



PERSONNEL MANUAL

for

**MARYLAND YOUTH BALLET
EMPLOYEES**

September 2024



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Dear MYB Employee:

Your commitment to Maryland Youth Ballet is greatly appreciated. We are pleased to provide this Personnel Manual which contains information regarding MYB's general personnel policies as well as specific opportunities and responsibilities for you at MYB.

Please note that this manual is for MYB employees only and should not be shared without express permission from the Executive Director.

Let us know if you have any questions.

Thank you very much,

Alyce Jenkins
Executive Director

A WORD ABOUT THIS MANUAL

The policies outlined in this manual should be regarded as current management guidelines. MYB retains the right to make specific decisions involving employment as needed in order to achieve its mission in a manner that is beneficial to the employees, the students, and the organization.

This personnel manual also summarizes the current retirement plan maintained by MYB. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. If conflicting, those documents, rather than the summaries contained in this manual, will be controlling. The personnel manual (and other plan documents) and the policies contained in this employee manual are not contractual in nature, do not create a contract of employment, and do not guarantee any continuation or warranty of benefits. Furthermore, any language included in your signed Employment Agreement supersedes the policies outlined in this document.

GENERAL CONTRACTUAL POLICIES

Equal Employment Opportunity

MYB is committed to a policy of equal employment opportunity. It is our policy to prohibit discrimination on any basis including, but not limited to: veteran status, race, color, religion, sex, gender identity, marital status, national origin, physical or mental disability, age, pregnancy, sexual orientation, or ancestry.

Criminal Background Checks

Your employment by MYB is contingent upon satisfactory completion of a background reference check, employment authorization verification, and the submission of required documents.

Confidentiality

Staff members shall, to the best of their ability, ensure confidentiality and privacy in regard to MYB's proprietary information about its employees and its students.

Non-Harassment

It is our policy to prohibit harassment of any kind in the workplace. This includes harassment of one employee by another employee, of a customer by an employee, or of an employee by a customer, on any basis including, but not limited to race, color, religion, sex, marital status, national origin, physical or mental disability, age, pregnancy, sexual orientation, veteran status, and any other status defined by federal and Maryland statute.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to the Executive Director. If you prefer not to discuss the matter with the Executive Director, you may report directly to the President of the MYB Board of Directors. MYB will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

Fraud Policy

MYB will not tolerate any fraudulent or dishonest use or misuse of MYB resources or property by employees. A fraud, fraudulent act, or misconduct is defined as a deliberate act (or failure to act) with the intent of obtaining an unauthorized benefit, either for oneself or for the organization by using deception or false suggestions or suppression of truth or other unethical means, which are believed and relied upon by others. Examples of fraudulent acts include but are not limited to: embezzlement (theft of cash or other assets), failure to account for monies collected, forgery or alteration of documents, unauthorized alteration or manipulation of computer files, fraudulent financial reporting, authorization or receipt of payment for goods not received or services not performed, authorization of unearned wages or benefits, conflict of interest, ethics violations. All MYB employees have a duty to report any concerns or information they may have about possible fraudulent activity associated with MYB. Concerns should be reported to the Executive Director or the President of the MYB

Board of Directors. MYB will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

Employee Safety

Maryland Youth Ballet strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Maryland Youth Ballet to fines and penalties.

Workplace Violence

MYB does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted, if necessary.

This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye-contact and talk to the individual. If another employee can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given and that person should contact the Security Office and/or the local Police department.

Any potentially dangerous situations must be immediately reported to the Administrative Director and/or the Executive Director. A written report should be created. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them

Worker's Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Administrative Director and/or the Executive Director. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident.

Return To Work After Serious Injury or Illness

As a joint protection to the employee and the company, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Medical/Family Leave policy.)

Maryland Youth Ballet management shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse. If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Employment Termination

Early termination requirements are contained in your individual Employment Agreement.

Terminations are to be treated in a confidential and professional manner by all concerned. Terminated employees are entitled to receive all earned pay. All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.

On the final day of employment, the supervisor/or personnel director must receive all keys and company property from the employee. The Executive Director or designee shall conduct an exit interview with the employee.

Grievance Procedure

Maryland Youth Ballet recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the company which impacts on an employee's ability to perform his or her job.

An employee may express a verbal grievance to his or her immediate supervisor/manager. If the concern is not resolved to the employee's satisfaction within a reasonable amount of time, the employee may put in writing the details of his or her grievance and submit the grievance to the immediate supervisor/manager.

The Executive Director will review the written statement and if necessary, appoint a person to mediate the matter. The employee and his or her supervisor/manager will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor/manager. Final resolution of the grievance will be made by the appointed person and discussed with the employee and supervisor/manager.

The decision will be reduced to writing with a copy given to the employee and supervisor/manager, with the original kept by the Executive Director. A copy will be filed in the employee's personnel file when appropriate.

CATEGORIES OF EMPLOYMENT

The Employment Agreement that an employee receives at the start of work or when an agreement has been made to start work will state the annual salary and benefits.

Introductory Period

Full-time and part-time employees are on an introductory period during their first three months of employment. During this time, the employee will be able to determine if the new job is suitable for them and the employer will have an opportunity to evaluate their work performance. Note that completion of the introductory period does not guarantee employment for any period of time thereafter.

Full-Time, Salaried Employees regularly work a 40-hour work week or the equivalent, and are eligible for our benefits package in accordance with their position and length of employment.

Part-Time, Salaried Employees generally work less than 30-hours per week and may be eligible for certain benefits, based on their position and length of employment.

Part-Time, Hourly Employees generally work fewer than 25 hours each week and may be eligible for certain benefits, based on their position and length of employment.

Employee Records

All personnel files are considered private and confidential. The files are kept by the executive director and access is limited to the chain of responsibility above the individual employee.

COMPENSATION & PERFORMANCE

Recording Your Time

All employees are required to maintain an accurate record of time worked.

- Salaried faculty must submit a Substitution form for missed classes and/or personal use days.
- Administrative staff must clock-in and out of their daily shifts and must submit leave requests or sick days taken, in writing.
- Hourly employees must submit any substitutions and/or changes to their regular hours to MYB's Administrative Operations Manager by the 25th of each month. Any time submitted after that date will be paid the following month.

Payday

- Salaried employees will be paid twice per month on the 8th and the 23rd. It is our policy to decline all requests for early paychecks or pay advances for personal reasons.
- Hourly employees will be paid once-per-month on the 8th if enrolled in MYB's payroll platform (GUSTO). If the 8th falls on a Saturday or Sunday, they will be paid on the previous Friday.
- Contractors and/or hourly employees not enrolled in MYB's payroll platform (GUSTO) will be mailed a bank check on the 8th of the month. Enrollment for direct deposit in MYB's (GUSTO) platform is strongly encouraged to avoid mail delays.
- When the payday is a holiday, the management will inform employees of adjustments to the pay schedule.

Performance Reviews/Evaluations

Employee performance and job growth is important to MYB. The Artistic Director and the Executive Director or a designee will regularly review job performance, evaluate, and help employees to set new job performance plans. Our performance review program is designed to provide a basis for better understanding between you and MYB with respect to your potential and development at MYB. New employees will generally have an informal

review after completing their introductory period. Annual salary increases will be considered in the course of the performance review.

Performance Improvement

Performance improvement may be suggested whenever MYB management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of MYB and MYB expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. The supervisor/manager will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal counseling - The supervisor/manager will review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should document the verbal counseling for future reference.

Written counseling - If the unacceptable performance or behavior continues, the next step will be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. Written counseling becomes part of the employee's personnel file.

Probation - If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual will be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. At the completion of the probationary period, the supervisor/manager will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action.

TIME AWAY FROM WORK

Paid Leave (PTO) (Sick and Personal)

Full-time and part-time salaried employees are eligible for paid leave *after the first 3 months of employment*. The eligible number of leave days available will be accrued on a quarterly basis.

- Sick Leave: 7 working/teaching days annually
- Personal Leave: Number of leave days are stipulated in individual employment agreements.
 - ◆ Missing 1 or more classes in a day = 1 day of leave.
 - ◆ Missing more than 4 consecutive teaching days is subject to approval and should be avoided during the school-year (September–June). Note: Except for medical necessity, missing more than 2 of your scheduled teaching days during the Summer Session is not eligible for paid leave.
 - ◆ Not meeting the minimum required class substitutions will result in a deduction from your salary.
 - ◆ Personal leave/vacation time in excess of your allotted time will be deducted from your salary at the rate of the cost of a substitute.
 - ◆ Employees are not paid for unused leave time and unused time does not "roll over" to the next year.

In cases of illness or injury, employees are expected to notify their supervisor/manager at the beginning of each workday. Exceptions to this include a serious accidental injury or hospitalization. A medical statement from the employee's doctor may be requested when an employee is absent from work for more than five working days.

Requests for personal leave/vacation for four or more consecutive working days must be submitted in writing at least two weeks in advance. Note that salaried faculty and staff should not take four or more consecutive days during the school year (September-June) except in emergencies. When possible, vacation periods will be approved in accordance with employee requests, taking school operational requirements into account. Generally speaking, the length of employment determines priority in scheduling vacation times.

Extended Leave Without Pay

More than two consecutive weeks and up to one month, is subject to approval and must be requested in writing, one month in advance.

Bereavement

Full-time and part-time, regular employees will receive up to 4 paid days for the death of an immediate family member. Members of the immediate family include current spouses, parents, brothers, sisters, children, and domestic partners.

FMLA/Maternity & Paternity Leave

MYB offers full-time employees up to 12 weeks of unpaid maternity/paternity leave *one year from the original date of hire*. Requests for unpaid leave should be made 60 days prior to the expected date of the leave of absence. Employees may also use *accumulated* paid leave time but total leave may not exceed four months. You must provide written notice that you intend to return to your job. You are entitled to return to your previous or similar position, unless other employees of equal seniority and status in the same or similar position have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such leave.

Jury Duty

Maryland Youth Ballet will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be provided when requesting time off.

- A Salaried employee will receive full pay for each day of jury duty or service as a witness up to a maximum of 5 days per year, in addition to any other paid leave.
- Hourly employees will not be paid during the time they are serving on jury duty.

Time off for court appearances as a party to any civil or criminal litigation shall not be compensated. Employees must arrange for time-off without pay or use accrued vacation or personal leave.

Holidays

Maryland Youth Ballet provides a certain number of paid holiday dates each year for salaried employees. If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. Please see the school calendar for holiday dates.

Hourly employees are not paid for holidays or *pre-scheduled* class cancellations. Please see the school calendar for holiday dates and pre-scheduled class changes including but not limited to rehearsals, performances, and combining classes.

Outside Employment

Should you plan to accept outside work, notification must be given one month in advance to MYB. Should such employment occur during the school-year (Sept-June) and/or conflict in any way with your MYB responsibilities, a deduction in salary may be taken as well as the cost of paying a substitute to teach any missed classes and/or work in excess of your personal leave time.

Retirement

MYB offers a 403(b) retirement plan. You are eligible to participate in employee elective deductions on any day on or following your date of hire. You are eligible to participate in employer matching contributions on the first entry date on or following your completion of the following eligibility requirement: completion of one eligibility year of service. (Current enrollees will continue.)

Social Security

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Approximately 7.65% of your salary is deducted each pay period with this amount matched by MYB over and above your salary. This program is intended to provide you with monthly checks and medical coverage once you reach retirement age.

Employee and Family Complimentary Classes

MYB employees are entitled to unlimited virtual adult classes for themselves; up to two of their dependent children may receive a tuition discount based on tenure at MYB and their teaching and/or work hours: full-time employees receive a 100% discount; part-time employees teaching or working 5 or more hours/week receive a 50% discount; less than 5 hours/week receive a 25% discount.

ON THE JOB

Attendance and Punctuality

Attendance and punctuality are important factors for your success at MYB. All employees are expected to report on time. If you are going to be late, even by a short amount, or absent, you must notify the office by phone before you are scheduled to be at MYB.

Changes in Personal Data

We need to maintain up-to-date information about you so we may aid you and/or your family in matters of emergency. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the administrative director within 30 days of the change. Failure to report changes may result in a delay or denial of benefits to employees and/or their dependents.

Inclement Weather

Inclement weather is to be expected during the winter months. Except in cases of severe storms, you are expected to work your regular hours. Unless MYB is closed, time taken off due to poor weather conditions is to be used as personal leave/vacation time or as unpaid leave.

Dress Policy: The dress code at MYB is defined as *business casual*. Employees are expected to maintain the highest standards of personal cleanliness and present a professional appearance at all times. Whether or not job responsibilities place employees in direct public contact, employees represent the organization with appearance and actions. Please use common sense and sound judgment when it comes to selecting your work attire. This policy is subject to revision and the Executive Director has the authority to make decisions about any other situations regarding employee appearance.

Eating On the Job

Employees who must eat while in the office should do so in the back office or the break room. Employees are not permitted to eat during adult check-in.

Employee Children

MYB strives to be a family-friendly workplace; however, the young children of employees should not routinely be at the studio during an employee's working hours. If present, they may not ever be in the faculty lounge or in the office. If they must be at the studio, they should wait in the lobby area.

Telephones/Cellphones

Personal calls of short duration may be received and made in non-public areas of MYB. Personal telephone call privileges are subject to change or termination at any time. For instance, if incoming telephone lines become overloaded with calls or an employee is found spending more than necessary time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.

Computer and WiFi Use

MYB equipment is meant for MYB work. Staff should refrain from “surfing the internet,” doing personal shopping, emailing, etc. while on duty. MYB WiFi is for employees only and should be for MYB-related work.

Good Housekeeping

Good work habits and a neat place to work are important. Employees are expected to keep the place of work organized and supplies in good order at all times. The office should be maintained as a welcoming site for all students, parents, and visitors. The faculty lounge and lobby areas are considered the responsibility of all employees and your assistance in emptying full trash cans and generally straightening up the space is appreciated. Refrigerators in the office and the faculty lounge are for employees only; please do not keep food items in the refrigerators longer than two weeks.

Substance Abuse

MYB is a smoke-free and drug-free workplace. An employee taking a legal drug which may affect job safety or performance should notify the Administrative Operations Manager and/or the Executive Director who may request a physician's certificate stating that (s)he is able to safely and efficiently perform his/her duties while on such medication. Employment with MYB is conditioned upon full compliance with the drug-free workplace policy. Any violation may result in disciplinary action, up to and including discharge.

Attitude and Behavior Policy

Attached is MYB’s Attitude and Behavior Policy. Respect is MYB’s guiding principle. MYB is committed to providing a healthy and supportive environment that reflects this principle and promotes inclusion. MYB reserves the right to terminate anyone who MYB determines in its discretion, has engaged in any conduct in violation of this policy. MYB also expects all our customers to follow this policy and will not permit employees to be bullied or treated inappropriately.

MYB COVID POLICY

Due to continual shifting health conditions, all employees should regularly review MYB’s updated protocol which is available on the website and in the Employee Portal.
