

Creative Theatre Experience Staff Policies Manual



2023

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INTRODUCTION

As a faculty member, staff member or intern (hereinafter referred to as Staff) of Creative Theatre Experience (CTE), you are a representative of CTE and your words and actions reflect on the organization. This Policy Manual is not a contract; rather, it is intended to be a useful guide to understand CTE philosophy, policies, and procedures, and it may be changed from time to time. Read this Manual thoroughly and acknowledge receipt by signing below. The signed manual and code of conduct become part of your personnel file.

PHILOSOPHY

Creative Theatre Experience recognizes the innate value and unlimited potential of every young person.

MISSION STATEMENT

Creative Theatre Experience collaborates with young people to create an environment of respect and compassion where they can discover for themselves their unique gifts and personal worth through the visual and performing arts.

COMPENSATION

CTE staff are typically paid twice during the summer, at the end of Arts Festival/Showcase and at the end of the program. The dates for the current year's payroll disbursement are noted in individual contracts.

Certain deductions from salaries are required by law, such as Social Security, Medicaid, and Federal Withholding.

CTE complies with the State of Washington's Equal Pay Opportunity Act which requires employers to provide equal pay and career advancement opportunities to their employees, regardless of gender. Acceptable reasons for a difference in pay include education, training or experience, seniority, merit, and measuring earnings by production quantity or quality.

STATEMENT OF WORK

Each staff member receives a statement of work, which provides details in the following areas:

- Daily Schedule
- Duties

WORKSHOP HOURS

Arts Festival & Tech Team	Monday – Friday	9:00 AM – 12:00 PM
Early Drop Off Care (as available)	Monday – Friday	8:00 AM – 9:00 AM
Showcase, Spotlight, Production Team	Monday – Friday	1:00 PM – 5:00 PM

- CTE observes the Independence Day holiday.
- Performance call dates and times are as noted on the CTE Season Calendar for each year.

POLICIES, CERTIFICATION AND REQUIRED TRAINING

Non-Discrimination

CTE does not discriminate in employment, volunteer opportunities, or provision of services on the grounds of race, color, religion or creed, national origin, sex, age, sensory, physical, or mental disability, veteran status, genetic information, citizenship, marital status, or sexual orientation/gender identity. All staff are held to this standard.

Employment Application and Background Checks

All staff are required to complete an application. Any submitted information found to be false or misleading are basis for immediate dismissal.

Staff agree to participate, at CTE's expense, in a WSP background check to determine if there is a history of crimes against children or adults. Evidence of such crimes constitute grounds for termination of any relationship with CTE.

Staff are required to provide three references, which are checked.

Required Training and Certification

All staff are required to participate in training provided by CTE.

- CPR/first aid training is provided every 2 years. Staff first joining when no CPR/first aid training is scheduled are required to complete this training with an outside agency.
- Other training may include but is not limited to: risk management, special needs, DEI (diversity, equity, inclusion), gender identity & diversity training, mediation, anti-bullying, and workplace harassment training.

Drug Free Workplace

All staff are required to maintain a drug-free workplace, prohibiting other persons under their supervision from engaging in the manufacture, sale, distribution, possession or use of controlled substances, or using or possessing alcoholic beverages or marijuana. Staff are required to obey all local, state, and federal laws related to the use of drugs and/or alcohol during non-program hours.

Student Safety

For the safety and protection of all students and staff members, all student interactions with staff must be observable and interruptible at all times. Staff may not individually transport students and in no case will students be transported without the written consent of a parent or guardian.

PERSONNEL RECORDS

Personnel records are maintained for all CTE staff. If there is a change of address, phone number, or any other contact information, CTE staff must immediately notify the Program Director or Managing Director.

Personnel records contain communications regarding staff members and any and all employment records and documents.

Personnel records are confidential and are maintained in a secure manner. Employees may review their personnel file upon request.

CODE OF CONDUCT

All CTE staff must annually read and sign the CTE code of conduct (see attachment to this document).

HOUSEKEEPING

It is the responsibility of all staff to ensure all work spaces are maintained in a clean and orderly fashion.

SECURITY

CTE is not responsible for the employee's personal property. Staff are welcome to use a locker for personal items.

At no time are unaccompanied staff allowed in facilities.

Should an accident occur, injured individuals shall never be left unaccompanied.

FACILITY SAFETY

Staff are responsible for understanding fire and emergency procedures and must review all facility Emergency Equipment and Exit charts (typically found in all staff and/or break rooms).

OPENING RETREAT, DAILY DEBRIEFS, STAFF MEETINGS AND CLOSING DEBRIEFS

Staff attendance is required at the opening retreat, daily debriefs, staff meetings, and closing debriefs, unless otherwise noted by the Artistic Director or Managing Director. Employees are made aware, in advance, of the dates and times of required meetings.

MAINTENANCE OF EQUIPMENT

Staff members are responsible for the proper handling, care, maintenance, and storage/organization of equipment. Staff are required to immediately report missing, damaged, or defective equipment to the Program Director or Managing Director.

PERSONAL APPEARANCE

Staff must adhere to the same dress code as CTE students.

OUTSIDE EMPLOYMENT

Outside employment is permitted with approval from the Program Director or the Executive Committee of the CTE Board.

ILLNESS

Staff unable to work due to illness must call the Program Director or Managing Director as soon as possible to report the illness

PLANNED ABSENCES

Planned absence must be disclosed prior to contract signing. Failure to disclose planned absence are grounds for termination.

UNPLANNED ABSENCES

Unplanned absences (such as a trip at the last minute) are not allowed and are grounds for termination.

LEAVE OF ABSENCE

A “leave of absence” is defined as an extended, permitted absence. Any benefits or compensation provided to staff cease during a leave of absence.

EMERGENCY, FUNERAL OR COMPASSIONATE LEAVE

Unplanned leave as a result of extended illness, family or other emergencies, must be pre-approved by the Program Director or Managing Director.

EMERGENCY NOTIFICATION

In the event of an emergency requiring cancellation of programs or time changes to programs the Program Director or Managing Director will activate a phone, text, or email tree for staff notification.

STAFF TUITION DISCOUNT

Staff who enroll their adoptive or biological children in a CTE program will receive a tuition discount of up to 50% upon request.

ACKNOWLEDGEMENT OF RECEIPT

I have read and agree to adhere to the contents of the CTE Staff Policies Manual:

Full Name (printed)

Signature

Date Signed

CODE OF CONDUCT

While not an exhaustive list, the following are examples of unacceptable conduct which may lead to immediate termination:

- Negligent student care.
- Willful inattention to students.
- Discourteous conduct.
- Insubordination.
- Divulging confidential information.
- Theft.
- Dishonesty.
- Smoking in restricted areas.
- Use of alcohol or illegal drugs or being under the influence of either during program delivery.
- Absence or tardiness.
- Manipulation of shifts and coverage based on personal needs.
- Failure to establish good rapport with others.
- Failure to perform duties adequately, properly, or in a timely manner.
- Failure to adhere to CTE policies and procedures.
- Falsification of records.
- Violation of safety and health rules.
- Conducting personal business during work hours.
- Disorderly conduct.
- Threatening, intimidating, coercing, using abusive language, or otherwise interfering with the conduct of CTE business.
- Any behavior which may be detrimental to the reputation of CTE.
- Posting or otherwise transmitting words or content which may be detrimental to the reputation of CTE.

I have read and agree to adhere to the contents of the CTE Code of Conduct for faculty, staff, and interns:

Full Name (printed)

Signature

Date Signed