Noble and Greenough School brings together a diverse group of individuals. It is guided by the principle that it should not unlawfully discriminate against any individual, based upon race, color, religion, sex, national origin, sexual orientation, age, or handicap status. Each member of the community is expected to observe the principles of equal opportunity as they affect all staff, faculty, and students in the program of academic and extracurricular life and activities.

Everyone should be aware that sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn is not accepted, will not be tolerated, and is illegal.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

• submission to such conduct is made, either explicitly or implicitly, a condition of a person’s employment or advancement, participation in a course, program, or other school activity.

• such conduct has the purpose or effect of substantially interfering with a person’s work or academic performance, or intimidating or humiliating a person.

It is clear that sexual harassment could occur between any two individuals in the School. It may occur between two employees, as well as between a supervisor and an employee, or an employee and a student. In any case, it is a violation of the rights of the individual and will not be tolerated.

As an equal opportunity employer, Nobles does not discriminate against anyone in employment, the admission of students, or the furnishing of any services of education or extracurricular facilities on the basis of race, color, national origin, religion, creed, sex, or sexual orientation. Nor does it discriminate against any qualified person on account of physical or mental handicap, disability, or age. Subject to the application of Title I of the Americans with Disabilities Act of 1992, the only condition that qualifies an offer is to the extent that physical, mental, or age requirements are necessary for normal operation, subject to the effect of a reasonable accommodation. Nobles also supports the employment of a qualified person without regard to family relationship to other members of the School community.

Hiring, promotions, compensation, disciplinary actions, and all other terms and conditions of employment are based on objective and professional grounds. The qualities that matter to Nobles are:

• ability,
• willingness to work and learn,
• talent and potential, and
• dedication.
POLICIES

BASIC INFORMATION ABOUT EMPLOYMENT

Appointments to full-time and part-time employment positions are confirmed by letter from the Head of School’s office or the Business Office.

You must complete necessary state and federal tax forms in order to be placed on the payroll. The School is committed to employing only United States citizens and aliens authorized to work in the United States, and it complies with the Immigration Reform and Control Act of 1986.

CATEGORIES OF EMPLOYMENT

Major Employment Categories

FULL-TIME EMPLOYEES (YEAR ROUND) work a full-time schedule of at least 30 hours (80%) per week on an ongoing basis until such time as they choose to leave Nobles or the School finds it necessary to terminate their employment. Employees working a regular schedule of at least 30 hours per week for at least 36 weeks a year and academic and athletic office staff who work at least 1,080 hours a year are also considered as full-time employees. Full-time employees are eligible for enrollment in all Nobles benefits (See Employee Benefits Section for eligibility for each benefit). As a full-time employee, you may be asked to work extra hours as needed.

PART-TIME EMPLOYEES I work less than a full-time schedule, but at least 17½ hours per week and are employed year round, or work designated hours during the school year only (not year round). These part-time employees are entitled to health and welfare group insurance benefits in proportion to the percentage of their employment.

PART-TIME EMPLOYEES II work an approved amount of time less than 17½ hours per week and are employed year round or they work designated hours during the school year only (not year round). These employees are not eligible for benefits.

TEMPORARY EMPLOYEES If you are hired for a mutually agreed-upon predetermined time or for the completion of a particular project at an agreed-upon rate of pay, you are a temporary employee. You are not eligible for employee benefits.

If you are hired on a temporary basis, it will be so noted at the time of hire, and a statement of that fact will be given to you and a copy will be retained in your personnel file.

EXEMPT/NONEXEMPT STATUS - The Fair Labor Standards Act of 1938 defines jobs in two major categories which relate to their functional and supervisory capabilities. Generally, nonexempt positions support the work within the organization. All jobs classified as nonexempt are paid on an hourly or salary basis with overtime payments for hours worked in a single week in excess of forty hours. Exempt jobs are those whose major responsibilities include degrees of discretionary authority and time spent in a supervisory role. Exempt jobs are paid on a salary basis and are not paid overtime premiums.
WORK SCHEDULE/HOURS

The work week for full-time office employees at the School is five days, at least 30 hours/week. The work week runs Sunday through Saturday. Full-time maintenance employees work five 8 hour days, 40 hours per week.

One hour of unpaid time is provided for a meal during a working shift in most positions, although in some departments, different amounts of time are scheduled.

School offices are generally open to full-time office employees from 7:45 a.m. to 6:30 p.m., Monday through Friday.

In all departments, two 15-minute break periods are provided, and the time is determined by your supervisor.

Working hours vary from department to department due to specific requirements. Schedules are subject to change relating to weekend work needs, workloads, and seasonal changes. Variations from the standard schedule for your position must be approved by your supervisor in advance. Supervisors will advise all employees of the times their schedules will normally begin and end.

Employees are expected to maintain responsible attendance and report for work on time. Attendance and promptness are noted points of strength when performance is reviewed. Not only are they critical to your success on the job, they may be cause for dismissal if not practiced. If you are unable to come in because of an emergency, call or get word to your supervisor or the Business Office before the start of each missed workday.
CHANGES IN STATUS, PROMOTIONS, AND TRANSFERS

Noble and Greenough provides the opportunity to apply for any open position at the School. Criteria for advancement include training, experience, length of service, and performance.