



Young Playwrights' Theater

Employment Policies and Procedures

# YOUNG PLAYWRIGHTS' THEATER

## Employment Policies and Procedures

### CONTENTS:

|  |    |
|--|----|
| ORGANIZATIONAL MISSION, HISTORY AND STRUCTURE..... | 3  |
| NON-DISCRIMINATION POLICY.....                     | 5  |
| TERMS OF EMPLOYMENT.....                           | 5  |
| PERMANENT  |    |
| TEMPORARY  |    |
| FULL TIME  |    |
| PART TIME  |    |
| OPERATING PROCEDURES.....                          | 7  |
| COMPENSATION POLICY.....                           | 9  |
| BENEFITS POLICY.....                               | 10 |
| VACATIONS  |    |
| PAID LEAVES OF ABSENCE                             |    |
| PAID HOLIDAYS                                      |    |
| UNPAID LEAVES OF ABSENCE                           |    |
| OTHER BENEFITS AND INSURANCE                       |    |
| DRUG-FREE WORKPLACE POLICY.....                    | 14 |
| SAFETY STANDARDS POLICY.....                       | 14 |
| FREEDOM FROM SEXUAL HARASSMENT POLICY.....         | 15 |
| DISCIPLINARY PROCEDURES.....                       | 15 |
| EMPLOYEE ACKNOWLEDGEMENT.....                      | 18 |

### OVERVIEW

The personnel policies of Young Playwrights' Theater are intended to ensure fairness to all employees in matters relating to their employment -- because people are the most important asset to our organization. The policies outline the working conditions and benefits for the staff.

YPT attempts to maintain, within practical limits, working conditions, privileges, and benefits which are conducive to both individual well-being and program achievement. These personnel policies shall apply to all full-time employees. Provisions shall be made at the time of employment or contracting for all other individuals, such as part-time and temporary employees and consultants.

An underlying assumption of this manual is that special and unique situations should be resolved through the cooperative efforts of all concerned. Suggestions are always welcomed.

## **ORGANIZATION MISSION, HISTORY AND STRUCTURE**

### **YOUNG PLAYWRIGHTS' THEATER GIVING VOICE TO A NEW GENERATION**

#### **MISSION**

Founded in 1995 by award-winning playwright Karen Zacarias, Young Playwrights' Theater (YPT) is the only professional theater in Washington, D.C. dedicated entirely to arts education. Through interactive in-school and after-school programs and collaborative projects, YPT teaches underserved students throughout the D.C. metro area to express themselves and engage the world around them through the art of playwriting.

#### **About YPT**

YPT connects students, teachers, families, actors, playwrights and professional theaters in order to create new plays that reflect the intimate voices of their communities, with a particular focus on the diversity of voices that make up the American experience. YPT then shares these original works with the greater D.C. community through professional productions and tours utilizing the area's finest actors, directors and designers. By presenting student-written plays throughout the region, YPT encourages a local appreciation of young artists and serves as a forum for communication between youth and the wider community.

YPT strives to be a driving force in arts education, leading the field with innovative arts-integrated and standards-based programs that engage students in an artistic process while truly enhancing their education.

#### **History**

Since 1995 YPT has:

- Received the Mayor's Arts Award for Outstanding Contribution to Arts Education.

- Reached more than 4,000 students with free, in-depth playwriting and literacy workshops led by professional DC-area playwrights.
- Produced over 110 plays written by DC public elementary, middle, and high school students and performed by professional actors and directors.
- Performed for more than 45,000 people at theaters, schools, community centers, senior wellness centers, and juvenile detention centers in all 8 wards of DC as well as Maryland and Virginia.
- Given more than 30,000 people their first theatrical experience.
- Employed more than 300 D.C.-area artists through the program's readings, performances and workshops.

### **Why the Work of YPT is Important**

- Students learn the importance of writing, revision, and grammar, not from a book, but by using them as a tool to discuss the issues that are most important to *them*.
- YPT works with students who are ethnically diverse and chronically underserved, primarily in the Latino and African American communities of Washington, D.C.
- 98% of participants qualify for the Free Lunch Program and 100% of YPT's students attend schools that receive Title I Federal Assistance.
- Approximately 35% of YPT's students have English as their Second Language.
- 70% of participants demonstrated improvement in their literacy skills in English (including increases in command of vocabulary, language structure, script analysis and writing style).
- Truancy of participants in YPT's programs dropped by 70% during workshop days.
- Homework completion increased by 80% with YPT-related writing assignments.
- YPT's programs and productions have attracted new national partnerships and opportunities to showcase the talents and voices of D.C.'s inner-city youth for a national audience, including performances at the Kennedy Center and the Smithsonian.

### **Programs and Productions**

The following programs and productions offer young people the opportunity to share their words with the world while nurturing a new generation of artists:

- The ***In-School Playwriting Program*** enhances student literacy, creative expression and collaboration through the art of playwriting.
- The ***New Play Festival*** gives students the opportunity to actively participate in the arts by selecting the most interesting and dynamic work written by our students that season and producing a professional staged reading at a local regional theater.
- The ***After-School Playwriting Program*** strengthens students' community engagement, collaboration, and conflict resolution by exploring a theatrical process as an ensemble.
- The ***Express Tour*** shares the work of young playwrights with their greater community in order to create a dialogue that can engage, entertain, and educate.

- The ***Summer Playwriting Series*** provides students with the tools necessary to create their own plays, including lessons in objectives, obstacles, character development, dialogue, monologue, and revision.
- ***New Writers Now!*** creates a forum for dialogue between young playwrights and their communities through free readings of student-generated work and post-show discussions with the students on their writing and experiences with YPT.

Young Playwrights' Theater (YPT) consists of a full-time staff, teaching artists and other contract artists and employees, including actors, directors, playwrights and interns, volunteers and a Board of Directors. Governance is conducted according to Board-enacted by-laws, which are reviewed periodically. YPT incorporated as a non-profit organization in 1997.

## **NON-DISCRIMINATION POLICIES**

### **Policy Statement**

YPT provides equal employment opportunity to all persons without regard to race, color, religion, disability, gender or sexual orientation, age, national origin, or marital or family status.

### **NIS Compliance**

Any employment offer by YPT is contingent on the employee's ability to provide proof of their identity and their legal ability to remain and work in the United States.

### **Americans with Disabilities Compliance Policy**

YPT welcomes applications from people with disabilities and does not discriminate against them. This organization complies with the Americans with Disabilities Act of 1990 by considering applicants with disabilities for employment using the same criteria as are used for the employment of people without disabilities; and considering employees with disabilities for promotions using the same criteria as are used for employees without disabilities.

### **Affirmative Action Policy**

YPT's affirmative action program, which is designed to strive for a staff that reflects the diversity of our society, includes:

1. Pursuing affirmative action along with regular review of the program by the Board of Directors.
2. Ensuring that our policy regarding equal employment opportunity is communicated to all employees and applicants.
3. Ensuring that hiring, promotion and salary administration practices are fair and consistent with the personnel policies set out herein.
4. To the extent that we have not achieved our goal of maintaining a diverse work force, we will make special recruitment efforts a part of this plan.

## TERMS OF EMPLOYMENT

Other than those employees who have contracts, all employees of YPT are "at-will" employees, meaning that either the employee or YPT can terminate the employment relationship at any time, for any reason or for no reason. Nothing in this handbook is intended to or does alter the "at-will" status of YPT's employees. The policies described in this handbook and the handbook itself are not a contract and do not create a contractual relationship between YPT and any employee. The provisions of this handbook are intended to provide information for the employee. Any provision of this handbook may be amended or withdrawn at any time by YPT. All employees will be categorized as defined below:

### Probationary

All newly hired employees or former employees re-hired after a separation of more than one year. This probationary period will last 60 days (subject to further extension by the Board) from the date of hire and is designed to allow the employee and the organization sufficient time to determine if they are a good "fit" for each other. During an employee's probationary period, s/he may be terminated without advance notice by management. No benefits as outlined in this personnel policy shall take effect until the completion of the probationary period, unless otherwise authorized by the Producing Artistic Director.

### Regular

All employees in positions which are of unspecified time duration, following satisfactory completion of the probationary period, are considered regular employees and are eligible to participate in the benefit programs.

### Temporary

Anyone employed in a position established for a specific period of time is a temporary employee. Temporary and special project employees are provided only those benefits required by law such as Workers' Compensation and FICA, unless otherwise negotiated. Temporary employees are hired on an hourly basis or for a flat project fee, as appropriate, and are paid for time worked. Hourly fees and flat special project fees do not have to conform to the salary range schedule. These employees will be provided individual agreements or contracts that specifically state the expectations, conditions, and terms of the services required.

### Part Time

Those employees who are hired to work a schedule of less than 35 hours per calendar week are considered part time. Part time employees are eligible for pro-rated benefits as specified in the relevant sections of this manual.

YPT's full-time administrative employees are considered professional staff and receive an annual salary. These employees are not eligible for overtime pay. Part time staff members who receive

an hourly wage are eligible for compensation for work beyond the weekly assigned hours when such work has been approved in advance by the Producing Artistic Director.

Regardless of the employee category, it is understood that employment with this organization is deemed to be employment at will, whereby either the employee or the organization has the discretion to terminate employment or to take any other action regarding employment that is in her/his best interest.

## **OPERATING PROCEDURES**

Continuity of employment shall be based on:

- 1) Satisfactory performance of work
- 2) Necessity for such work
- 3) Commitment, attendance and punctuality
- 4) Availability of funds

As an organization dealing with the public, YPT expects the highest degree of courtesy and consideration of the public by all members of the staff, including volunteers and interns.

### Fiscal Year

The fiscal year for YPT runs from July 1-June 30.

### Work Environment and Open Door Policy

Every YPT employee can expect a safe, healthy and creative environment in which to work. Questions or concerns about office conditions or environment should be brought directly to the employee's supervisor or the Producing Artistic Director on a case by case basis. Every effort will be made to resolve questions or concerns as quickly as possible.

YPT currently operates within the Josephine Butler House. As tenants of the Butler House, all employees of YPT therefore are subject to the rules and requirements designated by Washington Parks and People, the operating organization of the Butler House. New employees of YPT must attend a one-hour orientation with Washington Parks and People in order to receive a keycard and full access to the building. Every effort to schedule this orientation as early as possible into an employee's tenure will be made but is subject to the schedule of Washington Parks and People. Employee issues or concerns with the space, safety, conditions or policies of the Butler House should be brought directly to the Producing Artistic Director.

### Work Hours

YPT's office hours are 9:30 a.m. – 5:30 p.m., Monday through Friday. Staff may exercise a schedule that varies from this norm; however, any changes must be approved by the staff member's supervisor. This work schedule permits a one hour lunch break.

### Telephone Calls

YPT telephones are intended for use in conducting the business of the organization. Local personal calls during the work day are permitted, but only on a very limited basis, and generally only when personal business cannot be transacted at any other time. Any long distance personal calls made by the employee must be done so with the employee's personal cell phone or calling card.

#### Electronic Information and Internet Usage

Electronic communication devices provided by YPT—including desktop computers, laptops, email, Internet usage, and fax machines--are intended for conducting the business of the organization. Therefore, personal use or use to conduct personal business must be kept to a minimum, and in such a way that it does not interfere or impede the employee's ability to do his/her job.

All documents, software and other information generated or communicated using YPT equipment remain the property of the organization and may be monitored to assure proper use.

Distributing or posting copyrighted materials by email or any other means without the consent of the copyright owner is prohibited.

Using communication devices in any manner that is discriminatory, harassing, obscene, illegal or against YPT policy is forbidden. Any information composed, transmitted, accessed or solicited via the internet must not contain content that could be considered discriminatory, slanderous, offensive, obscene, threatening, harassing, intimidating or disruptive by any other reasonable person. Other examples of unacceptable content may include, but are not limited to, viewing or exchanging pornography or other obscene materials; making sexual comments or creating sexual images; making racial slurs, or gender-specific derogatory remarks; or any other comments or images that could reasonably offend another person on the basis of race, age, sex, religious beliefs, national origin, disability or any other characteristic protected by law. Sending or posting messages that defame or slander other individuals, and posting or sending discriminatory, harassing, unwelcome or threatening messages or images to employees or others is likewise forbidden.

Employees will make every effort to insure the safety and reliability of YPT desktop computers and laptops, and will check regularly for viruses before downloading or copying any file from the Internet. Employees will also check all compressed files before and after compression.

#### Equipment

YPT provides employees with equipment necessary to their tasks, including appropriate computer software and hardware, video and digital camera and other technical equipment as necessary. This equipment is to be used solely for the purposes of YPT and within normal parameters of use for such equipment. When taking equipment from YPT premises, employees are responsible for the equipment's safe return in a similar condition as when it left.

### Smoking

This organization and the Josephine Butler House are both committed to a smoke-free environment. Consequently, smoking is prohibited within the building.

### Personnel Records

There will be one personnel folder established and maintained for each employee. These records will be confidential, but will be accessible to the Producing Artistic Director and the Board.

### Outside Work

YPT believes it is entitled to have full commitment of the services of its staff members in the areas of their respective professional competence. For this reason, all employees must discuss with the Producing Artistic Director any outside employment activities which may conflict with YPT's mission and goals, or are inconsistent with the time that they are expected to devote to YPT. Any proposed outside activities must be considered in regard to their potential infringement upon employees' commitment (time and attitude) to YPT. If the Producing Artistic Director believes an employee's work is being adversely affected by any outside commitments, the Producing Artistic Director may request that the employee take a leave of absence, without pay, in order to complete the outside project. The regular conditions pertaining to absence (see "Leave of Absence") would apply.

If an outside project is approved by the Producing Artistic Director, the employee is entitled to receive whatever compensation the project provides. The employee should always make clear, however, that he or she is not serving as YPT's representative during such activities. The Producing Artistic Director may disallow employee outside activities, if they conflict with YPT's policies or otherwise are inconsistent with the employee's commitments to the organization.

### Travel

All travel charged to YPT must first be approved by the Producing Artistic Director. Employees should make every effort to keep travel expenses to the lowest possible cost. All expenses require receipts if reimbursement from the organization is sought.

### Supplies

All supply orders must be requested with a YPT supply order form and approved by the Producing Artistic Director prior to processing. Supply orders generally take three to five days for processing and delivery after approval.

### Cancellations and Closings

YPT follows federal government closure decisions on days of inclement weather. If the federal government closes due to weather, YPT offices will be closed and employees will be compensated for a regular day's work. If the decision is made to close after employees have reported to work, employees may go home and be compensated for a full day's work. When possible, employees are encouraged to work from home when the office is closed due to weather.

## **COMPENSATION POLICY**

### **Pay scale**

All positions within YPT have been classified and given a salary range approved by the Board of Directors as a guide in making offers of employment and in granting salary increases.

There are four factors in determining pay scale:

#### Salary Range

Each position in the organization has a salary range approved by the Board of Directors. The Board of Directors can approve a change in this salary range affecting the level of compensation an employee receives as part of the annual budget approval. The annual salary adjustment is effective at the start of the fiscal year.

#### Job Description

Each position is compensated on the basis of the job description. A significant change in job responsibilities can result in an adjustment in the level of compensation. Such a change will be recommended by the Producing Artistic Director for approval by the Board.

#### Annual Adjustment

On an employee's anniversary date, YPT may make adjustments reflective of the increased cost of living. Annual adjustments are not guaranteed and are contingent on the fiscal health of the organization.

#### Merit

On the basis of the employees' job description and performance review, the Producing Artistic Director may recommend merit increases for approval by the Board. The Producing Artistic Director will recommend to the Board effective dates for such increases.

### **Paychecks**

Full time permanent staff will be paid every other Friday (26 times per full fiscal year worked) and paychecks will be available from the Producing Artistic Director by 5:00 p.m. that Friday. Direct deposit of employee net pay to employee's checking or savings account is available to full time staff only. Part-time or contract employees will be paid on a schedule agreed upon prior to employment with the Producing Artistic Director.

### **Absence Reports**

If, owing to unforeseen emergencies, employees are unable to report to work, they must notify the Producing Artistic Director or a designee by 10:00 a.m. on the day of absence. If the

absence extends beyond a single day, the Producing Artistic Director must be kept informed. Employees should attempt to estimate the likely duration of their absence.

### **Performance Evaluations**

All employees will receive a performance evaluation based on a standard performance evaluation form and the employee's job description. These evaluations will be performed

- at the conclusion of an employee's probationary period
- annually, before the end of the fiscal year, or
- during the week of an employee's anniversary

If an employee is rated as performing unsatisfactorily in their position by their supervisor, a second performance rating will be given two months later. A second unsatisfactory rating may constitute grounds for dismissal. Employees have the right to respond in writing to their evaluations prior to any further action.

Employees will have an opportunity to discuss their job descriptions with their supervisors during their performance evaluation.

## **BENEFITS POLICY**

### **Vacation**

Regular employees shall receive annual paid vacation, the amount of which shall be determined by the employee's length of continuous service. Vacation allowances shall be made on the fiscal year as follows:

#### Full-Time Employees

|   |                                  |
|---|----------------------------------|
| Continuous Service for 1-2 Years:                         | 6.66 hours/month (10 days/year)  |
| Continuous Service for More than 2 but Less than 5 Years: | 10 hours/month (15 days/year)    |
| Continuous Service for 5 Years or More:                   | 13.33 hours/month (20 days/year) |

#### Part Time Employees:

Not eligible for vacation pay.

#### Temporary Employees:

Not eligible for vacation pay.

Upon termination, employees with less than six months of continuous service at the time of termination shall not receive any vacation pay in lieu of vacation. Employees with six months or more of continuous service at the time of termination shall be paid for vacation days accrued, but not taken prior to termination, up to a total of 15 days, except as provided in "Resignations and Dismissals."

Employees must use vacation days earned within a fiscal year by the end of the 60 days following the end of said fiscal year (fiscal year ends June 30 and any earned vacation from that year must be used by August 30). This policy is set to insure that employees take a substantial vacation within each fiscal year. Carried over vacation days will not be subject to compensation at the time of termination.

Time spent on jury service leave will not be counted as a break in continuous service for determining vacation eligibility.

Scheduling of vacation is subject to the approval of the Producing Artistic Director and the scheduling needs of the organization.

### **Paid Leaves of Absence**

#### Sick Leave

Sick leave is to be used only for personal medical appointments, personal illness or personal injury, or for similar purposes for immediate family members and/or dependents. Paid sick leave is accrued at the rate of one working day per month; twelve working days per calendar year. No paid sick leave may be taken in advance of the period in which it will be earned, and it may not be used until an employee has completed 90 days of full-time continuous employment. Sick leave may be accrued up to, but not exceeding, 24 days. Time off for personal medical appointment, personal illness or personal injury taken prior to, or in excess of, accrued paid sick leave will be treated as leave without pay or, if appropriate, as medical leave. Employees may only use sick leave for the purposes set out in this paragraph and will not be paid for unused sick leave upon termination of employment.

#### Personal Leave

With the approval of the Producing Artistic Director, leave with pay, not to exceed three days per year, are allowed for funerals, observance of religious holidays or for other compelling personal reasons, including family illness, inability to get to work due to car trouble or weather conditions, and household emergencies. Personal days are earned at the rate of one day for every four months of full-time employment and may not be used before they are earned. Personal days may be taken in half-day units, and are not carried over from year to year.

#### Jury Duty

Jury duty is regarded as a citizenship obligation. An employee called for jury duty is extended a leave of absence for the duration of the jury service. Employees are required to report for work on business days when released from jury duty temporarily. The difference between regular salary and judicial compensation will be paid during the leave of absence for jury service.

#### Personal Development

Employees are encouraged to participate in special conferences and workshops to continuously upgrade skills. Time for attending such activities will be granted at the discretion of the Producing Artistic Director.

### **Paid Holidays**

The following days will generally be observed as holidays with pay for eligible employees, and the office will be officially closed.

- Martin Luther King, Jr.'s Birthday - 3rd Monday in January
- President's Day -- February
- Memorial Day -- Last Monday in May
- Independence Day -- July 4
- Labor Day -- First Monday in September
- Columbus Day -- Second Monday in October
- Thanksgiving Day
- Friday after Thanksgiving
- December 24 through December 26
- January 1

When a holiday falls on a Saturday, the preceding Friday is observed as a holiday. When a holiday falls on a Sunday, the following Monday is observed as a holiday. When a holiday falls during an employee's annual vacation, the employee's vacation accrual will not be charged for that day. If a holiday falls on a day that an employee is on authorized or unauthorized leave of absence without pay, the employee shall not be paid for the holiday.

Employees may utilize their paid annual leave or take unpaid leave of absence days to celebrate other holidays, such as those associated with one's religious faith, provided that such leave is approved in advance by the Producing Artistic Director.

### **Unpaid Leaves of Absences**

#### Administrative Leave

Unpaid leaves of absence may be granted by the organization in instances where unusual or unavoidable circumstances require an employee's absence. Such unpaid leaves are granted on the assumption that an employee will be available to return to regular employment when conditions permit. Usually vacation, personal and sick leave must be used before leave without pay is approved.

Vacation, personal and sick leave do not accrue during leave without pay. YPT will continue to carry the employee in its group health plan, if applicable; however, the employee is responsible for all payments during the leave period. These payments will be deducted from the employee's final paycheck before the leave period begins.

Failure to return to work at the end of a leave of absence or to obtain approval for an extension prior to that time will be considered resignation by the employee.

### Military Leave

A leave of absence without pay will be granted to any staff member called to military service in accordance with the appropriate federal statutes. "Called to military service" shall mean either a general mobilization by order of Congress or a non-discretionary requirement to report for reserve duty. The staff member who asserts a non-discretionary reserve duty call shall be required to prove that no feasible alternatives exist to time being taken from regularly scheduled staff duties.

Staff members called to military service shall notify the Producing Artistic Director immediately and provide a written copy of the military orders requiring the leave.

### Family and Medical Leave

Regular employees may be granted up to eight (8) weeks family/medical leave (combined) without pay during any twenty-four (24) month period. Medical leave is available to a regular employee who is unable to perform the functions of his or her position due to a serious health condition subject to the conditions of this policy. Family leave is available to a regular employee when needed to care for a family member with a serious health condition or for a new child as further described in this policy.

#### Medical Leave:

If an employee becomes unable to perform his/her job functions because of a serious health condition, after using paid sick leave, he/she may apply for unpaid medical leave. Medical leave may be taken intermittently when medically necessary.

Family Leave may be requested by an employee due to:

- birth of a child of the employee;
- placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility, including through adoption or foster care; or
- the care of an employee's "family member" (a person to whom the employee is related by blood, legal custody or marriage; or a person with whom the employee shares a residence within the context of a committed relationship; or a child for whom the employee permanently assumes parental responsibility) who has a serious health condition.

An employee who wishes to take family leave due to the birth or placement of a child must do so within twelve (12) months after the birth or placement of the child.

The eight (8) weeks of leave allowed by this policy is for medical and family leave combined.

Although family/medical leave is unpaid leave, the coverage an employee has under YPT's health plan will be continued throughout family/medical leave, provided that the employee continues

making any contributions that would be required if the employee were working. Other benefits may be continued when permitted by the applicable benefit plans and policies, subject to such payment as YPT may require. An employee will not accrue vacation leave or sick leave during unpaid family/medical leave.

**Notice and Return to Work:**

Whenever the need for family/medical leave is foreseeable, an employee should give YPT thirty (30) days advance notice of the need for leave. In circumstances which are not planned or foreseeable, the employee is expected to provide notice as soon as practicable. In cases of family/medical leave for an employee's or family member's serious health condition, YPT may require an employee requesting family/medical leave to obtain satisfactory certification of the need for the leave from his/her licensed health care provider, or his/her family member's licensed health care provider, as applicable. YPT will provide the certification form to the employee, and it will be the employee's responsibility to have this certification completed and returned to YPT within fifteen (15) days. After the certification is submitted, YPT may require the employee to provide additional medical information if necessary.

For purposes of family/medical leave, a "serious health condition" means a physical or mental illness, injury, impairment, or condition that involves inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision by a health care provider or other competent individual. Serious health conditions include: incapacity due to pregnancy or for prenatal care, incapacity due to chronic medical conditions requiring periodic medical treatment over an extended period, or long-term or permanent incapacity due to an untreatable medical condition if under medical supervision. A serious health condition can also include serious medical problems of a shorter duration if they involve incapacity of more than three consecutive days and medical treatment is received, or other serious medical problems that if not treated could likely result in incapacity exceeding three consecutive days, provided certain other requirements are also met as further explained in the certification form.

If the employee is unable to return to work by the expected return date, he/she must notify YPT in writing at least five (5) days before the expiration day of the family/medical leave (or, if the leave is less than ten (10) days, as soon as practicable). If an employee requests an extension of leave, such extensions may or may not be granted in YPT's discretion and, if granted, will only be for a limited period of time.

Prior to returning to work from a leave related to the employee's own health condition, the employee's health care provider must provide a "fit for work" certification confirming the employee is able to perform their position and detailing any restrictions to the employee's work capabilities. YPT will make reasonable efforts to reinstate an employee returning from family/medical leave to a position similar to the employee's former position, taking into account any change in the organization's financial or operating circumstances, staffing needs and/or the elimination of positions.

## **Other Benefits and Insurance**

### Workers Compensation

YPT carries compensation insurance in accordance with the requirements of District of Columbia law. This insurance provides benefit payment to an employee who is injured while working with YPT or becomes ill from any occupational disease.

### State Employment

YPT contributes to the D.C. Department of Employment Services Unemployment Insurance Fund. Eligibility for participation is determined by Federal and State law and is influenced by the reasons for termination of employment.

### Social Security

YPT participates in the Federal Social Security System and contributes to it for each regular employee.

### Insurance

YPT offers health insurance to full time employees only, with health and dental provided by the company.

## **DRUG-FREE WORKPLACE POLICY**

The use of non-prescription drugs, alcohol or other intoxicants is strictly forbidden at the YPT office or any other worksite where YPT may be operating. Any employee caught using such substances or under the influence of such substances will be subject to immediate dismissal.

## **SAFETY STANDARDS POLICY**

All employees of YPT will follow these safety practice rules and report all unsafe conditions or practices to the Producing Artistic Director. Furthermore, all employees must comply with all safety rules:

- All employees will be given training on safety and security practices in the Butler House as part of their building orientation with Washington Parks and People.
- Anyone under the influence of alcohol or drugs will not be allowed on the job while in that condition.
- No one will be permitted or required to work while her/his ability or alertness is seriously impaired by illness or debilitating fatigue.
- Horseplay, scuffling and other acts which may endanger employees are prohibited.

All injuries will be reported promptly to a supervisor.

## **FREEDOM FROM SEXUAL HARASSMENT POLICY**

YPT strictly forbids all forms of sexual harassment. It is the policy of YPT to provide all employees with a work environment free from unsolicited and unwelcome sexual overtures. For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when submission to or rejection of this conduct is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment or this conduct interferes with an individual's employment or creates an intimidating, hostile or offensive work environment. Examples of conduct that, standing alone or as part of a continuing or repeated series of acts, may constitute sexual harassment include: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; display in the workplace of sexually suggestive objects or pictures; asking questions about sexual conduct or sexual orientation or preferences; and harassment consistently targeted at only one sex, even if the content of such harassment is not sexual.

### **Reporting Discrimination or Sexual Harassment**

YPT encourages reporting of all incidents of discrimination and sexual harassment to work supervisors, to the Producing Artistic Director or to the President of the Board of Directors. YPT will not in any way retaliate against any individual who makes a report of discrimination or of sexual harassment. Retaliation is a serious violation and should be reported immediately.

### **Reporting Misconduct**

Suspected employee misconduct is to be reported directly to the Producing Artistic Director. Suspected misconduct by the Producing Artistic Director witnessed by subordinate employees may be reported directly to the Chair or the Vice Chair of the YPT Board of Directors.

## **DISCIPLINARY PROCEDURES**

Disciplinary procedures are designed to protect the safety of all employees and ensure fair treatment. Discipline may be required for excessive violation of any of the policies set out herein, absenteeism, or less than satisfactory work performance. Levels of discipline in ascending order of seriousness include:

- verbal warning
- written reprimand
- probationary period
- immediate termination of employment

There are situations in which YPT will immediately terminate an employee without a verbal or written warning. These situations may include, but are not limited to:

- falsification of records
- reporting to work under the influence of intoxicants
- use or possession of illegal substances during work hours
- serious violation of safety rules or practices
- theft or destruction of YPT property
- any gross misconduct or insubordination

A written record of disciplinary action taken will be maintained and placed in the employee's personnel file.

### **Resignations and Dismissal**

Except in circumstances where termination is immediate and for misconduct (for the reasons set out in the immediately preceding paragraph), all vacation leave earned and not yet taken up to the date of resignation will be paid to the employee, up to a maximum of 15 days total.

Professional staff failing to provide notice may forfeit compensation for accrued annual leave.

All organization credit cards, keys, cash, travel advances, files and other materials or property belonging to the organization must be returned before the employee's final paycheck is released.

#### Resignation

Professional staff is expected to give a minimum of one-month's notice of resignation, in writing. Part-time staff are required to give a minimum of two-weeks' notice, in writing. (No termination allowance will be made for this type of termination.) At the option of YPT, employees who give two weeks' notice may be given two weeks' pay and may be required to discontinue work immediately.

#### Reduction in Work Force

From time to time, cutbacks, reductions or staff reconfigurations may be necessary to ensure the viability of YPT. If this type of reduction in staff takes place, YPT will reduce the staff based on a number of factors. Reduction strategies may include:

- voluntary reductions in work force. This includes employees who take a leave of absence or reductions in hours
- part-time positions may be terminated before full-time positions
- transferring employees from terminated positions to other vacant positions, if they have the qualifications and satisfactory performance evaluations
- attrition

In determining which employees are laid off, the Producing Artistic Director may implement a seniority system, giving consideration to factors such as special training, performance evaluations, job specialty and responsibilities.

Employees who are affected by a reduction in force will receive a minimum of two weeks notice of this termination and a reasonable amount of time off for the purpose of conducting job search interviews.

#### Unsatisfactory Performance

Prior to termination for unsatisfactory performance, the organization will have made a reasonable effort to resolve the problem(s) with the employee (see "Disciplinary Procedures"). Uncooperative behavior which affects YPT operations may result in immediate dismissal. Termination for unsatisfactory performance requires no notice and no termination allowance will be paid.

#### Misconduct

Misconduct includes gross employee behavior including reporting to work under the influence of intoxicants or drugs; the use of illegal substances during work hours; falsifying records; refusal to do work reasonably expected; serious violation of safety rules and practices; wrongful use, theft or destruction of YPT property; or conviction of a felony. Termination for misconduct requires no notice and no termination allowance will be paid.

#### Exit Interviews

All terminating employees will receive exit interviews. These exit interviews will be held immediately upon notification by the employee of plans to resign or on the final day of employment if terminated by the organization.

#### Confidentiality

All employees acknowledge and accept that all YPT information is to be kept strictly confidential unless otherwise noted.

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge receipt of the Employment Policies and Procedures (the "Handbook") of Young Playwrights' Theater (YPT) and that I have read and understand the Handbook. I further acknowledge that this Handbook supersedes all prior oral or written statements by YPT concerning its employment practices, guidelines and benefits. I understand that:

1. My employment is governed by the policies described in this Handbook and it is my responsibility to familiarize myself with and understand all information it contains;
2. This Handbook is neither an employment contract nor an agreement guaranteeing employment and/or the provision of benefits of any kind for any specified period of time; furthermore, I may voluntarily leave YPT, and YPT may terminate my employment or terminate or modify my benefits at any time for any reason or no reason at all;
3. YPT has the right to revise, supplement or rescind the policies described in the Handbook or to modify or deviate from them at any time without notice, at YPT's sole discretion. YPT intends to make such revisions in writing and provide them to its employees within a reasonable time prior to their implementation;
4. Immediately upon the termination of my employment with YPT, I must return all YPT-owned property, including, but not limited to, confidential or proprietary business information of YPT, computer files, diskettes, jump drives, documents (electronic or otherwise), computer databases, manuals, computer equipment, computer software, files, money, securities, keys, credit cards, handbooks, financial and other reports, notes and all other information or property obtained or used by me in the course of my employment; and
5. This acknowledgement must be signed and returned to the Producing Artistic Director within seven (7) calendar days of my start date or receipt of the Handbook, whichever is later.

I understand that no person other than the Board of Directors has the authority to modify this policy or enter into any written agreement that is contrary to this policy.

Any questions I have on these policies have been answered satisfactorily. I also understand that the policies contained in the manual may be amended at any time.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**POLICY ON RESPECT IN THE WORKPLACE:  
HARASSMENT ACKNOWLEDGEMENT FORM**

**Return to:** Producing Artistic Director

I have been instructed to review the Handbook that contains the employment policies and procedures of Young Playwrights' Theater (YPT), and in particular the Handbook's "Freedom from Sexual Harassment Policy." I understand that it is my responsibility to read and comply with the policy and any revisions made to it. I further understand the importance of reporting immediately and without delay to the Producing Artistic Director or the Board Chair any instances in which I believe I (or another staff member) may have been harassed, discriminated against, retaliated against, or subjected to improper or illegal behavior.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date