



Policy Manual/Instructor Handbook

Established in 1945 as the Arts and Crafts Workshop, the Sawtooth School for Visual Art is the oldest on-going visual arts educational institution in Forsyth County. In 1982, the school moved downtown into the renovated Shamrock Mill Building, built by Hanes Hosiery Corporation in 1911. In 2010 the Sawtooth Building underwent extensive remodeling and was incorporated into the larger Milton Rhodes Center for the Arts.

Sawtooth provides high quality traditional arts and crafts instruction as well as new and non-traditional media. Its teaching staff is composed of professionally trained and professionally active artists.

Mission

The mission of Sawtooth School for Visual Art is to strengthen our community's creative core by providing high-quality instruction and hands-on visual art experiences for students of all ages, backgrounds and skill levels.

Vision

Sawtooth School for Visual Art will be recognized as the regional leader in community-based visual art education by providing unique and inspiring experiences, sparking creativity and encouraging connectivity throughout the region.

Sawtooth's goal is to provide students of all ages with the highest quality of instruction possible. Students are encouraged to explore and develop their creative abilities in a friendly, creative environment. Beginners receive easily understood information on basic principles, while intermediate and advanced students are challenged to stretch and explore. Sawtooth also provides meaningful skills and options for those approaching or already in retirement, offering them exciting ways to spend their free time or the possibility of new careers.

An independent, nonprofit educational institution, the Sawtooth School for Visual Art is funded by private and corporate donors, annual organizational support from the Arts Council of Winston Salem and Forsyth County, and private, state, and national foundation grants.

SSVA Employment Policies and Practices

SSVA employment policies and practices are summarized here. All instructors are expected to adhere to these policies and procedures. Please read this handbook carefully. It is not an employment contract and may not be all inclusive. Changes will be made from time to time, based on staff and board input and the needs of the business. Therefore, SSVA reserves the right to modify the handbook in whole or in part as required.

If you should have any questions concerning this material, you should discuss them with your immediate supervisor or the executive director.

All instructors are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism, with students, visitors, children, parents, co-workers and the community.

Performance Expectations

You are an instructor at SSVA because we believe that your talents and abilities will enhance the learning process for students and help SSVA succeed. We need and expect you to carry out your responsibilities effectively and efficiently, to suggest new and better ways to do your job and to continue to develop in your role as an instructor.

Instructor Evaluations

Instructors will be periodically observed by their program director. Included in the evaluation will be recommendations for individual growth and specific performance measurements which must be met. Each review will be included in the instructor's personnel file.

Confidentiality

As an instructor, you represent SSVA. The impression you give and the statements you make influence how people think of our school. Most information about the school is available to the public; however, you should consult the executive director before giving out information which may be considered confidential.

Release of Information to the Media

Any requests from the media should be referred to the senior director of operations or executive director. In the event neither is available you must refer the request to the President of the Board of Directors.

Dress Code

The dress and grooming of SSVA instructors shall be clean, neat and appropriate for their assignments. Clothing must not reveal midriff, cleavage or undergarments. Be mindful that in some of our studios tools are used that can cause physical harm. It is your responsibility to understand the risks, to use appropriate protective gear and to dress for your safety. Instructors dressed inappropriately may be sent home to change.

Resolving Problems

Instructors are encouraged to discuss issues or concerns with their program director and to

propose solutions to these issues or concerns. In most cases, concerns can be resolved at this time. If the matter is not resolved, the Instructor should discuss the issue with the executive director in private. Grievances orally discussed, but not remedied, should be re-identified in writing and formally presented to the executive director for formal written response.

All records of formal grievances and responses will be maintained in the instructor's personnel file and maintained for future reference.

Fiscal Management

Day-to-day fiscal management is the responsibility of the executive director. No request for payment of any sort is to be presented for payment unless the request has first been reviewed by the appropriate program director and approved by the executive director IN ADVANCE. Contractors, staff and faculty are not to entertain or commit to expenditures, fundraising appeals, or gifts of services or materials without prior authorization from the executive director. All requests for fund expenditures must be submitted in writing – or through email – on the appropriate form and approved by the program director before any expenses are incurred.

Written Communications

Communications by staff representing or on behalf of Sawtooth will be reviewed before distribution by the executive director. In the absence of an emergency, a draft ready for distribution of such communications should be ready for review by the executive director for at least 24 hours before the communication is to go out.

Communicating to Students

Any and all communications from instructors to their students or other instructors must include a CC: to the program director.

Conflict of Interest

It is the policy of SSVA that the management, employees, contractors and members of the Board of Directors shall avoid conflicts of interest and conduct which may suggest the appearance of impropriety when exercising their responsibilities.

In no event shall management, staff or instructors directly or indirectly benefit from the organization's disbursing of funds, except in their role as staff or instructors. If any other benefit is derived, the matter shall be brought to the attention of the Board members for resolution.

Safety, Security and Health

Workplace Violence

Acts or threats of violence committed by or against employees or others on SSVA property or during SSVA sponsored events are not tolerated. Violation of this policy results in disciplinary action and/or legal action, as appropriate. Prohibited conduct and/or activities that should be reported include, but are not limited to:

- Physical or verbal intimidation.
- Threats that imply or specifically describe the intent to injure or harm another person or their property.

- Threats related to domestic violence, sexual harassment or stalking.
- Behavior that injures another person or creates fear of injury.
- Possessing, brandishing or using a weapon while on SSVA property, or while engaged in a SSVA-sponsored event, even if the person has a concealed weapon permit. Weapons are defined as any device, material or substance, which in the manner used or intended to be used is calculated to produce harm or injury.
- Comments or behavior that is considered offensive regarding violence or other topics inappropriate to the workplace.
- Deliberate destruction of property or sabotage in any form, including computer sabotage.
- Any other act, which in SSVA's opinion, is inappropriate to the workplace.

A Drug-free Workplace (Substance Abuse Policy)

Alcohol and Controlled Substances

It is the policy of SSVA that the unlawful distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property controlled or owned by SSVA. This policy also applies to any SSVA-sponsored event. Any SSVA instructor determined to have violated this policy may be subject to disciplinary action up to and including termination.

The use of alcohol while on SSVA-owned or controlled property or at SSVA events, including meal periods and breaks, is absolutely prohibited, **except when authorized by the SSVA for SSVA-approved functions**. No instructor will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an instructor may be reason for mandatory evaluation/treatment for substance abuse disorder or for disciplinary action up to and including termination.

If it is determined that an instructor has a substance abuse problem, mandatory evaluation/treatment for rehabilitation may be required.

Legal Drugs

The undisclosed use of any legal drug while at work or on duty that may alter an instructor's ability to perform is prohibited. Instructors are required to notify the executive director if they are experiencing side effects from prescription drugs that were not anticipated and could impact their health or safety or the health and safety of others.

An instructor may continue to work while using a legal drug if work performance is not adversely affected. If the program director or executive director believes that the instructor poses a threat to the safety of self and others, the instructor may be required to take a leave of absence.

The executive director and program director reserve the right to determine the effect that a legal drug may have on job performance and to restrict the instructor's work activity or presence at the workplace accordingly.

Use of Computers, E-mail and Fax Machine

Computers and emails are intended for conducting SSVA business. This policy applies to all communications originating from or sent to any computer used by instructors of SSVA and located at the office premises of SSVA.

SSVA maintains not only the right to control use of its computers but also the right of access at all times to all data and other information stored in all computers, which includes e-mails. SSVA may request or forbid deletion of all or any part of any electronic data. Deleting electronic communications does not guarantee that the information stored in the network system has been erased; therefore, all instructors should assume that any communications have not been erased. All instructors must use care and common sense with regard to the use of e-mail.

SSVA's electronic communication system exists for the business of the School. SSVA, in its discretion, allows reasonable personal use of e-mail and internet access, but personal use may not interfere in any manner with job duties. E-mail in the system is not in any way to be considered personal or private.

E-mail should not be used to display or transmit racial, sexual, personal, or ethnic slurs.

No instructor shall install or change a password on any computer owned by SSVA or used to conduct SSVA business. Passwords and access to computer files, including flash drives and other media, must be provided immediately if requested by the executive director.

Hours of Operation

Inclement Weather

The safety of our students and staff are our primary concern. Due to inclement weather, SSVA may occasionally cancel classes. Students should call 723-7395 ext. 1201 for updates or check or website at www.sawtooth.org Instructors will be called when decisions on class cancellations are made by program directors or the administrative staff. Any class cancelled due to inclement weather will be rescheduled at the end of the term on the same day of the week and hours in which the class normally would be held.

Schedules

The administrative office hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday.

The building is normally open 6 days a week. The hours are 9:00 a.m. to 9:00 p.m., Monday through Friday; 9:00 a.m. to 4:00 p.m. Saturday and closed on Sunday. The building often is closed on holidays. The building is managed and physically maintained by the Arts Council and the Arts Council provides staffing during all hours while the building is open. You can help them and yourself by notifying them if you see something unusual happening. Do not try to handle problems by yourself. When you leave the studio, if you are the last person, be sure to turn off all equipment, turn out the lights and make sure the door is locked.

Sawtooth Shop/Gallery Hours

Shop and Gallery are normally open 6 days a week. The hours are 9:00 a.m. to 7:00 p.m., Monday through Friday; 9:00 a.m. to 4:00 p.m. Saturday and closed on Sunday.

Holidays

Sawtooth observes the following holidays when we will not be open for business or conduct classes. If you have any questions regarding closure, please contact your program director.

1. New Year's Day
2. Martin Luther King, Jr. Birthday
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving (Thursday and Friday)
8. Christmas Eve and Christmas Day

Policies and Procedures

Faculty Responsibilities

SSVA has developed a reputation for excellence due to our outstanding program directors, faculty, studios, and equipment. SSVA policies and procedures are outlined below to help instructors understand what is expected by everyone in and out of the classroom.

Teaching Requirements:

1. Prepare and/or follow an already approved syllabus.
2. Prepare student supply list (if needed) and submit to the program director in a timely fashion, no later than 2 weeks prior to the first class.
3. Be punctual and in the studio, prepared to begin the class **at least 15 minutes before the scheduled class start time**.
4. Make necessary announcements and complete necessary forms.
5. Meet with your students during all hours of class, and be conscientious about make-up classes if they are necessary (see snow policy and illness/vacation).
6. Take attendance at each class meeting.
7. Inform the program director by email or phone if you find the studio left in poor condition on your arrival.
8. Distribute evaluation forms to students on designated class meeting.
9. Sign Certificate of Completion if requested by the students.

Photo Release Policy

Please note that we no longer collect photo release forms from each student. Instead students are informed at registration of our photo policy which states: Sawtooth School for Visual Art will occasionally document classes and student work using photography and video for promotional purposes only. If a member/student does not wish to be photographed nor want their child to be photographed, they must notify the school in writing.

SSVA also reserves the right to use photos of our instructors and their artwork for the purpose of promoting the school, specific classes and events.

Collection of Fees

Tuition fees must be paid at the time of a student's registration. Students may pay in person at the office, by mail, or by credit card over the phone. Online registration is available through our secure website www.sawtooth.org.

If applicable, instructors are to collect fees for materials and supplies bought by the student

during the class, keeping a written record of who, when, what and how much they have purchased. All class supplies and materials fees MUST be collected by the instructor prior to the last day of class. A student will not receive a Certificate of Completion, nor his/her completed works, until all of the bills have been paid.

Cancellation/Refund Policy

Refund Policy: Registration fees are refundable up until 14 days prior to the start date of the class, less a \$20 accounting fee. Refunds cannot be made after this deadline.

- To withdraw from a class and request a refund, advise the Sawtooth Registrar by email at registrar@sawtooth.org 14 days or more before the class start date.
- Failure to attend sessions and/or verbal notification alone will not be considered as an official notice of withdrawal.

Credit Policy: Students who notify the Sawtooth Registrar of withdrawal 14 days or more before the class start date may choose a credit for the full amount of the class in lieu of a refund. Credits must be used within one year of the original class start date and cannot be redeemed for cash. Credits cannot be transferred to another student.

Cancellation: Sawtooth reserves the right to cancel, combine, or reschedule classes to adjust for enrollment, and to change class instructors when necessary. If Sawtooth cancels a class for any reason, each registered participant will be informed as soon as possible and will be extended the opportunity to transfer to another class. Any participant who elects not to transfer may choose between a full refund or a credit in the same amount. Please note that credits must be used within one year of the original class start date and cannot be redeemed for cash.

Special/Promotional Rates

From time to time, special discounted rates are established for classes or workshops. These discounted rates shall be determined by the program directors in conjunction and in consultation with the executive director and the sales and marketing director. No discounts will be offered without the executive director's full knowledge and approval.

Scholarships

SSVA aims to provide art instruction for all interested students, regardless of their ability to pay for the course. A scholarship application form can be found on our website. Scholarship applications are reviewed by the SSVA staff three weeks in advance of the beginning date of the course sessions. Scholarships will be approved by the executive director or program director. The director of the studio program in which the scholarship is sought will be responsible for notifying the applicant of the award.

Public School Teacher Credits

Teachers desiring to take SSVA classes for re-certification credit will be provided with a Certificate of Completion documenting length and content of class. Students/teachers must request, in advance, information on applicability of class for re-certification from their LEA. 100% attendance is required. Instructor must provide the program director with the name of the student.

Certification of Completion

Students who fulfill all the requirements of a course may receive a certificate upon request. 100% attendance - advance notice is required.

Non-class Studio Time

Not all studios are available for rental, and access policies will differ from studio to studio. Speak with the program director for details. Studio access for independent work is only available during regular business hours, (9:00 a.m. to 5:00 p.m. weekdays). See registrar or program director to get access to a studio.

Demographics

Collection of statistical data is required if we are to maintain funding from public sources. Please note the race, gender, any physical handicap, and the estimated age of your students (i.e. youth in-school, adult, or senior citizen) on the form at the bottom of the class roster. Instructor payments will not be issued to instructors until their data forms are turned in to their program director or the administrative office.

Satisfaction Surveys

We strive to provide excellence in all our course offerings. Student feedback is our most important indicator of how we are doing. We expect all program directors to properly distribute satisfaction surveys to their students and to facilitate collection of this data. Student feedback drives instructor retention decisions.

Contracts

Instructors at SSVA work at Sawtooth as contractors only. They are responsible for payment of all state and federal income taxes and any other applicable taxes (social security or Medicare) as determined by IRS or State Government regulations. Contract instructors earning over the IRS regulated thresholds will receive 1099s each year.

Contracts are written per course for each instructor. Terms of these contracts are established with program directors at time of scheduling classes. These contracts should be signed by the instructor and program director prior to class commencement and returned to the program director to be kept on file. Contracts are available for review at any time.

Payments

Contract instructors will receive payment for classes completed during the course of the semester are paid as follows:

- Payments on the 15th is for hours worked or courses completed the previous month from the 16th until the end of month.
- Payments at end of month is for hours worked or courses completed in the time period of the 1st through the 15th.

The Board of Directors may approve bonuses and will set the parameters for those bonuses.

Equipment

Each studio has its own equipment. Instructors are responsible to see that it is properly used and not abused. If breakage occurs during a class period, please notify the program director immediately. If it was through abuse, identify the abuser who will be expected to pay for the damage and replacement of the equipment. Equipment does wear out, so if excessive wear is noted, please share that information with the given program director.

Supplies

All necessary supplies may be ordered through the program director, unless other arrangements are made with the instructor. Discuss supplies needed for teaching the class well in advance. If asked to pick up supplies, be reminded that no reimbursement is available without receipts and documentation of the purchase. Program directors must initial (authorize) and approve all payments for supplies. Turn in receipts to the program director who will then request your reimbursement from SSVA's Senior Director of Finance.

Security

The Arts Council provides on duty staff during all evening hours. You can help them and yourself by notifying them if you see something unusual happening. Do not try to handle problems by yourself. If you need assistance from the Arts Council staff, call 336-725-8916. If it is an emergency that requires police, ambulance or fire truck, call 911 immediately.

When you leave the studio, if you are the last person, turn out the lights and make sure the studio door and building exterior doors are securely closed and locked.

Illness

If you cannot teach a class because of illness or emergent need, call the program director well in advance of your class meeting. Instructors then have two options: (1) work with the director to schedule an approved substitute who you will pay for teaching; or (2) call all students, postpone the class, and make it up at the end of the session. If a class is postponed due to illness, the instructor is responsible for informing his/her program director and making sure all students are notified of the change. A class roster with all students' telephone numbers is provided for the instructor's use. Instructors are responsible for seeing that all students are made aware of any changes announced during a regularly-scheduled class.

Makeup Classes

Because of the complicated scheduling of the studios, makeup classes normally are done at the end of the term on the night or day and time when the class normally meets. If that is not possible, you must check with the program director and work out a time that is convenient for most of the students enrolled and ensures the room is available for the class. Do not schedule a makeup class without first talking to the studio director. The program director will inform the office and note the changes on the room-use calendar so that everyone will have access to the latest information.

Promotion of Classes

Instructors are strongly encouraged to promote classes through word of mouth, Facebook, Pinterest, etc. Instructors must adhere to our social media policy in any on-line promotion.

Events

Instructors are encouraged to participate in SSVA events as a way to promote their involvement with the school and to help promote classes. However, instructors are not required to be present and cannot be paid to be at these events.

Exhibitions

Any of the exhibitions on display in the Eleanor and Egbert Davis Gallery may be used as teaching tools. We encourage instructors to take students into each show and to discuss what

is on exhibit. Additionally, we encourage the use of studios for exhibition of student work. Coordination of any exhibitions is made with the gallery director.

Studio Equipment Rental

SSVA rental policy for artists who need access to special equipment such as wheels, looms, darkroom, etc., may be arranged with the program director and is dependent on the student's level of competency and independence. A contract, which establishes the costs per studio hour, per day, or per month, will vary from studio to studio. Check with the program director during his/her regularly schedule office days for costs and policies.

Instructor Grievances

Clear communication usually can remedy any problem. Problems that arise are to be orally discussed with the appropriate program director.

If you are not satisfied with the outcome of a conference, outline the complaints in writing and submit them to the program director, saving a copy for your personal records. The program director will have a reasonable amount of time to respond and remedy the outlined problem and answer formally in writing. All such correspondence should include a copy to the executive director. The executive director is responsible for addressing instructor grievances and may consult with the Board Executive Committee as necessary.

If an instructor is not satisfied with the written solution, a consultation with the program director, executive director, and instructor may be scheduled. Actions resultant from such meetings will be appropriately noted, and the Board Executive Committee will be informed of the process/outcome. If this consultation does not resolve the given grievance, the SSVA Board Executive Committee may be convened to review the issue(s) and steps taken by the studio director and executive director to conduct a hearing with the instructor and SSVA staff involved in the given complaint. The findings and recommendations of the Board Executive Committee are final.

Data Collection – Memberships, Donors, Patrons

We attempt to capture as much data as possible on our members, our students, our teachers and our donors. If program directors or other staff members take information over the phone or through email for memberships, donations or other points of contact, reporting that data to the registrar is required. The registrar will assure that all individuals are properly entered into our database for future mailings or email blasts.

Benefits for Instructors

Auditing Courses: Instructors are encouraged to audit a course at Sawtooth to broaden their understanding of our areas of instruction and to grow as artists. Instructors may take classes as an audit at a discount. If you are interested in auditing a course, it is suggested you consult with the program director to determine what, if any, fees you may incur. If offered at no cost, you may audit a course of the same number of hours as the class you taught, anytime in the following 365 days. However, if a course does not meet minimum paid enrollment, it will not be held. If the course has not met the paid minimum, faculty members may elect to enroll as a regular paying student and defer their audit credit to the next semester. Audit credits are non-transferable – only paid instructors or staff are eligible. Instructors are required to pay for all supplies when auditing a course. For workshop discounts, see “reduced fees” under this benefit

section.

Reduced Registration Fee: 50% off one class per session for an immediate family member.

Reduced Fees: For short-term workshops that are not taught on a regular basis, it is our policy to offer teaching faculty a 25% discount on any workshop. This benefit can only take effect if there is a minimum number of full fee-paying students. For workshops that are limited in number of participants, space will be set aside for faculty use above the limit. This may not apply for hands-on workshops for which full-fare students will take priority.

Gallery Gift Shop Discount: 10%

Studio Use

All instructors are encouraged to use the studio in which they normally teach as long as their presence does not interfere with other students and has been cleared with the program director. Instructors are further encouraged to be courteous and helpful in answering students' questions as they might arise, if students are using a studio at the same time. This allows students to see professional artists at work and helps create a sense of community in each studio. Instructors must pay for any amount of expendable supplies consumed during use of the studio facility (see your program director for fees and charges).

Studio Housekeeping

Instructors are responsible to see that the studio is left in good order after each class session. A "cleanup" time is a good idea for the end of each class period. There will be no smoking in the classroom, nor any drugs ingested in the working space. Other than designated classes or special events, there will be no alcohol ingested in the classrooms or other areas of SSVA unless it has been approved in advance by the executive director.

Parking Policy

The parking lot across Spruce Street from the Milton Rhodes Center is a self-pay system that takes credit/debit cards and cash but **does not give change**. The lot is owned and operated by The Arts Council of WSFC. **SSVA pays for 6 spaces each month specifically for Sawtooth instructors. These are numbered: 33,34,35,36,76,77,88,89. Please see our registrar at the front desk to register for use of these spaces.**

Should you have any questions or concerns regarding the parking fees, please discuss them with your program director who will in turn, bring them to the attention of the executive director.

Please be aware that you have other parking options such as at a meter on the street (\$.25/hour), in the lot at the SE corner of Marshall and Second Streets (\$2.50/day), in the parking garage on Cherry Street, between 2nd and 3rd Streets, and the Cherry-Marshall municipal garage between 4th and 5th streets.

Additionally, there are a limited number of FREE spaces in the BB&T parking lot at the corner of Second Street between Spruce and Marshall – only in spaces that are UNMARKED. There are also some 10-hour parking spaces south of 2nd Street on Spruce Street. All of these, and the ones at BB&T, are first come, first served. Remember, on weekends and after 6 PM there is no charge for on-street metered parking.

Pick up and drop off at the Spruce Street entrance is available to all staff, students and instructors. Please be sure to keep your time in the drop off area to a minimum and out of the way of any delivery trucks. You can also use the Marshall Street entrance as a pick up and drop off spot.

ACKNOWLEDGEMENTS

Sawtooth School for Visual Art is a funded member of The Arts Council of Winston-Salem and Forsyth County. SSVA also receives support from the North Carolina Arts Council, the Winston-Salem Foundation, and may receive funding from time to time from other local, state or federal agencies.

SUMMARY

This instructor handbook has been compiled to inform you of SSVA practices, policies, and benefits. We encourage you to become familiar with its contents. Because these policies, work rules, and benefits may change from time-to-time. You, as an instructor, should always consult with your program director if you have any questions about any material included here.

RECEIPT OF HANDBOOK

I have received a copy of the Sawtooth School for Visual Art Instructor Handbook which outlines the benefits, policies, and instructor responsibilities to the organization.

Since the information contained in the Handbook is necessarily subject to change as situations warrant, it is understood that this is not an employment contract and that changes in policies may supersede, revise, or eliminate the policies as stated in the Handbook. Changes may be made with or without advance notice.

I understand that my employment is “at will” and I may resign at any time or SSVA may terminate my employment at any time, with or without advance notice. I acknowledge that any assurances of continued employment, whether written, oral, or by conduct, shall not be interpreted as changing the nature of this at-will employment relationship.

I understand that this Handbook is the property of SSVA and is provided for my use as long as I am employed here. If I terminate my employment for any reason, I am expected to return this Handbook. SSVA reserves the right to interpret, add, delete, or modify its policies and procedures at any time.

(Signature)

(Print Name)

(Date)