day (Monday through Friday) with 1 hour for lunch, from 7:30 - 4:00.

Category B: When students and teachers have a holiday and school offices are open, 6 continuous hours from 8:00 - 2:00.  
When students are on holiday, staff start at 8:00 a.m.

Category C: During July, as determined by the calendar and specified by the Administration: 6 continuous hours per day (Monday through Friday).

Facilities & Operations work schedule is as follows unless otherwise specified by supervisor:

For the months September to June, 8.5 hours per day (Monday through Thursday) with 1 hour for lunch, from 7:00 - 4:30. Friday from 7:00 - 5:00.

For the months of July & August, when students and teachers have a holiday and school offices are open, 6.5 continuous hours per day (Monday through Friday), from 7:30 - 2:00.

Note: During the month of Ramadan, the administration will announce the working hours.

Strike Days are regular scheduled workdays unless announced by the administration.

#### MEETINGS

It is a requirement of employees to attend all meetings set forth by a direct supervisor.

#### VACATIONS AND HOLIDAYS

5.307.3

The school recognizes all official Lebanese holidays and these are incorporated into the school annual calendar. The annual calendar will include all other school holidays and will indicate the status of the holiday.

Any changes in the holidays will be reflected in the annual calendar or will be announced.

STAFF: All vacation time is to be pre-approved by the employee's direct supervisor two weeks prior to taking the vacation and submitted to the Payroll Officer.

#### Annual Leave as follows:

##### Administrative & Physical Plant Staff:

- 15 working days after one year of service (If a Staff member should need to take vacation time prior to completing one year of service, the vacation time will be pro-rated)
- 1 to 3 completed years of service, 15 working days off.
- 3 to 10 completed years of service, 18 working days off.
- 10 to 25 completed years of service, 20 working days off.
- 25+ completed years of service, 25 working days off.
- Leadership team members will receive 30 working days off.
- Directors will receive 20 working days off.

Note: Vacation time will not carry over from calendar year to calendar year.

(All unused vacation time from the previous academic year must be completed by Dec 31 of the current year).

## SICK/PERSONAL BUSINESS DAYS

5.307.4

ACS expects its employees to be in school every day of the school year. However, we also realize that sometimes it is necessary to be out for various reasons. As such, the supervisor allow for sick and personal business days as follows:

Sick days are when an employee needs to stay home due to the flu or some other minor medical condition (including minor medical conditions that affect a family member and require the employee to stay home to care for that family member). Employees are expected to call in to their supervisor by 6:45-7:30 am if a sick day is required. If an employee does not call in by this time, the time off will be considered leave without pay.

All Employees must send an email to HR notifying that they are sick, they also have to bring a medical report and attach it to their signed leave form if they are sick for more than one day.

Personal business days are for urgent personal business that cannot be scheduled during holidays, weekends, or evenings (i.e. doctor's appointments, visas/passports, banking, meetings with your child's teachers, etc.). Personal business days are not intended to be days off or vacation days, and they may not be linked to a holiday or a weekend. Personal business days must be pre-approved by a supervisor. Employees must request approval for personal business days from their supervisor at least 48 hours in advance so that, if granted, acceptable coverage can be arranged. If an employee does not get pre-approval from a supervisor, the time will be considered leave without pay.

**Such Leave may not be accrued and will not be paid out if not used.**

*After a combination of 5 sick and/or personal business days, an employee's absences will be closely monitored and additional days out may be considered leave without pay.*

## MEDICAL LEAVE

5.307.5

**Faculty:** In the event of a serious illness or hospitalization the Faculty member is entitled to medical leave. Thirty days with full wages, and two months with half wages. After three months of absence a teacher may be asked to resign. The employer has the right to request the employee to see a doctor of the employer's choice in order to verify the medical report. In the event that a sick day becomes a precursor to a medical leave, the said sick day will be part of a medical leave.

### STAFF:

The following rules apply by Lebanese Labor Law Article 40, medical leave shall be granted according to a medical report given by the attending physician or by the doctor of the establishment. The employer may entrust a Doctor to verify the accuracy of the report submitted by the employee.

- For an employee who has been with the institution 3 months up to 2 years:  
Half month with full salary;  
Half month with half salary.
- For an employee who has been with the institution 2 years up to 4 years:  
One month leave with full salary;  
One month leave with half salary.
- For an employee who has been with the institution 4 years up to 6 years:  
One and half month leave with full salary;  
One and half month leave with half salary.
- For an employee who has been with the institution 6 years up to 10 years:  
Two months leave with full salary;  
Two months leave with half salary.
- For an employee who has been with the institution 10 plus years:  
Two and a half months with full salary;  
Two and a half months with half salary.

## MARRIAGE LEAVE

5.307.6

Five consecutive days are granted with full pay at the time of marriage and cannot be deferred. This time is to be requested at least a month in advance.

**Professional Growth:**

It is desired that all employees maintain their professional competence through professional development. The School recognizes the value of participation in professional/educational activities and workshops. Professional development opportunities will be supported based on school needs and school initiatives.

The Head of school, and/or the appropriate Administrator, may grant permission for employees to be temporarily absent from their regular duty for the purpose of professional development. Any approved absences for professional development are considered regular service to the school. If the school supports an employee for professional development outside Lebanon, the employee will continue service for a minimum of one academic year after or reimburse the school.

FACULTY: Advanced Study and Continual Education:

Teachers are encouraged to take additional courses, in their related field of work, of which the school may reimburse a portion of the tuition. After completing the second year of employment at ACS, teachers may qualify for this benefit.

STAFF: Advanced Study

ACS may reimburse Staff after 2 years of employment for advanced studies relating to their job. Staff is encouraged to take additional courses, of which the school may reimburse a portion of the tuition. The advance study needs to be approved by the supervisor and submitted to the Deputy Head of school for approval prior to the course registration.

Upon completion of the course, and with a certificate of completion and a receipt, the fee or percentage of the course fee will be reimbursed.

TEACHERS' RECRUITMENT FAIR OR JOB SEARCH

5.307.8

A teacher needing to attend a job fair or job search out of the country will be given up to 5 personal days. Additional time is leave without pay.

When a faculty member wishes to attend a recruitment fair, ACS may give the time off for the recruitment fair including a reasonable travel schedule provided that the Principal approves the leave.

LEAVES AND ABSENCES

5.309

Requests for a leave of absence will be considered on a case-by-case circumstance. A request for a leave of absence should be presented to an employee's immediate supervisor with appropriate documentation and will be reviewed by the Head of school.

When a leave of absence is granted, ACS cannot guarantee the employee the same position of employment when he/she returns. The maximum request for a leave of absence will be 12 months. The employee must inform the school in writing at the time designated in the letter of permission for a leave of absence of their intentions. In the event that the employee does not inform the school in writing per the letter and does not sign a new contract during the contract renewal period, ACS will infer that as separation of employment.

MATERNITY LEAVE

5.309.1

A three-month maternity leave is granted from delivery day, paid as follows: First two calendar months at full pay, third calendar month at half pay. Maternity leave cannot be deferred.

BEREAVEMENT LEAVE

5.309.2

In the event of a loss of an immediate family member: spouse, brother, sister, mother, father, child, grandchild, or grandparent four consecutive days of leave will be granted.

COMPASSIONATE LEAVE

5.309.3

This will be handled on a case-by-case basis.

GRADUATION LEAVE

5.309.4

The Supervisor may grant Employees up to two (2) days of leave, at full pay, for attending the graduation of his/her child, if outside the country.

If the graduation takes place in Lebanon, the leave will be one day.

Such leave may not be accrued and will not be paid out if not used.

LEAVE WITHOUT PAY

5.309.5

Leave without pay is rarely given and may only be requested from the Head of School. It will apply as follows: (gross yearly salary) divided by (total work days for that year) multiplied by number of leave without pay days.

TUITION BENEFITS

5.310

- EDUCATION OF CHILDREN OF EMPLOYEES: ACS’s contribution, only if they attend a school in Lebanon:

Full-Time Local Hire Employees:

After 1 year of employment	25% of the total fees
After 2 years of employment	35% of the total fees
After 3 years of employment	100% of the total fees

- Foreign Hire Employees (Employees who were hired abroad and reside in Lebanon for the sole purpose of working at ACS): as of date of hire 100% of the total tuition fees are covered.
- Part-Time / contractual employees are not eligible for dependent tuition reimbursement.
- For employed couples at ACS, their benefits are combined up to 100% of the tuition fee based on the disbursement schedule above.
- Physical Plant: as of date of hire, 100% of the total tuition fees are covered

Please note that:

- If an ACS employee’s family receives tuition benefits from a spouse’s employer, a letter will be requested to that effect. ACS will provide the appropriate difference in tuition benefits.
- If not attending ACS this benefit is based on tuition fees only.

MEDICAL BENEFITS

5.310.1

Medical benefits are provided for full-time employees only. Part-Time Teachers and consultants are not eligible for medical benefits. If spouse and children have no health coverage offered to them elsewhere, employees will be given the option to purchase medical benefits for immediate family dependents (children and spouse).

Health insurance coverage is subject to the policies and exclusions of the insurance plan.

5.311 SEPARATION OF EMPLOYMENT

5.311

The Head of school is authorized to take any of the following actions below regarding termination of employment of School employees.

REDUCTION IN. WORK FORCE

5.311.1

The School has the right to reduce the work force in order to meet the needs of the school.

RESIGNATION

5.311.2

**FACULTY:** If a teacher resigns after having signed a contract for the following academic year, one year’s indemnity and salaries due to him / her may be withheld by the school. The appointment shall terminate on the effective date of resignation; salary, benefits and all allowances shall cease to be earned. Per the Lebanese laws governing teachers in the private school sector, the school may withhold all accumulated indemnity to pay for damages stemming from such an early resignation.

**STAFF:** according to article 50 in the Lebanese Labor Law

The following applies:

1-3 years of employment	=	1 month’s notice
4-6 years of employment	=	2 months’ notice
7-12 years of employment	=	3 months’ notice
12 years and above	=	4 months’ notice

Letters of resignations need to be submitted directly to the Head of school, a copy to the direct supervisor and handed to the Human Resources Manager.

**RETIREMENT/END-OF-SERVICE INDEMNITY**

**5.311.3**

**FACULTY:** At separation of employment, the School will pay out an end-of-service indemnity. (See contract)

**STAFF:** At separation of employment, indemnity will be settled according to NSSF laws unless otherwise stated in the contract.

Part Time employees are not eligible for end of service indemnity.

**DISMISSAL**

**5.311.4**

Verbal or physical abuse by any employee towards, co-workers, students, parents or other members of the community will not be tolerated. Any reported incident will be investigated and corrective action will be taken immediately. Please note: the school may terminate an employee's appointment without any warning at any time for any legal cause, including and not limited to verbal or physical abuse of co-workers, students, parents and other members of the community. In case of any such termination appointee's salary shall cease to be earned as of the day of termination and all allowances and benefits shall cease as of that day.

The school may terminate an employee's appointment at any time upon thirty days written notice for failure to fulfill professional responsibilities as defined in the job description or for unwillingness to support the purposes and policies of the school, as determined by the school. In such cases salary shall cease to be earned and all allowances and benefits shall cease as of the effective date of termination.

Note: Keep in mind that the School reserves the right to terminate employment at any time when and if school policy is broken.

If at any time you would like to refer to the Lebanese labor laws or laws governing teachers you can find a copy at the HR office.

**I have read the Employee Policy Manual 2017-2018.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_