

# **BARD COLLEGE**

**Bard High School Early College /**

**Bard Early College**

**Appendix**

*Last Update: September 26, 2023*

## Introductory Statement

This appendix serves as a supplement to the general Bard College handbook. It addresses areas that are unique to faculty and staff at Bard High School Early College/Bard Early College. Within the general handbook, employees are asked to refer to the Bard College Director of Human Resources. However, Bard High School Early College/Bard Early College employees should direct their concerns to the Assistant Director of Finance & Operations (the point-person for human resource-related actions throughout the BHSECs) whenever possible.

Bard High School Early Colleges are partnerships between Bard College and local school districts. There may be cases in which a discrepancy may arise between the guidelines/practices of Bard College and those of the pertinent school district. Regulatory and/or policy concerns will be resolved in deference to the laws of the applicable city/state/federal authorities, the policies of Bard College/Bard Early College, and the respective memoranda of understanding between the districts and Bard Early College.

The Bard High School Early Colleges, as public early college high schools, have a unique status because they are dually operated by a public school system and a private college. While the specific partnership terms are outlined in the MOUs governing each BHSEC, Bard is, in essence, the academic operator of the campus. In this capacity, Bard is responsible for hiring, curriculum, program quality, and student outcomes. Bard is accountable to its accrediting bodies for maintaining the academic quality and integrity of the Bard Associate's degree program. Bard is also responsible for meeting all state and local requirements for the high school diploma.

The school system contracts with Bard to administer and oversee the academic program at BHSEC. In turn, the school system provides a building, payroll services, and operational support and oversight consistent with the support and oversight that it provides to other public high schools. While each party is responsible to its respective governing authority, the parties are mutually dependent when it comes to BHSEC. The school system cannot operate BHSEC without Bard, and Bard cannot operate BHSEC without the school system partner.

Thus, regardless of whether you are technically an employee of Bard or the school system partner, you are first and foremost an employee of BHSEC, which is dually governed and operated. In practice, this means BHSEC staff may have to follow policies originated by Bard and/or by the school system.

The Principal is the leader responsible for navigating between the two operating entities – the school system and the college - and it is important that faculty and staff take the lead from the Principal on campus vision and priorities. Each Principal absorbs and analyzes directives and priorities from the school system and the college and uses that information to determine the best path forward, with approval from Bard whenever significant academic decisions are involved. Per our MOUs, the school system does not have the authority to make academic decisions on behalf of BHSEC without the

College's approval. Regardless of your employer, if you have an issue with a policy or practice, especially related to academics or school culture, we recommend that you first go to your Principal and then, if needed, raise an issue with the appropriate Bard staff member.

It is important to recognize that the school system ultimately has the authority to sever its contract with Bard at any time. Our ability to continue operating is contingent on our ability to deliver on our promise to enroll students, provide a quality early college education, maintain a positive reputation in the community, and demonstrate success for young people. We thank you for your integral part in your classrooms and in your interactions with students, families, supporters, community members, and policymakers in making it possible to deliver on this promise to our students.

## **Nature of Employment**

Staff and faculty at BHSECs are at-will employees. As an at-will employer, the college reserves the right to end the employment relationship at any time, with or without cause or notice. Employees, similarly, have the same right to end their employment. Tenure is not available to BHSEC faculty, who are on Bard College payroll. Appointments may also be modified in the rare instance of financial exigencies at the College.

## **COVID-19 Vaccination**

Employees are required to [report their vaccination status via this link](#). You may apply for an exemption from the vaccination requirement by [emailing John Gardenhire](#).

## **New Hire Documentation & Background Checks**

Background checks must be conducted in compliance with local school district measures. This may require fingerprinting and submission of documents to local city/state agencies. Bard College also requires that a new hire packet (in relation to local territory) be completed within one week of accepting a position. Failure to complete the new hire packet or facilitate a background check in a timely manner may result in: the delay of compensation, delay in hiring or rescinded job appointment.

## **Reporting Employee Misconduct**

Employee misconduct should be reported to the school leader. If the accused personnel is a Bard-sourced employee, the misconduct will be addressed by the school leader, the VP for the Early Colleges and/or the Dean of the Early Colleges. If the accused personnel is a district-sourced employee, the misconduct will be addressed by the school leader and the pertinent district office(s).

## **Faculty/Staff-Student Communication**

Personnel should use social media, phone (including text messages) and other modes of communication to contact students only with great diligence. While it is not uncommon for college faculty to communicate with students outside of class, we encourage conservative use of contact outside of the classroom. If you are unsure whether or not particular communication has the potential to be problematic, please consult your school's leader or human resources.

## **Leave Reports**

Employees are responsible for keeping track of their leave balances, and should be doing so via ADP. All Bard-sourced staff and faculty are required to submit leave requests for time off to their supervisor as soon as it is known that the time off is needed.

## **Paydays**

Dates of pay are listed within appointment letters. Salaried and stipended work is generally paid on the 15th and last day of calendar months.

## **Work Schedules**

Due to the nature of the BHSEC model and its partnership with public school systems, BHSECs require full-day schedules, in most cases. Faculty and staff are responsible for being present, unless for approved reasons (holiday, professional development, sick/maternity/paternity leave, etc.).

## **Overtime/Per Session**

Per session opportunities may be given, during periods of high demand for personnel. Please, speak with your school leader regarding the dollar amount per hour and how many hours you will be approved to work before working the per session period.

## **Vacation Benefits**

Non-faculty staff should refer to the general handbook regarding vacation benefits. (Faculty do not receive vacation other than the days that are allotted by local school/district calendars.) Vacation days may be paid out, at the end of one's employment, if one is not being terminated by Bard College. If resigning from a position, two-weeks notice needs to be given in order for vacation days to be paid out.

## **Personal/Safe/Sick Leave Time**

Non-faculty staff should refer to the general handbook regarding sick/personal day benefits. Full-time, Bard-sourced faculty will receive ten (10) sick days, which will accrue over the 12-month fiscal year. Up to (a maximum of) 45 days can be banked and rolled over. Safe leave will use hours/day from this same accrual category. This leave category will not be paid out at the end of one's employment. Any time that has been taken, once accrued time has been exhausted, will be unpaid leave.

Adjunct faculty receive three days that they can be out, after which compensation will be deducted for each following absence.

**\*\*\*Benefits will be terminated on the last day of the final month worked by an employee. If you have commuter benefits, all funds must be spent within 30 days of ending your employment.**

## **Holidays**

Generally, BHSECs will follow local school/district calendars regarding school closures for holidays. Please, consult your school leader for your school calendar.

## **EOE Statement**

Bard College is an equal opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Bard is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

## **Title IX**

It is required of all BHSEC/BEC personnel to complete the Sexual Harassment (Title IX) training. Since the BHSECs are connected to Bard College, there is a Title IX Coordinator (at Bard College) available for victims of related offenses to contact. You are also able to communicate issues to the Bard Early College Finance and Operations team. In the event that an accuser or the accused is a minor, parents of those involved will have to be notified. There may be instances during which the parties involved in an incident might not include a Bard-supported staff member (local/state Department of Education personnel). If that is the case, then the pertinent DOE guidelines will be followed. Please reach out to your supervisor and/or the Bard Early College Finance & Operations team regarding any concerns.

## **Staff-Student Communication**

- Bard employees working in public schools should not use their personal social media accounts to interact with students (including ‘friending’ or accepting ‘friend’ requests from students), regardless of the nature of the interaction.
- Bard employees may create professional social media accounts (e.g. creating an instagram account as part of a class assignment, for students to use in exploring photodocumentary). Such accounts should only be used for instructional purposes. Such accounts should not be linked to or created via the employee’s personal email address but rather through her professional ([@bec.bard.edu](mailto:@bec.bard.edu)/[@bhsec.bard.edu](mailto:@bhsec.bard.edu)) account.
- For the purposes of these guidelines, ‘social media’ refers to any online platform designed to facilitate social interaction. Those online platforms that are designed to facilitate academic work (Moodle, Google Classroom, etc.) do not apply.

- These guidelines are meant to supplement existing policies and guidelines within each school district that BEC operates. Where they are in disagreement, existing district policies and regulations will supersede these guidelines. The employee is responsible for being aware of and upholding those local district policies and regulations.
- Bard employees should not use their personal email accounts (those that were not provided directly by Bard College) to communicate with students, regardless of the nature of the interaction.

### **General Electronic Communication**

Google (for email and productivity activities) accounts are given to Bard Early College personnel in order to communicate, in a professional manner, with other Bard Early College personnel, students and parents. These email accounts are not personal accounts, and the rights to them can be revoked at any time.

## **Additional Bard Early College Benefits**

### **Childcare Leave Policy**

Bard High School Early College personnel who are eligible for benefits and have worked at least 26 consecutive weeks for BHSEC will also be eligible for childcare leave as stated below. Please contact the Assistant Director of Finance & Operations with any questions that you have about the policy.

The Bard High School Early College childcare leave policy allows new parents (via birth or adoption) to take time off in order to bond with their child. While on childcare leave, employees covered by employer-provided health insurance will retain their coverage, but must continue to pay their own portion of the premium. Following the leave period, employees will generally be able to return to their job (reinstatement). Bard College's HR team will separately communicate details explaining the specific payment obligations required to keep health coverage benefits in place during the approved leave period.

Personnel wishing to take paid childcare leave will be allotted paid time off that at a maximum meets the current New York State leave time that new parents (via birth or adoption) are allowed to take with pay. The cap is currently 12 weeks at 67% of the state's average weekly wage. For 2021, the maximum weekly benefit is \$971.61. Employees that go on paid childcare leave will be eligible for the following, during the duration of the leave:

District of Columbia - the District of Columbia currently offers eight weeks of up to \$1,000/week. Bard High School Early College will cover an additional four weeks at 67% of the District of Columbia's average weekly wage.

Louisiana - employees are eligible to receive 12 weeks of paid leave, at 67% of pay, at Louisiana's average weekly wage (in line with the state's most recent quarter's **actual** weekly average as per the Bureau of Labor Statistics)

Maryland - employees are eligible to receive 12 weeks of paid leave, at 67% of pay, at Maryland's average weekly wage (in line with the state's most recent quarter's **actual** weekly average as per the Bureau of Labor Statistics)

New Jersey - the state of New Jersey offers 12 weeks of up to \$881 per week. No other coverage is offered.

New York - the state of New York offers 12 weeks of paid (family) leave as described above. No other coverage is offered.

Ohio - employees are eligible to receive 12 weeks of paid leave, at 67% of pay, at Ohio's average weekly wage (in line with the state's most recent quarter's **actual** weekly average as per the Bureau of Labor Statistics)

Other states - employees are eligible to receive 12 weeks of paid leave, at 67% of pay, at the state's average weekly wage (in line with the state's most recent quarter's **actual** weekly average as per the Bureau of Labor Statistics)

If a state/territory pays leave benefits directly to the employee, then the employee will be responsible for: 1) providing Bard College with documentation from the state/territory that outlines how much will be paid to the employee and when it will be paid; 2) paying Bard College for the employee's portion of her/his benefits during the leave. The College may fill the position with a temporary replacement during the leave. The College's policy for any location can change, to reflect changes of the location's pertinent state/district policy. An employee can also choose to use sick or vacation days to substitute or supplement payment up to 100% pay.

### **GymPass**

Bard Early College employees are eligible to sign up for Gympass, which provides discounted mental and physical wellness resources and offerings. In order to sign up, please let John Gardenhire know that you would like the benefit.