

Dedham School of Music Policies 2026/27

Accessibility Policy:

Accommodations we can reasonably address will be made upon request and as determined feasible by the Accessibility Coordinator. We ask for three weeks' notice. Please contact Dedham School of Music's Accessibility Coordinator and Executive Director, Jody Pongratz, at jpongratz@dedhamschoolofmusic.org or at the school: 781-441-9372.

Our school, housed at the Dedham Community Center at 671 High Street in Dedham, has an accessible entrance, with a lift from the parking lot to the first floor, where along with lesson rooms there is an accessible restroom. We ask that DSM be notified in advance of a need for accommodation so that the lesson or class can be scheduled there. We require 2 weeks notice. In the case of an injury that prevents a participant from using the stairs to our 3rd floor classrooms, we will make an immediate accommodation whenever feasible to move the lesson to the first floor. Please contact Jody Pongratz.

Our off-site Jams, Dedham Community Band, Recitals, and Singing Alive program are all held in accessible buildings. Except for Singing Alive programs, our off-site programs are held in First Church Dedham which has a ramp as well as accessible restrooms. Singing Alive programs are held in Dedham Housing Authority community rooms which are accessible and at other senior centers that are also accessible.

For those with Visual Impairments, large print materials are made available upon request, with two weeks' notice. Please contact Jody Pongratz.

Our performances are held outdoors or inside accessible buildings. We do not, to the extent possible, rent a space unless amplification systems are in place for those with a hearing impairment.

Accessible seating and parking at DSM and at our other venues are also available.

The Dedham Community House building has both audio and visual emergency alarms, and we look for these when we rent other performance venues.

DSM recognizes that neurodivergent individuals have a right to exist in public spaces without being discriminated against for how their bodies handle stress. We understand that using healthy physical movement such as pacing regulates the nervous system, a smart and harmless coping mechanism. In addition we recognize that volume of speech may be either louder or softer than expected. The DSM staff and faculty will help navigate your needs.

RULES FOR BEHAVIOR

1. Courtesy towards all DSM members is expected without exception.

2. Since we rent this space from the Dedham Community House, other programs/classes are sharing the premises. Our access is limited to the following:
 - Third Floor
 - Lincoln waiting room if no other program is going on
 - Blue Room
 - Dining Room
 - Restrooms

ALL OTHER AREAS ARE OFF LIMITS

3. Food or drinks are **not allowed** in lesson or rehearsal spaces except water. Please be considerate; pick up after yourself in the waiting rooms located on the first floor and third floor.

TOBACCO POLICY:

Dedham School of music has a zero tolerance policy for tobacco use on school grounds and within school buildings.

DRUGS AND ALCOHOL POLICY:

DSM has a zero tolerance policy regarding drugs and alcohol. Any participant of DSM found to be in possession of, or under the influence of alcohol, marijuana or any controlled and/or illegal substance will be subject to expulsion from the program with no refund.

REGISTRATION:

Registration & Tuition

- Lesson times are reserved upon payment in full or agreeing to a payment plan..
- Tuition for students enrolling after the start of either semester will be prorated.
- Fall students who are not returning for the spring semester must notify the office by December 1st.
- Re-registration for the fall semester begins in June. Returning students who wish to take advantage of the early bird rates must pay a deposit of \$385 toward the semester's tuition which includes the registration fee.
- The full deposit minus the registration fee can be refunded up until September 1 should the student need to withdraw.

Billing

- Payment for each 16-week semester is expected in full **by the first lesson** of each semester.
- A monthly \$40 **late fee** is added to any account not paid in full within 30 days of the billing date.
- Please let the DSM staff (not the teacher) know if you are requesting a payment plan or financial aid.

Payment

- DSM accepts checks, Venmo, credit cards, and bank drafts.

- Checks and money orders can be mailed to the office using the address above.
- Please do not give payment directly to the teacher as they are not responsible for any administrative operations.

Withdrawal

- Withdrawal from a lesson or class requires a written notice to be sent to the Executive Director.
- Up to 60% of the semester's tuition may be refunded if withdrawal occurs within the first two weeks of lessons/classes.
- No refunds are available for cancellations after the first two weeks.

TRIAL LESSON POLICY:

A new student may try a lesson with a teacher. If they agree to continue that will be lesson 1 of 16 for the semester. If they do not continue, the teacher will still be paid for that trial lesson, and the student need not pay for the lesson.

STUDENT ATTENDANCE POLICY:

Absence & Make-up Policy

- DSM has designated two weeks at the end of each semester for make-up lessons, although make-up lessons may take place at any time if the teacher and student agree.
- Lessons may be made up for any of the following reasons:
 - Student absences (see below)
 - Teacher absence
- In case of absence students should always notify the teacher.
 - If a student is sick and notifies the office or the teacher 24 hours prior to the lesson time, it is considered an excused absence.
 - **A maximum of one excused absence per semester** will be made up by the teacher.
 - Late notice of an absence for any reason may not entitle a student to a make-up lesson.
 - If a student misses a scheduled make-up lesson, it may not be rescheduled and a refund will not be given.
- Make-up lessons cannot be given for student absences from a group class or ensemble.

Emergency Closings:

Notice of inclement weather or an emergency closing will be noted on DSM's facebook page as well as through mass email. Faculty scheduled to teach must reach out to their students and arrange for a **pivot to virtual lessons** or schedule lesson make-ups. Teachers must seek confirmation from parents; it is not adequate to send a message canceling or rescheduling a lesson without receiving a response. This holds for all faculty absences. In the event of inclement weather, the faculty should

pivot to virtual lessons.

REFUND POLICY:

Prior to the start of lessons, classes or ensembles, a refund of 100% minus the \$35 registration fee can be issued. **After 2 weeks, there will be NO REFUNDS.** Please email DSM for refund information if needed.

Conflict of Interest Policy:

A conflict of interest exists in any situation in which a person having official responsibilities for DSM is empowered to make decisions on behalf of the Organization and who, as a result of that authority, can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the Organization.

Board members, staff, faculty, and others acting on behalf of DSM have an obligation to avoid conflict, or any appearance of conflict, between their personal interests and the interest of the Organization in dealing with any agency or individual having, or seeking to have, any business relations with DSM, or any agency or individual whose objectives or interests may be adverse to the specific interests of DSM. **Board members, staff, faculty, and others acting on behalf of DSM have an additional obligation to disclose to the Organization all actual or potential conflicts of interest.**

Expense Reimbursements and Use of Tax Exempt Number:

As a non-profit organization, DSM is not required to pay Massachusetts sales tax on applicable purchases. To identify this status, the state government provides the organization with a tax exempt number which is to be presented to vendors at the time of all applicable sales transactions. **Personnel making purchases for the Organization are responsible for obtaining a copy of the tax exempt certificate prior to the purchases as sales tax will not be reimbursed at the time the expense is submitted.** Personal use of the DSM tax exempt number is **strictly prohibited** and may result in disciplinary action or termination.

All expenses that are generated in a given fiscal year must be submitted for reimbursement within 60 days of the expense date. Please use the Expense Form and submit to the ED or Treasurer for reimbursement. Any expense over \$50 must have prior approval from ED or Finance Chair. See Addendum A for expense form.

Harassment Policy:

DSM commits itself to maintaining a welcoming environment for everyone regardless of race, ethnic or national origin, religion, color, gender, marital or parental status, veteran status, disabilities, sexual orientation, or age. In participating or working or volunteering at DSM in any program or in any capacity, an individual agrees to share these commitments in the performance of assigned duties and responsibilities.

DSM rejects all forms of harassment, wrongful discrimination and disrespect. It has developed a no-tolerance policy to respond to incidents of harassment whatever the basis or circumstance.

DSM understands the importance of an environment that is free of harassment or any other unreasonable interference with the performance of its Board members, staff, faculty, students, and volunteers. While the Organization encourages self expression, it expects that the exercise of self expression will respect the rights of others. In such a setting there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable within DSM.

Harassment may occur in numerous forms, many of which are also violations of federal and state laws, including but not limited to verbal or physical conduct that creates a hostile, intimidating, or offensive working/class environment or interferes with an employee's/student's ability to perform his or her job/tasks; unwelcome sexual advances or requests for sexual favors; offensive or derogatory comments made to a person, either directly or indirectly, based on race, color, sex, religion, age, gender, disability, sexual orientation, or national origin.

Harassment of students/employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is illegal and will not be tolerated. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful.

To achieve our goal of providing an environment free from harassment, conduct that includes but is not limited to what is described in this policy will not be tolerated, and we have provided a procedure for dealing with inappropriate conduct. DSM will respond promptly to complaints of harassment, and where it is determined that such inappropriate conduct has occurred, we will act promptly to take such corrective action as is necessary, including disciplinary action when appropriate. We would like to remind all employees that they also can be held personally liable under Title VII of the federal Civil Rights Act of 1964.

In Massachusetts, the legal definition of "sexual harassment" is "sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually

offensive work environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, favorable scheduling assignments, increased benefits, or continued employment constitutes sexual Harassment.

The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or learning environment that is hostile, offensive, intimidating or humiliating to male/female/non-binary workers may also constitute sexual harassment.

Examples of sexual harassment include, but are not limited to:

- gender based bullying, including bullying based on transgender or non-gender binary status;
- attempts to coerce an unwilling person into a sexual relationship;
- repeatedly subjecting a person to unwelcome sexual or romantic attention;
- punishing a person's refusal to comply with a request for sexual conduct; and
- conditioning a benefit on submitting to sexual advances.

While it is not possible to list all those additional circumstances that may constitute sexual harassment under this policy, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, flirtations or propositions, whether or not they involve physical touching;
- Sexual "kidding" epithets, jokes, written or oral references to sexual conduct;
- Gossip regarding one's sex life;
- Comment on an individual's body or on an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, posters, cartoons;
- Unwelcome leering or staring at a person;
- Sexual gestures and suggestive or insulting sounds such as whistling, or comments with sexual content or meaning;
- Uninvited sexual contact, such as touching, hugging, and purposely brushing against the body, patting or pinching;
- Indecent exposure;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities;
- Sexual emails; and
- Sexting, or sexual messages or images posted on social media.

DSM will take all reasonable steps to prevent or eliminate workplace sexual harassment by non- employees including suppliers, vendors, general contractors, consultants and others who are likely to have contact with our employees and students.

In order for DSM to take action, any Employee/Student/Family who believes they have been subjected to unwelcome behavior or sexual harassment needs to file a complaint. This may be done in writing or verbally, and confidentiality will be honored. Complaints may be filed by contacting: Jody Pongratz, Executive Director: 781-441-9372 jpongatz@dedhamschoolofmusic.org or the President of the Board of Directors, Fred Wofford, 781-929-6123 or fwof@yahoo.com. These people are also available to discuss any concerns and to provide information about the organization's policy on harassment and its complaint process.

When a complaint is brought to our attention, a fair and expeditious investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with appropriate witness(es), followed by an interview with the person alleged to have committed unlawful actions. When we have completed our investigation according to organization policy, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we may take appropriate disciplinary action including warning, reprimand, suspension, discharge, and/or other measures appropriate to the findings of the complaint investigation.

Any student/family/employee bringing a harassment complaint or assisting in investigating such a complaint cannot be adversely affected in terms and conditions of employment or status as a student, or discriminated against, or discharged because of the complaint. Complaints of such alleged retaliation will be promptly investigated and corrective action taken, if indicated.

In addition to the above, if a student/family/employee believes they have been subjected to sexual harassment, they may make a complaint that includes a description of the alleged harassment to either or both of the government agencies set forth below. Using DSM's complaint process does not prohibit anyone from filing a complaint with these agencies:

1. The United States Equal Employment Opportunity Commission (EEOC)

JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506

Phone: [1-800-669-4000](tel:1-800-669-4000)

Fax: [617-565-3196](tel:617-565-3196)

TTY: [1-800-669-6820](tel:1-800-669-6820)

ASL Video Phone: [844-234-5122](tel:844-234-5122)

www.eeoc.gov

2. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

One Ashburton Place – Room 601 Boston, MA 02108

(617) 994-6000

TTY (617) 994-6196

REPORTING OF CHILD ABUSE & NEGLECT

HOW TO REPORT ABUSE & NEGLECT:

If an employee suspects a child is the victim of abuse or neglect, they are required to let the Executive Director or the Board President know who will then determine if they need to report to the nearest Dept. of Children & Families (DCF), which for DSM the Greater Waltham area office. The address is: 57 Overland Road, Waltham, MA 02451. Phone: 781-641-8500 and Fax: 781-646-5172. During evenings, weekends and holidays, reporters should contact the Child-At-Risk Hotline at (800) 792-5200. The reporter should make sure they document essential details about the people involved, the nature of the abuse or neglect, and actions that have been taken to assist the child to share with DCF, as well as DSM's Executive Director, whom they should contact as soon as possible at (781) 441-9372.

Within 48 hours, the reporter should submit a written follow-up report, using a form which can be completed and submitted online, or downloaded from the mass.gov/DCF web site.

VISITORS WITH SUSPICIOUS BEHAVIOR

When a visitor exhibits concerning or suspicious behavior, it is important for employees to remain calm and non-confrontational while taking appropriate steps toward safety and resolution.

RECOGNIZING THE SIGNS:

- Loud talking and threatening language
- Aggressive stances and advances toward others
- Entering spaces where not scheduled.

RESPONDING TO SUSPICIOUS BEHAVIOR:

- Stay calm and maintain composure
- Remain observant, quietly alert other parties if possible, and have a plan of escape
- Trust your instincts
- If you feel comfortable and safe, you can approach them in a calm and non-confrontational manner
- If you do not feel safe, find a discreet way to call the authorities

For situations suggesting imminent danger, dial 911 and ask for a police officer to be dispatched to DSM immediately.

Whistleblower Policy:

If any involved party reasonably believes that some policy, practice, or activity of DSM is in violation of the law, a written complaint must be filed by that party with a Board officer. It is the intent of DSM to adhere to all laws and regulations that apply to the Organization and the underlying purpose of this policy is to support the Organization's goal of legal compliance. The support of all parties is necessary to achieve compliance with various laws and regulations. An involved party is protected from retaliation only if the party brings the alleged unlawful activity, policy or practice to the attention of DSM and provides DSM with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to parties that comply with this requirement.

DSM will not retaliate against a party who, in good faith, has made a protest or raised a complaint against some practice of DSM, or of another individual or entity with whom DSM has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. DSM will not retaliate against parties who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of DSM that the party reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Policy on Developing New Programming:

Current faculty and staff will be asked to offer classes, lessons, ensembles, prior to seeking faculty outside of DSM.

Current faculty and staff will have first right of refusal for Programs developed by administrators.

Salaries will be based on programs and ensembles and not the faculty hourly lesson rate.

Accrual of Sick Time:

All employees of the Dedham School of Music shall be eligible to accrue and use paid sick time.

Sick time accrues at the rate of **one (1) hour for every thirty (30) hours worked** per benefit year, up to a maximum of 40 hours. The benefit year is July 1 through June 30.

For accrual purposes, exempt employees will be assumed to work 40 hours per week, unless they are normally scheduled to work fewer than 40 hours, in which case earned sick time

accrues based on their regular schedule.

Use of Sick Time:

Employees **may use up to 40 hours of accrued sick time per benefit year**. Accrual of sick time begins on the employee's first date of actual work, **but employees may not use such earned sick time until 90 calendar days after their start date**.

Sick time is provided to allow employees to:

1. Care for the employee's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
2. Care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
3. Attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
4. Address the psychological, physical, or legal effects of domestic violence; or
5. Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

Employees may not use sick time if the employee is not scheduled to be at work during the period of use. An employee may not accept a specific shift assignment with the intention of calling out sick for all or part of that shift.

Earned sick time may be used for full or partial day absences. **The smallest amount of sick time that an employee can take is 30 minutes.**

Up to 40 hours of unused sick time may be carried over into the following benefit year.

Absence Notification Procedures:

If an employee needs to be absent, to be late or to leave work early (for purposes that are permissible under the earned sick time law), the employee must give advance notice to his or her supervisor, except in an emergency.

If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide up to seven days' advance notice, unless the employee learns of the need to use earned sick time within a shorter period of time.

If the absence is not foreseeable, the employee must provide notice to his or her supervisor at least 24 hours before the start of the employee's shift. If 24 hours' notice is not reasonable due to an accident or sudden illness, notice must be provided as soon as practicable.

If an employee is going to be absent on multiple days, the employee or the employee's surrogate (e.g., spouse, adult family member or other responsible party) must provide notice of the expected duration of the leave or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable.

Documentation of Use of Sick Time:

The Dedham School of Music will generally require an employee to submit a doctor's note or other documentation to support the use of sick time if the absence:

1. exceeds 24 consecutively scheduled work hours or three consecutive days on which the employee is scheduled to work;
2. occurs within two weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or
3. occurs after four unforeseeable and undocumented absences within a three month period.

Required documentation must be submitted within seven days of the absence. Additional time will be allowed for good cause shown.

If an employee fails to timely comply with the sick time law's documentation requirements, the Dedham School of Music may recoup the sick time paid from future wages.

Company Expectations Regarding Attendance:

Employees should remember that regular, reliable attendance and timeliness is expected. If a faculty member is unable to attend, they must notify all of their students and get a response as soon as possible and notify the office staff if they have not heard from a student. We do this to ensure the safety of our students so that no one is dropped off to a lesson without a faculty member present.

Payout of Sick Time:

Sick time is not payable on termination of employment.

Dedham School of Music - RELEASE AND AGREEMENT FORM

If the registrant is under 18 years of age, the parent/guardian of the registrant must also sign the releases below.

PROGRAM, PHOTO AND NAME RELEASE

DSM plans to publish a program for recitals. A registrant's name will be listed as it appears on the registration forms. DSM might take photos of participants that might appear in newspapers, posters, or on the DSM website for promotion, advertising, and education of its participants.

☐ YES, I grant permission to publish the registrant's name in the DSM programs and to include photos of the registrant as described above.

☐ NO, I deny permission. Do not publish the registrant's name in the programs. Do not use photos of the registrant.

Signature (*parent/guardian if under 18*) _____

Date _____

DSM Student and Staff AGREEMENT

I have read and acknowledged understanding of all the DSM rules and policies contained within. I have reviewed the schedule and understand my attendance obligations. I also acknowledge understanding of the **No Smoking** and the **Zero Tolerance Regarding Drugs and Alcohol** policies.

I have reviewed the schedule of lessons and/or rehearsals.

Parent/Guardian Signature (if student is under 18)

Date

Student Signature

Date

I understand attendance policy regarding lessons and/or rehearsals:

Parent/Guardian Signature

Date

Student Signature

Date

HEALTH AND EMERGENCY GUIDELINES

Health and Emergency Fact Sheet (Complete the form on the next page.)

This form must be submitted before the first lesson, class or ensemble. Any allergies, medications, physical limitations and medical conditions must be documented. A First Aid kit is available for minor injuries. In the event of injury or illness, we will call the emergency contact listed. This information is critical.

SEE NEXT PAGE FOR THE DSM EMERGENCY FACT SHEET

DEDHAM SCHOOL OF MUSIC 2026/2027 - EMERGENCY FACT SHEET

This form constitutes a permission statement which must be signed by each participant or a parent or guardian (if under age 18). The completed form must be returned to Dedham School of Music before the first day of attendance. All the information contained in the health report is considered confidential and will be used only for the purpose of evaluating your daughter's/son's health status and facilitating medical diagnosis, care, and/or treatment for her/him in the event of a medical emergency. **This health record page must be completed and signed. PLEASE BE ACCURATE AND COMPLETE!**

Registrant's name: _____ Birth date: _____
Last First M.I.

Address: _____ Phone: _____
Street City State/Zip

Registrant resides with (circle one): Both parents Father Mother Other

Parent 1/Guardian's Information	Parent 2/Guardian's Information
Name _____	Name _____
Phone (w) _____	Phone (w) _____
cell _____	cell _____
E-mail _____	E-mail _____
<i>Emergency Contact (if parents cannot be reached):</i>	
Name _____	Phone(s) _____
	cell _____
Name _____	Phone(s) _____
	cell _____

INSURANCE AND MEDICAL INFORMATION	
Please provide a copy of your health insurance card (front and back) OR:	
Name of insurance co. and policy holder _____	
Policy number _____	Authorization phone number _____
Doctor _____	Phone _____
Medical conditions/issues or special needs that may limit physical participation (<i>check here if NONE</i> ☐): _____	
List all known allergies (food, medications, environment) and reactions (<i>check here if NONE</i> ☐): _____	
Current medications (<i>check here if NONE</i> ☐): _____ _____	
Date of last TETANUS (TdaP, DTP, or DTaP) shot - <i>DO NOT LEAVE BLANK</i> _____ (month/year)	

EMERGENCY FACT SHEET

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Any IMPORTANT INFORMATION we should know, in addition to what you have listed? Use back if necessary.

PERMISSION FOR MEDICAL CARE

I hereby grant permission to DSM to obtain emergency care with appropriate medical physicians and/or facilities for my (son, daughter, ward).

Signature of participant or parent/guardian (if under age 18)

Relationship to participant _____

Date _____

Payroll

Faculty are responsible for inputting their hours via the QuickBooks online portal or via email to our bookkeeper at bookkeeper@dedhamschoolofmusic.org. Reminders are sent via email from the ED. Payroll is due the 2nd and last Friday of the month by 5pm.

Each entry should indicate:

- a) student/class taught duration of lesson
- b) duration of lesson
- c) week class taught (ie Week/Lesson #5 of 17)
- d) date of lesson

If a class is canceled or rescheduled, make a note of it in payroll, but do not log duration until a makeup has been taught.

Document Retention and Destruction Policy (DRDP):

The records of DSM are important to the proper functioning of the Organization. Our records include virtually all of the records you produce as an involved party. Such records can be in electronic or paper form.

The goals of this DRDP are to:

1. Retain important documents for reference and future use;
2. Delete documents that are no longer necessary for the proper functioning of DSM.
3. Organize important documents for efficient retrieval; and
4. Ensure what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

Federal and state laws require DSM to maintain certain types of records for particular periods. Failure to maintain such records could subject DSM to penalties and fines, obstruct justice, spoil legal evidence, and/or seriously harm DSM's position in litigation.

Records refers to all business records of DSM and is used interchangeably with documents including written, printed, and recorded materials as well as electronic records. All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of DSM. No business records shall be retained longer than seven (7) years, except those that (1) have periods provided for herein, (2) are in the Document Retention Schedule, found below or (3) Are specifically exempted by DSM's Board of Directors.

Types of Records:

Below is a list of several categories of records, as well as specific records that contain specific retention periods. This is referred to as a Document retention Schedule (DRS). All records not provided for in the DRS or described herein, shall be classified into three types, 1. Temporary Records. 2. Final Records, and 3. Permanent Records.

Temporary Records:

Temporary records include all business documents that have not been completed. Such include, but are not limited to memoranda drafts, reminders, to-do lists, and report drafts. Temporary records can be destroyed, or permanently deleted if in electronic form, when a project closes. Upon the closing of a project, gather and review all such temporary records. Make sure you have final records before deletion or destruction and organize the final records in a file either in paper or electronic form.

Final Records:

Final records include all business documents that are not superseded by modification or addition. Such include, but are not limited to: documents given or sent via electronic form, to any third party not directly involved with DSM or a government agency, final memoranda and reports, correspondence, cost estimates, etc. All accounting records shall be deemed final. Except as provided for in the DRS, all final documents are to be discarded ten (10) years after the close of a project.

Permanent Records:

Permanent records include all business documents that define DSM's scope of work, expressions of professional opinion. Such include but are not limited to: contracts, proposal, materials referencing expert opinions, annual financial statements, federal tax returns, and payroll registers. Except as provided for in the DRS, all permanent documents are to be retained indefinitely.

Accounting and Corporate Tax Records:

Accounting and corporate tax records include, but are not limited to: financial statements, ledgers, audit records, invoices and expense records, federal and state tax returns, payroll, accounting procedures, gross receipts, customer records, purchases, etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of seven (7) years or until the statute of limitations for a particular record expires.

Workplace Records:

Workplace records include, but are not limited to : articles of Incorporation, bylaws, meeting minutes, deeds and titles, leases, policy statements, contracts and agreements, etc. Unless otherwise specified in the DRS, such records should be retained in perpetuity.

Employment, Employee, and Payroll Records:

Employment records include, but are not limited to: job announcements and advertisements, employment applications, background investigations, resumes, and letters of recommendation of persons not hired, etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of one (1) year.

Employee records include, but are not limited to: employment applications, background investigations, resumes, and letters of recommendation of current and past employees, records relating to current and past employees' performance reviews and complaints, etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years following unemployment with DSM.

Payroll records include, but are not limited to: wage rate tables, salary history, current rate of pay, payroll deductions, time cares, 1099 forms, bonuses, etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of seven (7) years.

Bank Records:

Bank records include, but are not limited to bank deposits, check copies, stop payment orders, bank statements, check signature authorizations, bank reconciliations, etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years.

Legal Records:

Legal Records include, but are not limited to: all contracts, legal records, statements, and correspondence, personal injury records and statements, press releases, public findings, etc. Unless otherwise specified in the DRS, such records should be retained for a minimum of ten (10) years.

Historical records:

Historical records are those that are no longer of use to DSM, but by virtue of their age may be of historical interest or significance to the organization. Historical records should be retained indefinitely.

Storage:

Tangible records:

Tangible records are those in which you must physically move to store, such as paper records, photographs, audio recording, advertisements and promotional items. Active records and records that need to be easily accessible may be stored where it is accessible to involved parties.

Electronic Records:

Electronic mail and files should be stored as a tangible record on the shared DSM drive or downloaded to a computer file and kept electronically.

Destruction/Deletion

Tangible Records:

Tangible records should be destroyed by shredding or some other means that will render them unreadable. All emergency/health fact sheets collected from students, staff, and Board members and volunteers must be destroyed immediately following the completion of their time at DSM.

Electronic Records:

Electronic records should be destroyed by deleting files and emptying the trash/recycling bin. Where duplicate records are involved, both copies must be destroyed/deleted.

Cessation of Record Destruction/Deletion:

If a lawsuit is filed or imminent, or a legal document request has been made upon DSM, all record destruction must cease immediately. DSM may suspend this DRDP to require that documents relating to the lawsuit or potential legal issue(s) be retained and organized. Failure to follow this protocol may subject DSM to fines and penalties, among other sanctions.

Document Retention Schedule:

Type of record and suggested retention period:

Accounting Records:

Annual Financial Statements:	Permanent
General Ledger:	20 years
Annual Audit Records:	10 years
Special Reports:	8 years
Canceled Checks:	8 years
A/P Paid Invoices:	8 years
A/R invoices:	8 years
Business Expense Records:	8 years
Accounts Payable:	7 years
Accounts Receivable:	7 years
Audit Reports:	7 years
Expense Records:	7 years
Inventory Records:	7 years
Purchase Orders:	7 years
Sales Records:	7 years
Credit Card Receipts:	3 years
Monthly Financial statements:	3 years
Cash Receipts:	3 Years
Stop payment Orders:	3 years

Bank Reconciliations:	3 years
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Tax Records:

Annual Tax Returns:	Permanent
State and Local Tax Returns:	Permanent
Form 990 and supporting documents	Permanent
Payroll Taxes(W2s)	Permanent
Payroll Taxes (Form 941, State withholding, unemployment	8 years
1099 Forms	8 years
Unclaimed property Filings	6 years
Taxes Supporting Documentation	4 years

Insurance Records:

Policies	permanent
Claims for loss/damage, accident reports	5 years

Legal Records:

Personal injury records	8 years
Leases	6 years after termination
Litigation Claims	5 years following close of case
Deposition Transcripts	5 years

Workplace Records:

Incorporation, reorganization, and Bylaws	Permanent
Meeting Minutes	Permanent
Policy Statements	10 years

Payroll Records

Earnings Records	8 years
Salary Changes or Adjustments	8 years
Canceled Payroll Checks	8 years
Wage and Salary information	6 years
Wage Rate Tables	3 years

Personnel Records

Employment and Termination Agreements	Permanent
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Accident Reports	6 years
Disciplinary Warning, Discharges	5 years following employment
Promotions, Raises, Job Descriptions	5 years following employment
Employee Resumes	3 years
Evaluations	3 years following employment
Employment Applications (hired)	3 years following employment
Employment Applications (not hired)	1 year

Addendum A on next page

Addendum A

Expense Request for Reimbursement

Name: _____ Date: _____

Item: _____

Date of Purchase: _____

Purpose of Purchase: _____

For Office use only:

Date expense paid to employee: _____

Amount Paid: _____

Revised July, 2025