LONGY SCHOOL OF MUSIC

EMPLOYEE HANDBOOK

2009-2010 ACADEMIC YEAR
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MISSION STATEMENT

The Longy School of Music prepares musicians to make a difference in the world.

Longy is a degree-granting conservatory and community-based school of preparatory and continuing studies with a curriculum rooted in the tradition of western art music. Its faculty promotes profound musical understanding and technical mastery, encourages growth of imagination, and fosters an attitude of inquiry about the role of music and the musician in the larger world.

We make a school-wide commitment to:

- Uphold uncompromising standards of musical excellence
- Provide an expert faculty for all of our students
- Offer programs which provide our students with opportunities to engage with the world in new ways
- Help each student realize his or her individual potential

We value:

- The transformational power of music
- The joy of making and sharing music with others
- The art of teaching
- Honest, ongoing assessment
- Respect for the individual
- A diverse and supportive community
- Dynamic interaction with the larger world
- Creative thought and innovation
- The freedom to explore
- Advocacy for our art
VISION STATEMENT

“The Vision for Longy”

How do you prepare musicians to make a difference in the world?

Ask them to be great. Provide them with the most rigorous education. Hold students of all ages to the highest standards of uncompromising excellence. Inspire them to be artists who can move hearts, enlighten minds, cross boundaries and bridge divides. Show them how exceptional musicians must also be exceptional human beings.

Then ask them to be leaders. Motivate them to walk not just the well-trod paths but to blaze new ones, forging opportunities for themselves and others as they go. Provoke them, as they’re learning and refining musical skills, to consider where those skills can take them.

Nurture collaboration, since great leaders must also be great listeners. Focus on chamber music where, in the absence of a conductor, students must assume the responsibility for finding their own voices.

Instill an entrepreneurial spirit and build critical thinking skills in students to match their musical abilities. Teach them how to start a slow movement one day, to launch a concert series the next and to perform in concert halls, clubs, and anywhere they can find a hungry audience.

Inspire students at every level to dream of how their music can transform their lives and the lives of others. Help them to articulate their dreams and then put them into practice. Create partnerships with businesses, schools and neighbors where students can test their ideas in the real world.

Create an environment for incubation—a place where great musicians and great ideas can be cultivated. Make it a diverse place where difference can broaden minds and enlarge perspectives. Keep it intimate, so individual attention is guaranteed. Prize collaboration and creativity as highly as musical prowess. Encourage every student to ask their peers—“How can I help you achieve your dreams?”

This is how the Longy School of Music will prepare musicians to make a difference in the world: by establishing a new model for music education. An education that teaches students of all ages to be extraordinary musicians and human beings, while challenging them to find new ways to change the world through music.

This is our dream. This is our vision.
ABOUT THIS HANDBOOK

This Longy School of Music (“Longy” or the “School”) Employee Handbook (the “Handbook”) is prepared and distributed as a source of information and guidance for members of the faculty and staff. The Handbook contains the School’s general statement on present policies, practices, and benefits that currently affect faculty and staff members at the School, and supersedes all prior handbooks and policy statements. Longy’s policies, practices, and benefits have been condensed for the purposes of this Handbook and, thus, this Handbook is not intended to state all of the conditions of employment and principles which guide employees in the performance of their duties. Please be aware that there may be other specific policies or procedures related to the work in your particular department.

The School intends to continue to operate under the foregoing policies, procedures and benefits. Longy, however, reserves the right to make any revisions, modifications, interpretations, or deletions as necessary in its sole discretion. While the Handbook does not constitute and should not be construed as constituting a contract of employment or otherwise, it does represent the spirit with which issues and employee relations will be addressed and resolved at Longy. The School reserves the right to make exceptions to the policies in this Handbook in its sole discretion when circumstances warrant. In addition, the President may, in his/her sole discretion, designate his/her responsibilities under this Handbook to an appropriate individual from time to time.

Employees may refer to this Handbook as a guide, but it does not alter the fact that unless otherwise stated in a written individual employment agreement, all employees of the School are employees at will. This means that either the employee or Longy may terminate the employment relationship for any reason, at any time, with or without warning or notice. No employee of the School shall be regarded as having a contract of employment with the School unless the written contract is entered into by the President of the School. In the event of a conflict between the Handbook and any written contract, the terms of the contract will apply. Finally, the policies contained in this Handbook shall not apply to such employees of the School who have written contracts insofar as such contract would be in conflict with a policy set forth in this Handbook.

Longy urges all employees to become familiar with this Handbook and to read it very carefully. We actively encourage open communication and welcome any comments, questions and suggestions. If at any time employees have questions or concerns regarding any Longy policy, they should see the Director of Human Resources.
FACULTY AND STAFF POLICIES, PROCEDURES AND RESOURCES
FACULTY AND STAFF POLICIES, PROCEDURES AND RESOURCES

Safety and Security

Longy is located in an urban environment where security is an ongoing and serious concern. For the safety of the members of the Longy community, building, and equipment, the School employs evening and Sunday security guards who make rounds, sign faculty and students in at the front desks, and close the buildings at the end of the evening.

Members of the community are asked to report suspicious people or activity in Longy buildings or on Longy property. Please convey this information directly to the Facilities Office during daytime business hours, to the Front Office on Saturdays and holidays, and to the security guard during the evenings and on Sundays. Members of the community are also asked to report any accidents or injuries which occur on Longy’s premises as quickly as possible to a member of the administrative staff during daytime business hours or to the security guard during the evenings or on Sundays. In an emergency, when time for consultation is not available, place a call to the 911 emergency network.

Longy is not responsible for loss or damage to personal belongings. Please do not leave anything of value or personal importance unattended in the offices, classrooms, studios or other School spaces.

Fire and Emergency Exits

- **Zabriskie Building (1 Follen Street):** Fire exit doors are located in the Dalcroze Room, near the Bistro, in the Bakalar Library, and in the first-floor lobby. In addition, fire exit windows are located in Room L-11 and Room 21. All fire exits must remain unobstructed.

- **Rey-Waldstein Building (33 Garden Street):** The front and side doors on the first floor are considered emergency exits and must remain unobstructed at all times.

Evacuation Policies and Procedures

The Longy School of Music currently occupies nearly 40,000 square feet. Both of our buildings are equipped with fire alarm systems which detect smoke and, where appropriate, rate of temperature rise. Fire code requires that our buildings are evacuated immediately and entirely when the fire alarm in each respective building sounds.

The fire alarm system currently is directly tied in to the Cambridge Fire Department. If a smoke detector or alarm is activated, the fire department should arrive promptly on site to determine the problem and provide all necessary emergency response.

It is critical that we successfully evacuate a building during a fire alarm. The administrative staff members and security guards at Longy are all assigned areas of responsibility, and will assist in clearing out rooms and help people gather appropriately away from the buildings.

Always be aware of the fire exit nearest to your office, classroom or studio. When the fire alarm sounds, direct the students of Longy, whether those you are currently teaching or those in the rooms in the immediate vicinity, to the nearest available exit. After exiting the building, gather on the public sidewalk off of the school premises and await instruction from either the administration or the Cambridge Fire Department. Zabriskie House occupants should gather on the pedestrian area near the corner of Follen
and Garden Streets. Rey-Waldstein occupants should gather across Chauncy Street in front of the Harvard building. When gathered outside during an evacuation, please do not re-enter the building until it is signaled okay to do so from the Fire Department or the Director of Operations.

**Longy Identification Cards**

The School issues photo identification cards to all faculty, staff, and Conservatory students, which are validated each year with a sticker affixed on the back. Qualifying Continuing Studies students who enroll in 12 hours of lessons per semester (7 hours per summer term) may request a photo identification card. These cards must be carried whenever an employee or student is inside the building and must be produced upon request by the security guards, or any member of the faculty or staff. Employees who have misplaced their identification cards may obtain a replacement card by contacting the Director of Operations. An identification card is required to borrow materials from the Bakalar Library.

**Keys**

Keys are assigned, as appropriate, to members of the staff or faculty by the Director of Operations. Keys may also be signed out from the Front Office for short-term use. It is an employee’s responsibility to re-lock any doors or closets that he/she unlocks.

Keys must not be placed on a ring that is in any way identifiable and should be carried on the employee’s person at all times. Longy keys must not be duplicated. Such duplication will be considered a breach of security and could lead to discipline, up to and including termination. Employees are required to report lost or stolen keys to the Director of Operations immediately.

**At-Will Employment**

All employment at the Longy School of Music is at-will and entered into voluntarily. At-will employment means that all employees (faculty and administration) are free to resign at any time, for any reason or no reason, with or without advance notice. Similarly, the Longy School enters into all employment relationships voluntarily and is free to discontinue any employment relationship at any time, for any reason or no reason, with or without advance notice.

**Non-Discriminatory Policy in Hiring**

It is the policy of the Longy School of Music to afford equal employment opportunities to qualified individuals regardless of their race, color, age, gender, national origin, ancestry, citizenship, religion, creed, marital status, veteran or military status, sexual orientation, mental or physical disability (except where such disability is a bona fide occupational disqualification), genetic information, or any other protected status or characteristic under federal, state or local law, with respect to all aspects of the employment relationship, including, without limitation, hiring, promotion, selection for training opportunities, wage and salary administration, and the application of benefits plans and School policies.

**Non-Discrimination and Non-Harassment Policy**

Harassment and discrimination are illegal. The Longy School of Music (the “School”) supports all employees’ and students’ right to work and learn in an environment free from all forms of discrimination, including discrimination based on an individual’s race, color, age, gender, national origin, ancestry, citizenship, religion, creed, marital status, veteran or military status, sexual orientation, mental or physical
disability, genetic information, or any other protected status or characteristic under federal, state or local law. The School prohibits discrimination by any student, employee, faculty member, or other person, including visitors and vendors, in connection with any School-related activity. The School’s property (including telephones, copy machines, facsimile machines and computers) may not be used to engage in conduct that violates this policy.

In addition to prohibiting discrimination, the School prohibits any form of unlawful harassment by students or employees based on their status in a protected category, including sexual harassment. Harassment seriously interferes with our goal of creating an atmosphere in which everyone is treated with respect and dignity and will not be tolerated.

Harassment has been defined as:

Conduct that denigrates or shows hostility or aversion toward an individual because of his or her status, or that of his or her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (3) otherwise adversely affects an individual’s employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment based on an individual’s protected status: epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts, and/or written or graphic material that denigrates or shows hostility towards an individual or group that is circulated in the workplace or placed anywhere in the School’s premises such as on an employee’s or student’s desk or workspace or on School equipment or bulletin boards.

Sexual harassment is a particular form of discrimination that violates both the law and the School policy. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or (b) such requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work or academic performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not possible to list all of those circumstances which constitute sexual harassment, the following are examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances:

- Unwelcome sexual advances, propositions or flirtations -- whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised job benefits, financial aid, or other benefits such as favorable reviews, salary increases, better grades, promotions, increased benefits, continued employment, or scholarship support;
- Sexual jokes;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one’s sex life; comments on an individual’s body; comments about an individual’s sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences;
• Discussion of one’s sexual activities; and
• Assault or coerced sexual acts.

While the School hopes that any employee who believes that he/she has been harassed or discriminated against will immediately bring the matter to the attention of the School, employees also have the right to contact the Massachusetts Commission Against Discrimination (MCAD) and the Equal Employment Opportunity Commission (EEOC), which can be contacted at the phone numbers and addresses listed below. **Any complaint of sexual or other harassment or discrimination must be filed with the EEOC or MCAD within three-hundred (300) days of the alleged harassing or discriminatory act.**

**Massachusetts Commission Against Discrimination**

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Boston Office</td>
<td>One Ashburton Place, Room 601</td>
<td>(617) 994-6000</td>
</tr>
<tr>
<td>Springfield Office</td>
<td>436 Dwight Street, Room 220</td>
<td>(413) 739-2145</td>
</tr>
<tr>
<td>Worcester Office</td>
<td>455 Main Street, Room 100</td>
<td>(508) 799-8010</td>
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**Equal Employment Opportunity Commission, Area Office**

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<th>Office</th>
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<tr>
<td>Boston</td>
<td>John F. Kennedy Federal Building</td>
<td>(617) 565-3200</td>
</tr>
<tr>
<td></td>
<td>Room 475</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boston, MA 02203</td>
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**Filing a Formal Complaint of Discrimination or Harassment at Longy:** The School will investigate promptly, thoroughly, and with utmost seriousness cases of discrimination and harassment. Faculty members, administrative staff members, and students are encouraged to report promptly any behavior perceived as discrimination or harassment, utilizing the Grievance Process outlined on page 64. They may also report such behavior and consult with the following representatives:

<table>
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<tr>
<th>Name</th>
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<th>Longy School of Music</th>
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<tr>
<td>Kalen Ratzlaff</td>
<td>Director of Human Resources</td>
<td>One Follen Street</td>
</tr>
<tr>
<td>Elvira Reyes</td>
<td>Director of Student Financial Services</td>
<td>Cambridge, MA 02138</td>
</tr>
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To file a formal complaint, the person who is reporting discriminatory or harassing behavior may initiate, as the grievant, the School’s Grievance Process (see page 64).

It is unlawful to retaliate against any individual for filing a complaint of harassment or discrimination or for cooperating in any investigation of such a complaint. The School will not tolerate any retaliation against anyone whom in good faith reports or cooperates in an investigation of incidents of alleged harassment or discrimination. If an individual is found to have violated this policy, he or she may be subject to disciplinary action, including, where appropriate, expulsion or termination of employment.
**Violence-Free Workplace Policy**

The School will not tolerate, in any manner, any threats, attempts, acts, or intent to commit a violent act that jeopardizes, or appears to jeopardize, the safety of employees, students, contractors, visiting guest(s), and/or the School’s property.

Any employee, student, contractor, business associate or visiting guest who makes threats, exhibits threatening behavior, or engages in or attempts a violent act on School property, is subject to immediate removal from the premises. This response may include, but is not limited to, immediate disciplinary action up to and including termination of employment and/or seeking the arrest and prosecution of the person(s) involved.

In some cases, the School will investigate the matter before taking any action. Should an investigation substantiate that violations of this policy have occurred, the School will respond in a decisive and appropriate manner. This response may include, but is not limited to, reassignment of job duties, formal disciplinary action, suspension, termination of employment, and/or seeking the arrest and prosecution of the person(s) involved.

All School employees have a responsibility to report threats, threatening behavior or violent actions to management. In furtherance of the School’s Violence-Free Workplace policy, employees are required to notify their managers, security personnel or the Human Resources Director of any suspicious workplace activity, situations, or incidents that they observe or know of that involve other employees, students or visitors and that appear problematic. Employee reports made pursuant to this policy will be held in confidence, to the maximum possible extent. Furthermore, the School will not engage in any form of retaliation against any employee for making a report in good faith under this policy.

As an adjunct to our Violence-Free Workplace policy, weapons are not allowed on School property, or on your person while on School business elsewhere, or at any School-sponsored events. Failure to follow this policy will result in prompt disciplinary action, up to and including termination of employment.

**Solicitation/Distribution Policy**

The School encourages employees to engage in community service and supports employees in their charitable endeavors. However, solicitation of donations and distribution of literature during work time sometimes interferes with employees’ productivity. Accordingly, the following are guidelines regarding solicitation and distribution:

- Employees may not solicit other employees for any reason during their work time or during the work time of other employees without prior approval of the Director of Human Resources.
- Employees may not distribute literature of any kind to other employees in work areas during work time without prior approval of the Director of Human Resources.
- Individuals not employed by the School may not solicit employees or distribute literature on School property at any time.

**Confidentiality Policy**

It is the policy and practice of the Longy School of Music to maintain the confidential nature of School information and the School’s students and donors, including but not limited to names, contacts, reports, lists, agreements, plans, ideas, data, records, and other information relating to the School, its students or its donors. Such information is the property of the School, and it is the obligation of all employees to take
every effort to preserve the confidentiality of this information and not to disclose or reveal this
information to any other person, business, or School except through normal channels and with appropriate
authorization.

Employees shall maintain the confidentiality of all records, papers, and documents maintained by an
employee relating to the School and all such records, papers and documents shall remain the property of
the School and shall be delivered by the employee to the School at termination.

Any improper transfer of material or disclosure of information, even though it is not apparent that an
employee has personally gained by such action, constitutes unacceptable conduct. Any employee who
participates in such a practice may be subject to disciplinary action, up to and including termination.

**Expectations of Conduct**

All employees are required to meet acceptable performance and expectation standards and comply with
School policies at all times. The expectations Longy School has for its employees include, but are not
limited to, the following:

- Satisfactorily fulfill job responsibilities as outlined in job description.
- Give a full day's effort as demonstrated in part by punctual and regular attendance.
- Deal honestly, fairly, respectfully and courteously with fellow administrators, faculty, students
  and with other people associated with the School.
- Conduct themselves so that personal, legal and other types of problems do not interfere with their
  effectiveness at work.
- Maintain personal appearance and dress within limits that are considered by the School to be safe,
  reasonable, professional in nature and generally appropriate for job responsibilities and which do
  not adversely affect normal business activity.

**Prohibited Conduct**

Violations of School rules, policies, safety measures or accepted standards of conduct will result in
disciplinary action. Listed below are some of Longy’s expectations of conduct for all employees. Since it
is not possible to anticipate and establish a rule for every possible situation, the list described below is
non-exclusive, and Longy may discipline or discharge employees for misconduct of any kind, whether or
not listed below. Also, the form of discipline -- be it counseling, warning, suspension or termination --
will be determined on an individual case-by-case basis. The severity of the offense, as well as the
employee’s prior disciplinary record, will be factors in determining the level of disciplinary action taken.
Where the conduct is not of a severe nature and Longy determines that corrective action may correct the
behavior, disciplinary action short of termination may be implemented. In each case, Longy will respond
to the situation in the best interest of employees, students and the School. The School retains the sole
discretion to determine both when discipline is warranted and the level of such discipline.

- Violation of any of the policies contained in this Handbook.
- Use or possession of illegal drugs or alcohol on Longy premises. Reporting to work under the
  influence of such intoxicants.
- Deliberate verbal and/or physical misconduct towards a student or employee.
- Insubordination or refusal to comply with instructions from a supervisor or manager.
- Destruction, defacement or removal of School property or that of another employee.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
Use of foul or abusive language, fighting, or gambling on School property (including parking lots).

Violation of Longy’s solicitation and distribution policy.

Use of Longy equipment, supplies, or facilities for personal business.

Possession of firearms, explosives, or weapons of any kind on School property (including parking lots).

Any act intended to deceive a student or the School.

Sleeping during work time.

Falsification of any personnel, student, or School records, including providing false information on the application of employment or resume, either personally or through an accomplice.

Harassment or discrimination of any kind.

Failure to report an accident or follow safety and security procedures and rules.

Excessive absenteeism or tardiness.

Theft or misappropriation of Longy product, money or property.

Conviction of a felony in a state or federal court while an employee of the School.

Unauthorized use or operation of School equipment or vehicles.

Failure to comply with reasonable rules of Longy, as implemented by the School from time to time.

Drug and Alcohol Policy

Longy is concerned about drug and alcohol abuse with its far reaching effects on individuals, communities and workplace performance and safety. The School also complies with the federal Drug-Free Workplace Act, which requires an employer who contracts with or receives grants from the federal government to certify to the contracting or funding agency that it maintains a drug-free workplace. In addition, under the requirements of the federal Drug-Free Schools and Community Act, educational institutions must provide drug-free learning environments to students. As part of a good faith effort to comply with these laws, the School has adopted the following policy, which is disseminated to all employees.

The School expects its employees to arrive for work on time in a condition free of the influence of drugs and alcohol and to remain free of their influence while they are on the job. It is the School’s intent and obligation to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in or on School premises, in vehicles owned or operated by the School, or at any work site or location at which School duties are being performed by a School employee. Common examples of controlled substances, as defined by law, include, but are not limited to, cocaine, marijuana, LSD, and heroin.

The Drug-Free Workplace Act makes strict compliance with this policy a condition of employment for School employees. Any employee who is convicted of a violation (which includes a plea of nolo contendere) of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor within 5 days after such conviction.

Within 10 days after receiving notice from an employee or otherwise learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, the School shall notify the relevant contracting or funding agency that a violation of this policy has occurred.

Any employee who engages in prohibited activity, comes to work under the influence of any controlled substance and/or alcohol, or is convicted of any criminal drug law is subject to immediate disciplinary
action up to and including immediate termination, as well as possible legal consequences, which may include serious criminal sanctions. The School also may require employees who violate this policy to participate satisfactorily in a drug/alcohol treatment program, counseling, or education program as a condition of reinstatement or continued employment with the School.

Through educational activities and programs or referral to appropriate resources, the School will communicate to the School staff the dangers of drug and alcohol abuse in the workplace and give information about treatment and counseling options available.

The School recognizes alcohol dependencies as an illness and a major health problem. It also recognizes drug and/or alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are strongly encouraged to seek appropriate treatment.

Seeking, obtaining and cooperating in treatment programs for drug or alcohol abuse is the responsibility of the individual employee. Participation in such treatment programs does not relieve the employee of his/her other responsibility to meet job performance expectations, nor is the School required to pay for any special treatment.

Information on community resources and use of the School’s benefits programs, such as health insurance plan coverage and time off for treatment, is available through the School. Such inquiries or information regarding an employee’s efforts to obtain help will be treated confidentially to the greatest extent possible.

The School takes its obligations under these laws very seriously and expects each employee will do the same to maintain a drug-free workplace and to provide the high quality performance essential to accomplish the goals of the School.

As clearly stated above, the School prohibits all employees from reporting to work under the influence of alcohol or illegal drugs. The School further prohibits the use of alcohol or illegal drugs by an employee during the workday or anywhere at any location where the employee is working. The use of these substances impairs an employee’s productivity and may expose that employee and other employees to numerous risks and dangers.

Longy will take disciplinary action against violators, consistent with Federal, State, and local laws. Such action may include suspension or termination of employment, and referral for prosecution for employees, or suspension, expulsion, and referral for prosecution for either employees or students.

Substance abuse is potentially harmful to health. For information about substance abuse prevention and treatment, call the Massachusetts Department of Health, Bureau of Substance Abuse Services at (800) 327-5050.

**Non-Smoking Policy**

The Massachusetts Smoke-Free Workplace Act prohibits smoking in all enclosed workplaces. In addition, the School’s no smoking policy intends to provide a safe and healthy work environment for all employees and students. With the exception of the designated smoking areas listed below, no person shall smoke in any location under the control of the School which employees or students normally frequent, including, but not limited to, work areas, classrooms, faculty lounges, restrooms, conference rooms, waiting rooms, School vehicles (owned or leased), and hallways. The designated smoking areas are the benches next to Pickman Hall and the Rey-Waldstein Building parking lot. Smokers are asked to refrain from smoking anywhere else on School property and to place cigarette butts in the receptacles provided.
E-Mail, Voicemail, Computers/Internet

General Policy

The School utilizes various forms of electronic and digital communications in its workplace, including e-mail, voicemail, computer networking and Internet access services (together, the School’s “Electronic Communication Services” or “ECS”). This policy is designed to help employees understand our expectations for the use of these resources and to help employees use them responsibly.

The School’s ECS are business tools for the School, provided at significant cost. Therefore, we expect employees to use the ECS access primarily for School-related purposes. Employees have no privacy rights in electronic and digital communications transmitted through or stored on the School’s ECS. All computer files, software, data, documents and messages received, transmitted, or stored on the School’s ECS, regardless of the format or place of origin of such files, are subject to access and inspection by the School at any time, without prior notice, at Longy’s sole discretion. Even electronic tracks or messages you believe you have deleted remain subject to Longy’s review.

Employees are prohibited from using Longy’s ECS to transmit harassing, off-color, or otherwise inappropriate messages or remarks; any breach of this prohibition may subject an employee to disciplinary measures, up to and including termination. To ensure a workplace free from discrimination and harassment, Longy reserves the right to review and monitor employee usage of the School’s ECS, as stated above. In addition, such data is discoverable by opposing parties in litigation.

The Internet/E-Mail

It is the policy of Longy to provide its employees Internet/e-mail access as a resource to perform job-related functions. Employees should use Longy’s Internet and e-mail resources in the pursuit of School business and only in that pursuit. Employees may, however, use Longy’s resources for limited occasional non-business research or browsing during mealtime or other breaks or outside of work hours, provided that all other usage policies are adhered to as set forth in this Handbook.

All existing School policies apply to employees’ Internet and e-mail conduct, including, without limitation, those that deal with non-discrimination and non-harassment, use of School property, and confidentiality. Employees may never use the Internet or e-mail in any manner that violates the law of the United States or another nation, or any state, city, province or other local jurisdiction. Employees may not set up or run a personal business via the Internet or e-mail, or utilize the internet or e-mail for gambling, day-trading, trafficking in stolen property, or illegally using copyrighted material. Additionally, Longy prohibits employees from viewing, storing, printing or transmitting any form of offensive, derogatory, inappropriate or sexually explicit information via the Internet or e-mail.

Employees shall not post information for any reason to public forums (such as newsgroups or blogs) from any School computer, unless the employee’s job description requires such a posting and the employee obtains prior written approval from his/her supervisor for such a posting. Should an employee choose to post or transmit information from a personal home computer, the information transmitted should not in any way relate to School business.

Employees should have no expectation of privacy as to his or her business or personal Internet or e-mail usage. Security systems in place allow Longy to block offensive sites. If an employee becomes connected accidentally to a site that contains sexually explicit, offensive, or otherwise inappropriate material, the employee must disconnect from the site immediately and notify a supervisor. Additionally, if
someone sends an employee an offensive message (i.e., jokes, etc.), the employee must immediately delete the message, and should not forward it.

Internet System Protection

While our direct connection to the Internet offers a variety of benefits, it can open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. The overriding principal here is that security must be everyone’s first concern. School employees can and will be held accountable for any breaches of security or confidentiality.

Employees are prohibited from downloading and/or installing any software program or data without prior written approval from a supervisor. If the employee receives permission to download the program or data, he/she must scan the permitted software for viruses prior to its installation. Such software must be properly licensed and registered prior to use. Additionally, no employee, under any circumstances, shall use Longy’s Internet resources to upload or pirate any software licensed to the School.

Employees are also prohibited from using Longy’s Internet resources to propagate any virus, worm, Trojan horse, trap-door or similar program or code. Employees may not use Longy’s Internet resources to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Longy issued user IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains an ID and password for Internet access must keep that password confidential. School policy prohibits the sharing of user IDs and passwords obtained for Internet usage.

Non-Fraternization Policy

Longy desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and employee morale and dissension problems that can potentially result from romantic or social relationships involving faculty, staff members and students.

Longy requires that any type of personal relationship not affect the School’s mission. Accordingly, all employees of the School are prohibited from fraternizing or becoming romantically involved with any student. Additionally, any other personal relationship may be prohibited when, in the opinion of the School, the personal relationship may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.

If a student is known to an employee through an existing or previous familial or close personal relationship, the employee must notify the Director of Human Resources so that appropriate measures can be taken to protect the interests of all concerned.

Interactions between employees and students that are not specifically indicated in an academic program or approved and documented by the Director of Human Resources are strictly forbidden. Likewise, no faculty or staff members shall enter into an employee–employer or any similar relationship with a student without prior approval from the Director of Human Resources.

In addition, if an employee is romantically involved with a supervisor, each should immediately and fully disclose the relevant circumstances to the Director of Human Resources so that a determination can be made as to whether the relationship conflicts with this policy and whether remedial measures (e.g., transfer) may be feasible and appropriate.
Leaves of Absence

Family and Medical Leave

Policy Purpose

The School has established the following policy governing family and medical leaves, in compliance with the Family and Medical Leave Act (“FMLA”).

General Provisions

Employees who meet the eligibility requirements outlined below will be granted a maximum of 12 weeks of family and medical leave in a 12 month period (or a maximum of 26 weeks of leave if required to care for a covered service member with a serious injury or illness). The School will measure the 12-month period forward from the date an employee uses any leave under this policy.

In the event that an employee’s spouse works for the School, the employee and the spouse are limited to a combined total of 12 weeks (or 26 weeks for military caregiver leave) of leave in the event that leave is taken for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition.

Leaves of absence under FMLA may be taken consecutively or intermittently as described in this policy.

Employee Eligibility

To qualify for FMLA leave under this policy, an employee must meet all of the following criteria:

1. An employee must have worked for the School for at least 12 months or 52 weeks. The 12 months or 52 weeks need not be consecutive, but separate periods of employment will be counted only if the break in service between such periods does not exceed 7 years. Separate periods of employment will be counted, even if the break in service exceeds 7 years, only if such break is due to National Guard or Reserve military service obligations, or there is a written agreement (including a collective bargaining agreement) stating the School’s intention to rehire an employee after the break in service.

2. An employee must have worked at least 1,250 hours in the 12 month period immediately before the date when the leave is requested to begin. Note that time during which an employee is not performing services for the School (including, for instance, time spent on paid or unpaid leave) will not be counted as hours worked.

3. An employee must work at a School worksite where 50 or more employees are employed within 75 miles of the worksite.

Types of Leaves Covered

FMLA leave may be taken for one or more of the following reasons:

1. Birth and care of a newborn child.
2. Adoption or placement in foster care of a child.
3. Care for a spouse, child, or parent with a serious health condition.
4. Medical leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
5. A qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a covered military member on active duty.
6. Care for an injured or ill covered service member, if the employee is a spouse, son, daughter, parent, or next of kin of the covered service member.

Note on Serious Health Conditions

A “serious health condition” is defined as an illness, injury, impairment or condition that requires: (a) inpatient care at a hospital, hospice or residential medical care facility (including any period of incapacity or subsequent treatment in connection with such inpatient care), or (b) a condition that requires continuing treatment by a licensed health care provider. The School will determine whether a “serious health condition” has occurred, based on the circumstances of the employee’s leave and relevant legal guidelines. If an employee has questions as to whether an injury, illness, or impairment constitutes a serious health condition, inquiries should be directed to the Director of Human Resources.

Note on Qualifying Exigency for Military Families

A “qualifying exigency” entitling an employee to FMLA leave occurs when an employee is required to take leave due to certain events related to the fact that a spouse, son, daughter or parent has been notified of an impending call to active military duty, or is already on active duty. The qualifying exigency generally is one of the following events: (a) addressing issues arising from a short-notice of deployment, (b) attending military events and activities, (c) arranging child care, providing child care, enrolling or transferring children to new school or daycare, or attending school or daycare activities, (d) making financial and legal arrangements to address the service member’s absence, (e) attending counseling arising from the service member’s duty, (f) spending up to 5 days with a service member on rest and recuperation leave, (g) attending military-sponsored post-deployment activities, and (h) attending additional activities that arise out of active duty, provided that the timing and duration of leave are mutually agreed to by the employee and their manager.

Note on Care for an Injured or Ill Service Member

Leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin (as legally defined) who is a covered service member with a serious illness or injury incurred while on active duty. This leave is provided on per-covered-servicemember, per-injury basis, but an employee will not be entitled to more than 26 weeks of such leave within 12 months. This leave is calculated on going forward basis. Accordingly, employees are entitled to a combined 26 weeks of leave for any FMLA-qualifying reason beginning when employee first takes military caregiver leave (but still limited to 12 weeks for other FMLA-qualifying reasons).

Process For Requesting FMLA Leave

Employees are expected to submit a verbal or written request for leave as far in advance as possible to the Director of Human Resources.

Employee Request for Leave
Employees are expected to submit a verbal or written request for leave as far in advance as possible. In instances where FMLA leave is foreseeable, an employee must provide at least 30 days’ advance notice to the Director of Human Resources. Where 30 days’ advance notice is not practicable (such as because of a lack of knowledge of when leave will begin, or because of a medical emergency) and in the case of any leave due to a qualifying exigency (whether foreseeable or not), then notice must be given as soon as practicable, i.e., within 2 business days of when the employee learns of his/her need for leave. In instances where FMLA leave is unforeseeable, an employee must provide notice as soon as practicable under the facts and circumstances of the particular case, and in no case later than required under the School’s usual and customary notice requirements applicable to such leave.

An employee must provide notice sufficient to allow the School to understand that he/she potentially needs FMLA leave, and must provide notice of the anticipated duration of the leave and expected return to work date (note that the School may require an employee on FMLA leave to report periodically on their status and intent to return to work).

In cases of planned medical treatment, the employee should consult with his/her manager in an attempt to schedule the leave so as to not unduly disrupt Firm operations.

Eligibility Notice

After an employee has provided notice of his/her need for FMLA leave, the Director of Human Resources will provide the employee with a Notice of Eligibility. As part of this Notice, the School may require the employee to provide additional information regarding his/her request for leave, including but not limited to a certification from a health care provider regarding any serious health condition that the employee or a covered family member may have.

Designation Notice

After the School has reviewed the information provided by the employee and has sufficient information to determine whether the leave qualifies as FMLA leave, it will notify the employee of whether he/she is eligible for such leave by providing a Notice of Designation regarding the same. At this time, and at other times periodically during FMLA leave, the School may require employees to indicate their status and intent to return to work upon the expiration of the leave.

Certifications For Serious Health Conditions

The School may require certification from a health care provider regarding an employee’s or a family member’s FMLA leave. An employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide complete and sufficient certification (including failure to provide any certification at all, and/or failure to cure an incomplete or insufficient certification) may result in a denial of FMLA leave.

Specified School employees may directly contact an employee’s or covered family member’s health care provider for authentication and clarification purposes. An employee will be given an opportunity to resolve any deficiencies in a medical certification before the School makes such contact (the School will obtain the employee’s or covered family member’s permission for clarification of individually identifiable health information). If an employee does not authorize the School to obtain authentication or clarification from a healthcare provider, and does not otherwise clarify information for the School as requested, then the School may deny FMLA leave.
If the School doubts the validity of a medical certification, it may require an employee to obtain a second opinion via an independent medical evaluation, at the School’s expense. The School will select the healthcare provider to perform the evaluation. If necessary to resolve a conflict between the original certification and the second opinion, the School may require a third opinion. The School and the employee will mutually select the third doctor, and the School will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. The School may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

Certifications For Qualifying Exigencies and for Care for a Covered Service Member

The School requires certification of a qualifying exigency for military family leave, and for the serious injury or illness of a covered service member. An employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The School may request recertification for the serious health condition of an employee or employee’s covered family member every 30 days. If an employee’s medical certification indicates that the minimum duration of the condition is more than 30 days, then the School may request recertification when the duration of such condition expires or every 6 months (whichever is earlier). The School may request recertification more often than every 30 days when circumstances described in a previous certification have changed significantly, when the School receives information casting doubt on the reason given for the absence, or when the employee seeks an extension of leave. The School may provide the employee’s health care provider with the employee’s attendance records and ask whether need for leave is consistent with the employee’s serious health condition.

Use of Accrued Paid Time Off

FMLA leave is unpaid. The School requires employees to use all accrued paid time off (i.e., vacation/personal days and sick days) during an FMLA leave prior to taking any unpaid leave. Exceptions to this requirement require the prior written approval of the Director of Human Resources. The use of accrued paid time off will not extend the length of FMLA leave. Additional paid time off will not accrue during any portion of FMLA leave. Also, an eligible employee may be paid for time lost through the School’s paid medical leave plan (as outlined below) if the FMLA leave is because of the employee’s own serious health condition.

Benefits During Leave

If the School pays for any portion of an employee’s health insurance, the School will continue to pay its normal share of such costs while the employee is out on FMLA leave, on the same terms and conditions as coverage would have been provided if the employee was not on FMLA leave (for instance, if premium payments are raised or lowered, an employee on FMLA leave will be required to pay the new premium rates). Employees will be advised by the Director of Human Resources regarding the amount of time and the method of payment on the employee’s portion of the health insurance premium.

Employees are expected to make monthly payments of their contribution portion for medical or other insurance coverage (if on unpaid leave, via a personal check written to the School; if on paid leave,
via regular payroll deductions). If an employee fails to provide such payments on a monthly basis, the School will provide him/her with notice and the opportunity to bring any outstanding amounts current. If an employee’s premium payments are more than 30 days late, however, the School retains the right to cease its obligations to maintain health insurance coverage for such employee. In the event that the employee does not return to work after his/her leave, the employee must reimburse the School for any health insurance payments the School made for the employee’s benefit while the employee was on unpaid leave, unless such failure to return is due to a continuation, recurrence or onset of a serious health condition that would otherwise have entitled the employee to FMLA leave, or due to other circumstances beyond the employee’s control.

**Intermittent Leave or a Reduced Work Schedule**

An employee may take FMLA leave in 12 consecutive weeks, or under certain circumstances, may use the leave intermittently (i.e., take a day periodically when needed over the year) or on a reduced leave schedule (i.e., use the leave to reduce the work week or work day, resulting in a reduced hour schedule). In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill covered service member) over a 12-month period.

If an employee requests intermittent leave or a reduced leave schedule due to an employee’s or a covered family member’s serious health condition, or to care for a covered service member with a serious injury or illness, then such leave will be permitted only if the employee provides documentation (e.g., a medical certification and/or other information) indicating that such leave is best accommodated through this type of schedule. If an employee requests intermittent leave or a reduced leave schedule due to birth or adoption of a child, then such leave will be permitted only if the School agrees to a schedule for such leave.

In the case of: (a) foreseeable intermittent leave or a reduced leave schedule due to planned medical treatment for the employee, a covered family member, or a covered service member (including during a period of recovery from the employee’s or a covered family member’s serious health condition, or a covered service member’s serious injury or illness), or (b) the School having agreed to permit intermittent leave or a reduced leave schedule for the birth or adoption of a child, then the School may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position.

**Returning to Work**

Subject to limited exceptions, if an employee is able to return to work (with or without a reasonable accommodation) and returns to work within the time allowed by the FMLA, the employee will be returned to his/her same or an equivalent position, provided that the employee’s job still exists and the employee would have continued to be employed in that job had he or she not taken leave. Nothing in this policy grants an employee a right to return to the employee’s former position following a return from leave, and an employee on FMLA leave has no greater right to reinstatement or other benefits or conditions of employment than if the employee had remained at work during the FMLA period.

The School reserves the right to exempt certain key employees from this requirement and not return them to the same or equivalent position. The School will inform all employees who fall within this category of their status as key employees before commencement of family and medical leave.

**Fitness For Duty Certification**
If an employee’s FMLA leave is a result of the employee’s own serious health condition, the employee may be required, prior to returning to work, to submit to the Director of Human Resources a certification from the employee’s health care provider that the employee’s medical condition is sufficiently resolved to permit the employee to return to work and that the employee can perform the essential functions of his or her job. Also, an employee may be required to be cleared by the School and may be required to be evaluated by a health care provider engaged and paid for by the School prior to resuming work.

**Failure to Return to Work**

An employee failing to return to work on the scheduled return date after an FMLA leave may be subject to disciplinary action, up to and including termination of employment. Additionally, subject to limited exceptions, the School will be entitled to recover from the employee certain costs (including, without limitation, benefits, premiums and salary paid during the FMLA leave) incurred by the School, and the employee must so agree by completing and submitting an appropriate form regarding the same. However, there may be limited circumstances where an employee will not be obligated to provide such reimbursement.

**Coordination with Other Laws**

The FMLA does not supersede any provision of any state law that provides greater family or medical leave rights than the rights established under the federal law. Leave entitlements under state law and the FMLA run concurrently where both laws cover the same type of leave. For example, any leave available under the Massachusetts Maternity Leave Act will simultaneously be counted toward FMLA leave eligibility.

**Small Necessities Leave Act**

The Massachusetts Small Necessities Leave Act (SNLA) is designed to supplement the federal FMLA and guarantees eligible employees family leave for purposes of accompanying family members to routine medical appointments and participation in children’s activities.

Eligible employees are entitled to up to 24 hours of unpaid leave in any twelve month period for certain family related purposes. An eligible employee is one who has been employed by the School for at least the last twelve months (not necessarily consecutive) and worked at least 1,250 hours in the 12 months preceding the leave. As under the FMLA, Longy may require, or employees may elect, to use paid time off during the otherwise unpaid leave under the SNLA. Also consistent with the FMLA, leave may be taken intermittently or all at once. Employees may use paid sick or vacation time concurrently with SNLA leave. If an employee has no paid time available, then their SNLA leave will be without pay.

SNLA is available for the following reasons:

- Participation in school activities directly related to the educational advancement of a son or daughter (defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) such as parent-teacher conferences or interviewing for a new school.
- Accompanying a son or daughter to routine medical or dental appointments, such as check-ups or vaccinations
• Accompanying an elderly relative (defined as an individual at least sixty years of age, related to the employee by blood or marriage) to routine medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

Employees are required to give at least seven days notice of their needs for “foreseeable” SNLA leaves, or as much notice as is practical if not foreseeable. Longy may require employees to provide certification of the need for the leaves.

Paid Parental Leave

Eligible employees are entitled to up to four (4) weeks of paid parental leave in any twelve month for the purpose of the birth of a child or adoption or placement for foster care of a child under eighteen (18) years of age or under twenty-three (23) years of age if the child is mentally ill or physically disabled.

An eligible employee is one who has been employed by the School for at least the last twelve months (not necessarily consecutive) and worked at least 1,250 hours in the 12 months immediately preceding the leave.

Paid Parental Leave runs concurrently with any unpaid leave available to an employee under the School’s FMLA policy or the Massachusetts Maternity Leave Act (“MMLA”). At the expiration of the paid parental leave period, eligible employees may be eligible for additional leave under the School’s FMLA policy and/or the MMLA pursuant to the terms of those policies.

Requests for leave should be made in writing to the employee’s supervisor and the Director of Human Resources as far in advance as possible.

During leave under this policy, the School will hold open the employee’s position to the extent required by applicable law.

Unpaid Parental Leave

Regular full-time employees of the School who do not meet the eligibility requirements for FMLA leave or the School’s Paid Parental Leave policy and who have completed at least three (3) consecutive months as a full-time employee are eligible for parental leave under the Massachusetts Maternity Leave Act (MMLA).

Under the MMLA, such employees are entitled to take a personal leave of up to eight (8) weeks for the purpose of the birth of a child or adoption of a child under eighteen (18) years of age or under twenty-three (23) years of age if the child is mentally ill or physically disabled. The leave is unpaid. Employees, however, may use available vacation, personal or sick time towards their leave.

Unless otherwise expressly indicated or required by applicable law, parental leave under this section shall run concurrently with any other leave available to employees, including leave under the FMLA and the School’s Paid Parental Leave Policy.

To be eligible for parental leave under this section, an employee must provide in writing: (1) at least two weeks advance notice, if practicable, of the employee’s departure date to a supervisor or the School; and (2) a statement of intention to return to work at the conclusion of the leave.
During unpaid parental leave under the MMLA, the School will hold open the employee’s position to the extent required by applicable law. Absent unusual circumstances, an employee on such leave is expected to return at the end of the granted period of time. It should be noted that if at the end of the leave, if a position is not available, or if one is offered to the employee and is declined, or if the employee fails to return from leave on the scheduled return date, employment will be terminated.

**Jury Duty Leave**

Full-time employees who are called to serve as jurors will receive full pay for the first three days (3) of jury service. Part-time employees who serve as jurors will be paid for regularly scheduled hours during the first three (3) days of service.

Employees who are called to serve as jurors must provide his/her supervisor with a copy of the court notice. Employees should also inform their supervisor at least two weeks in advance that they were called for jury duty. Employees are expected to return to work on any day or portion of any day when court attendance is not required.

**Military Leave**

An employee who is a member of the Armed Forces may be entitled to a military leave of absence to perform training or service in the Armed Forces. Generally, military leave may not exceed five (5) years.

*Notice and Reporting Obligations*

Employees on a leave for less than thirty-one (31) days for purposes of military service or for taking an examination to determine fitness for service must report to the School for work upon the first calendar workday following completion of service and the expiration of eight (8) hours for safe travel home, unless otherwise impossible or unreasonable because of circumstances outside the employee's control.

Those employees, who are on leave for thirty-one (31) days or more, but for less than one hundred and eighty-one (181) days, must provide the Director of Human Resources with written notification of their intent to work within fourteen (14) days following completion of the service. For service over one hundred and eighty (180) days, the employee must submit such written notification not later than ninety (90) days after completion of service.

*Medical Insurance Benefits*

Employees on military leave may continue their medical and dental insurance coverage at their own cost for up to eighteen (18) months.

**Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

All employees are eligible for up to five (5) continuous days off with pay for the death of a family member (defined as a spouse, significant other, child, parent, brother, sister, stepparent, stepchild, grandparent and grandchildren) living in the same household as the employee. Up to three (3) continuous days off with pay is allowed for the death of an in-law or family member (as defined above) not living in the same household as the employee.
Practice Room Policy

The Preparatory Studies division has priority access to all School facilities from 8:00 AM to 6:15 PM on Saturdays.

On weekday mornings, from 8:00 AM to 11:00 AM, piano majors have priority access to the following rooms: R1A, L-9, L-6, 4, 9, 17, N-3, and N-4. Pianists have first priority during this designated time period (unless the room has been reserved for teaching) and may ask another student to vacate the room so that they may use it for practicing.

Room 7 is a harpsichord priority room. Conservatory harpsichord majors have priority access as defined above. Since it is the only practice space with a harpsichord, priority access applies during all regular building hours. The Early Music Room in the library is designated for harpsichord and organ majors and Early Music student and faculty use.

No brass or woodwind instruments are allowed in the following rooms: 7, 12, 13, 20, and 21. No vocal practicing or lessons are allowed in Room 9.

Pickman Hall, the Wolfinson Room (Room 2), and N-1 are considered performance spaces. These rooms are not for general practice use.

If anyone leaves a practice room for more than 15 minutes at a time, it will be considered vacated. Leaving personal belongings behind does not hold a room for later use. Vacated rooms may be occupied by a new person.

Faculty teaching hours will be recorded at the Front Office in the Zabriskie House. If there is any question regarding an unassigned room that is being used for teaching purposes, please consult the Front Office. Unassigned rooms must be reserved by faculty for teaching and coaching purposes by 3:45 PM the day before they are needed. Faculty may only ask a student to vacate a room if they have previously reserved it. If a room has not been reserved in advance, it is available on a first-come, first-served basis for faculty and Conservatory student use.

Continuing Studies students registered for at least 12 hours of private lessons per semester during the academic year or 7 hours of private lessons during the summer term, and with a valid Longy ID card, may practice in unassigned rooms between 8:00-10:00 AM and 8:00-10:00 PM Monday through Friday and on Sundays only. Continuing Studies students do not otherwise have practice room privileges at the School. Preparatory Studies students do not have practice room privileges.

Please remember that, although Longy is small and generally very safe, we are still in an urban community. It is not advisable to leave valuables unattended at any time. If you see anything suspicious, please be sure to alert the Front Office personnel, the Facilities Manager, or the security guard. Longy is not responsible for items that are lost or stolen.

School Closings and Delays

Announcements of School closings or delays due to inclement weather generally are made no later than 6:45 AM. An updated greeting confirming closure or a delayed opening will run on the Longy voice-mail system shortly after decisions are made. School closing information also appears on the broadcast TV networks (channels 5 and 7) and their websites. The main criteria used in determining closures are the “readiness” of the School (i.e., all entrances, exits, parking lots have been sufficiently cleared), the conditions of major roads, and the availability of public transportation.
Longy does not close whenever Cambridge Public Schools close. Faculty members should use their discretion if they feel it is unsafe to travel to the School, even if the School is open. In cases of individual classes or lessons being cancelled, faculty members should notify the Front Office and make every effort to contact students.

Both buildings will remain closed on official snow days and are not available for student or faculty use. If the decision has been made to close the School due to inclement weather, staff are not required to report to work.

**Building hours**

The School’s building hours and periods of closure are published in the Academic and Administrative Calendar, which is distributed to all employees in the spring for the following academic year. For exact dates when each schedule applies, please see the School’s official academic calendar published on the School’s website (www.longy.edu).

<table>
<thead>
<tr>
<th></th>
<th>Zabriskie House 1 Follen Street</th>
<th>Rey-Waldstein Building 33 Garden Street</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>8:00 am – 10:00 pm</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am – 3:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Interim Period in August</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>8:00 am – 5:00 pm</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed except as arranged by summer institutes, concerts and festivals.</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Academic Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>8:00 am – 11:00 pm</td>
<td>8:00 am – 10:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am – 10:00 pm</td>
<td>8:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 pm – 10:00 pm</td>
<td>Closed Open Sundays in November, December, April and May</td>
</tr>
</tbody>
</table>

**Parking**

Parking is available in the Longy lots (or other parking spaces as controlled by Longy) on a first-come, first-served basis to employees with valid Longy parking stickers. Parking stickers are available at the Front Office. Please keep in mind the following restrictions on parking in the lots:

- Parking in Longy’s lots is permitted only while conducting business at the School; please do not make use of the parking lot for personal reasons.
- Parking stickers for the academic year are issued to faculty members in the fall after they have submitted their faculty agreement for the year.
- Cars parked in the Longy lot without a valid parking sticker, blocking access, or parking while the owner is not conducting business at Longy are in violation of Longy parking regulations. Violators will be ticketed and repeat offenses will result in towing and/or loss of parking privileges.
- Longy parking stickers are not available to employees who reside in Cambridge; these employees are asked to use their resident parking permit to park near Longy in order to keep the lots available for those coming from outside of Cambridge.
- Guests may use the Longy parking lots only with the prior approval of the Director of Operations and in spots marked with an official reservation notice.
- There are no Cambridge Guest Parking Permits available for employee or student use.
- Independent building and construction contractors will not make use of the parking lot except for unloading and loading of materials.

Use of the Zabriskie House parking lot: The Zabriskie House lot is available to faculty on a first-come, first-served basis throughout the week during regular Longy building hours.

Use of the Rey-Waldstein Building parking lot: Staff members are restricted to parking in the lot at the Rey-Waldstein building only. Trustees and other guests conducting Longy-related business with staff members may park in the 33 Garden Street lot on a limited basis and are required to display a Longy Guest Permit in the front window of their vehicle.

The Rey-Waldstein lot is available to faculty only on Saturdays on a first-come, first-served basis during regular Longy building hours. Cars should be parked four across and three deep to maximize the number of spaces. Faculty members are required to leave a note on the dashboard indicating their teaching location and cell phone number, if available, so that the owners of blocked cars can depart as necessary.

Holy Trinity Armenian Church lot: Longy pays for a very limited number of spaces at the Armenian Church located at the corner of Brattle and Sparks Streets. Faculty members may park in these spaces on a first-come, first-served basis by checking out permits for this lot at the Front Office.

**Classroom and Studio Maintenance**

Longy strives to provide clean and organized teaching spaces, with appropriate equipment, but the School also relies on the cooperation of those who use the spaces. All members of the Longy community are asked to treat School property, including the buildings, their contents, and the grounds with respect and care. The following polices have been adopted:

Pianos should never be moved, nor drinks or food of any kind placed upon them. Under no circumstances should classroom or studio pianos be moved by any member of the Longy community. On prior occasions, piano legs have collapsed and floor boards have given way when unauthorized persons have attempted to move a piano. Unauthorized individuals will be held liable for any damage caused by moving a classroom or studio piano. Any member of the community wishing to have a piano moved should contact the Director of Operations.

Classroom furniture (chairs, music stands, and desks) is distributed according to the specific classroom and studio needs of each room. Accordingly, employees who take furniture from another room are asked to return the borrowed item(s) upon completion of use.

Faculty members and all others using Longy spaces are asked to leave their rooms in a clean and orderly condition upon completion of classes and lessons.
No instruments or other resources of the School (equipment, music stands, stand lights, etc.) may be removed from the School’s premises without prior written consent from the Director of Operations.

Flagrant disregard of the policies and procedures designed to protect Longy’s building, grounds, furniture, or musical instruments may result in action up to and including liability for damage caused and, where appropriate, termination.

**Maintenance and Repair Requests**

Requests for maintenance and repairs should be submitted in writing or by voice-mail to the Director of Operations. The Director of Operations will respond to each maintenance request in writing or by voice-mail.

**Bakalar Library**

Staff and faculty members are entitled and encouraged to check books, music and recordings out of the library and to use the seminar room and listening equipment subject to the rules and procedures of Bakalar Library. A valid Longy photo ID card is required.

**Recycling and Energy Conservation**

Longy participates in the City of Cambridge’s recycling program. Members of the community are asked to use the recycling bins throughout the buildings. Recycling baskets for paper are located in offices and near photocopiers. Place only white office paper without staples in the baskets. Recycling bins for cans and bottles are located in the Bistro, in the front lobby of the Zabriskie House, and in the Rey-Waldstein kitchen. To conserve energy, faculty members are urged to turn off lights and close windows upon leaving a studio, classroom, or office.

**Telephones**

The school telephone number is 617-876-0956. The main fax number is 617-354-8841. Employees are requested to keep personal calls to a minimum. Personal long-distance calls must be billed to a personal credit or telephone card. A pay phone is also available in the Zabriskie House basement, under the Pickman Hall lobby.

The evening security desk telephones are for incoming calls only (617-876-0956, x1501 at Zabriskie House, x1601 at the Rey-Waldstein Building) and should be kept free for emergencies. No personal calls are permitted on the security phones.

Faculty telephones currently are available in the faculty lounges and the Department Chair Office.

**Photocopiers**

Longy School has photocopiers located in the School’s front office, on the second floor of the Zabriskie House, in the Bakalar Library, and in the kitchen of the Rey-Waldstein building. Photocopiers may not be used for personal or non-School purposes. It is up to each staff and faculty member to follow an honor code, and to refrain from using the photocopiers for personal or other uses.

Administrative staff are asked to use the photocopiers located in the front office and the kitchens only.
Faculty are asked to observe the following when using the photocopiers:

- For large numbers of copies (over 20), faculty members are advised to arrange for use of one of the kitchen copiers.

- Personal-use copies: Faculty members may purchase a copy card for their personal copying needs from the card dispenser next to copier in the Zabriskie House student lounge.

- Student lounge and library copiers: These machines require a copy card and are serviced by the library.

- Rey-Waldstein Building faculty lounge: A small photocopier is available in the Rey-Waldstein Building lounge and should be used for low-volume copying (20 copies or less). Please use other copiers for larger amounts.

- Administrative copiers: For large Longy-related copying jobs (20 or more copies), please ask a member the administrative staff for access to either the copier in the Front Office or in the kitchen of Rey-Waldstein.

Copyright Law

Photocopying of copyrighted materials is an infringement of U.S. copyright, except as allowed under regulations for “Fair Use,” and is not allowed on any of Longy’s copiers.

U.S. copyright law is not meant to restrict your use, but is intended to protect the copyright holder. Almost any use, even those prohibited below, may legally be made if permission is obtained from the copyright holder.

Photocopies made under any circumstances are to include the copyright notice appearing on the original.

Multiple copies of books, music, and periodicals for use in a Longy course may be made provided:

- that permission has been granted by the copyright holder, or the need for the copies was not realized early enough to request such permission, and
- not more than one copy per student is made, and
- less than ten percent of the entire work is copied, and
- for music, the copying does not constitute a performable unit of a larger work such as a movement or aria.

Photocopying for classroom use may not be used:

- as a substitute for a “consumable” item, e.g., workbook exercises, standard tests, etc., or
- for performances, or
- to create an anthology or compilation of music or literature, or
- as a substitute for the purchase of books, music, or periodicals.

Photocopies of books, music, and periodicals may be made for other Longy business use provided:

- the copies are for academic use, personal research or study, and
- not more than ten percent of the entire work is copied, and
• for music, the copying does not constitute a performable unit of a larger work such as a
  movement or aria, except in case of emergency where the original has been purchased but is not
  available for the performance (the original or a purchased replacement must be substituted for the
  copy as soon as possible) and
• the copies are not for the purpose of substituting for purchase of the original.

**Correspondence and Postage**

Mail is to be posted by administrative staff members only. Longy postage is for Longy business.
Employees are expected to use their own postage stamps for mailing personal letters. Longy stationery
should be used only for school business.

**First Aid**

First Aid kits are located in the Front Office of the Zabriskie House and in the kitchen in the Rey-
Waldstein building. In the event of a medical emergency, call 911. All accidents are to be reported to the
Director of Operations immediately. Accident report forms are available in the Front Office and Business
Office.
FACULTY EXPECTATIONS, COMPENSATION AND BENEFITS
HIRING AND APPOINTMENT PROCEDURES

Faculty Hiring Procedures

The process for all appointments to the faculty (new or visiting) is as follows:

1. The idea or assertion of need to hire a faculty member may come from any source and should be submitted to the President. Sources could be, but are not limited to, an individual faculty member, Department/Program Chair, Dean of the Conservatory (“Dean”), Director of Community Programs ("CPDirector"), or the President.

2. The President, Dean or CPDirector will strive to consult with the relevant Department Chair(s) and other appropriate faculty and administrators before the decision is made by the President whether or not to authorize the search.

3. The Dean or the CPDirector and, where appropriate, the Department or Program Chair will be responsible for drafting a job description and will review Longy’s procedures for hiring.

4. Once a search has been authorized, a search committee generally will be formed comprised of the Department Chair, up to three faculty members (appointed by the Dean or CPDirector, in consultation with the Department Chair) or other individuals, including members of the administrative staff, as deemed appropriate in the President’s sole discretion. The chair of the committee will be appointed by the Dean or CPDirector, either of whom may also serve as a member of the committee.

5. The search committee will meet to discuss the position, review the position description, and review Longy’s procedures for hiring.

6. It is the responsibility of the committee chair to ensure that all aspects of the search are conducted in an orderly fashion, which includes all event scheduling and collection and maintenance of all documentation which must be submitted to the Dean/CPDirector at the conclusion of the search.

7. The position description generally will be posted on Longy’s employment bulletin boards for a minimum of four weeks, allowing all interested and qualified persons to apply. The opening may also be advertised externally as determined by the President, in consultation with the Dean or CPDirector.

8. In the case of a vacancy in departmental leadership or in an area not overseen by a department or program chair, the Dean, CPDirector or President may serve on the search committee as a member or as its Chair.

9. At a search committee’s first meeting, a charge will be given by the Director of Human Resources detailing conduct and decorum for executing a proper and legal search and the need to maintain equity, fairness and confidentiality at all times. The Dean or CPDirector, if neither is serving on the committee, may give an additional charge to the committee detailing the qualifications and experience desired in a successful candidate.

10. After the application deadline, the search committee will begin its review of dossiers and generally will select a group of semi-finalists and submit them to the Dean or CP Director (if he/she is not serving on the search committee), who will forward them to the President for discussion and final
approval. The President reserves the right, in his/her sole discretion, to approve all, some or none of the semi-finalists recommended. The President also reserves the right, in his/her sole discretion, to advance any candidate(s) as semi-finalists, either from within or outside the applicant pool. The semi-finalists will generally be subject to a preliminary 15-20 minute interview by phone, with the Chair and at least two members of the search committee. From this pool, the committee will select a group of finalists for on-site, on-campus interviews.

11. From the semi-finalist pool, the committee will determine a list of finalists and submit their names to the Dean or CP Director (if he/she is not serving on the search committee), who will forward them to the President for discussion and final approval. The President reserves the right, in his/her sole discretion, to approve all, some or none of the finalists recommended. The President also reserves the right, in his/her sole discretion, to advance any candidate(s), either from within or outside the applicant pool, as finalists.

12. From the approved finalist pool, the search committee generally will invite each finalist for an on-campus interview. The format of each interview generally includes:

- A teaching demonstration (private lesson, class lecture, where appropriate) of 30-45 minutes in length
- An approximately 15-minute recital (for studio teaching position)
- A 60-90 minute interview with the search committee
- A 60 minute meeting with the Dean/CPDirector, and where deemed appropriate by the Dean/CPDirector, an additional 60-minute meeting with the President

13. The committee should solicit feedback from any student(s) who participated in the candidate’s teaching demonstration.

14. For semi-finalist phone interviews and finalist on-campus interviews, a set of questions to be asked of all candidates must be drafted in advance and submitted to the Director of HR for his/her approval. Once approved, these questions (and only these questions) should be posed to each candidate. Follow-up questions may be asked only in the event the committee requires further clarification to an answer given by the candidate.

15. At the conclusion of finalist interviews, the chair of the committee will be asked to submit (in unranked, alphabetical order) the names of two candidates as the committee’s recommendation to the Dean or CP Director, who will in turn communicate them to the President. Accompanying this recommendation should be a summary of each candidate’s strengths and weaknesses, and a transcript of reference checks.

16. In the event the committee wants to recommend only one candidate, they must provide justification in writing.

17. The President possesses the authority to approve or deny recommendations in his/her sole discretion. The President also reserves the right to terminate a search process, for any reason and without explanation, in her/her sole discretion.

18. If the committee’s recommendation is approved by the President, the Dean/CPDirector or his/her designee is responsible for offering the position to the candidate and negotiating the terms of employment. If the President does not approve the recommendation of the search committee, he/she will strive to communicate this decision and the reasons for it to the members of the search committee.
19. Regular and visiting faculty appointments are defined as follows:

- Regular appointments are defined as those that result from a search or an appointment by the President.

- Visiting appointments generally are made for a one-time need with no commitment to the faculty member that the teaching assignment will extend beyond the semester, academic year or other specified period of time, and may occur under such circumstances as an unforeseen resignation or unexpected program need. Visiting appointments will generally not exceed two academic years. In cases where a visiting appointment exceeds two academic years and a determination is made by the Department Chair and appropriate Dean/CPDirector that there is need for a regular appointment, the President may grant a visiting faculty member, generally with the endorsement of the Department Chair and appropriate Dean/CPDirector, regular faculty status. Alternatively, a full search process may be opened.

20. Visiting faculty appointments for one year can be made at the discretion of the President and Dean/CPDirector. Furthermore the President, in consultation with the Dean/CPDirector, reserves the right, in his/her sole discretion, to grant any visiting faculty member regular faculty status.

21. Throughout the process the School will strive to solicit faculty input. The appropriate Department Chair generally will be involved in hiring decisions.

22. The President, as charged and authorized by the Board of Trustees, reserves the right, in his/her sole direction, to actively recruit and appoint regular or visiting faculty members where he/she deems appropriate to ensure the School’s continued excellence.

Appointment Letters and Annual Agreements

Once a verbal offer is extended to the faculty candidate and after the faculty candidate verbally accepts an offer from the School, the Director of Human Resources will send him/her an appointment letter, to include a description of duties, expectations regarding teaching load when appropriate, departmental and divisional assignments (see page 43), and anticipated compensation and/or hourly rates for the next semester or year. Faculty members are required to sign two copies of these letters and return one to the Director of Human Resources by the deadline stated in the letter.

All faculty members, who are selected to return in the fall, generally will receive annual compensation agreements on or about July 15, reflecting pay rates for all duties during the following school year. Class and ensemble assignments for the summer term will be confirmed in writing by March 31. Faculty members are required to sign two copies of these agreements and return one to the Director of Human Resources within thirty days of issuance. The School will not allow a faculty member to teach until his/her signed compensation agreement is on file with the School. Annual compensation agreements will regularly include information on faculty members’ divisional assignment, their next evaluation year, and minimum and maximum enrollments for classes and ensembles, when appropriate. Except for administrative duties, if any, no income is guaranteed by these agreements since compensation for teaching activities is subject to enrollment (see page 44).

Divisional Assignments

In keeping with their charge to promote excellence throughout the School, the Board of Trustees asserts the President’s sole discretion in making faculty division assignment. All Longy faculty members are assigned to teach in one or more of the School’s divisions (Preparatory, Conservatory, Continuing
Studies) and may not teach beyond that assignment unless appointed through an additional process or permitted by the President.

The following guidelines, supplementing the information on page 41, apply to faculty members seeking assignment to a new division:

- There must be a demonstrated need for an additional faculty member in the new division. Need will be determined by the Department Chair and appropriate Dean/CPDirector, and will be submitted to the President, for approval in his/her sole discretion.

- The School will require the candidate to apply to teach in the new division, possibly as part of an external search process.

- The search committee generally will determine the criteria for evaluating candidates seeking a new divisional assignment.

Suzuki faculty members will teach only Suzuki private lessons and group classes in the Preparatory and Continuing Studies divisions. This does not preclude Suzuki faculty members from teaching classes or ensembles not in conflict with the objectives and offerings of the Suzuki Program.

**Appointment of Faculty Department Chairs**

Department Chairs and Associate Chairs are appointed by the President, in consultation with the Dean/CPDirector as necessary prior to making such appointments, for a one-year term, open to renewal. The President may, in his/her sole discretion, appoint a new Department Chair or Associate Chair from within the current Longy faculty without a formal search process.

Department Chairs and Associate Chairs generally will be reviewed annually by the Dean/CPDirector according to the process described on page 63. The President will then have the discretion to reappoint the Department Chair or Associate Chair, or to make a change in departmental leadership.

When a new Department Chair or Associate Chair is sought from outside the current Longy faculty, the hiring process outlined in pages 41-43 generally will be followed, except that the search committee will be chaired by the Dean/CPDirector.

All Department Chairs and Associate Chairs are members of the faculty and maintain faculty status separately from their appointment as Chairs.

The President has the ultimate authority for making, in his/her sole discretion, faculty department chair appointments to ensure the School’s continued excellence.

**FACULTY COMPENSATION**

**General Information**

The Longy School of Music remunerates faculty members on a per-service basis for teaching and administrative duties as described below. The final authority for all matters related to compensation resides with the President in his/her sole discretion. The Faculty Compensation Committee (generally consisting of the Executive Vice President, the Dean of the Conservatory, and the Director of Community Programs) is charged by the President to administer faculty compensation matters on his/her behalf.

[44]
Base Rate and Compensation Ratio System

Each faculty member will be assigned a base hourly rate. Faculty compensation will be calculated using the faculty member’s base hourly rate and the compensation ratio system described below. The base hourly rate (= 1) is the first number in all ratio designations below.

Contact hours for classes and ensembles are subject to the approval of the Curriculum Development Committee and the administration, and are determined in part by institutional standards. For example, the Conservatory Catalog states that “Typically, one-credit classes meet 75-90 minutes per week, and two-credit classes meet 120-180 minutes per week.”

Full-semester classes in the Conservatory are compensated based on 14 weeks, with classes meeting for 13 weeks to be followed by exams and/or final performances. Full-semester classes in Community Programs vary slightly by program, most classes and ensembles meeting for 15 weeks and most large ensembles and private lessons meeting for 16 weeks—in each case, compensation is based on the number of meetings. Classes meeting less than a full semester or during the summer are compensated based on the number of meetings.

The table below outlines the general pay ratio categories for each division (more detailed descriptions follow):

<table>
<thead>
<tr>
<th></th>
<th>Conservatory</th>
<th>Preparatory/Continuing Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes and large ensembles</td>
<td>1:1.75</td>
<td>1:1.50</td>
</tr>
<tr>
<td>Performance classes</td>
<td>1:1.50</td>
<td>1:1.30</td>
</tr>
<tr>
<td>Chamber music and small ensembles</td>
<td>1:1.25</td>
<td>1:1.00</td>
</tr>
<tr>
<td>Private instruction</td>
<td>1:1.00</td>
<td>1:1.00</td>
</tr>
</tbody>
</table>

- Faculty members will receive their base hourly rate at a 1:1 ratio for all private studio instruction in the Preparatory and Continuing Studies Divisions, for secondary studio instruction in the Conservatory, for musical coaching in the Voice and Opera Departments, and for observing students enrolled in Conservatory pedagogy classes (maximum one hour per student per semester).

- Faculty members will receive their base hourly rate at a ratio of 1:1.5 for all primary studio instruction in the Conservatory. Primary studio instructors in the Conservatory are expected to provide appropriate advisement, and prepare students for and attend their juries and recitals.

- Faculty members teaching performance classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.5 in the Conservatory and 1:1.3 in Community Programs.

  “Performance classes are characterized by significant in-class performance, rehearsal, or coaching, and typically include occasional lectures and grading of written work, possibly including a final project.” (Approved by the Curriculum Committee, December 2004.)

- Faculty members teaching academic classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.75 in the Conservatory and 1:1.5 in Community Programs.

  “The teaching of academic classes is characterized by lecture preparation and grading of written work throughout the semester. Included are music theory (all divisions), music history (all divisions), and
pedagogy courses, as well as Research and Materials and courses listed as Master of Music theory and history distribution requirements. In-class performance plays a limited role in academic classes.” (Approved by the Curriculum Committee, December 2004.)

Classes not currently covered by this definition may be classified “academic” by the Curriculum Development Committee. Faculty members requesting such classification must provide a written explanation to the Curriculum Development Committee by April 1 of the previous academic year.

- Faculty members coaching chamber music and small ensembles, including Early Music and Modern American Music chamber groups and Preparatory instrument choirs, will receive, for each contact hour, their base hourly rate at a ratio of 1:1.25 in the Conservatory and 1:1.0 in Community Programs.

- Faculty members conducting large ensembles (e.g., Preparatory choruses and orchestras, or the Longy Chamber Singers) will receive, for each rehearsal and performance hour, their base hourly rate at a ratio of 1:1.75 in the Conservatory and 1:1.50 in Community Programs. For each audition hour, faculty members will receive their base hourly rate at a ratio of 1:0.5. Faculty members conducting the Longy Chamber Orchestra are paid on a per-concert basis, receiving their base hourly rate at a ratio of 1:1.75 for each rehearsal and performance hour.

- Faculty members providing tutorials that replace required Conservatory classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.5 for performance classes or 1:1.75 for academic classes. The Dean of the Conservatory must approve such tutorials, offered only when a student cannot be accommodated in an existing class section. Other Conservatory tutorials will be treated as secondary studio instruction and will be paid at a 1:1 ratio of the base hourly rate.

- Faculty members serving as Experiential Education Program (EEP) mentors or Independent Study Project (ISP) advisors or second readers will receive their base hourly rate at a 1:1 ratio. EEP mentors will be paid for three hours in the first semester and eight hours in the second semester, and are expected to observe students’ final EEP project. ISP advisors will be paid for six hours and are expected to provide four hours of advising and attend the final presentation. ISP second readers will be paid for two hours.

- Faculty members leading “coordinated classes” and Department Seminars (hereafter the principal instructors), which by design employ several faculty members, are encouraged to attend all class meetings and will receive their base hourly rate at a ratio of 1:0.5 for each contact hour. Faculty members teaching individual sessions of coordinated classes or Department Seminars which meet the definition of performance classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.50 in the Conservatory and 1:1.25 in Community Programs. For teaching individual sessions of coordinated classes or Department Seminars which meet the definition of academic classes, faculty members will receive, for each contact hour, their base hourly rate at a ratio of 1:1.75 in the Conservatory and 1:1.50 in Community Programs. Principal instructors teaching individual class sessions receive this compensation in addition to the amount received for coordination.

- The School will provide hourly compensation at 0.5 of the base hourly rate to faculty members for participation in the following panels and special events (half-hour minimum; quarter-hour increments thereafter):
  - Conservatory Promotional and Recital Permission Juries
  - Conservatory prospective student auditions
  - Conservatory portfolio review
  - Preparatory entrance auditions

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- Preparatory mid-year evaluations (YP program only)
- Continuing Studies Performance Evaluations
- Conservatory proficiency examinations
- Masterclass auditions
- Hosting departmental events as approved for compensation by the Department Chair
- Hosting Preparatory assemblies

Additional compensation is not provided to Chairs or others in faculty leadership roles for panel work or special events, which are part of their ongoing responsibilities, and for which they receive separate compensation. Primary studio instructors will not receive compensation for attending juries of their own students. Department Chairs or the Dean/CPDirector will keep records of hours worked and submit appropriate paperwork for compensation prior to the last pay period of each semester.

- The School will provide hourly compensation at 0.25 of the base hourly rate to faculty members serving on the following official committees (half-hour minimum; quarter-hour increments thereafter):
  - Curriculum Development Committee
  - Longy Faculty Committee
  - Faculty Advisory Council members who are not Chairs or Associate Chairs
  - Conservatory Student Advisory Council Advisor
  - Departmental Search Committees
  - Administrative Search Committees
  - Ad hoc committees approved for compensation by the administration

Department and Associate Chairs will not receive additional compensation for committees within their departments and for the Faculty Advisory Council. Committee chairs, Department Chairs, or the Dean/CPDirector will keep records of hours worked and submit appropriate paperwork for compensation prior to the last pay period of each semester.

**Compensation for Non-credit Primary Studio Instruction in the Conservatory**

Faculty members should familiarize themselves with the section “Delayed Recitals and Extra Studio Lessons” in the Conservatory Catalog. Conservatory students needing additional non-credit lessons in their primary area, beyond those required in their programs, must follow the procedures described in this section of the Catalog. Faculty members are paid for such lessons at their Conservatory primary studio rate (base hourly rate at a 1:1.5 ratio). Students will be charged a tuition rate equal to the faculty member’s Conservatory primary studio rate plus 30%.

**Compensation for Studio Instruction in Cases of Student Withdrawal**

Faculty members should familiarize themselves with the student withdrawal policies in the Conservatory, Preparatory Studies, and Continuing Studies Catalogs. The School’s compensation policies in cases of student withdrawal are as follows:

**Conservatory**: When a student drops private lessons (primary or secondary) or changes teachers during the drop-add period (first ten school days of the semester), the faculty member is paid only for the actual lessons taught. When a student withdraws from lessons (after the drop-add period), the faculty member is paid for the entire semester if he/she remains employed for the full period.
Preparatory Studies: When a student withdraws prior to the first lesson, the faculty member is not paid. When a student withdraws prior to the second lesson, the faculty member is paid for one lesson. When a student withdraws prior to the fourth lesson, the faculty member is paid for seven lessons. When a student withdraws after the fourth lesson, the faculty member is paid for the full number of registered lessons.

Continuing Studies: When a student withdraws prior to the first lesson, the faculty member is not paid. When a student withdraws prior to the fourth lesson, the faculty member is paid for half of the registered lessons or the actual lessons taught, whichever is greater. When a student withdraws after the fourth lesson, the faculty member is paid for the full number of registered lessons.

Department Chair and Other Administrative Stipends

In the Community Programs division, Department Chairs, the Preparatory Chamber Music Coordinator, and the Director of the Suzuki Program are paid annual flat-rate stipends which are determined by the Director of Community Programs.

In the Conservatory Department Chairs and Associate Chairs are paid annual stipends based on a formula measuring three factors: overall number of students registered for departmental classes, lessons, and ensembles; number of degree and diploma students majoring in the department; and number of departmental faculty. This formula is calculated annually to determine a “weighted total” reflecting departmental activity and is applied, for compensation purposes, after the faculty member’s evaluation year, based on the average of the previous three years (enrollment data collected from the fall semester). During the remainder of the Chair’s, Coordinator’s, or Director’s evaluative term, stipends generally will increase by cost of living adjustments only. A new three-year average will be computed in cases where successive terms are served, and an increase or decrease in the weighted total generally will result in a corresponding increase or decrease to the stipend. New faculty members occupying these positions will be paid according to this formula, based on the average of the three years prior to their first year of service. Where the departmental leadership is shared by two or three faculty members, the weighted total will be apportioned by a mutually agreed percentage, relative to workload, responsibilities, and title, subject to the approval of the Faculty Compensation Committee. If the departmental leaders cannot agree on the apportionment, the Faculty Compensation Committee will make the final determination. The weighted total or portion thereof will be multiplied by the faculty member’s base rate to determine the annual stipend and will also be used to determine the benefit units associated with the administrative duties.

Example:

Total departmental students (all classes, lessons, ensembles):  100
Total departmental majors: 20
Total departmental faculty: 10

\[(100 \times 1) + (20 \times 2) + (10 \times 3) = 170 \text{ (weighted total)}\]

The School also compensates faculty members for other approved administrative duties, such as proctoring proficiency examinations, coordinating accompanists, instrument-keeping, and administering ensembles or concert series. This annual stipend is based on an estimate of hours, submitted by the faculty member and approved by the Dean/CPDirector. The approved total will be multiplied by the base rate and a ratio of .5 to determine the stipend. This calculation will also be used to determine the benefit units associated with the position.
Compensation Increases

All adjustments to faculty compensation (inflation-based or merit) will increase the faculty member’s base hourly rate, which will in turn flow through to all other pay amounts according to the compensation ratio system.

The School strives to publish its four minimum pay levels annually. These correlate in many instances to years of professional teaching experience (level 1: 1-6 years; level 2: 7-12 years; level 3: 13-18 years; level 4: 19 years and above) and serve as a guide for the hiring of new faculty and for merit increases in compensation.

In conjunction with the faculty evaluation process (see page 61), faculty members are eligible for a merit compensation increase after three years of service and every three years thereafter. Only those faculty members receiving an overall evaluation rating of “good” or higher are eligible for a merit increase. A faculty member whose base rate is based on levels 1-3 is eligible for an increase equal to one-third of the amount between their current rate and the next highest level after three years, and an increase to the next highest level after three additional years. A faculty member at level 4 is eligible for a merit increase every three years. Merit increases, however, cannot be guaranteed and are determined in the sole discretion of the Faculty Compensation Committee.

Department Chairs may provide input to the Faculty Compensation Committee on those faculty members evaluated each year. The Faculty Compensation Committee will determine merit increases in compensation from funds available for that purpose. Evaluated faculty members generally will be notified in writing of any pay adjustment by April 15 and may contact the Faculty Compensation Committee directly thereafter if they have questions or concerns.

In determining cost of living adjustments for the entire faculty, the School will make reasonable efforts to meet or exceed the annual inflation rates for the Boston area, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U), Boston-Brockton-Nashua, MA-NH-ME-CT, 12 Months Percent Change, Annual (calendar year) Data.

RESIGNATION

In accordance with the School’s policy on at-will employment (see page 9), a faculty member may resign at any time. However, as colleagues and fellow professionals, faculty members are asked to fulfill their teaching obligations through the close of the academic year. Written notice of resignation should be submitted to the President, the appropriate Dean/CPDirector, and the Department Chair.

All employment at the Longy School nevertheless is at-will, which means that all employees (faculty and administration) are free to resign at any time, for any reason or no reason, with or without advance notice. Similarly, the Longy School is free to discontinue any employment relationship at any time, for any reason or no reason, with or without advance notice.

NON-RENEWAL OF FACULTY COMPENSATION AGREEMENT

In accordance with the School’s policy on at-will employment (see page 16), Longy retains the right not to renew a faculty compensation agreement for the subsequent academic year.

If the reason is specific to the School’s curriculum (e.g., a course is offered in alternate years only or is dropped from the curriculum), the teacher generally will be notified in writing no later than March 15 of
the preceding academic year that the School will not renew his or her agreement. Curricular changes that result in the non-renewal of a faculty member’s assignment to a course generally will be discussed with that faculty member. Faculty members whose assignments have not been renewed for curricular reasons may, in writing, request a review of their situation by the Curriculum Development Committee, the Department Chair, and the Faculty Advisory Council.

If non-renewal is based on the job performance of the individual teacher or other circumstances, the School, absent special circumstances, will strive to inform the individual teacher in writing.

**BENEFITS**

The following sections provide general information about each benefit. The School reserves the right to modify, revoke, or cease any and all benefits that are not required by law. To the extent possible, advance notice of any such changes will be provided. Additionally, note that the sections on insurance policies below provide general information only. For more detailed information, please refer to the applicable Plan Document or Summary Plan Description. Should any conflict arise between the terms presented in this Handbook and the terms of the Plan Documents, the Plan Documents will prevail. Copies of these documents may be requested from the Business Office.

**Definition of Part-time, Modified Full-time, and Full-time Status for Benefits**

For the sole purpose of determining employment benefits for faculty members, a distinction is made between “part-time,” “modified full-time,” and “full-time” faculty based on levels of teaching and other activity. Benefit units are assigned for all faculty teaching and administrative duties according to the compensation ratio system described on page 45. A benefit unit is a weighted unit of measure, used solely to determine faculty eligibility for employee benefits, that reflects both the number of hours worked and the category of that work (i.e., classroom teaching vs. private lesson vs. chamber music coaching).

Faculty members must accrue a certain number of units to qualify for various benefits (see Benefits Summary). Units are assigned to teaching and other activities using the same ratios applied to the base hourly rate to determine compensation (see page 45). Faculty members who have an average weekly activity load of fewer than 15 units are considered part-time. Faculty members who have an average weekly activity load of 15 or more but less than 18 units are considered modified full-time. Faculty members who have an average weekly activity load of 18 or more units are considered full-time.

During May of each year, the Director of Human Resources determines the average weekly activity load based on teaching and other activities from the previous summer term and continuing through the end of the spring semester, divided by 28 weeks. Faculty members generally receive official notification of their benefit unit level and associated benefits by June 1. Faculty members then are eligible for benefits for the next fiscal year (i.e., July 1 through June 30) based on this June 1 tally.

Faculty members may request an interim report on average weekly units earned at any point during the year from the Director of Human Resources.

**Benefits Summary**

Once the average units are determined, benefits are offered according to the following schedule, subject to the requirements of applicable law and the terms of the applicable Plan Document (please see page 79 for a description of each benefit):

[50]
<table>
<thead>
<tr>
<th>Benefit</th>
<th>Part-Time (fewer than 15 units)</th>
<th>Modified Full-Time (15-18 units)</th>
<th>Full-Time (18+ units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Funded Social Security and Medicare (required by law)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Workers Compensation (required by law)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Tuition Discounts for Faculty</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Tuition Discounts for Immediate Family Members</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Concert Tickets</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Recital Privileges</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Group Health Insurance (Longy contribution as a percent of premium)</td>
<td>no</td>
<td>yes (40%)</td>
<td>yes (80%)</td>
</tr>
<tr>
<td>Retirement Annuity 403(b) plan (employee contribution as a percentage of salary)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Long-Term Disability Insurance</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Medical and Dependent Care Flexible Spending Account (FSA) Program</td>
<td>yes (5+ units)</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Qualified Transportation Expenses (QTE) Program</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Group Dental Insurance (voluntary, no contribution from Longy toward premium)</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

**RECITAL PRIVILEGES**

Faculty members are invited to present a Faculty Artist Recital annually. These recitals are free admission, voluntary, and scheduled on a first-come, first-served basis once the booking period begins. Faculty member(s) must be the point of contact and be the featured artist(s)/composer throughout the concert program. All three of the Longy performance spaces (Pickman Hall, Wolfinsohn Room, Recital Room N-1) may be used for faculty recitals, space and time permitting.

Booking for Faculty Artist Recitals typically opens at the beginning of April, prior to the concert season, and closes mid-October. After booking opens, interested faculty members should contact the Concert Office to discuss performance needs and available dates for Faculty Artist Recitals. For further details on these recitals, their policies, and exact booking dates, please contact the Concert Office.

**ASSIGNMENT OF PRIVATE STUDENTS**

**Conservatory**

Conservatory students are assigned private instructors by the Department Chair in consultation with their departmental colleagues and the Dean of the Conservatory. Student requests are considered and honored whenever possible. Students specifically recruited by a faculty member are assigned to that teacher. Studio assignments may be reviewed at the request of the student, instructor, or Department Chair. Students are reassigned following consultation with the teacher and the Department Chair, and with the approval of the Department Chair and the Dean of the Conservatory.

**Community Programs**
• It is the responsibility of the Director of Community Programs to assign new and incoming students to faculty members within the school. A Faculty member’s preferences for type of student and total number of students will be honored as much as possible, however the Director has the responsibility of placing a student with a faculty member who s/he feels will best fulfill the student’s needs and wishes. Scheduling and faculty availability are essential determinants when placing a student.

• The Director can ask the Community Program Coordinators for assistance in student placement as necessary.

• Once the Director of Community Programs has met with and assessed the best possible match for new an incoming student and contacted the faculty member, it is the faculty member’s responsibility for contacting assigned student(s) within three days. (Consistent failure to contact students in a timely manner will result in loss of student placement by Director). Once the faculty member has made contact with the student (in person, by phone, or email, at the discretion of each faculty member) it is the faculty member’s responsibility to establish lesson day/time and length with the student, and transmit/relay this information to the Community Programs Registrar.

• Should a faculty member choose not to accept a student, they must inform the Director of Community Programs immediately so that the student may be placed with another teacher.

• Change of teacher and student recruitment: If a student wishes to change from one teacher to another within the school, an official request by the student should be made directly to the Director of Community Programs. It is then the Director’s responsibility to place the student with another faculty member.

• Incoming students who specifically request a particular faculty member are assigned to that faculty member, pending the faculty member’s availability. Should a faculty member be unable to accept the student, the Director of Community Programs will meet with the student and make the appropriate placement.

• When a faculty member recruits a student from outside Longy to study at the School, assignment to this faculty member will be made automatically as long as there is no conflict of interest and pending the faculty member’s availability.

**ASSIGNMENT OF CLASSROOM INSTRUCTION**

**Conservatory**

Faculty members are appointed to teach Conservatory classes for which they have submitted a course proposal and which have been approved by the Department Chair, the appropriate Dean, and the Conservatory Academic Council, acting on the advice of the Curriculum Development Committee, with the primary responsibility for making these faculty class appointments resting with the appropriate Department Chair. The appropriate Dean/CPDDirector may ask the faculty at large to design and submit new course proposals through this process. Assignment of academic credit to courses, as well as their designation as fulfilling requirements for Conservatory degree and diploma programs, is determined by Department Chairs (in consultation with their departmental colleagues), the Dean of the Conservatory, and the Conservatory Academic Council, acting on the advice of the Curriculum Development Committee. See page 59 for Conservatory Academic Council and Curriculum Development Committee descriptions.
Community Programs

- Faculty members are required to submit the requisite course proposal (which includes a draft of the syllabus) which must be approved by Director of Community Programs and reviewed by the Community Programs Faculty Advisory Council and in consultation with the President.

- Assignment of classroom instruction, including faculty assignment and curriculum development is coordinated by the Director of Community Programs in consultation with the Community Programs Coordinators and the President.

RESPONSIBILITIES AND EXPECTATIONS OF ALL FACULTY

Standards of Excellence and Conduct

Excellence in all educational and operational areas is the hallmark of the Longy School of Music. Individual attention, strong student and faculty support, high standards, and an imaginative approach characterize the School’s programs and operations.

Longy faculty members display thoughtfulness, professionalism, and expertise in teaching, musicianship, and, where appropriate, performance. As teachers and mentors, they direct students toward a full realization of their potential. In partnership with the administration, they provide leadership for the School.

Longy administrative staff members display effectiveness, professionalism, and responsiveness in supporting the educational programs of the School.

All members of the Longy community are expected to maintain an environment conducive to learning and to consider the overall health of the institution. They are expected to deal honestly, ethically, professionally and respectfully towards one another.

Specific Obligations

Faculty members are responsible for:

- **Fulfillment of the terms of the faculty compensation agreements.**

- **Participation on committees, juries, and audition panels:** Appropriate to the division(s) of the School in which they teach, assignments are generally made by mutual agreement between the faculty member and the Department Chair, the appropriate Dean/CPDirector, or President.

- **Providing information as requested to Department Chairs and administrators:** Examples of such information include evaluations of individual students, teaching schedules, facilities requests and needs, payroll-related documents, and professional biographies.

- **Providing syllabi and catalog information:** For Conservatory and Continuing Studies classes, syllabi must be available at the beginning of each term to communicate to students course content, goals, expectations, grading and attendance policies, and assignments. The provision of a course syllabus at the beginning of each course is monitored through the faculty evaluation process and is required under the terms of Longy’s institutional accreditation. Faculty teaching Preparatory Studies classes must provide full outlines of lesson plans and expected goals for their courses as requested by the Director of Community Programs.
● **Attending faculty and department meetings:** Faculty members are encouraged to attend all faculty and their department meetings and are responsible for information conveyed by the meeting minutes which will be distributed to them.

● **Crediting the School:** Faculty members are asked to credit their Longy association fully and accurately in their professional biographies, concert program notes, and publicity materials, in order to represent the School’s overall quality and to attract students based on the high caliber of faculty activities.

● **Representing the School:** Faculty may not claim to be official School spokespersons or articulate School policy in any public or legal capacity without express authorization of the President.

● **Attendance and punctuality:** Faculty members are expected to begin and end punctually all of their scheduled classes, lessons, rehearsals, and performances. They are expected to conduct classes and concerts at the times publicized in the course bulletin and newsletters.

● **Preparatory Studies evaluations:** Faculty members are expected to participate in evaluating students during evaluation periods for the number of preparatory teaching hours they generally teach per week. Chronic failure to participate in or sit on evaluation panels may result in reassignment of teaching responsibilities. Evaluations should be written in a timely and thoughtful manner, according to the schedule and standards put forth by the Director of Community Programs.

● **Being aware of performance, course, and ensemble offerings:** Faculty should make an effort to be aware of Longy activities and inform their students of relevant opportunities to participate.

In addition, Conservatory classroom and studio instructors are responsible for:

● **Providing office hours:** Faculty should provide office hours or equivalent conferencing opportunities (e.g., telephone or e-mail contact) on a weekly basis outside of regular lesson and class meeting times for their degree and diploma students. Meetings may take place in a faculty member’s reserved studio space during occasional gaps in their schedules. Rooms not otherwise scheduled may be reserved for meetings with students. Faculty may also meet with students in any School lounge space.

● **Understanding and following grading policies:** Faculty should review requirements for lessons and courses as outlined in the Conservatory Catalog and as supplemented by official memoranda from the Registrar and Dean of the Conservatory.

● **Submitting grades:** Faculty should submit grades by stated deadlines, as determined and published by the School from time to time, usually within one week of the end of the semester. Spring semester grades for graduating students are due on the last day of the examination/jury period (approximately one week before the graduation ceremony). Chronic failure on the part of a faculty member to submit grades by a noted deadline can result in the removal of the faculty member from their studio, coaching or classroom teaching assignment.

● **Understanding all relevant sections of the Conservatory Catalog:** In their role as advisors to the degree and diploma candidates in their studio, faculty should review the Catalog.

● **Meeting with their students:** Faculty should meet with their primary studio students before each semester to assist them in planning their courses and advise them on general issues related to their academic program and artistic progress. These meetings ideally occur before student meetings with the Department Chair and final registration meetings with the Registrar.
Policy on Removing Longy Students to a Private Studio

It is a serious breach of professional ethics and obligations for a faculty member to remove a Longy student for studio instruction to their private home or teaching studio. Students who are assigned to an instructor for private instruction through the Longy School are expected to remain members of the Longy community. Removing these students for private instruction at a faculty member’s home or private studio at any time during the year, including the summer term, is not allowed, and may result in discipline, up to and including termination.

Policies on Absenteeism and Cancellation of Lessons and Classes

For Preparatory and Continuing Studies, a full semester’s private studio instruction normally includes 16 weekly lessons. For the Conservatory, primary studio instruction must encompass 15 one-hour lessons (or the equivalent) each semester.

- **Faculty sickness and personal days:** In cases of illness or unavoidable personal emergency, an instructor may cancel a lesson, class, or rehearsal. Adequate warning (usually 24 hours minimum) must be given whenever possible. Faculty members should inform their private students individually by telephone or email, if at all possible, and the Front Office, so that a notice can be posted. All extended absences must be cleared in advance with the Department Chair and, if for more than one class, with the appropriate Dean/CPDirector. Repeated absenteeism or cancellation of lessons for any cause may be called into review by the President, and may result in discipline, up to and including termination.

- **Bereavement:** In cases of death of a family member or partner, faculty members may arrange personal leave time with their Department Chair and the appropriate Dean/CPDirector.

- **Snow days:** Faculty members are required to make up one session per academic year for private lessons (all divisions) and for Preparatory and Continuing Studies classes cancelled because of official snow days. Faculty members are not required to make up Conservatory classes cancelled because of official snow days. For notification of School cancellations due to inclement weather, please see page 25.

- **Student absence:** Faculty members are required to make up one lesson per semester that has been missed because of a student’s absence, provided that the student notified the teacher at least 24 hours in advance or, in the case of evening lessons, by 5:00 PM the previous day. Exceptions to this deadline include sudden hospitalization or physical accident. In the summer session, faculty members are required to make up one such excused absence. Other student absences may be made up at the faculty member’s discretion. In cases of extended student illness, special arrangements should be made with the faculty member, in consultation with the appropriate Dean. A doctor’s letter may be required.

- **Teacher absence:** Faculty members are expected to make up all studio lessons and classes missed because of their own absence. A teacher should reschedule missed lessons as soon as possible. Faculty should use responsible judgment in scheduling make-up lessons, and should not expect a student to take several lessons within one week’s time, or take lessons at a location outside of the School.
RESPONSIBILITIES OF DEPARTMENT CHAIRS & PROGRAM CHAIRS/DIRECTORS

The primary role of the Department Chair, Program Chair, or Program Director is to establish educational goals and programs in his/her department and to promote a positive and productive climate for learning and growth among both faculty and students of the department. Chairs should foster a spirited vitality both in the performance-related offerings and events of their department and in the academic offerings, which support and inform these performances. They are also centrally involved in the process of recruiting degree and diploma candidates.

Depending on their divisional assignment, Department Chairs will serve on either the Conservatory Academic Council (CAC) or the Community Programs Faculty Advisory Council (CPFAC).

Service on the Conservatory Academic Council (CAC)

All Conservatory Department Chairs are full voting members of the Conservatory Academic Council and are expected to attend its approximately 12 meetings per academic year. See page 59 for a description of the CAC.

Members of the CAC are expected to attend its approximately 6-7 full meeting per academic year. In addition, department and program chairs will be assigned, by the Dean, to the following subcommittees:

- Curriculum Development Committee
- Grade Appeal/Student Disciplinary Committee
- Faculty Development Committee
- Assessment of Student Learning Committee
- Course and Faculty Evaluation Committee

Student Assignment

Department Chairs assign students to studio instructors, as applicable and as consistent with the normal functioning of their departments (see page 51). At least once per year, Department Chairs must explain to their faculty members the criteria used in assigning students.

Student Advising

Conservatory department chairs share with the Dean of the Conservatory, the Associate Dean for Academic Affairs, and individual studio instructors the responsibility of advising degree and diploma candidates and share with the Director of Community Programs and other members of his/her staff the responsibility of advising students in those programs.

Department Chairs should:

- Maintain precise knowledge of all academic programs in their department and be conversant with the general academic policies and procedures relevant to these programs.
- Provide an hour-long department introduction and discussion session to new Conservatory students during orientation before the beginning of the academic year.
- Keep brief individual advising appointments with each Conservatory student in their department during the registration period, in preparation for students’ final advising meeting with the Dean.
• Be regularly available to students in their department, either by telephone, e-mail, or at a weekly scheduled office hour.

Curriculum Development

Department Chairs share with their departmental colleagues, the President, the appropriate Dean/CPDirector, and Curriculum Development Committee the ongoing responsibility of reviewing the curriculum and course offerings of their area. See page 59 for a description of the Curriculum Development Committee. In addition to providing information and counsel in their routine assessment of the curriculum, chairs are responsible for:

• Considering the effectiveness, standards, relevance, and purpose of their departmental courses, seminars, lessons, master classes and of the faculty who teach them.

• Organizing departmental seminars and pedagogy offerings, and should work with their faculty members in revising current and proposing new offerings.

• Coordinating offerings in their departments which involve a rotation of performance and repertory classes.

• Creating cooperative academic and artistic collaborations between departments whenever possible.

Departmental Management

Chairs are responsible for the general management of the students, faculty, courses, jury panels (including the recruitment of panelists), concerts, master classes and other activities of their departments. Chairs are accountable for the proposal and management of their departments’ annual budgets, and are the only members of their departments authorized to incur expenses on the School’s behalf. They also coordinate certain departmental concerts and maintain general artistic oversight over departmental events, attending a reasonable number of such concerts and events. Chairs should communicate regularly with the faculty in their departments as well as with appropriate administrators, including the President. They should be available for consultation with their faculty members on a regular basis, and should convene a departmental faculty meeting no less than once each academic year.

Conservatory Admissions

Chairs are expected to work proactively in collaboration with the Conservatory Admissions Office, including recruiting faculty panels for scheduled audition days, reviewing student files and recorded auditions, setting audition requirements, and working with the Director of Admissions on other recruiting activities.

Consultative Responsibilities

Chairs are often asked to advise faculty members, administrators, and other chairs on a number of general and specific matters, including the hiring of new faculty members, setting of initial pay rates for new faculty, monitoring the success of new faculty, and advising other participants in the faculty evaluation process (including questions of advancement and review).

Letters of Recommendation

[57]
Chairs should expect to write letters of recommendation for students and departmental faculty members.

Evaluation Processes

Department Chairs play a central, explicit role in the evaluation of the faculty members of their department, as outlined in the faculty evaluation process on page 61. Department Chairs themselves are evaluated in a related process described on page 63.

Associate Chairs

The need for an Associate Chair shall be based on a discussion among the Department Chair, Dean/CPDirector, and President. The duties of an Associate Chair are arranged by mutual agreement of the Department Chair, the Dean/CPDirector, and the President, and may include some items listed on pages 56ff. The Department Chair is responsible for communicating the division of responsibilities to the department faculty. See page 63 for information on the evaluation of Associate Chairs.

FACULTY DEVELOPMENT GUIDELINES

Beginning in Fall 2005, the Longy School of Music has made available a limited amount of funds for faculty development, in accordance with the strategic plan. All regular faculty members are eligible to apply. These funds are administered in the sole discretion of the Faculty Development Committee (FDC, see page 60) and are subject to change at any time.

Funding Schedule and Procedures

The funding schedule will include deadlines in June and December for submission of proposals. Proposals will include a brief application (including estimated expenses) and an explanation of the request and its relevance to the faculty member’s work. Proposals due in June will be for requests for the period July-December. Proposals due in December will be for requests for the period January-June.

Guidelines

Various types of activities are eligible for funding, including conferences, workshops, performances, masterclasses, and special projects. All faculty development awards will be for reimbursable expenses only (for example, travel, registration, lodging, and meal expenses). Meal expenses will be paid on a per diem basis so meal receipts do not need to be saved or submitted. (Meal and incidental expense per diem rates for various cities can be found at: [Website URL].

First and last days are paid at 75% of this rate.) No grants or stipends (compensation) will be provided. Faculty members must present an expense report and receipts to receive funds, at the conclusion of the activity. Advances for approved activities will be considered upon request.

The maximum award per request is $1500. Faculty members are limited to one funded application per year (July-June). Faculty members submitting requests who received funding in the previous year will be given lower priority.

In determining awards, the Faculty Development Committee may consider the relationship of the activity to the priorities given in the faculty evaluation policies (teaching effectiveness, institutional service, and professional activity). The Committee may also consider the following:
• merit of application
• relationship to faculty member’s current work
• timing in relation to faculty evaluation year

**FACULTY COMMITTEES**

**Conservatory Academic Council**

The Conservatory Academic Council (CAC) is the Conservatory’s primary body for the review, approval, and implementation of academic policy. The CAC serves to assure the academic integrity of the Conservatory’s programs, as well as in coordinating the procedures and initiatives of individual departments. Its voting membership consists of the Dean, Chairs and Associate Chairs, Program Directors, faculty or staff members appointed by the President, and a representative elected by the Longy Faculty Committee. The President is an *ex officio*, non-voting member of the CAC and appoints the Council Chair. The CAC meets approximately seven times per academic year; members are expected to attend all meetings and to inform the Council Chair when they are unable to attend.

While its principal functions are to provide counsel to the President and the Dean on important academic policy issues, the CAC serves as the Conservatory’s board of academic review. In this role, the Council considers and decides by vote the following issues related to Conservatory student standing:

- Academic and Disciplinary Probation
- Suspension
- Dismissal
- Granting of earned degrees and diplomas
- Graduation awards and honors
- Student appeals of decisions by the Dean, Department Chairs, and faculty, including semester grades
- Other student-faculty academic disputes not resolved though actions of the Dean and Department Chairs

The CAC also reviews and acts on:

- Academic policies published in the Conservatory Catalog
- All recommendations by the Curriculum Development Committee

Each member of the CAC serves on one of the following subcommittees:

- Curriculum Development Committee
- Grade Appeal/Student Disciplinary Committee
- Faculty Development Committee
- Assessment of Student Learning Committee
- Course and Faculty Evaluation Committee

Each year the CAC elects a representative to the Longy Faculty Committee.

CAC members are encouraged to place other issues on meeting agendas in order to facilitate open and constructive communication between the faculty and the school’s primary academic administrators.

**Curriculum Development Committee**
The Curriculum Development Committee (CDC) is comprised of six members: three or four members of the CAC and three at-large members of the faculty, serving two-year, staggered terms. The Dean, Associate Dean for Academic Affairs, and Assistant Dean for Program Development are *ex officio*, non-voting members of the CDC. The current CDC will nominate additional members needed for the following academic year and present them to the CAC for its approval at the April or May CAC meeting.

The CDC serves as a clearinghouse for curricular changes throughout the school, reviewing new and revised curricula. Proposed changes to departmental requirements will come to the CDC for information and review. The CDC will also periodically review school-wide requirements within the Conservatory programs and is also charged with the development and expansion of curricula. Any member of the faculty or administration may bring agenda items to the CDC.

The CDC reports to the CAC and will provide details of its actions to the CAC on an ongoing basis. The CAC will give final approval to all CDC actions and may call up any decision for discussion, remand, or reversal.

Grade Appeal/Student Disciplinary Committee

This committee will oversee issues of academic honesty and integrity and cases involving student disciplinary action, will make decisions involving said cases and where necessary, make recommendations for action to the Dean of the Conservatory.

Faculty Development Committee

The Faculty Development Committee (FDC), which makes funding decisions and recommendations for faculty in-service programs, consists of the Assistant Dean for Program Development, three to four members of the CAC, and up to three members of the Longy Faculty Committee (LFC). The FDC will request that an alternate be selected from the appropriate body when a FDC member cannot be present or is applying for funding. (See page 58 for Faculty Development Guidelines.)

Assessment of Student Learning Committee

This committee is charged to formulate rubrics and recommend assessment strategies, across departments, towards the comprehensive assessment of student learning.

Course and Faculty Evaluation Committee

This committee will be charged with examining and revising the current structure for course evaluation and faculty evaluation.

Community Programs Faculty Advisory Council

The Community Programs Faculty Advisory Council (CPFAC) serves to assure the academic integrity of the Community Program Division’s programs, as well as in coordinating the procedures and initiatives of individual departments. Its membership consists of the Director of Community Programs, Coordinator of Community Programs, and Community Programs Department Chairs. Members are expected to attend all meetings and to inform either the Director or Coordinator of Community Programs when they are unable to attend.

Longy Faculty Committee
The Longy Faculty Committee (LFC) is an elected, autonomous, representative body of faculty members who deal with issues related to faculty life at the Longy School of Music, including (but not limited to) compensation and other benefits, faculty hiring policies, teaching conditions, promoting fairness and respect among faculty colleagues, maintaining academic standards, and other related matters as they arise. The LFC relates to the President, the administrative staff, Department and Associate Chairs, the CAC, the CPFAC and the faculty at large; operates internally on a consensus principle; maintains confidentiality in meetings; and communicates its proceedings through published minutes.

The LFC consists of five members, serving two-year, staggered terms. An alternate is elected to serve a one-year term. Elections are administered by the current Committee.

**FACULTY EVALUATIONS**

Policies and practices concerning faculty evaluation were adopted by a committee of faculty and administrators during the 1996-1997 academic year and were reviewed in Fall 2000. A further review of the evaluation process was conducted by a subcommittee of the Faculty Advisory Council in Fall 2002. The resulting revisions were approved by the Faculty Advisory Council, with input from the Longy Faculty Committee, in March 2004. The purpose of the faculty evaluation process is threefold: (1) to improve teaching, (2) to provide a basis for merited compensation increases, and (3) to meet the requirements of accreditation.

**Faculty Evaluation Process**

The evaluation of faculty will be led by Department Chairs, in collaboration with the appropriate Dean/CPDirector, and will include the evaluation of new faculty members in the second and third years of service, and evaluation every three years thereafter. Faculty members who are currently inactive or minimally active, as determined by the Department Chair and the appropriate Dean/CPDirector, might not be subject to the review process. Associate Chairs will participate in the evaluation process as determined by the Department Chair, in consultation with the appropriate Dean/CPDirector.

Each year, Department Chairs will evaluate those faculty members currently scheduled for review. Areas of evaluation will include, in order of priority, teaching effectiveness and experience, institutional service, professional activity (see page 63), and other areas as determined in the Department Chair’s discretion. The evaluation procedure generally will include an initial meeting with the faculty member, consultation of evaluative data (Faculty Accomplishment Reports, course and lesson evaluations completed by students, and syllabi where applicable), and completion of a Faculty Evaluation Form, which includes rating the three areas of evaluation listed above. In addition, the Department Chair may choose to observe representative teaching of departmental faculty members, by mutual agreement. Faculty members under review may also initiate a request that teaching be observed. Department Chairs may request a preliminary meeting with the appropriate Dean/CPDirector at the beginning of the fall semester to discuss upcoming evaluations.

In support of this process, all faculty members are required to complete annual Faculty Accomplishment Reports, which will be consulted by Department Chairs in completing their evaluations, and which may be reviewed by the Dean of the Conservatory, the Director of Community Programs, and the President as necessary. Faculty Accomplishment Reports generally will be included with the mailing of faculty compensation agreements and should be returned to the Dean of the Conservatory by September 15.

Department Chairs will also consult course and lesson evaluations of faculty members as part of the review process. The following procedures generally will be observed regarding course and lesson evaluations:
Conservatory and Continuing Studies course evaluation forms will be distributed to faculty members on or about one month before the end of each semester. Faculty members should inform the Dean of any courses ending before the last regular week of classes. The School will strive to distribute summer course evaluations within the first two weeks of the summer term. Each teacher will distribute the forms to students during an appropriate class time. A student selected by the instructor will collect the forms, seal them in an envelope, and return them directly to the Dean. Instructions will be provided noting the proper collection procedure, as well as the faculty member’s right of access to the evaluation forms.

Conservatory lesson evaluation forms will be distributed to students’ mailboxes on or about one month before the end of the academic year. Faculty members should inform the Dean of the Conservatory of any private lessons ending before the end of the semester. Students will return completed forms directly to the Academic Affairs Office.

Continuing Studies lesson evaluation forms will be mailed to students’ home addresses at the end of the spring semester. All forms will be returned to the Academic Affairs Office and will be filed with other student evaluations in the Academic Affairs Office.

Preparatory student evaluations of classes, ensembles, and lessons will be emailed and/or mailed to students’ home addresses at the end of the spring semester. Preparatory student evaluations of summer classes will be mailed to students’ home addresses at the end of the summer term. Students will receive a separate form for each activity in which they are enrolled. All forms will be returned to the Director of Community Programs and will subsequently be filed with other student evaluations in the Community Programs Office.

Faculty members shall have access to all course and lesson evaluation forms pertaining to themselves for examination and photocopying on the School premises, after the final grade or evaluation is submitted. In addition, these evaluations may be reviewed by the faculty member’s Department Chair, the Dean of the Conservatory, the Director of Community Programs, and/or the President. All student evaluations of courses and lessons will be kept in a secure location for a period of 5 years, after which they will be destroyed. Under no circumstances will any student be allowed access to these documents.

Department Chairs will meet with the appropriate Dean/CPDirector to discuss the faculty evaluations. Copies of the completed Faculty Evaluation Form, signed by the Department Chair and appropriate Dean/CPDirector, will be mailed by the Academic Affairs Office to faculty members under review, prior to the final meeting with the Department Chair, which is scheduled by the Chair. In the event that one or both Dean/CPDirector do not concur with the evaluation, he/she/they may submit a separate report to be attached to the Faculty Evaluation Form. At the final meeting, the Chair and the faculty member under review will discuss the evaluation, and the faculty member will sign the Faculty Evaluation Form. The faculty member may also submit a written response to the Department Chair within two weeks of the meeting. The response will be fully considered by the Chair and the appropriate Dean/CPDirector. Department Chairs should then return all Faculty Evaluation Forms with signatures and any written responses to the Dean. Copies of the completed evaluation forms, additional reports by the Dean/CPDirector, and faculty members’ written responses will be retained in faculty members’ personnel files.

The Department Chair may on the basis of an unsatisfactory evaluation rating recommend to the President non-renewal of a faculty member. If the President concurs with this recommendation, he or she will notify the faculty member in writing. If this decision is reached after March 15, a one-year, terminal agreement may, in the discretion of the President, be offered to the faculty member for the subsequent academic year.
Faculty Evaluation Criteria

**Teaching effectiveness:** (a) effective communication of course and/or lesson content to students, (b) evidence of student learning and achievement, (c) evidence of flexibility and adaptability in dealing with various types and levels of students, (d) revision and renewal of teaching methods including professional development activities related to teaching, (e) effective general communications to students including provision of syllabi where applicable, (f) other criteria as determined at the initial meeting between the Department Chair and faculty member.

**Institutional service:** (a) reasonable support for departmental functions and administrative requests, (b) reasonable participation in School events, (c) recruitment and retention of students where applicable, (d) other applicable responsibilities listed under “Responsibilities and Expectations of All Faculty” on page 53ff., (e) other criteria as determined at the initial meeting between the chair and faculty member.

**Professional activity:** (a) participation in reasonable and appropriate professional activity, including such things as affiliations, performances, publications, attendance at professional meetings, clinic/adjudication activities, or awards, (b) other criteria as determined at the initial meeting between the chair and faculty member.

In addition, the items described in “Responsibilities and Expectations of All Faculty” (pp. 53ff.) will be considered during the evaluation.

**Evaluation of Faculty Chairs**

Department Chairs and Associate Chairs will be evaluated annually by the Dean/CPDirector, both for their work as faculty members and for their administrative duties outlined on pages 56ff. Like other faculty members, Department Chairs and Associate Chairs will complete annual Faculty Accomplishment Reports and will participate in the course and lesson evaluation process described on page 61. The evaluation of Department Chairs and Associate Chairs will be conducted by the appropriate Dean/CPDirector as follows:

- At the first meeting of an academic year, the Dean/CPDirector and Department Chair will have determined a list of goals and objectives for the year, to include recruitment goals, curriculum and faculty development, and other issues as deemed appropriate. As part of the review, the appropriate Dean/CPDirector will evaluate the Department Chair’s or Associate Chair’s work as a faculty member and chair in accordance with the procedures outlined on page 61, including completion of the Faculty Evaluation Form, and provide a written evaluation of the Department Chair’s or Associate Chair’s administrative work, after soliciting and reviewing written feedback from the departmental faculty.

- Regarding the collection, distribution, and storage of written departmental feedback described above, departmental faculty members will be invited by the Dean/CPDirector to provide written comments on their Department Chair’s or Associate Chair’s administrative work, to be submitted (preferably by e-mail) to the Dean/CPDirector. This feedback will be typed without reference to authorship and provided to the appropriate Department or Associate Chair under review, along with a count of the number of responses received. Original copies of written feedback will be kept in a secure location in the Academic Affairs Office or Community Programs Office, as appropriate, for a period of 5 years, after which they will be destroyed. Under no circumstances will faculty members, other than the Dean/CPDirector, be allowed access to these documents.
The Dean/CPDirector will provide to the President copies of the annual evaluations of Department Chairs and Associate Chairs currently under review.

As part of the final review, the President and Dean/CPDirector will meet with Department Chairs and Associate Chairs during the spring semester and will notify them by the end of that semester of their decision to reappoint or to seek new departmental leadership.

The Department Chair may also participate in the evaluation process of Associate Chairs.

Copies of the completed final reviews, including the Faculty Evaluation Form, along with any written responses provided by the Department or Associate Chairs, will be retained in the faculty members’ personnel files.

The appropriate Dean/CPDirector will conduct an abbreviated review of new Department Chairs at the end of the first year of service. Department Chairs will join this process for new Associate Chairs. The result of this process will be a short, written document provided to the Chair or Associate Chair, regarding his/her administrative work, a copy of which will be retained in the personnel file.

GRIEVANCE POLICIES AND PROCEDURES

Definitions

The following terms will be used throughout this section:

Grievance: a complaint asserted in good faith concerning breach, misapplication, or misinterpretation of the School’s policies or standards regarding terms or conditions of the grievant’s employment.

Grievant: the person or persons who assert the grievance.

Respondent: the person or persons whose actions the grievant alleges to be the source of the grievance.

Observer: the Longy employee selected to attend meetings between a grievant and a supervisor as detailed below in the grievance process. The observer’s presence is to encourage clear and honest communication between the grievant and the supervisor. The observer also may be asked to testify throughout the grievance process.

Overview

To foster sound faculty-School relations through communication and reconciliation of work-related problems, the School provides faculty members with established procedures for expressing employment-related concerns.

The School encourages faculty members to resolve any grievance first on an informal basis through direct and open communication. When a complaint cannot be resolved informally, the School has a formal review process detailed below that will allow for a timely and fair resolution of such issues. While the School will strive to treat all grievances as discreetly as practicable, confidentiality cannot be guaranteed.

At any point, a grievant may end the grievance process by indicating in writing to the Director of Human Resources that he/she has been able to resolve the grievance to his/her satisfaction.
Nothing herein shall be deemed to change the at-will nature of the employment relationship and, thus, the School and/or the employee may terminate the employment relationship at any time, for any reason, and with or without advance notice unless otherwise prohibited by applicable law.

Grievance Process

When embarking upon the Grievance Process, the grievant must follow the steps set out below.

**Step 1:** The grievant may present his/her concerns verbally to either the department/program chair, supervisor of the respondent or other appropriate supervisor (respectively, the “supervisor”) within ten (10) business days after the event or incident provoking the grievance occurred. The supervisor will attempt to address the grievance in a timely fashion. If the grievant is not satisfied with the supervisor’s solution, he/she may proceed to Step 2.

**Step 2:** The grievant may present his/her concerns in writing to the supervisor contacted in Step 1. This written grievance must contain a complete description of the problem, supporting evidence for the grievance, and any other materials that may provide appropriate information to aid in the resolution of the grievance. The written grievance must be submitted within five (5) business days of the grievant’s receipt of notice of the supervisor’s solution in Step 1. The supervisor will then notify and forward a copy of the written grievance to the respondent for his/her response. A meeting of between the supervisor and the grievant may be held. The decision on whether to hold this meeting is in the sole discretion of the supervisor. During such meeting, the grievant and the supervisor may each bring one Longy employee who is willing to serve in this capacity (exclusive of the President and senior staff members) of their choosing to the meeting as an observer. The respondent may not be brought in as an observer. Also, if the grievant or the supervisor intends to bring an observer, he/she must inform the other party of his/her intention and the identity of the observer no fewer than three (3) business days before the meeting. After such meeting, the supervisor will strive to give a written response to the grievant in a timely fashion. If the supervisor chooses not to hold a meeting, the supervisor will strive to give a written response to the grievant in a timely fashion of receiving the written grievance. In most circumstances, a written response is considered the final resolution of the grievance. Should the employee reject the written response, then he/she may appeal in writing within five (5) business days of the grievant’s receipt of notice of such solution by proceeding to Step 3.

**Step 3:** The grievant may submit a written appeal along with the written grievance to an appropriate senior staff member, or to the President if the senior staff member is a respondent. The written appeal must contain a complete description of the grounds for appeal, supporting evidence for the appeal, and any other materials that may provide appropriate information regarding the appeal. The senior staff member (or the President in his/her discretion) will exercise in his/her sole discretion on what additional steps, if any, may be taken to address the written appeal and/or the written grievance. The senior staff member (or the President in his/her discretion) will render a final, binding decision that will then be communicated in a timely manner to all appropriate personnel, including the grievant, the respondent and the supervisor.

Mediation

At any point throughout the grievance process, the grievant also may apply for mediation by presenting his/her concerns in writing to the President. The President, in his/her sole discretion, will determine whether mediation is warranted. If the President determines that mediation is warranted, the School will select and pay for the mediator to meet with the grievant and respondent to facilitate a resolution of differences. The President reserves the right to determine the maximum amount of hours that the School will pay for such mediator on a case-by-case basis.
**SPACES FOR FACULTY USE**

The following spaces are available to faculty members:

**Faculty lounge at Zabriskie House:** The faculty lounge may be used by any member of the faculty and is located on the second floor of Zabriskie House next to the restroom. The lounge contains a desk, telephone, computer, printer, microwave, refrigerator, and water cooler.

**Faculty lounge at the Rey-Waldstein Building:** The faculty lounge may be used by any member of the faculty and is located on the third floor of the Rey-Waldstein Building, in Room N-10. The lounge contains a desk, telephone, computer, printer, microwave, refrigerator, water cooler, a photocopier, and a couch.

**Department Chair office:** The Department Chair office is provided for use by Chairs and Associate Chairs. The office is located in Zabriskie House beyond the Student Lounge on the second floor. It contains desks, telephones, a photocopier, two computers, and a printer, with adequate room for meeting with one or two individuals.

**Computers and internet access:** Faculty members have access to the computers in the faculty lounges at Zabriskie House and the Rey-Waldstein Building. In addition, Department Chairs have access to the computers in their office. All software installation and removal on Longy computers is to be performed with the oversight and permission of the Director of Information Technologies. Downloading programs from the Internet is discouraged. Hardware installations and changes are to be handled only by the Director of Information Technologies. Employees will be responsible for any damage or expenses incurred as a result of unauthorized changes or installations. Any computer problems should be reported to the Director of Information Technologies.

**Appropriate use:** Please see page 23 for the Technology and Electronic Systems Acceptable Use Policy.

**SCHEDULING OF ROOMS FOR STUDIO AND CLASSROOM TEACHING**

Members of the Longy community should be aware that the School’s teaching and practicing facilities are in great demand. For this reason, Longy has formal policies and processes for managing its room scheduling in the fairest way possible. The following sections outline the assignment of teaching and rehearsal space; the procedures to be followed by faculty members, administrative staff, and students; and the restrictions on space uses. See the Practice Room Policy on page 33 for additional information on room use.

**Room Assignment Policy**

Not all rooms at Longy are equally desirable as teaching or rehearsal spaces. The heavy demand placed on the available space precludes giving everyone his/her first choice of rooms. As a result, priorities have been established for the assigning of rooms.

**Classroom teaching:** Classes are scheduled first and given highest priority to insure that they take place in suitable rooms based on such characteristics as anticipated size of class and furnishing needs (e.g., chalkboard or whiteboard, audio/visual access).

**Private teaching:** The School makes every effort to assign rooms for private teaching according to faculty preference. Accordingly, faculty members must return their room request forms as early as possible. Forms returned after the due date are given lowest priority.
Frequently, multiple faculty members request the same room for the same time. These conflicts are resolved according to the following criteria, in order of importance:

Projected total teaching hours, based on the instructor’s previous semester.

- Seniority of the instructor, based on length of service at Longy and whether the instructor is a Department or Associate Chair.
- Quality of the instrument for piano or harpsichord lessons and appropriateness of the room for the lesson type.
- Academic level of the student.

**Room Assignment Procedures**

The following describes the specific procedures for implementing the room assignment policy.

**Faculty requests for permanent teaching space:** Room request forms for the summer term and academic year are distributed on April 15. Faculty members fill out these forms as completely as possible, and return them to the Registrar by the specified due date. The schedule for the disbursement and collection of the forms is as follows:

- **Academic Year:** Forms distributed April 15 and due approximately July 8.
- **Summer Term:** Forms distributed April 15 and due approximately May 15.

Forms turned in after the deadlines receive the lowest priority for room assignment. The collected request forms are used to create the room schedule for the semester, which is posted in the front lobby of each building at the beginning of each term.

As the semester progresses, faculty members must notify the Front Office Manager and Schedule Coordinator of any blocks of unused time in their schedules, so that they can be reassigned for occasional one-time uses.

**Faculty requests for temporary room assignments or changes:** Frequently, faculty members need to schedule make-up lessons, interviews, rehearsals, etc. at a time different from their normal teaching time. Requests for special teaching or rehearsal space or one-time changes should be made at the Front Office. These requests must be made by 3:45 PM the day before the anticipated need, so that an accurate schedule is available to students trying to find practice space. These requests are filled on a first-come, first-served basis with the best available room. Temporary room assignments are posted at the Front Office.

**Student requests for rehearsal and pedagogy space:** In general, students cannot reserve rooms for rehearsal or practicing. Exceptions are made for Conservatory and Continuing Studies chamber ensemble rehearsals, during specific times, and for teaching sessions by students enrolled in Longy pedagogy courses. These requests are granted as space is available and must be made by 3:45 PM the day before the anticipated need, so that a precise schedule for the day is available. Students with such room reservations cannot be displaced by faculty members seeking rooms for one-time use.

**Faculty requests for student practice space:** Faculty members are asked not to schedule rooms for their students’ practicing. Rooms scheduled by faculty members may only be used for their own teaching or for Longy-related activities such as interviews, student advising, and rehearsals for Longy performances.
Requests for teaching/rehearsal space on Saturdays: Longy’s Preparatory Studies program has most of its classroom and ensemble activities, as well as some private teaching, on Saturdays. All requests for teaching or rehearsal space on Saturdays from 8:00 AM to 6:15 PM should be made with the Director of Community Programs or the designated member of his/her staff.

Requests for use of performance spaces: Pickman Hall, the Wolfinson Room at Zabriskie House, and Room N-1 at the Rey-Waldstein Building are considered performance spaces and are also sometimes available for rental to outside groups. All requests for use of these spaces should be directed to the Concert and Recording Services Manager, except on Saturdays from 8:00 AM to 6:15 PM when requests should be directed to the Director of Community Programs or the designated member of his/her staff.

Changing permanent schedules or room assignments: Faculty members must get permission from and notify the people indicated below of changes in their teaching schedule and room assignments (other than temporary or one-time changes). All changes are subject to space availability.

<table>
<thead>
<tr>
<th>Change of:</th>
<th>Needs permission of:</th>
<th>Faculty member must also notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher’s lesson block</td>
<td>None</td>
<td>Front Office Manager and Schedule Coordinator</td>
</tr>
<tr>
<td>Conservatory or Continuing Studies class time</td>
<td>Appropriate Dean/CPDirector (who will notify Registrar), Department Chair</td>
<td></td>
</tr>
<tr>
<td>Preparatory Studies class or lesson block</td>
<td>Director of Community Programs or designated member of his/her staff (who will notify Registrar)</td>
<td></td>
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<tr>
<td>Pickman Hall, Wolfinson Room, or Room N-1 rehearsal or concert time</td>
<td>Concert and Recording Services Manager (all times except Saturdays 8:00 AM to 6:15 PM) or Director of Community Programs or designated member of his/her staff (Saturdays 8:00 AM to 6:15 PM)</td>
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</table>

Teaching Non-Longy Students at Longy

Longy’s facilities are available only for instruction of students enrolled for study at the Longy School of Music. Under no circumstances may Longy faculty use Longy facilities for instruction of any sort to students not registered at the School.

FACULTY COMMUNICATIONS

1. Faculty Newsletter: The Faculty Newsletter is emailed (or mailed upon request) on or about the 15th of each month. It contains announcements, deadlines, invitations, requests for information, etc. and is compiled by the Academic Affairs Office.

2. Faculty meetings: The full faculty generally is called to meet three times per year, typically in September, January, and May. Minutes from these meetings are distributed to all faculty members.
STAFF POLICIES, COMPENSATION AND BENEFITS
**STAFF POLICIES, COMPENSATION AND BENEFITS**

**Full-time, Part-time and Temporary Staff Definitions**

**Full-time Staff Employees**

Regular full-time staff employee positions require a minimum of 40 hours of work each week during regular business hours. As a part of those 40 hours, employees may take one hour each day for lunch and/or rest breaks. Employees working the 40 hours per week are entitled to all of the benefits described in this Handbook that apply to full-time staff employees. Faculty members do not fall under this definition.

**Part-time Staff Employees**

Part-time staff employees have positions that require less than 40 hours of work each week and are hired with this understanding by Longy School of Music. Time allowed for lunch and/or rest breaks for part-time staff employees is decided upon a case-by-case basis between supervisor and employee at the time of hiring. Employees working less than 40 hours per week are entitled to all of the benefits described in this Handbook that apply to part-time staff employees. Faculty members do not fall under this definition.

**Temporary Staff Employees**

Temporary staff employees are hired to work on a particular short-term project or task. They perform routine tasks that usually require the direct supervision of a full-time or part-time staff employee. Temporary staff employees receive only two fringe benefits: the standard employer's matching contribution to Social Security and coverage under the School's Workers’ Compensation Insurance. An example of a temporary staff employee is a non-student hired to assist with data entry for a period of only a few days. Faculty members do not fall under this definition.

**Administrative Staff**

Members of the administrative staff are those Longy employees who hold non-Faculty positions at the School and are responsible for the numerous organizational tasks required to operate the School.

**Senior Staff Employees**

The Senior Staff is a subset of the Administrative Staff who meets, on a regular basis and as a group, with the President. Administrative policies outlined in this handbook apply to the Senior Staff unless an exception has been noted. At September 1, 2009, the Senior Staff is comprised of the following positions:

- President
- Dean of the Conservatory
- Director of Communications
- Director of Community Programs
- Director of Finance
- Director of Human Resources and Information Systems
- Vice President for Institutional Advancement
The President reserves the right to increase or decrease the membership of the Senior Staff at any time in his/her sole discretion.

Work Hours

Normal staff work hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Some Longy positions require different work hours in order to better meet the needs of the School.

Exempt and Non-Exempt Status

Longy maintains the following employment classifications so that employees may understand their employment status and benefit eligibility:

- Non-Exempt Employees. Non-Exempt employees are those employees whose job duties entitle them to overtime pay in accordance with applicable federal and state laws.

- Exempt Employees. Exempt Employees include managers, executives and other employees whose duties and responsibilities allow them to be “exempt” from overtime pay provisions. Exempt employees are paid on a salary basis and are not entitled to overtime pay.

Overtime

There are times when Longy will require employees to work in excess of forty (40) hours per week. (Employees must obtain prior approval in writing from their supervisor before performing any overtime work.) When this becomes necessary, Non-Exempt employees will be paid overtime at time and one-half their regular hourly rate for all hours worked in excess of forty (40) hours in a given work week. Any Non-Exempt employees working on Sundays and certain holidays shall be paid time and one-half for all hours worked during that time, even if the employee has not worked more than forty (40) hours during the workweek. Holidays, vacation, sick, and personal time are not included in any overtime calculations. Exempt Employees who do not receive overtime for working more than forty (40) hours in a given week.

Compensation

Staff Paychecks

Paychecks will be issued twice a month, on the fifteenth and on the last day of the month. If the fifteenth or the last day of the month falls on a Saturday, checks will be available at Longy on Friday. If the fifteenth or the last day of the month falls on a Sunday, checks will be available at Longy on the following Monday. Paychecks represent compensation retroactive to the preceding pay date. Vacation advance checks and general advance checks will be issued only under exceptional circumstances at the School’s discretion and only with advanced written approval from the President or Chief Financial Officer.

Direct Deposit—Employees may deposit their paychecks directly into a personal bank account. This service may be arranged through Longy’s Business Office.

Salary information
Salaries and wages are considered personal and confidential. There is no set policy or pay scale for establishing administrative salaries. In general, the School will take into consideration the following factors: employee’s relevant work experience and/or education, competitive salaries for like work at similar institutions, years of service to Longy, past performance, and the School's administrative payroll budget as approved annually by the Trustees of Longy School of Music.

Staff Hiring

The President must approve the creation of new staff positions, or the refilling of positions left vacant. Vacant positions will be posted internally and advertised outside the School as necessary for all interested and qualified persons to apply.

Holidays

Longy staff will observe and be paid for the following twelve (12) holidays:

New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day

These holidays are in addition to the paid vacation/personal and sick days.

Occasionally, employees may be required to work on designated holidays. Non-exempt employees who are required to work will be paid time and one-half for all hours worked. Part-time employees will be paid for any regularly scheduled hours which fall on a holiday.

Vacation/Personal Days

Eligibility for Full and Part-time Staff Employees

During the first three months of employment, neither full nor part-time staff employees may take any vacation/personal days unless arrangements have been made with the employee’s supervisor before the start of employment. After three months of employment all vacation/personal days for which an employee is eligible are available for use. This eligibility requirement does not apply to the December Break (see page 74).

Vacation/personal days are accrued on a monthly basis. After the first three months of employment, employees may borrow against unearned vacation time with the written approval of a supervisor and upon valid execution and delivery of a Payroll Deduction Agreement. At the time of an employee’s termination (whether voluntary or involuntary), the School will deduct from the employee’s final paycheck the value of any vacation days against which the employee has borrowed and has not earned by the termination date.

The number of vacation/personal days an employee is entitled to depends upon employment status and years of service as follows:

Full-time Staff Employees are eligible for 15 paid vacation/personal days per year plus the School's December break (page 74) and 12 paid holidays (page 73). After five years of employment, full-time Longy staff members are eligible to receive 20 paid vacation/personal days per year plus the December break and paid holidays. Guidelines relating to personal days are found on page 74. Vacation/personal
days are calculated on a fiscal year basis, July 1 to June 30, and a new employee will receive a pro-rated number of vacation/personal days for the length of time between his/her start date and the end of the fiscal year. Unused vacation/personal days do not carry over from one fiscal year to the next but expire on June 30. Thus, employees are encouraged to use all of their vacation/personal days each year.

*Part-time Staff Employees* (those working less than 40 hours per week) are eligible for an annual benefit, based upon date/anniversary of hire, of vacation/personal days. For part-time employees, the number of vacation/personal days is established, in writing, between supervisor and employee before the commencement of employment. The part-time allotment of vacation/personal days may be based upon a pro-rated model of the full-time benefit discussed above. Vacation/personal days are calculated on a fiscal year basis, July 1 to June 30, and a new employee will receive a pro-rated number of vacation/personal days for the length of time between his/her start date and the end of the fiscal year. Unused vacation/personal days do not carry over from one fiscal year to the next but expire on June 30. Thus, employees are encouraged to use all of their vacation/personal days each year. Each part-time staff member is also paid for the School's December Break according to the guidelines set forth in this Handbook. Part-time staff members are also paid for paid holidays which fall into his or her established schedule of days at work. This benefit is subject to the eligibility limitations described on page 73.

*Senior Staff* are eligible for 20 paid vacation/personal days per year plus the School's December break (page 74) and 12 paid holidays (page 73). There is no increase after five years of employment. Guidelines relating to personal days are found on page 74. Vacation/personal days are calculated on a fiscal year basis, July 1 to June 30, and a new employee will receive a pro-rated number of vacation/personal days for the length of time between his/her start date and the end of the fiscal year. Unused vacation/personal days do not carry over from one fiscal year to the next but expire on June 30. Thus, employees are encouraged to use all of their vacation/personal days each year.

**Longy’s December Break**

All Longy Administrative Employees are eligible to take the School's December Break as vacation time. The December break is in addition to the vacation/personal days benefits discussed above. The Longy December Break generally is at least five (5) working days. All employees, regardless of the start date of their employment and the three month waiting period, may take the December break as vacation. If an employee does not use the December break as vacation, he or she may not take these days at another time. If the employee leaves the employ of the Longy School of Music, he or she will not receive remuneration for these December break vacation days.

**Compensation for Unused Vacation/Personal Days upon Termination of Employment**

Upon termination of employment, an employee will be compensated for earned but unused vacation/personal days for the current year of employment dating from the start of the fiscal year (July 1).

**Vacation Scheduling**

To avoid any conflicts and ensure adequate staffing during vacation periods, vacations must be approved in advance by the employee’s supervisor. Employees are asked to not use more than ten (10) consecutive vacation days at any one time. For vacations three (3) or more days in length, one (1) month written notice is requested and for vacations two (2) or less days in length, one (1) week notice is requested. For vacations occurring during the months of June, July and August, notice must be received one (1) month in advance or by June 1, whichever is earlier.

**Personal Days**
It is generally recognized that personal situations arise which require employees to be away from work. Longy staff members are expected to use their paid vacation/personal days for these situations. These include, but are not limited to, doctor and dental appointments, moving, civic involvements, or emergencies.

**Sick Time**

All Longy employees are asked to use their own judgment in determining whether they possess the physical health required to perform the duties of their employment at the School. If an employee is sick he or she should feel free to take time away from work in order to regain his or her health. An employee's immediate supervisor should be contacted by 9 a.m. the morning of when sick days are to be taken. Sick days are to be used as appropriate in an employee's reasonable and good faith discretion with the understanding that these days are not to be used for vacation. Employees must notify their supervisor as soon as the employee knows that he or she will not be able to come to work. To the extent possible, the employee should inform the supervisor of the expected duration of the illness and the anticipated return date. Except in extreme circumstances, employees should check in each day during an absence. Failure to report to work for three (3) consecutive days without notifying a supervisor, absent a physical or mental incapacity to do so or to arrange for same, will be considered job abandonment, and the employee will be deemed to have voluntarily resigned.

**Paid Sick Day Benefit for Full-time Staff Employees**

Each full-time Longy staff member receives five (5) paid sick days during his or her first year of employment. After the first anniversary of employment, each full-time staff member receives ten (10) paid sick days per year. Unused sick days may be carried over from year to year, to a maximum of 60 days (or the length of the long-term disability waiting period, whichever is less). A statement from an attending physician may be required for an extended absence. All staff members have immediate access to their paid sick days. Upon resigning from Longy, employees do not receive compensation for unused sick days.

**Paid Sick Day Benefit for Part-time Staff Employees**

Each part-time staff member (those working less than 40 hours per week) receives sick days on a pro-rated basis as established between supervisor and employee at the outset of employment. The full-time employee allotment of five days in year one of employment and ten days in year two are used as a basis for the pro-rated calculation. For example, an employee who works half-time (20 hours per week) would receive half of the full-time paid sick day benefit—2.5 paid sick days during their first year of employment (i.e., full-time benefit of 5 days / half time = 2.5 days) and 5 paid sick days in the second and subsequent years. The date and anniversary of the start of employment are used as a beginning date when figuring available sick days. Employees have immediate access to paid sick day benefit. Unused sick days may be carried over from year to year, to a maximum of 60 days (or the length of the long-term disability waiting period, whichever is less) as pro-rated above (i.e., an employee working 20 hours a week would received half of the 60-day maximum, or 30 days). Employees, upon resigning from Longy, do not receive compensation for any unused sick days.

**Attendance and Punctuality**

Employees are expected to work their assigned hours. In general, the administrative workweek is Monday-Friday, 9:00 a.m.–5:00 p.m., though quite often varying or extended hours are required. Certain staff positions require different schedules in order to accommodate the needs of the School.
Staff members who are going to be late or absent should notify their direct supervisor as soon as possible of their situation and anticipated time of arrival.

A staff member who is absent three (3) consecutive workdays and who has not contacted the School during that period is considered to have voluntarily abandoned his or her position. The School will send a registered letter, return receipt requested, to the employee's last known address notifying him/her that the position has been declared abandoned. The employee may be given three (3) working days from the date of the letter to contact the School before the position is declared vacant and a search for a replacement initiated.

**Staff Performance Evaluations**

**Annual Review**

Longy School will strive to review the work performance of individual staff members annually. The employee’s direct supervisor will make a written evaluation, accompanied by a face-to-face meeting. Depending on the circumstances, these evaluations may include, but are not limited to, such things as: strong points of past performance, points of past performance that may need improvement, and goals/projects to be completed in the coming year. Written evaluations will be signed by the employee, the employee's direct supervisor and the supervisor's supervisor. The employee's signature does not necessarily constitute agreement with the evaluation but only that he or she has seen and read the evaluation.

**On-going**

Attendance, punctuality and compliance with appropriate conduct guidelines as well as job performance are reviewed in an ongoing informal manner orally as well as in the formal manner listed above. The employee and supervisor and/or Director of Human Resources may meet any number of times per year for an informal conversation on various points of performance.

**Resignation**

Although employment at Longy is at-will (page 16) an employee leaving Longy service is asked to provide the Director of Human Resources and immediate supervisor with thirty (30) days written notice of intent to leave employment at Longy. Additionally, departing employees will be asked to:

- Develop, with the President or the employee’s immediate supervisor, steps for providing an orderly transition including plans to complete assigned projects and tasks.
- Relinquish and return all Longy property including equipment, assigned keys, ID card, corporate credit cards, records, etc.
- Return all borrowed books from the Bakalar Library.
- Clear any debts to Longy and present any outstanding requests for reimbursement to Longy.

**Outside Employment**

If a staff member is asked by an unrelated third party to do re-occurring related work outside the office, such as speaking, consulting, or teaching, prior approval must be obtained from the employee’s direct supervisor. If a conflict of interest is presented, or other issues arise, the outside work may not be permitted. Payment for this kind of work may be retained by the employee. Longy will not, however, pay
for expenses or time related to such work and School property may not be used. Approved activities must not interfere with the employee’s work for Longy.

Reimbursements and Purchases

Travel

Expenses for approved travel outside of Route 495 for Longy business purposes may be reimbursed by the School. Expenses in excess of $300 must be approved in advance in writing by the Chief Financial Officer; requests that are pre-approved or not deemed a Longy obligation are the responsibility of the traveler. Check request forms for reimbursement must be completed in ink and must be accompanied by receipts for tolls, airline tickets, hotel bills, etc. Employees will be reimbursed at the current federal rate for mileage driven on Longy business to destinations outside of Route 495 (which have been authorized in advance). Requests for mileage driven must state destination, number of miles, date and applicable project or reason for expense. Reimbursement forms must be completed in ink.

Purchases

All purchases in excess of $1,000 must have prior approval in the form of a purchase order signed by the Director of Finance or by other authorized personnel. Please consult with the Director of Finance to determine the authorization needed for expenses to various Longy accounts. Authorized purchases will be reimbursed only upon presentation of a receipt.

Corporate Credit Cards

An employee of the Longy School who possesses a corporate credit card may use it to purchase business-related goods and services at any merchant that honors the card. Possession of this card is considered a responsibility and should not be misused or mismanaged in any regard. The card may not be used for personal expenses. For purchases over $1,000, prior approval must be obtained from the cardholder’s supervisor.
BENEFITS AVAILABLE TO ALL LONGY EMPLOYEES
BENEFITS AVAILABLE TO ALL LONGY EMPLOYEES

The following sections provide general information about each benefit. The School reserves the right to modify, revoke, or cease any and all benefits that are not required by law. To the extent possible, advance notice of any such changes will be provided. Additionally, note that the sections on insurance policies below provide general information only. For more detailed information, please refer to the applicable Plan Document or Summary Plan Description. Should any conflict arise between the terms presented in this Handbook and the terms of the Plan Documents, the Plan Documents will prevail. Copies of these documents may be requested from the Business Office.

Group Health Insurance Program

Eligible employees:

- Faculty members with full-time or modified full-time status (see page 50).
- Administrative staff members working 20 or more hours per week.

Eligible employees may choose to enroll in Longy’s group health insurance plan. Longy’s current health insurance is through Harvard Pilgrim Health Care. Longy makes a contribution to offset the premium cost, with the remaining balance withheld on a pre-tax basis from the employee’s monthly paycheck.

Longy’s contribution currently is as follows:

<table>
<thead>
<tr>
<th>Eligibility Category</th>
<th>Longy Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty members with 18+ benefit units per week</td>
<td>80% of the Individual premium</td>
</tr>
<tr>
<td>Faculty members with 15-18 benefit units per week</td>
<td>40% of the Individual premium</td>
</tr>
<tr>
<td>Administrative staff working 40 hours per week</td>
<td>80% of the Individual premium</td>
</tr>
<tr>
<td>Administrative staff working 20-40 hours per week</td>
<td>A pro-rated portion of the full-time staff benefit</td>
</tr>
</tbody>
</table>

Eligible employees may also arrange for health insurance for his/her immediate family (spouse, domestic partner, and/or children). The employee must pay the difference between Longy’s contribution and the cost of the additional coverage.

Longy reserves the right to change, at any time, the group health insurance provider or the percentage of individual premiums paid. To the extent possible, the School will strive to provide a minimum of two months’ notice to all participating employees in the event of such a change. For more information on the group health insurance program or current rates, please contact the Business Office.

Please see page 81 for COBRA or “continuation coverage” information. Under COBRA, an employee who is no longer eligible for coverage may continue their health insurance at their own expense (subject to applicable law as in effect from time to time) for up to 18 months under certain circumstances.

Faculty

Qualifying faculty members who decide to enroll in the health program may do so only during the School’s open enrollment period in June of each year. Faculty members must maintain the required minimum number of weekly benefit units in order to remain eligible for the program from one year to the next. The School provides a “grace period” during which a faculty member, whose units have fallen...
below the required minimum, may continue to receive the School’s lower-level contribution toward health insurance for one plan year. During that one-year grace period, the faculty member must raise his/her units to the qualifying level to continue to be eligible for the program in the subsequent year.

**Administrative Staff**

New employees who decide to enroll in the health program may do so at the time of hire. All other employees and qualifying dependents can only be added during the School’s open enrollment period in June of each year.

**Continuing Group Health Insurance Coverage – COBRA**

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), Longy provides continued health benefits for covered employees and family members for up to eighteen months after the termination of employment. Employees also receive continued coverage if their work hours are reduced and such reduction in hours results in the loss of eligibility in Longy’s group health plan. In addition, COBRA provides for up to twenty-nine months of continuation coverage for employees who are determined to be disabled under the Social Security Act at the time of their termination or reduction in hours occurs. An employee has sixty days after the date of termination or reduction in hours to designate COBRA coverage and if elected, the employee will be invoiced monthly for the amount of the full monthly premium. COBRA conversion forms are available in the Business Office.

**Supplemental Retirement Annuity**

As a nonprofit educational institution, Longy currently offers its employees options for tax-deferred retirement investment in a 403(b) plan. The 403(b) plan allows employees to invest money in tax-deferred retirement accounts (currently provided through Fidelity Investments or TIAA-CREF). All employees may make voluntary contributions to their accounts. Longy also may make employer contributions for certain eligible employees in its sole discretion from time to time.

403(b) program participation is subject to important federal and tax regulations, including penalties for early withdrawals. 403(b) plans are also subject to the risks associated with any investment vehicle. Each employee is responsible for understanding relevant 403(b) government regulations and investment risks. Employees should seek certified tax and investment counsel as needed prior to making investment decisions. The Longy School does not provide tax or investment consultation.

Please see the Business Office for the information on the current 403(b) plans and to set up an account and your salary withholdings.

**Voluntary Employee Contributions**

Eligible employees:

- All employees.

All employees may contribute to the 403(b) plan they have selected on a salary-withholding basis, subject to the limitations set by the federal government. An employee may begin to make regular monthly contributions through salary withholding to their individual 403(b) account at any time during his/her employment at Longy.
**Long-Term Disability**

Eligible employees:

- Faculty members with full-time or modified full-time status (see page 50).
- Administrative staff members working more than 15 hours per week.

Detailed information on the School’s eligibility requirements, coverage, and plan may be obtained from the Business Office. Faculty members must maintain the required minimum number of weekly benefit units in order to remain eligible for the program from one year to the next. Employees may elect to continue Long-Term Disability coverage after the termination of employment. For more details on eligibility and possible restrictions, please see the Business Office.

**Workers’ Compensation Insurance**

All Longy employees are covered by Workers Compensation Insurance. This program generally covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized. A copy of the Workers’ Compensation policy may be requested in writing of the Business Office at any time.

**Flexible Spending Flexible Spending Account (FSA) program**

Eligible employees:

- Faculty members with 5 or more benefit units (see page 50).
- All Administrative staff.

The FSA program allows you to specify an amount to be withheld from your paychecks on a pre-tax basis which can be used for qualifying medical or dental out-of-pocket expenditures for you or your dependents. The maximum amount that can be withheld in a plan year is $5,000.

The FSA program also allows you to specify an amount to be withheld from your paychecks on a pre-tax basis which you can use for dependent care expenses. The maximum amount that can be withheld for dependent care is $5,000 in a plan year, depending on your tax filing status.

Open enrollment for the FSA program generally takes place in August and September. It is important that you accurately plan expenditures as any money that you do not use in the plan year is forfeited. More detailed information and enrollment forms are available from the Business Office.

**Qualified Transportation Expense (QTE) program**

Eligible employees:

- All Faculty members.
- All Administrative staff.

The QTE program allows you to specify an amount to be withheld from your paychecks on a pre-tax basis, which you can use for your commuting expenses such as mass transit (e.g., T-passes) and parking.
Open enrollment for the QTE plan takes place monthly. More detailed information and enrollment forms are available from the Business Office.

**Group Dental Insurance**

Eligible employees:

- Faculty members with full-time or modified full-time status (see page 50).
- Administrative staff members working more than 15 hours per week.

Longy makes no contribution to offset the premium cost. The total premium is withheld on a pre-tax basis from the employee’s monthly paycheck. Qualifying employees who decide to enroll in the dental program may do so only during the School’s open enrollment period, which currently occurs in June of each year. Qualifying employees may also arrange for dental insurance for their immediate family (spouse, domestic partner, and/or children). Faculty members must maintain the required minimum number of weekly benefit units in order to remain eligible for the program from one year to the next.

Longy reserves the right to change the group dental insurance provider at any time; a minimum of two months notice will be provided to all participating employees in the event of such a change. Please contact the Business Office for current rates and information on the group dental insurance program.

**Tuition Discount**

Longy employees currently receive discounted tuition rates for offerings of the Longy School of Music.

- **Private lessons**: In most cases, employees studying privately with a Longy faculty member currently receive a 40% discount on the tuition price. The registration fee currently is waived.

- **Classes, workshops, chamber music, small and large ensembles**: Employees currently may enroll in these on a non-credit basis at no charge as long as the minimum enrollment number has been met. The registration fee is currently waived.

- **Classroom instruction for credit**: Employees currently may enroll in classes for credit at no charge as long as the minimum enrollment number has been met. Any Longy employee interested in pursuing a Longy degree or diploma must follow all normal admissions policies and procedures, be formally admitted, and pay all fees in full.

Immediate family of Longy employees currently receive discounted tuition rates for offerings of the Longy School of Music. For the purposes of Longy tuition discounts, immediate family members include spouse, domestic partner, and children.

- **Private lessons, chamber music, and small ensembles**: In most cases, immediate family members studying privately with a Longy faculty member currently receive a 40% discount on the tuition price. The registration fee currently is waived.

- **Classes, workshops, and large ensembles**: Immediate family members currently may enroll in classes and workshops on a non-credit basis at no charge as long as the minimum enrollment number has been met. The registration fee currently is waived.
Classroom instruction and workshops for credit: Immediate family members currently receive a 15% discount on the price of tuition for classes and workshops taken for credit. All fees apply. Any immediate family member interested in pursuing a Longy degree or diploma must follow all normal admissions policies and procedures, be formally admitted, and pay all fees in full.

**Concert Tickets**

Longy employees are encouraged to attend concerts/events at the School. Whenever possible, free tickets/admission to events for Longy employees will be offered. Whenever possible, this benefit will also be extended to any one guest accompanying the employee. There are occasional concerts, however, such as benefit or sold-out events, for which these privileges may not apply. The Institutional Advancement Office will attempt to inform the Longy community of those events for which free concert tickets may not be available.
ACKNOWLEDGMENT

I, _______________________________  
Employee’s Name (please print)

have received a copy of the Longy School of Music’s Employee Handbook.

    I understand and acknowledge that I am responsible for reading the policies and procedures described in this Handbook.

    I also understand that the policies and procedures described in this Handbook are not all inclusive, and that I am responsible for asking the Director of Human Resources for additional information as it is needed.

    I understand that this Handbook has been prepared for my general information and is not intended to create any contractual rights or other legal obligations by the School. I also understand that the nature of the employment relationship is “at-will,” which means that either the School or I may choose to terminate the employment relationship at any time, for any reason, and with or without advance notice. I also understand that the School reserves the right to resolve individually each employment issue that arises, as well as the right to modify, add or delete any of the provisions in this Handbook at its own discretion without further notice.

__________________________________________
[Employee’s Signature]

__________________________________________
Date