



"In our every deliberation, we must consider the impact of our decisions on the next seven generations."

- Great Law of the Iroquois Confederacy

EMPLOYEE HANDBOOK

Updated August 15, 2017

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FOREWORD

Seven Generations Charter School has been successfully teaching students since 2009. A dedicated staff, students and families contribute to what is a dynamic and unique educational experience. It is our goal that through the implementation of the EIC Model and constructivist approach to teaching which includes hands-on project based experiences our students will excel in their academic and social development and understand the impact of their choices and decisions that affect future generations.

Whether you have just joined our staff or have been at Seven Generations Charter School for a while, we are confident that you will find our school a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Seven Generations Charter School to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. Neither this handbook nor any other school document confers any contractual right, either express or implied, to remain in the school's employ. Nor does it guarantee any fixed terms and conditions of your employment.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Seven Generations Charter School (SGCS) employees and others affiliated with SGCS whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these policies on the website for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Employee Handbook and Systems Manual Acknowledgment and Receipt

The employee handbook and systems manual describes important information about SGCS, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook.

By distributing this handbook, the school expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by SGCS, and the school reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the administration has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Seven Generations Charter School is employment at will, which may be terminated at the will of either Seven Generations Charter School or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook and systems manual, and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it and consequently be subject to progressive discipline if the policies are not followed.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

1. DIVERSITY

1.1 Equal Employment Opportunity

See Equal Employment Opportunity Policy (Section 3xx, #362).

http://www.sevengenerationsschool.org/download.phtml/2961/362_equal_employment_opportunity.pdf

1.2 Non-Discrimination

See Nondiscrimination Policy (Section 1xx, #103).

http://www.sevengenerationsschool.org/download.phtml/2869/103_non_discrimination.pdf

1.3 Sexual Harassment

See Sexual Harassment Policy (Section 3xx, #366).

http://www.sevengenerationsschool.org/download.phtml/2965/366_sexual_harassment.pdf

1.4 American Disabilities Act (ADA)

SGCS adheres to the American Disabilities Act. If you believe you have a disability and need accommodations to perform your job please see Human Resources(HR).

1.5 Grievance

An employee may opt to speak with Human Resources and an administrator and/or fill out a grievance document. See Grievance Policy (Section 3xx, #326) and Grievance form (Section 3xx, #326a).

http://www.sevengenerationsschool.org/download.phtml/2957/326_grievance_policy.pdf
http://www.sevengenerationsschool.org/download.phtml/2958/326a_grievance_form.pdf

2. EMPLOYMENT

2.1 Classifications

SGCS adheres to the federal Fair Labor Standards Act and classifies all employees as either exempt or non-exempt. See Employee Classifications Policy (Section 3xx, #365).

http://www.sevengenerationsschool.org/download.phtml/2964/365_employee_classifications.pdf

2.2 Background Criminal Checks

Seven Generations Charter School requires new clearances from staff every 3 years as required by Pennsylvania Department of Education Act 168. The three clearances are PA Criminal Check, Child Abuse History Clearance and FBI Background Clearance.

2.3 Progressive Discipline

Employees will be subject to discipline for failure to adequately perform work duties and/or for violation of any SGCS policies or procedures. Such discipline may be in the form of a verbal warning, written warning, suspension with or without pay. An Awareness or Teacher Improvement Plan may be used. An awareness plan is viewed as a means of coaching / support with the intent on improving the employee's performance and adherence to school policy. A copy of the documentation should be provided to the employee while a permanent copy will be retained in their personnel file.

SGCS does recognize that some violations will require immediate discharge, notification of PDE and local law enforcement and child protective services. The determination of appropriate disciplinary action shall be in the sole discretion of CEO / Principal or their designee.

2.4 Separation of Employment

See Employee Termination Policy (Section 3xx, #367).

http://www.sevengenerationsschool.org/download.phtml/3132/367_employee_termination.pdf

2.5 Letter of Recommendation

Administration will create letters of recommendation by request only at the end of the school year or at the end of an assignment. The Administration reserves the right to decline a request to write a letter of recommendation. but may provide a letter of verification of employment.

3. WORKPLACE SAFETY

3.1 Smoke-Free Workplace

See Tobacco Policy (Section 3xx, #323)

http://www.sevengenerationsschool.org/download.phtml/2956/323_tobacco.pdf

4. WORKPLACE EXPECTATIONS

4.1 Conflict of Interest

See Conflict of Interest Policy (Section 00xx, #009)

http://www.sevengenerationsschool.org/download.phtml/2866/009_conflict_of_interest.pdf

4.2 Outside Employment

See Performance of Work for Another Entity Policy (Section 3xx, #302.1)

http://www.sevengenerationsschool.org/download.phtml/3017/302_1_performance_of_work_for_another_entity.pdf

4.3 Attendance and Punctuality

Regular and timely attendance is essential to the successful functioning of Seven Generations Charter School. As such, regular and timely attendance at work is a mandatory requirement for employment with SGCS. If, for any reason, an employee is unable to report to work, he or she must notify his or her immediate supervisor or human resources employee. Employees must arrive at work no later than 8:00 AM and leave no sooner than 4:00 PM unless otherwise approved by the CEO / Principal.. See *Leave of Absence other than FMLA* and *Sick Leave* in this Handbook for further details about reporting an absence on short notice.

4.4 Employee Personnel File

An employee may request to view her/his personal and professional file(s) with an HR employee present. An employee may request copies of certain documents. SGCS is prohibited from giving copies of Cogent FBI clearance results to any person.

4.5 Acceptable Use of Technology Equipment

See the Acceptable Use of Technology policy. (Soon to be on the school website)

4.6 Schoolwide Email Addresses

absent@sevengen.org

all-es@sevengen.org

all-is@sevengen.org

allstaff@sevengen.org

bot@sevengen.org

botagenda@sevengen.org

pto@sevengen.org

library@sevengen.org

techhelp@sevengen.org

4.7 Cell Phone Etiquette

Staff members should restrict their cell phone use during periods of instruction and supervision. Teachers may use their phones to photograph events, as long as the student photo clearances are being followed, or as a means of communication on hikes.

4.8 Permission to Use Student Photographs

It is imperative that the classroom teacher has a current list of students who may have their photograph taken and displayed.

4.9 Building and Room Keys

Staff will be issued a building key and/or a classroom key. There is a \$25.00 replacement fee for each key lost or not returned at the end of the year or when leaving employment at SGCS. Teachers are required to keep their school keys with them at all times when they are not in their room.

5. DAILY PROCEDURES

5.1 Requesting Time Off (less than 2 consecutive days)

Employees may take up to 2 PTO days consecutively without prior administrative approval.

Seven Generations Charter School contracts with Source4Teachers to utilize an automated absence management system. This greatly simplifies and streamlines the process of recording and managing absences, in addition to locating qualified substitute teachers. This service is called SAMS. The SAMS service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with SAMS? (Source4teachers)

1. You can interact with SAMS on the internet at <http://source4teachers.com/SAMS>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call SAMS toll free at [1-800-942-3767](tel:1-800-942-3767). Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

Your Login ID and Pin # will be provided by SAMS via email.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

SAMS will allow you to identify preferred substitutes. After logging in you will be able to access multiple user guides and videos through the hyperlinks located on the left hand side of the screen.

Seven Generations employees will be required to enter their own absences. The advantage of SAMS is that it is extremely user-friendly and enables users to quickly enter absences. SAMS also makes it simple to self-recover your password in the event you misplace it via the SAMS website.

Upon your initial login, please check your personal information to ensure accuracy. You do have the ability to change your phone # and email address if necessary by logging in and selecting "Change Personal Information". Please know that when you do change your phone #, it will change your login ID as well.

If you have any questions, concerns, or comments; please contact the Seven Gen Business Coordinator or Source4Teachers at: SAMS@Source4Teachers.com

5.2 Requesting Time Off (more than 2 consecutive days)

- Employees taking three PTO days or more need prior approval or a doctor's note.
- Employees are expected to request planned PTO days at least 2 weeks in advance whenever possible.
- Employees who are requesting to take PTO greater than 2 consecutive days must submit their request by using the PTO Request Form.

5.2 Substitute Procedures and Emergency Lesson Plans (for all absences)

Lesson Plans

- Teachers are expected to leave plans for the entire day on their desk. These documents should be made available no later than 8:00 a.m.
- Planbook schedules and student rosters need to be included.
- Block Planbook schedules must be distributed to respective front offices before the school year begins.
- Substitutes arrive at 8:00 a.m. and are dismissed at 4:00 p.m.

Emergency Lesson Plans

- In the event of an unplanned absence where the school is not able to communicate with the absent teacher, the substitute plan will be for the students to follow one of the other grade level teacher's lessons for the day.
- Emergency lessons are not copies of workbook activities. Comprehensive lesson plans, must accompany all handouts for the lesson, including homework.

5.3 Building Usage

- When organizing an event that will include outside community members (parents, businesses, etc.) a building usage form must be filled out.
- To fill out a Building Request Form, go the N: drive on your staff laptop: Go to the Seven Gen Systems Manual: Click on Building Request form in the appendix
- Please remember that you will also need to have the following positions filled in order to have a school event: Chairperson, Bathroom/Hall monitor/Trash/Cleaner/ Setup/Take down
 - Chairperson Responsibilities: 1) Responsible for unlocking/unlocking the building and gates, turning lights on and off, 2) Responsible to meet with Facilities Coordinator before the event to get the keys and also after the event to review, 3) Responsible for all people listed below
 - Bathroom/Hall Monitor Responsibility: Must remain in lobby area at all times to monitor bathrooms.
 - Trash/Cleaner Responsibility: Responsible to clean up after/during the event and make sure trash is removed from building and placed in appropriate dumpsters.
 - Set Up/Take Down Responsibility: Set up event and put all items away after event.
 - Security Responsibility: Maintain overall security of the building which includes and is not limited to contacting First Responders when needed, securing all exits at the end of the event, turning off the lights, securing the equipment and contents of all classrooms (including the MPR).
- All event forms need to be submitted to the Maintenance Department and Principal at least 2 weeks before the event takes place.

5.4 Work Orders for Maintenance

Work orders must be submitted in the event that a teacher would need any of the following items:

- Setting up chairs or stage for an event
- Room maintenance
- Extra cleaning
- All work orders are to be submitted via [School Dude](#).
- Each employee has been assigned their personal login for School Dude. See Administration if you do not have a username and password.
- The facilities coordinator will review all tasks through the website and complete them in a timely manner.
- Should tasks require additional time or support, the Facilities Coordinator will notify Administration so that a plan can be developed.

- The Facilities Coordinator will keep the reporting staff member informed of the completion or reason for delay of any project.

5.5 Commercial-Free and Vendor Purchasing Guidelines

When purchasing materials every effort must be maintained to follow the Commercial-Free and Vendor Purchasing Guidelines established by the Board of Trustees of Seven Generations Charter School. Questions about those guidelines can be addressed to the Business Office. (See Section 6xx, #636.3 and #636.4)

http://www.sevengenerationsschool.org/download.phtml/2978/636_3_commercial_free_guidelines.pdf

http://www.sevengenerationsschool.org/download.phtml/2979/636_4_vendor_purchasing_guidelines.pdf

5.6 Purchase Order Procedures

Purchase orders must be prepared accurately or they will be returned to the employee for correction that may delay the order being placed. A purchase order should include a complete description of the items to be purchased and the quantity and price of each item. The vendor's complete address and fax number should also be present. Purchase orders will be reviewed and approved by the CEO / Principal and Business Manager on a regular basis. The business office will be responsible for seeing that orders are placed. It will be the responsibility of the employee that submits an order to follow up if materials have not been received in a reasonable period of time.

Purchase Order forms are located in the Seven Gen Systems Manual appendix section.

5.7 Reimbursable Purchase Orders

Purchases for school related items are to be made by submitting a purchase order to the business office in most circumstances. When this is not practical, Seven Generations has the right to authorize direct purchases by employees with the prior approval of the CEO or Business Manager. Approved purchases made by employees personally must then be followed with submission of a receipt and Expense Report form to receive a reimbursement. When an employee is making a purchase themselves they should obtain a sales tax-exempt certificate from the Business Office first. Seven Generations will not be responsible to reimburse an employee for sales tax paid if a tax-exempt certificate has not been used to make that purchase.

The Purchase Order and Expense Report forms are located in the Seven Gen Systems Manual appendix section.

5.8 Receipt of Materials

When materials are received a packing slip is often included with the shipment. The employee that ordered the materials is expected to check what has been received with

the packing slip. That packing slip should then be turned into the Business Manager and initialed by the employee acknowledging that all materials were received.

5.9 PTO Contribution

In the event that the PTO provides teachers with consumable cards the materials purchased or services provided are the property of SGCS and intended the benefit of SGCS students and their instruction.

5.10 Travel Reimbursement

Auto Expenses

Parking and tolls will be reimbursed by the organization with receipts. Mileage will be reimbursed for the difference between the miles driven and normal commuting miles to the school. Mileage will be reimbursed subject to Internal Revenue Service (IRS) guidelines.

Air Travel

Any airline travel to school sponsored activities must be approved in advance by the CEO. Every effort should be made by both the employee and the school to find the lowest fares possible. The original airline ticket/confirmation must be submitted in order to receive reimbursement.

Buses, Trains, Taxis, etc.

When traveling on school business expenses will be reimbursed with submission of receipts. The dollar amount must be present on the receipts to be reimbursed.

Rental Cars

Approval for car rental must be received in advance from the CEO. Reservations should be made as far in advance as possible to obtain the best rates. The car rental agreement and receipt must be submitted for reimbursement. Damages / injuries incurred while renting the vehicle are solely under the insurance of the employee renting the vehicle.

Meals

When traveling overnight on school business, meals will be reimbursed at a maximum of \$35.00 per day per person with receipts unless otherwise approved by the CEO. Credit card or cash register receipts are required for reimbursement. Restaurant tear tabs are not acceptable.

Lodging

Seven Gen will only reimburse actual room costs for lodging. Other expenses incurred with overnight stays are subject to reimbursement approval by the CEO.

Telephone / Cellphone

Seven Gen will not reimburse employees for any cellphone use while away on overnight travel.

5.11 Non-Reimbursable Travel Expenses

1. Commuting expenses
2. Traffic and parking violations incurred on school business
3. Insurance for airline flights or auto rentals
4. Gifts for employees or business contacts
5. Entertainment expenses incurred on school business
6. Alcoholic beverages

Any special circumstances causing a deviation from these procedures need to be approved in advance by the CEO / Principal.

5.12 Depositing Funds

After collecting funds for any school event use a Deposit Verification form and meet with the Business office to count the money together to ensure accuracy. Deposit Verification forms can be found in the Seven Gen Systems Manual appendix.

5.13 Professional Development

An employee must request permission of the CEO / Principal to take time off from work for professional development. The Time Off Request form may be used for this purpose and must be printed and signed by the employee. Payment for professional development is at the discretion of the CEO / Principal.

5.14 IEP and 504 Meetings

It is imperative that, as a vital team member of the IEP or 504 plan, you are expected to attend the meeting. If you are requested to attend an IEP or 504 plan meeting and are unable to attend you must inform the case manager and Executive Assistant so that proper notification of the parents and completion of documents can be completed. Also, if you need coverage please inform the Executive Assistant. Arrangements for coverage will then be made for you. It is your responsibility to have an appropriate amount of work for your students to complete while you are at the meeting. General Ed teacher participation should be the first 15 minutes of the meetings and special education teachers can expect to attend meetings for 1 hour.

5.15 Visiting Animals at School

SGCS will allow animals to visit the school when there is an academic purpose. Staff members are required to send an email request to the CEO/Principal or the Assistant Principal one (1) week in advance. The request should be via email or writing and include identifying the animal, academic purpose and time frame of the desired visit. Special care and consideration should be given when there are potential issues due to

student or staff allergies. The employee is expected to complete their regular course of duties and maintain a safe environment for their students, colleagues and pet. The employee is responsible for any damages or injuries that the pet may cause and the school is not responsible for any injuries that may be experienced by the pet.

6. COMPENSATION

6.1 Payment of Wages

Pay dates occurs on the 15th and 30th of each month. If that day lands on a weekend or federal holiday payroll will occur the day before the weekend or holiday. If a payroll inaccuracy occurs SGCS will correct the mistake and make an adjustment in the following pay period.

6.2 Reporting Hours Worked

Part-time and wage employees are required to sign in and out in the respective front offices to which he/she works in. Please see the Business Coordinator for instructions on the sign-in/sign-out process. Part-time employees are also required to fill out timesheets for payroll.

6.3 Overtime

All overtime for nonexempt employees must be pre-approved by the CEO/Principal or designated administrator. Non-exempt employees are required to fill out a SGCS Timesheet if and when he/she works overtime. Overtime is considered hours worked more than 40 hours for full-time staff and more than 29 hours for part-time staff. If overtime work occurs without prior approval disciplinary action may be taken.

6.4 Overtime Pay

A non-exempt employee who works more than 40 hours in one week and earns an annual salary of less than \$47,476 will be paid for that time at one and one-half times their hourly rate.

7. TIME OFF/LEAVE OF ABSENCE

7.1 Family Medical Leave Act (FMLA)

Employees must meet the criteria outlined by federal law to be eligible for FMLA benefits. See the Employee Time Off Policy (Section 3xx, #361).

<http://sevengenerationsschool.org/wp-content/uploads/2016/07/361-Employee-Time-Off-Policy.pdf>

7.2 Leave of Absence other than FMLA

Benefits and processes of employee leave benefits are included in the Employee Time Off Policy (Section 3xx, #361).

7.3 Sick Leave

Sick leave is reserved for when an illness arises within 24 hours of the beginning of the work day. **An absence posting must occur before 6am the morning of a day an absence is necessary.** Otherwise, disciplinary action may occur. See Employee Call-Out Policy (Section 3xx, 361-1)

http://www.sevengenerationsschool.org/download.phtml/3209/361_1_employee_call_out_policy.pdf

7.4 Lactation/Breastfeeding

An employee is entitled to reasonable break time to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk in a location other than a bathroom that is shielded from other employees. This entitlement is compliant with the Affordable Care Act.

8.BENEFITS

8.1 Medical and Dental Insurance

Full-time employees are offered medical, dental and vision insurance coverage. New employees are eligible the first day of the month following the month employment began. If coverage is elected by employee, premiums will be deducted monthly. Employees may choose to opt-out of health insurance coverage and receive a monthly stipend while employed at SGCS. Proof of alternate insurance is required to be eligible for the opt-out stipend. The plan year extends from December 1st till November 30th. December 1st is when the deductible requirements will begin and also the time the overall plan will change if the school has elected to do so. Only if a major life event occurs you are eligible to change the status of your insurance coverage. Major life events are the following:

- **Loss of essential health coverage:** If you or one of your dependents lose health coverage that meets minimum government standard
- **Change of family structure:** If you gain a dependent or become a dependent because of a marriage, death in the family, or birth or adoption of a child
- **Change in citizenship status:** If you become a U.S. citizen, national, or gain lawful status in the United States
- **Move to a new coverage area:** If you permanently move

If an employee needs to change the status of her/his insurance including adding or subtracting a person the employee must request a new enrollment or opt-out form. A change of insurance coverage status must take place within 30 days of the event.

8.2 Health Reimbursement

SGCS-insured employees may submit an explanation of benefit (EOB) for reimbursement of medical co-pays. The plan year is from December 1- November 30th. Reimbursement requests may be submitted up to 6 months (May 30th) after the plan ends. An employee may request a reimbursement form and the reimbursement pay schedule from HR.

8.3 Flexible Spending and Dependent Care Savings Accounts

SGCS offers flex spending and dependent care accounts. These are pre-tax dollars an employee may set aside through monthly deductions. Saved funds will be available when employee shows proof of eligible flexible spending cost or dependent care and submits the appropriate document. The plan year for these accounts is October 1st -Sept. 30th and expense reimbursements may be submitted up to 90 days (December 31st) after the plan year ends.

8.4 Short-term and Long-term Disability

Aflac, an independent company, has partnered with Seven Generations CS to offer disability benefits.

8.5 PSERS

SGCS employees who have worked at SGCS before July 1, 2016 are eligible for PSERS retirement program.

8.6 403b Plan

Employees hired July 1, 2016 or later will be eligible for a 403b retirement plan.

8.7 Injury

If you are hurt while on the job please inform an administrator and you will be directed to visit the nurse and to fill out an accident report.

8.8 Workers Compensation

Seven Generations insures worker's compensation coverage.

8.9 Employee Assistance Program(EAP)

Employees may be referred to counseling when personal matters are interfering with work productivity. Employees may also utilize this program if so desired without a SGCS referral.