

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

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FACULTY/MUSICIAN INFORMATION & PROCEDURE HANDBOOK



TABLE OF CONTENTS

HISTORY OF THE AILEY SCHOOL	2
MISSION AND GOALS OF THE AILEY SCHOOL	2
AILEY SCHOOL CREDENTIALS	3
INSTITUTIONAL PARTNERSHIPS	3
GENERAL INFORMATION.....	3
ADVISEMENT FOR THE AILEY SCHOOL STUDENTS.....	3
GRADUATES.....	4
PAYROLL INFORMATION & PROCEDURES FOR THE AILEY SCHOOL.....	4
A) PAYROLL SIGN-IN SHEETS – UPDATED FOR FALL 2020	4
B) PAYROLL SCHEDULE.....	4
C) PAYROLL QUESTIONS/ERRORS.....	5
D) CANCELLATION OF CLASSES-24 HOUR NOTICE.....	5
E) SCHOOL CLOSINGS.....	5
F) AUDITIONS.....	5
G) PERFORMANCES	5
H) FACULTY AND MUSICIAN MEETINGS	5
I) SCHOOL FUNCTIONS AND PERFORMANCES.....	5
J) EXTERNAL ENGAGEMENTS FOR STUDENTS	5
K) CLASS OBSERVATION – UPDATED FOR FALL 2020	5
L) GRADES AND EVALUATIONS	6
M) PUNCTUALITY	6
N) ENFORCEMENT OF DRESS CODE – UPDATED FOR FALL 2020	6
O) GUEST POLICY - UPDATED FOR FALL 2020	6
P) TAKING ATTENDANCE – UPDATED FOR FALL 2020	6
EMERGENCY PROCEDURES – UPDATED FOR FALL 2020	9
FIRE SAFETY – UPDATED FOR FALL 2020	10
TIME AWAY/SICK LEAVE/ SUBSTITUTE PROCEDURES – UPDATED FOR FALL 2020	11
TYPES OF ABSENCES/TIME AWAY CONSIDERATIONS	11
FACULTY UNPAID ABSENCE + SUBSTITUTION PROCEDURE	11
FACULTY SICK LEAVE ABSENCE + SUBSTITUTION PROCEDURES	12
MUSICIAN UNPAID ABSENCE + SUBSTITUTION PROCEDURE	13
MUSICIAN SICK LEAVE ABSENCE + SUBSTITUTION PROCEDURE.....	13
DEPARTMENT CONTACTS	13
Ceridian Dayforce Ailey School Staff Guide	15
CONTENTS.....	15
LOGIN TO CERDIAN DAYFORCE	16
ENTER AN ABSENCE REQUEST	17
VIEW SICK TIME ACCRUAL	21
VIEW PAYSTUBS	22
VIEW PAY DETAIL	24
VIEW TAX DOCUMENTS.....	26
EDIT DIRECT DEPOSIT INFORMATION.....	27
EDIT YOUR CONTACT DETAILS (EMAIL & PHONE)	29
EDIT YOUR MAILING ADDRESS.....	31
EDIT YOUR EMERGENCY CONTACT.....	33
SET UP/EDIT YOUR SECURITY QUESTIONS.....	35

HISTORY OF THE AILEY SCHOOL

The Ailey School is the official school of the world-renowned Alvin Ailey American Dance Theater. In 1969, Alvin Ailey founded The Ailey School (then called the Alvin Ailey American Dance Center) in Brooklyn, New York, with an initial enrollment of 125 students. In 1970, Mr. Ailey joined forces with Pearl Lang to establish the American Dance Center in Manhattan. Today, under the direction of Tracy Inman and Melanie Person, a prestigious faculty trains approximately 3,500 students annually, offering more than 160 classes weekly.

A junior performing company, Ailey II, is the resident company of The Ailey School. Ailey School students are often invited to join Ailey II by its Artistic Director. Other students pursue successful careers as performers, choreographers and teachers with professional dance companies in the United States and abroad. Many appear in film, on television and on the Broadway stage. Some also choose to become health practitioners, teachers or to work in the corporate world, and they support dance as patrons and members of the audience.

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, conference rooms, an Ailey boutique and administrative offices. Students are drawn from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Dunham, Graham-based modern, Horton, jazz, tap and West African dance. The school rounds out its curriculum with classes in barre a terre, body conditioning, yoga, Gyrokinesis®, partnering, repertory, improvisation, dance composition, dance history, music and theater arts, and performance opportunities.

Guided by the belief that dance instruction should be made available to everyone, The Ailey School has designed a number of programs which offer professional training at all levels. The Ailey School offers the following Professional Division programs to its students:

PROFESSIONAL DIVISION

- ★ The Ailey School/Fordham University BFA Program
- ★ The Independent Study Program
- ★ The Ailey School Scholarship Program
- ★ The Summer Intensive Program
- ★ The Certificate Program
- ★ Ailey II

JUNIOR DIVISION

- ★ First Steps
- ★ Pre-Professional Program
- ★ Bounding Boys
- ★ The Summer Intensive Program
- ★ Ailey Athletic Boys Dance
- ★ Pre-Professional Scholarship Program

MISSION AND GOALS OF THE AILEY SCHOOL

To make dance accessible to young people and adults through dance training and innovative community arts-in-education programs.

- ★ To offer students the opportunity to follow an accredited curriculum of diversified dance training of the highest professional caliber.
- ★ To maintain a professional faculty of exceptional teachers, musicians and guest artists.
- ★ To train outstanding students as professional dancers and provide them with merit-based scholarships and need-based federal financial aid.
- ★ To offer a range of student services including artistic advisement, housing assistance, physical therapy services, and professional counseling for nutrition and psychological well-being.
- ★ To offer a broad range of dance classes for the dance enthusiast.

AILEY SCHOOL CREDENTIALS

The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD) and is authorized under federal law to enroll non-immigrant alien students. TAS is recognized by the U.S. Department of Education as an institution of higher education and is eligible to participate in Title IV programs. TAS is recognized by the US Veterans Administration as an eligible school to participate in Veteran's Educational Benefit Programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.

INSTITUTIONAL PARTNERSHIPS

Ailey/Professional Performing Arts School Program

The Professional Performing Arts School is a public middle and high school dedicated to encouraging, developing, refining and showcasing its students in their areas of talent and passion: dance, drama, vocal and instrumental music. Since 1995, The Ailey School has provided the dance majors with their dance curriculum in Horton, Graham-based modern, ballet, West African, jazz, and repertory during the academic year, five days a week. These students are divided annually into four levels, according to their proficiency in dance. Guillermo Asca is the Coordinator.

Ailey/Fordham Bachelor of Fine Arts Degree Program in Dance (offered jointly with Fordham University)

These two institutions are partners in a highly innovative BFA program in dance that offers the best of two worlds: the artistic pre-eminence of the official school of the world-famous Alvin Ailey American Dance Theater, combined with an exceptional liberal arts education rooted in the Jesuit tradition of intellectual development and personal attention. Ailey School Co-director Melanie Person is the Program Director; Fordham professor Edward Bristow is the Co-Director.

GENERAL INFORMATION

- All Professional Division students are required to pass their courses according to the School's published pass/fail rates.
- All Junior and Professional Division students must comply with the School's Dress Code in all dance classes.
- Advanced students, with the Co-Directors' permission, may perform outside the School in their final year.
- Students are subject to probation or dismissal for poor attendance, unsatisfactory progress, non-payment of tuition and fees or noncompliance with the School's rules and regulations.

ADVISEMENT FOR THE AILEY SCHOOL STUDENTS

The Ailey School recognizes the value of clear and frequent communication between its students, faculty and staff and the importance of mentoring in the learning process. To that end, the School has established several channels to dialogue with and advise students. First, its Faculty Advisors and staff, including the Co-Directors of the School, reserve conference time for students weekly and refer them to a range of recommended professionals when appropriate. In addition, faculty members make themselves available, upon request, to speak to students at the School. Second, each term, the School's Nutrition Consultant, and Consultant Psychologist give general lectures to all full-time students on nutrition and related concerns for dancers. They also meet weekly with small groups of students who attend on either a voluntary or mandatory basis. Third, at the beginning of each fall and spring term, students elect one representative from each full-time program who meet monthly with the school staff or Faculty Advisors. They act as liaisons between the staff and students, conveying concerns and responses and sharing information.

Faculty Advisors (Professional Division): Tracy Inman, Melanie Person, Kevin Predmore, Ellen Graff, Carolyn Adams, Freddie Moore, Ana Marie Forsythe, Guillermo Asca

Faculty Advisor (Junior Division): Tiffany Barnes

GRADUATES

The Ailey School is the official school of the internationally renowned dance company, the Alvin Ailey American Dance Theater, with which it shares space in the Joan Weill Center for Dance. A junior performing company, Ailey II, is the resident company of the School. Advanced students and graduates of The Ailey School audition annually for these two companies. Others pursue successful careers as teachers, choreographers and performers with professional dance companies in the United States and abroad. Many appear in film, on television and on the Broadway stage. Some also choose to become doctors or teachers, or to work in the corporate world, while supporting dance as patrons and members of the audience.

PAYROLL INFORMATION & PROCEDURES FOR THE AILEY SCHOOL

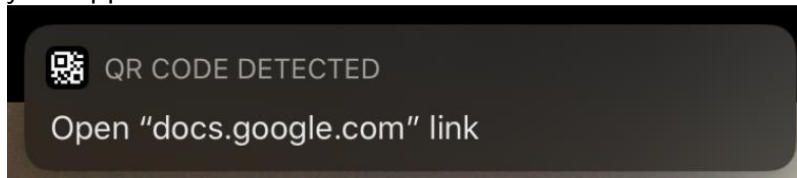
A) Payroll Sign-In Sheets – **UPDATED for Fall 2020**

To avoid exposure, sign in sheets will not be shared around the building. Instead, Faculty and Musicians will sign in digitally to each class.

- 1) After entering the studio, find the QR code posted on the wall in each studio. A QR code looks like:



- 2) Open the camera app on your phone and focus the camera on the QR code designated for your position (Faculty or Musician).
- 3) Most phones will immediately recognize the QR code and a link will pop up at the top of your screen. If you do not see a code pop up, you may need to download a free QR code reader app from your app store.



- 4) Click on the pop-up message to visit the linked "Sign In Form".
- 5) Complete the form for the class. You will receive a confirmation email that your form has been submitted.
- 6) Repeat this process for each class you are assigned to.
- 7) If you are unable to complete the form, you must email Jim Paulson (jpaulson@alvinailey.org) in order to ensure you are paid for the class.

B) Payroll Schedule

Faculty and musicians are engaged by The Ailey School on a per class basis and paid a class rate. Schedules are always subject to change and this may impact the times or class levels that they may be asked to teach or accompany.

Faculty and musicians are paid on a weekly basis, based on the payroll week that goes from Monday to Sunday. Payment is made on Friday after 12:30pm of the following week. **The pay date and dates of the week worked are printed on the pay stub.** Payroll is submitted to the payroll processing company on Monday mornings. If you still receive a live check, it may be picked up at the 2nd floor reception desk. Check stubs of those on direct deposit will be put in your mailbox.

C) Payroll Questions/Errors

Questions about payroll should be addressed to **Jim Paulson, Director of School Business Operations 212-405-9511**. This should be done during his office hours Tuesday to Saturday 1:00-2:00pm, email (jpaulson@alvinailey.org) or by completing a payroll error form located in the binder at the 2nd floor reception desk. Please indicate the class, along with day and time that was not paid. If you have questions about payroll for other departments within Ailey contact the following individuals:

Arts In Education:	Sarah Feely 212-405-9154 or sfeely@alvinailey.org
Ailey Extension:	Lisa Johnson-Willingham 212-405-9017 or ljwillingham@alvinailey.org
AAADT/Ailey II:	Isabelle Mezin 212-405-9190 or iauattlebaum@alvinailey.org

D) Cancellation of Classes-24 Hour Notice

The Ailey School will endeavor to provide, at a minimum, 24- hour notice in the event that a regularly scheduled class is to be cancelled. In the event that a class has been cancelled and the regularly scheduled instructor and musician have NOT been notified at least 24 hours in advance, the instructor and musician will be given "show-up" pay equivalent to the amount they would have been paid for the class.

E) School Closings

During periods of inclement weather, The Ailey School will endeavor to notify faculty and musicians of any class cancellations. Such cancellations, due to acts of nature, will not fall under the "24 hour notice" provision and will not be compensated. You may check the Ailey outgoing phone message (212-405-9000) after 7:00am to obtain current information about the School's closing status.

F) Auditions

Faculty and musicians will be compensated for conducting The Ailey School auditions as follows:

- Instructor giving audition: Equivalent of 3 classes at class rate
- Instructor serving on panel: Equivalent of 2 classes at class rate
- Musician for audition: Equivalent of class time at class rate

G) Performances

Musicians engaged to play for a studio performance or presentation will be paid the equivalent of one class per performance at their class rate.

H) Faculty and Musician Meetings

There will be one annual meeting in the fall term for which faculty will be compensated. An additional meeting may be called in the spring term and summer term for which faculty will be compensated if one is called for. Musicians will have an annual meeting in the fall for which they will be compensated. Selected departmental meetings for the faculty will also be held each term; faculty will not be compensated for these.

I) School Functions and Performances

Faculty and musicians are encouraged to maintain a regular presence at school related events, as this enhances their knowledge of and relationship with the students and the School.

J) External Engagements for Students

Students must request permission from Mr. Inman or Ms. Person before agreeing to work with (rehearse or perform) with outside companies or artists. To be clear, this policy also applies to Ailey School faculty as well.

K) Class Observation – **UPDATED for Fall 2020**

Due to Covid-19, there will be no class observations by faculty guests or student guests. Only enrolled students and assigned faculty/musicians are permitted in the building.

L) Grades and Evaluations

All instructors will be expected to grade and /or evaluate students on a regular basis.

Professional Division: written evaluations once each term

Junior Division: written evaluations once each term

PPAS: Two grading periods each term (four times per academic year)

Fordham University: written evaluations once each term

M) Punctuality

Instructors and musicians are ~~expected to arrive on time~~ for classes and stay until the class ending time. Faculty: our student representatives conveyed student concerns about this. They cited their need to be dismissed in enough time to line up for the water fountain, go to the bathroom, and be on time for their next classes. The instructors' assistance in this matter will be greatly appreciated by the students and colleagues whose classes follow. Musicians: students and parents have expressed concerns about the lateness of musicians.

If you are running late please call the security desk at 212-405-9002 and ask the security staff to tell the studio manager you will be late.

N) Enforcement of Dress Code – UPDATED for Fall 2020

Normal dress code will not be enforced for Fall 2020 in order to mitigate use of the dress rooms. Instead, students will be required to follow the below stated guidelines for “colorful Fridays” for all classes.

- APPROPRIATE DANCE ATTIRE MUST BE WORN FOR EACH AND EVERY CLASS!
- Ballet shoes must be worn in ballet classes.
- Dance attire must be form fitting! (Leggings are permitted)
- No loose or baggy articles of clothing. No layers.
- No transparent dance attire.
- No shorts of any kind, No cut-offs of any kind, No bra tops! No crop tops!
- Clothing must not inhibit your ability to fully execute movement.

O) Guest Policy - UPDATED for Fall 2020

In order to limit students and staff to further exposure, faculty guests will not be permitted to take classes.

P) Taking Attendance – UPDATED for Fall 2020

To avoid viral exposure, we have moved the attendance to a no-contact online form for our in-person classes.

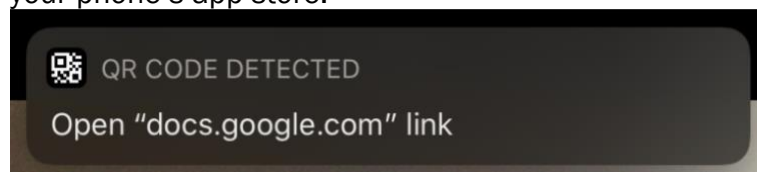
- **Professional Division** – Students will complete their own attendance check in. The only action required from Faculty is to enter the total number of students in the room on your Sign In form (refer to section A for a description of this process).
- **Junior Division and PPAS** – Faculty are responsible for taking student attendance for these classes. Follow the below instructions to take attendance digitally.
 1. To complete the attendance form you must be logged into your **Ailey.School** Gsuite account on your phone's web browser. If you need assistance with your **Ailey.School** account, please contact pbraxton@alvinailey.org (JD) or gasca@alvinailey.org (PPAS)

2. When you arrive for class, after entering the studio, find the Faculty QR code for the program you are teaching posted on the wall in each studio. A QR code looks like this:



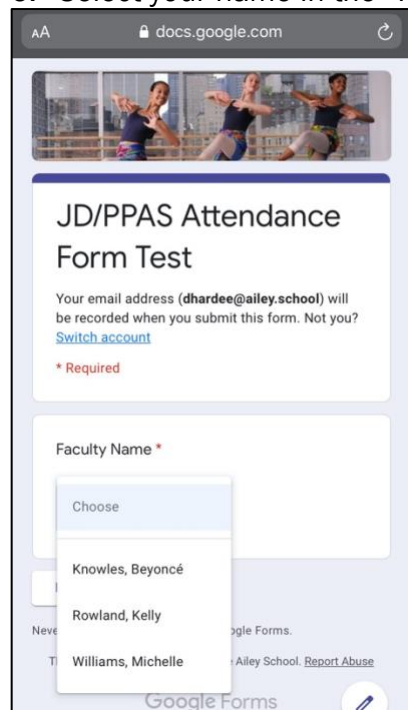
3. Open the camera app on your phone and focus the camera on the QR code designated for faculty.

4. Most phones will immediately recognize the QR code and a link will pop up at the top of your screen. If you do not see a code pop up, you may need to download a free QR code reader app from your phone's app store.



5. Click on the pop-up message to visit the linked "Attendance Form".

6. Select your name in the "Faculty Name" dropdown menu.



7. Select the class you are currently teaching from the “Select Class for Attendance” dropdown menu.

The left screenshot shows a Google Form titled "JD/PPAS Attendance Test" with a red asterisk indicating it is required. Below the title, it says "Class Attendance - Knowles, Beyoncé". The "Select Class for Attendance" dropdown menu is open, showing three options: "Ballet 5-2 - Sat 9:30-11am", "Ballet 4-1 - Sat 11-12:30pm", and "Ballet 6/7A - Sat 12:30-2pm". The right screenshot shows the confirmation page after submission, stating "Attendance has been submitted. If you have any questions, please email pbraxton@alvinailey.org".

8. Enter the current date and complete the attendance for each student There is space to add a note at the bottom, if necessary. Click Submit and you will see this confirmation page.

The screenshot shows a Google Form titled "Ballet 6/7A - 12:30-2pm". Below the title, it says "Date for Attendance" with a red asterisk. The date is set to "10 / 22 / 2020". Below the date, there is a table for marking attendance for six students:

	Present	Absent
Asca, Guillermo	<input checked="" type="radio"/>	<input type="radio"/>
Hardee, Dena	<input checked="" type="radio"/>	<input type="radio"/>
Hines, Rod	<input type="radio"/>	<input checked="" type="radio"/>
Evans, Lauren	<input checked="" type="radio"/>	<input type="radio"/>
Miller, Kaitlyn	<input type="radio"/>	<input checked="" type="radio"/>
Sabater, Cristina	<input checked="" type="radio"/>	<input type="radio"/>

9. Once you complete the form for the class you are currently teaching you will receive a confirmation email that your form has been submitted.
10. Repeat this process at the beginning of each class throughout the day. Attendance form submission are timestamped and should not be submitted after the allotted class time.
11. If you are unable to complete the form, please email pbraxton@alvinailey.org (JD) or gasca@alvinailey.org (PPAS) immediately.

BLDG SECURITY: 9002

POLICE/FIRE/AMBULANCE: 911

Procedures for reporting emergencies

In the event of fires, or for other life-threatening situations, dial 911 immediately. If there is a Medical Emergency at any time in the building, call 911 immediately and then call the Security Desk at extension 9002 (If you call Security first, they will call 911 for you). When 911 is called, a dispatcher will ask for the company name, address to which the ambulance should respond (which is 405 West 55th Street), the patient's exact location (floor number and specific area), the general nature of the medical emergency, the caller's name and the callback telephone number. It is important for the 911 dispatcher to be told the general nature of the patient's illness or whether the patient has been injured (from a fall, in an assault, etc.), so that the paramedics can immediately bring the appropriate equipment and medical supplies from the ambulance to the patient as soon as they arrive on the scene. If the emergency is during business hours (Monday – Friday, 9am – 5pm) and the injured/ill person is an Ailey School student, The Ailey School Administrator should be notified at extension 9514. After business hours and on weekends, Security will notify the appropriate staff members. For emergencies other than medical, Security staff will notify the appropriate staff members. AADF staff receives on-going training to enable them to effectively manage emergency situations.

Emergency response, fire safety and evacuation procedures

AADF maintains emergency procedure guidelines including a detailed evacuation plan. AADF community is notified of an emergency or dangerous situation through the building's public address system, email, The Ailey School/AADF website or telephone system depending on the nature of the situation. A Crisis Management Team comprised of the Executive Director, Chief Financial Officer, Facilities Manager, and Security Supervisor, will determine if an emergency exists and will initiate emergency response procedures. The members of the Crisis Management Team will include other appropriate staff as needed. The nature of the situation and the safety of the community will determine the type of notification and content of the notification. The Office Manager is responsible for telecommunication messages; the Associate Director of Marketing is responsible for internet messages. Students, Staff, and Faculty are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

Emergency Procedures

POLICE / FIRE / AMBULANCE: dial 911

Students are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

In case of an emergency evacuation please observe the following procedures:

- Listen for announcements
- Report to the lobby of floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If there no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

Medical Emergency:

- Call 911 from any phone. Phones are located in each studio and in reception areas of every floor.
- Call Security at 9002 as soon as the 911 call is complete

→ Don't move medical emergency victim / if bleeding - use rubber gloves

Disturbance/Intruder in Building:

- Call 911 from any phone
- Call Security at 9002 as soon as you 911 call is complete

Emergency and safety personnel

Building Security: dial extension 9002

Fire Safety Director: Michael Canarozzi, ext. 9055

Deputies of Fire Safety: Reynold Manigault, Pam Wilkinson, Vincent Domicello, Carlos Arenas, ext. 9002

FIRE SAFETY – UPDATED FOR FALL 2020

Annual Fire Safety Report

The Higher Education Opportunity requires higher education institutions to collect, report, and disseminate fire statistic information to the campus community, the Department of Education, and potential students and employees as of August 2010 for the previous calendar year. This report contains information from calendar years 2009 and 2010.

Definition of a fire

For purposes of safety reporting, a fire is “any instance of open flame or other burning in a place not intended to contain the burning of in an uncontrolled manner” as defined by the Higher Education Act.

Fire safety system

Each floor of The Joan Weill Center for Dance contains fire extinguishers, fire alarms, pull-stations, and telephones. The building is equipped with a public address system that is monitored by the Fire Safety Director. In addition, each floor is equipped with a sprinkler system. Stairwells with emergency directional signage run from every floor to street level for evacuation purposes.

Fire Drills

(Please note: Due to the COVID-19 pandemic, the Fire Department of NY has suspended all fire drills until further notice. However,)

Fire drills have been conducted on a regular basis to test the public address system and evacuation procedures. Fire drills are supervised by the Fire Safety Director with the assistance of the Fire Marshals assigned to each floor. Everyone in the building is required to participate. Drills have been conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

In the event of a fire, please observe the following procedures:

- Listen for announcements
- Students, with masks on, should depart from studios in an orderly fashion and remain in front of their studios in the lobby of their floor as socially distanced as possible: students should remain in their cohort and not mingle with other cohorts. Students will listen for further announcements and follow the instructions that they hear.
- If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

If you see a fire:

→ Activate alarm at nearest pull station / respond to alarm and follow evacuation procedures above

Fire Wardens and Searchers:

→ Designated staff members of Alvin Ailey Dance Foundation serve as Fire Wardens and Searchers on each floor at the Joan Weill Center for Dance. Students should listen to instructions given by the Fire Wardens and Searchers of the floor they are on in the event of a fire.

TIME AWAY/SICK LEAVE/ SUBSTITUTE PROCEDURES – UPDATED FOR FALL 2020

- Junior Division Faculty
Absence policies remain the same.
- PPAS Faculty
Absence policies remain the same.
- Professional Division Faculty
Absence policies remain the same, but please take extra care when schedule subs as the sub list has been shortened to limit exposure.
- Musicians
Absence policies remain the same, but please take extra care when schedule subs as the sub list has been shortened to limit exposure. Musicians that are unable to find a sub must notify Lauren. It is possible that classes will take place without musicians this year if subs are unavailable.

Types of Absences/Time Away Considerations

Time Away Absences

Prior to each term, you will receive an *Availability Form* where you are required to list any expected absences or time away for the following term. You have an additional opportunity when you receive your schedule to fill out the *Pre-Term Time Away Notification* form to list all expected absences or time away prior to the commencement of the term.

Sick Leave Absences

Any absence due to illness, injury, doctors' appointments or other reasons covered in the Ailey Sick Leave Policy can be requested against your sick time accrual. Sick leave time requests may not to be used for any other reason other than those covered in the policy (*please read page 18 – 19 in the Alvin Ailey Dance Foundation Personnel Manual*).

Time Away Considerations

From time to time Faculty and Musician Time Away Absences (not including sick leave) will be reviewed for higher than normal absences. At the sole discretion of the Directors, a high percentage of non-sick leave absences could result in loss of a class(es) or non-renewal of engagement for the following term.

FACULTY UNPAID ABSENCE + SUBSTITUTION PROCEDURE

Professional Division Faculty Substitution Procedure for Time Away Absences

- You are required to notify **The Ailey School Co-Directors** of all Time Away needs prior to the commencement of each term via *Availability Forms* and/or the *Pre-Term Time Away Notification* attached to your class schedules. Should you need to request additional Time Away during the

term, you are responsible to notify the Ailey School Directors and make arrangements for a substitute.

- All substitute requests for Professional Division classes should be submitted via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>. The School Directors are notified when online requests are submitted.
- All substitution requests must be submitted **at least 1 week in advance**.
- Substitutes must be chosen from the official Ailey School List of Approved Substitutes which will be updated each term and sent to you via email. A copy is also available in the 3rd floor lounge.
- New substitutes may be added to the list only with the approval of The Ailey School Co-Directors, Tracy Inman and Melanie Person, and no substitute may be paid without first meeting with Jim Paulson.
- Should you have difficulty finding a substitute, please contact the chair of your department or the School Scheduling Administrator, Lauren Evans at levans@alvinailey.org or (212) 405-9514.

Junior Division Faculty Substitution Procedure for Time Away Absences

- You are required to notify the **Junior Division Associate Director**, Dawn Tricarico of all Time Away needs prior to the commencement of each term via *Availability Forms* and/or the *Pre-Term Time Away Notification* attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify the Junior Division Associate Director.
- All substitute requests for Junior Division classes should be submitted via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- All substitution requests must be submitted **at least 1 week in advance**. If it is a day of emergency call Dawn Tricarico by 10am at 212-405-9143 and follow-up by submitting an on-line request described above.

PPAS Faculty Substitution Procedure for Time Away Absences

- You are required to notify the **PPAS Coordinator** of all Time Away needs prior to the commencement of each term via *Availability Forms* and/or the *Pre-Term Time Away Notification* attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify the PPAS Coordinator.
- All substitute requests for PPAS classes should be submitted via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- All substitution requests must be submitted **at least 1 week in advance**. For day of emergency absence requests call Guillermo Asca by 10am at 212-405-9126.

FACULTY SICK LEAVE ABSENCE + SUBSTITUTE PROCEDURES

Professional Division Substitution Procedure for Sick Leave Absences For Faculty

- Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- If you know you will be sick for the next day of work, a request must be made before 4pm the day before you are supposed to report to work.
- In an emergency or and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Though not required, we welcome your assistance in arranging a sub after-office hours if you know you will be out sick. Submit an online request or notify the School Administrator, Lauren Evans at levans@alvinailey.org or 212-405-9514.
- Substitutes must be chosen from the official Ailey School list of Approved Substitutes which has been sent to you via email and is available in the 3rd floor lounge.

Junior Division Substitution Procedure for Sick Leave Absences for Faculty

- Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- If you know you will be sick for the next day of work, a request must be made before 6pm the day before you are supposed to report to work.
- In an emergency or and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Submit an online request or notify Dawn Tricarico by 10am at dtricarico@alvinailey.org or 212-405-9143.

PPAS Substitution Procedures for Sick Leave Absences for Faculty

- Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- If you know you will be sick for the next day of work, a request must be made before 6pm the day before you are supposed to report to work.
- In an emergency or and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Submit an online request or notify Guillermo Asca by 10am at gasca@alvinailey.org or 212-405-9126.

MUSICIAN UNPAID ABSENCE + SUBSTITUTION PROCEDURE

- You are required to notify **Jim Paulson** of all Time Away needs prior to the commencement of each term via *Availability Forms* and/or the *Pre-Term Time Away Notification* attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify Lauren Evans and make arrangements for a substitute.
- All substitute requests for classes should be submitted via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>. All substitution requests must be submitted **at least 1 week in advance**.
- Substitutes must be chosen from the official Ailey School List of Approved Substitutes which will be updated each term and sent to you via email. A copy is also available in the 3rd floor lounge.
- New substitutes may be added to the list only with the approval of The Ailey School Directors, Tracy Inman and Melanie Person, and no substitute may be paid without first meeting with Jim Paulson.
- Should you have difficulty finding a substitute, please contact the School Scheduling Administrator, Lauren Evans at levans@alvinailey.org or (212) 405-9514.

MUSICIAN SICK LEAVE ABSENCE + SUBSTITUTION PROCEDURE

- Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: <https://www.dayforcehcm.com/mydayforce/login.aspx>.
- If you know you will be sick for the next day of work, a request must be made before 4pm the day before you are supposed to report to work.
- In an emergency or and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Submit an online request or notify Lauren Evans at levans@alvinailey.org or (212) 405-9514.

Department Contacts

Remember, you must report an absence by phone to ensure that your classes are covered. To be paid for your sick time, you must also submit a request form via the employee portal. To report an absence and request a substitute (if necessary), contact the following individuals:

- **The Ailey School**
Professional Division Instructors: call Lauren Evans (212-405-9514) by 8:00 am
Junior Division Instructors: call Dawn Tricarico (212-405-9143) by 10:00 am
PPAS Instructors: call Guillermo Asca (212-405-9126) by 10:00 am
All Musicians: call Lauren Evans (212-405-9514) by 8:00am
- **Arts In Education/AileyCamp**
Call Sarah Feeley (212-405-9154) by 8:00 am (Only if requesting sick leave. Follow normal substitute request procedures for all other times.)
- **The Ailey Extension**
Part-Time Extension Desk Staff and Kids & Teens Instructors: call Stacey Spencer-Willoughby, Extension Manager (212-405-9018)
All other Extension Instructors and Musicians: Lucyna Zdunek, Extension Financial Assistant (212-405-9023)
- **The Ailey Studios and Theater**
Studio Managers & Event personnel: Contact Kris Carr (212-405-9057)
Theater staff: Contact Joel Wilhelmi (212-405-9166)

Ceridian Dayforce Ailey School Staff Guide

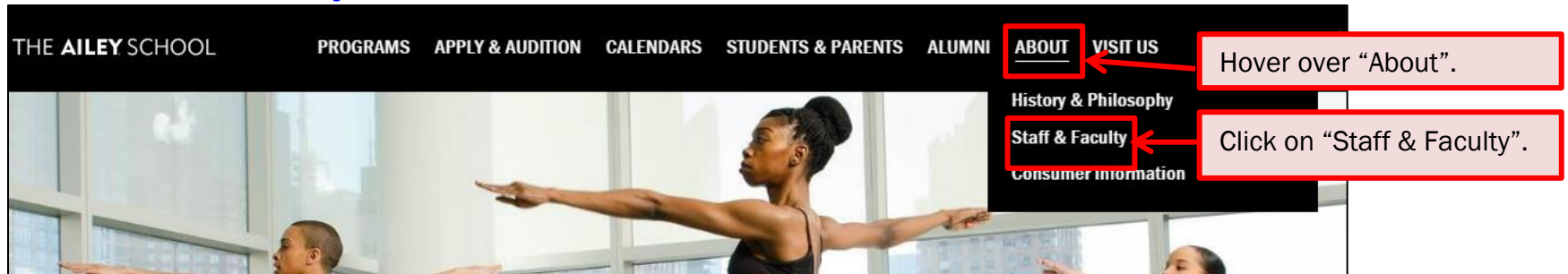
CONTENTS

ACCESS CERIDIAN	Login to Ceridian Dayforce	Page 12	Access Ceridian Dayforce from The Ailey School website.
SUBS/ABSENCES	Absence Requests	Page 13	Submit a request for Unpaid Time Off or Paid Sick Leave. One request must be submitted for every class missed.
	Sick Time Accrual	Page 17	View the amount of Paid Sick Time you have accrued and how much is remaining for use.
PAYROLL	Paystubs	Page 18	View your total pay and paystubs.
	Pay Detail	Page 20	View your pay per class.
	Tax Documents	Page 22	View all your tax documents from 2016 and forward.
	Direct Deposit	Page 23	Change your banking information.
MANAGE YOUR ACCOUNT	Change Contact Information & Alerts	Page 25	Change your email (and verify the address), phone number , mailing address and Emergency Contact . Turn on alerts for emergencies, closings and comp tickets.
	Security Questions	Page 31	In the event you forget your password, the answers to these questions will allow you to reset it.

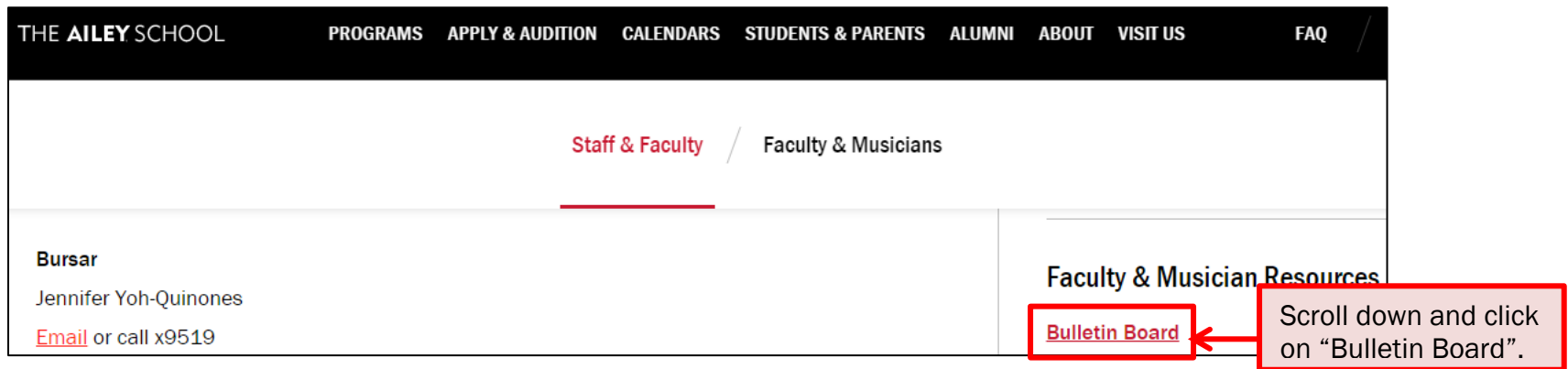
LOGIN TO CERDIAN DAYFORCE

Go to www.theaileyschool.edu.

1



2



3



4

DAYFORCE | HCM

Company
AlvinAiley

User Name
|

Password

Login

[Can't access your account?](#)

Make sure there is no space between "Alvin" and "Ailey".

Enter your Ceridian File Number.
If you have lost this number, contact Jim Paulson at businessmanager@alvinailey.org.

Use the Password you created.

Click "Login".

ENTER AN ABSENCE REQUEST

1

Once logged in, you will view your home page:

Click here to access the sidebar menu.

PreProd Site (8.50) - Home

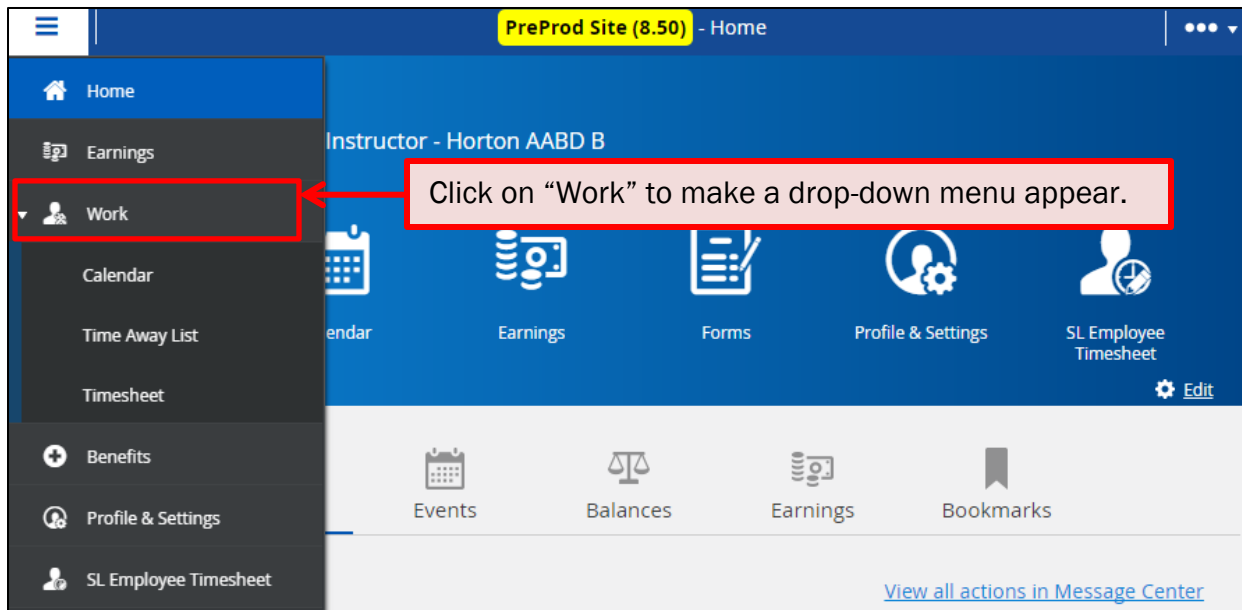
Dover, Jane
Junior Division Instructor - Horton AABD B
[Profile & Settings](#)

Benefits Calendar Earnings Forms Profile & Settings SL Employee Timesheet

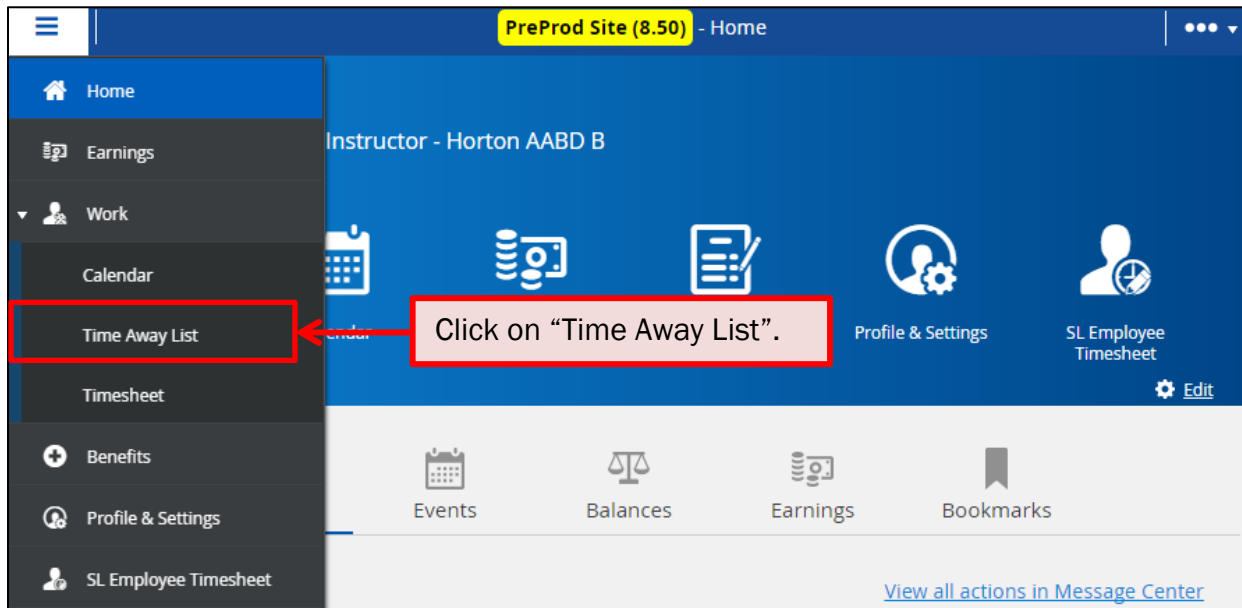
Actions Events Balances Earnings Bookmarks

Pending Actions [View all actions in Message Center](#)

2



3



4

PreProd Site (8.50) - Time Away List

+ Request New Time Off

Click on "Request New Time Off".

Balances

No Time Off Requests

5

+ Request New Time Off

A new Time Off Request will appear.

Create Time Off Request

Time Requested: 8.00 Hours Status: Pending

Reason: Select a Reason... Start: 1/10/2017 End: 1/10/2017 Type Remaining Unit

Type of Request: All Day Partial Day

Employee Comments

Balance Details

Submit Close

6

Create Time Off Request

Time Requested: 8.00 Hours Status: Pending

Reason: Select a Reason... Start: 1/10/2017 End: 1/10/2017 Type Remaining Unit

Sick Leave balance will show here.

Select "Sick" to use "Paid Sick Leave".

Select "Unpaid Time Off" to use for Non-Sick leave absences.

Submit Close

7

Time Requested: **8.00 Hours** Status: **+** Pending

Reason: Unpaid Time Off

Start: 1/10/2017 End: 1/10/2017

Type of Request: All Day Partial Day

Employee Comments

Balance Details

Submit Close

Select a Start and End Date – **Must always be the same.** You **CANNOT** enter multiple classes in one request. You must enter one request for each class you are missing.

8

Time Requested: **1.33 Hours** Status: **+** Pending

Reason: Unpaid Time Off

Start: 1/10/2017 End: 1/10/2017

Type of Request: All Day Partial Day

Employee Comments

Balance Details

Submit Close

1) Select "Partial Day".
2) Enter Start and End time – type into the field to enter class times to the minute.

3) Add comment with class name, class level, class section and substitute if applicable.
Example of **PROFESSIONAL DIVISION FACULTY** Entry
Example of **JUNIOR DIVISION FACULTY** Entry
Example of **PPAS FACULTY** Entry
Example of **MUSICIAN** Entry
Example of **Emergency Absence** for PD Faculty or any musician who cannot find a sub at the last minute.

4) CLICK SUBMIT.

9

PreProd Site (8.50) - Time Away List

+ Request New Time Off

Balances

Thursday, January 12, 2017
Jury Duty 1.25 hours Pending

Wednesday, January 11, 2017
Jury Duty 1.25 hours Pending

Once entered, Absence Requests will show as "Pending".
Once approved, Absence requests will show as "Approved".

VIEW SICK TIME ACCRUAL

1

Once logged in, you will view your home page:

Test Site (51.4) - Home

Dover, Jane
Junior Division Instructor - Horton AABD B
[Profile & Settings](#)

Benefits Calendar Earnings Forms Profile & Settings SL Employee Timesheet

Actions Events **Balances** Earnings Bookmarks

Balances [View Time Away From Work](#)

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
PT Sick						Hours
Unpaid Time Off						Hours

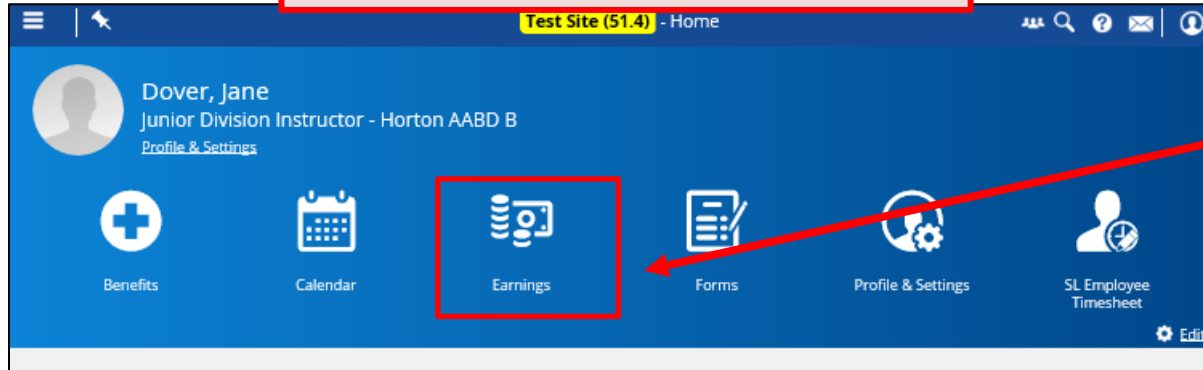
Click on "Balances".

A drop-down chart will appear detailing accrued, approved and pending balances.

VIEW PAYSTUBS

1

Once logged in, you will view your home page:



Click on "Earnings".

2

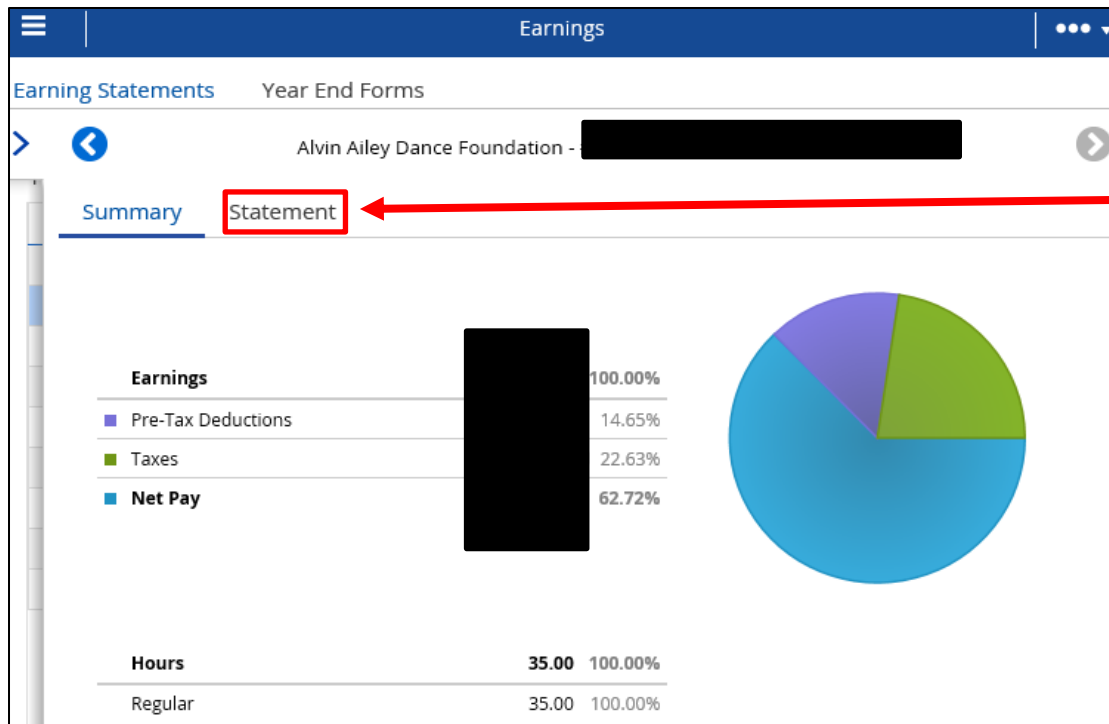
The screenshot shows the 'Earnings' page with tabs for 'Earning Statements' and 'Year End Forms'. It displays a list of earning statements for the period from 3/21/2016 to 4/21/2017. The table has columns for 'Earning Statement', 'Pay Date', 'Type', and 'Net Pay'. The first statement, 'Alvin Ailey Dance Foundation - #159767577', is highlighted with a red box. A red arrow points from this box to a text box on the right.

Earning Statement	Pay Date	Type	Net Pay
March 2017			
Alvin Ailey Dance Foundation - #159767577	3/17/2017	Normal	
Alvin Ailey Dance Foundation - #159163609	3/10/2017	Normal	
Alvin Ailey Dance Foundation - #158582633	3/3/2017	Normal	
February 2017			
January 2017			
December 2016			
November 2016			
October 2016			

Here you can view a list of your paystubs beginning in October 2016.

To view an individual paystub, click on a statement.

3



Here you can view summary of the paystub. To view the statement, click on "Statement".

4

CERIDIAN

Employee Information:
 Employee Name: [Redacted]
 Employee #: [Redacted]
 Employee Address: [Redacted]
 Department: [Redacted]
 Job Title: [Redacted]

Employer Information:
 Employer Name: Alvin Ailey Dance Foundation
 Employer Phone: 2124059097
 Employer Address: 405 W 55th St.
 New York, NY 10019

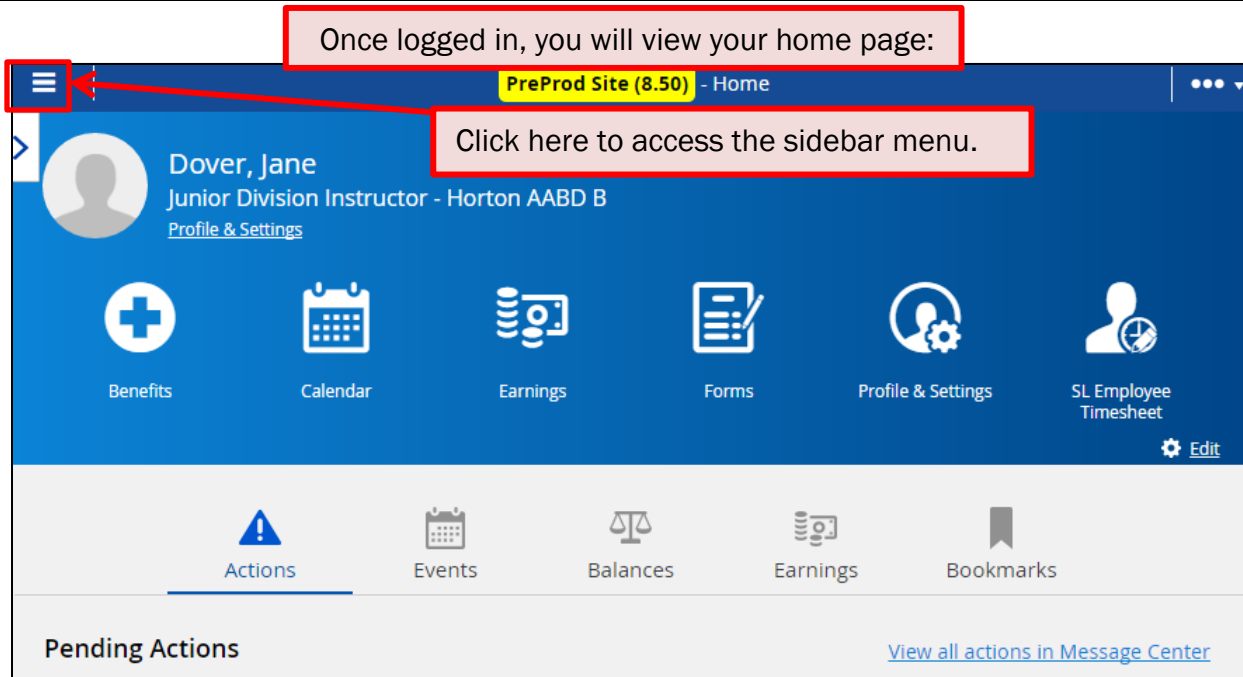
Pay Information:
 Pay Date: [Redacted]
 Pay Period: [Redacted]
 Deposit Advice #: [Redacted]
 Pay Frequency: [Redacted]
 Federal Filing Status: [Redacted]
 Federal Exemptions: [Redacted]
 State Filing Status: [Redacted]
 State Exemptions: [Redacted]
 Local Exemptions: [Redacted]

	Current 3/13/2017 - 3/19/2017			YTD As of 3/19/2017	
	Hours/Units	Rate	Amount	Hours/Units	Amount

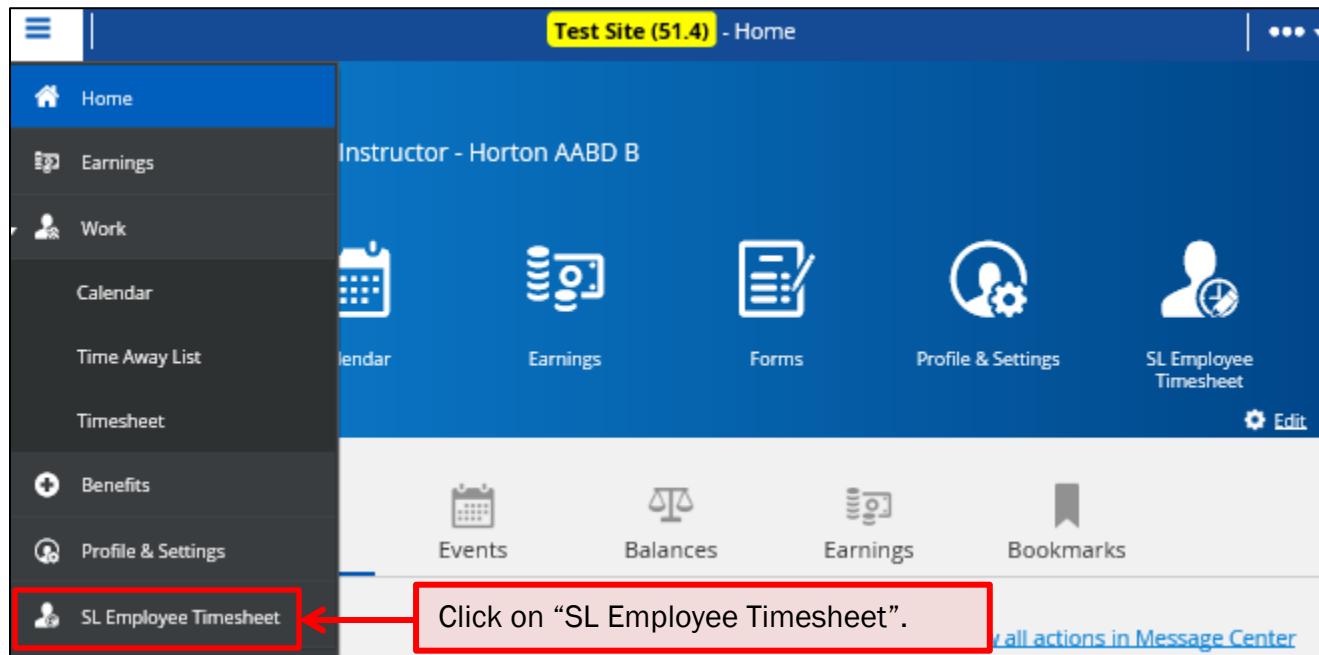
Here you can view your official paystub and print a hardcopy.

VIEW PAY DETAIL

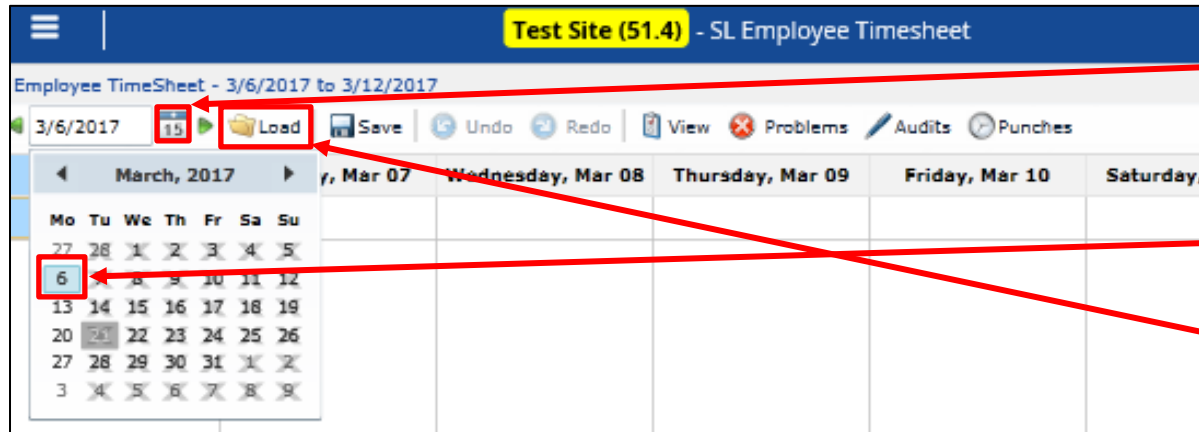
1



2



3

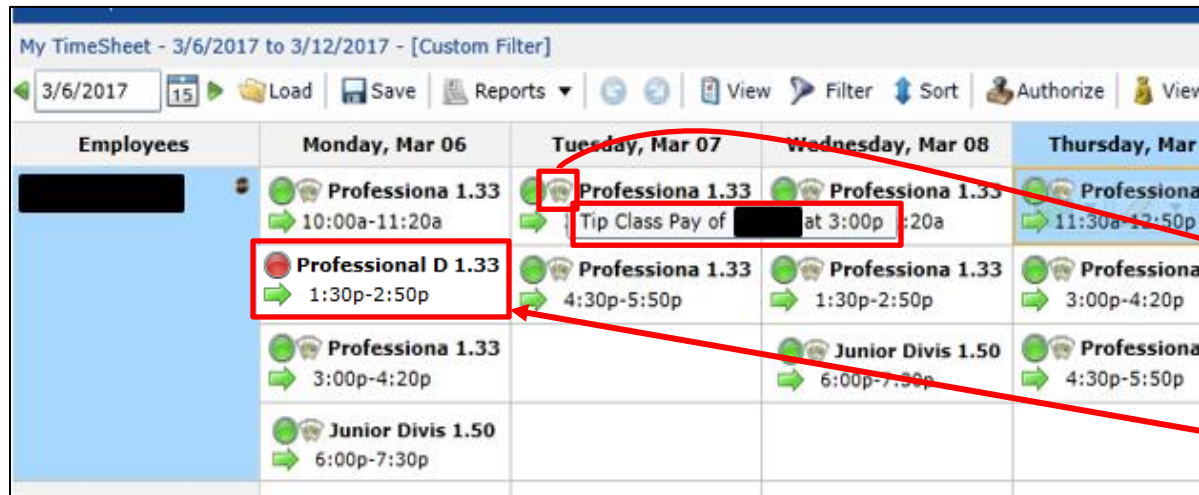


1) Click on the calendar symbol to open the menu.

2) Pick the Monday of the week that you wish to view your payment.

3) Click "Load".

4



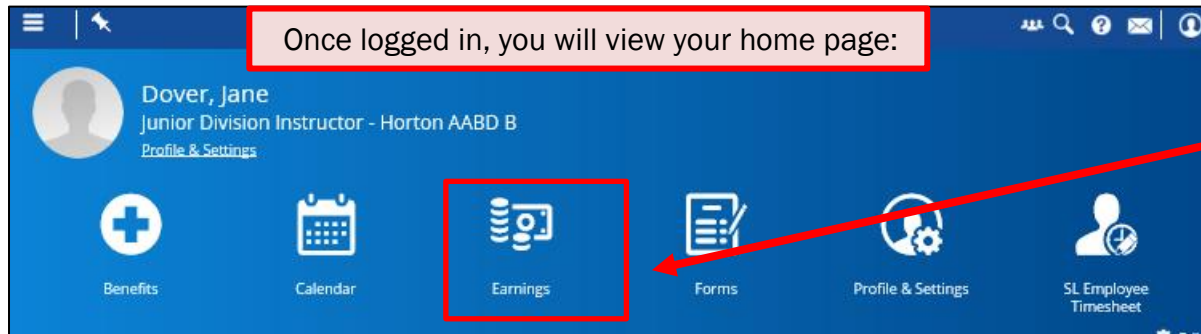
This view shows your full week schedule and which classes you worked.

Hover your mouse over the dollar sign to see how much pay you received for an individual class.

A class with a **red dot** was NOT PAID.

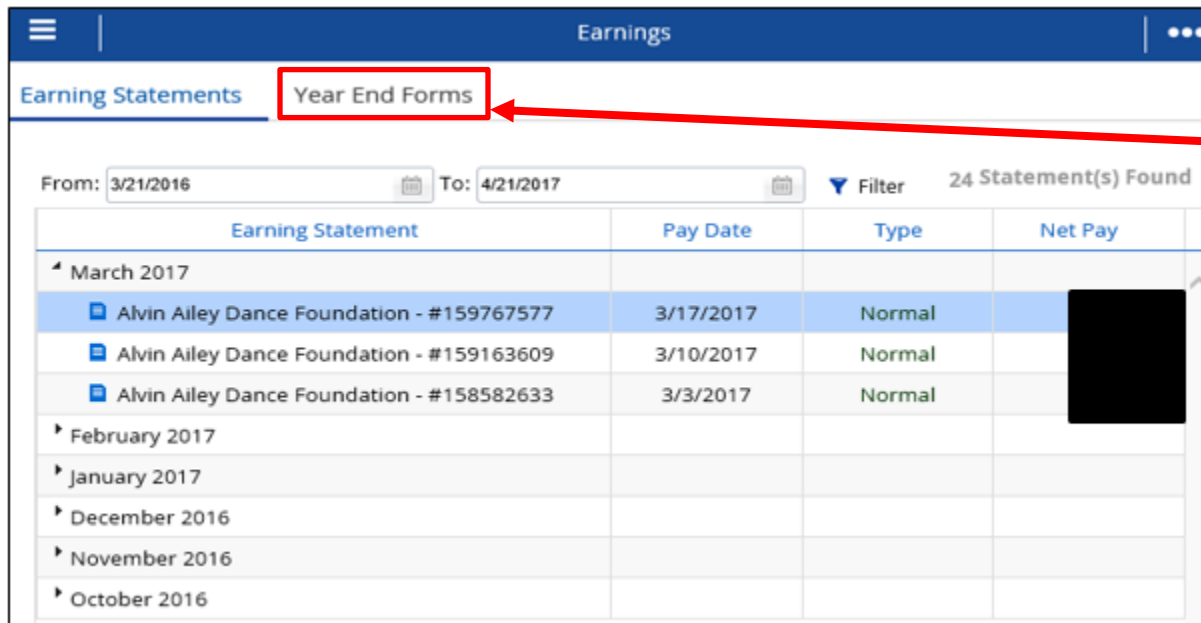
VIEW TAX DOCUMENTS

1



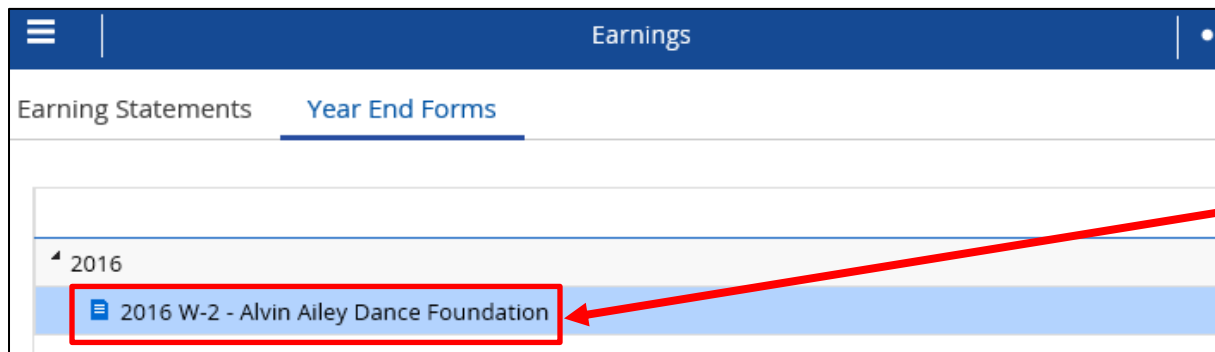
Click on "Earnings".

2



Click on "Year End Forms".

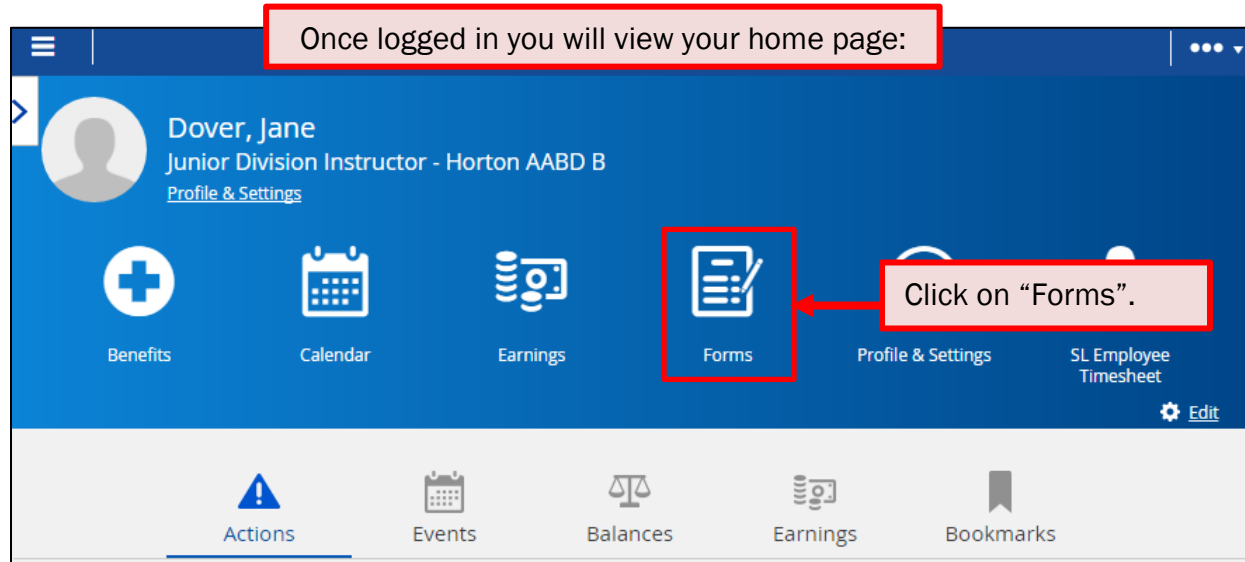
3



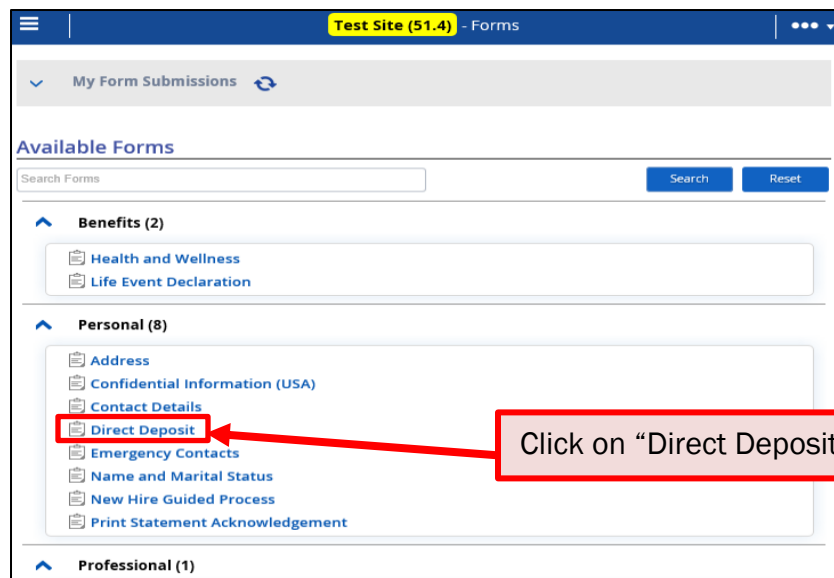
Click on tax document you would like to access.

EDIT DIRECT DEPOSIT INFORMATION

1



2



3

Direct Deposit

Direct Deposit

Dover, Jane
Status: Active Employee Number: 8181

Direct Deposit Information
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add **✕ Remove** **↑ Move Up** **↓ Move Down**

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
1	<input checked="" type="checkbox"/>	Checking	██████████	██████████	██████████		View/Edit

Comment
☐ Add comment to the employee's file.

Save Draft **✓ Submit** **Cancel** **Print**

Tax forms (2)

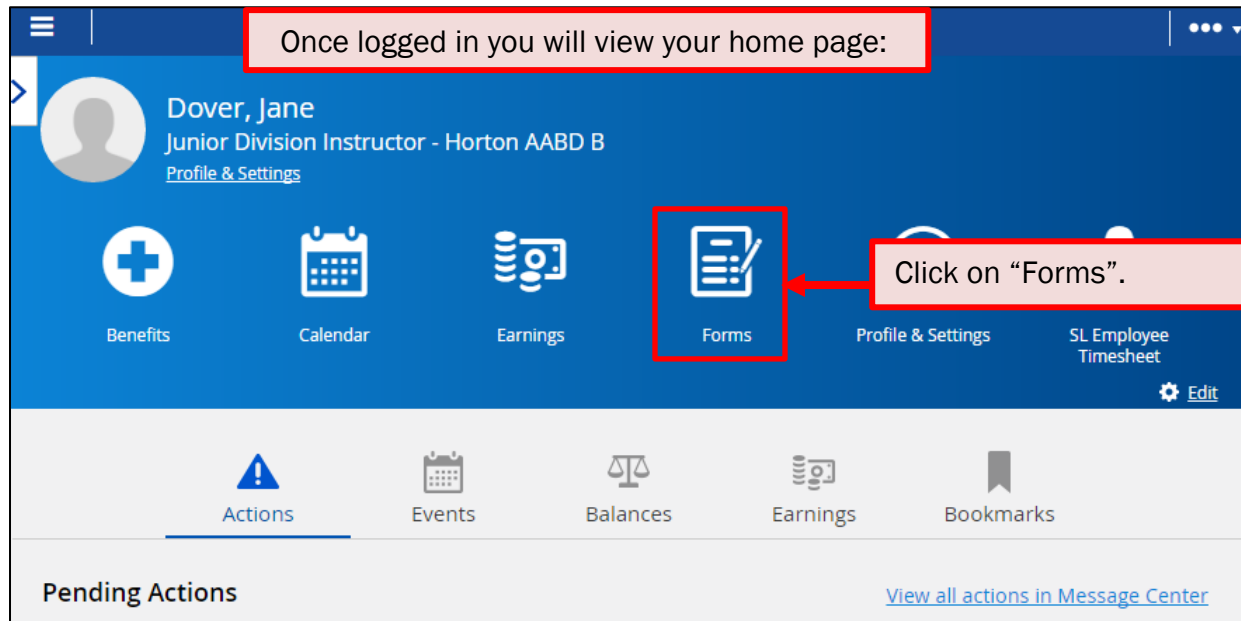
If you wish to add an account, click “Add” and follow the prompts.

Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

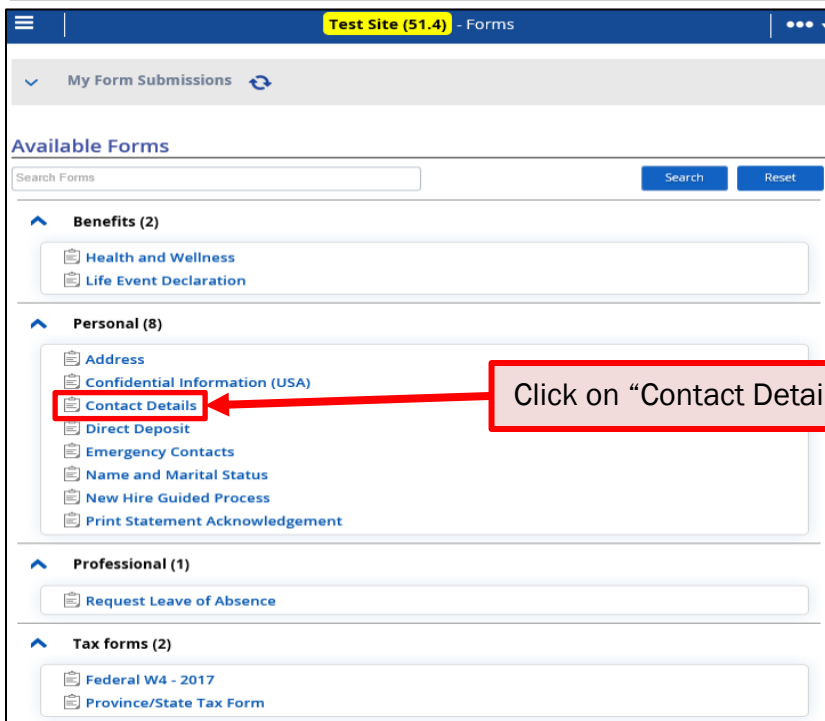
Click “Submit”. Your manager will review and approve the entry.

EDIT YOUR CONTACT DETAILS (email & phone)

1



2



3

Contact Details

Dover, Jane

Status: Active Employee Number: 8181

Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	Er
+	Mobile	United States o...	2124059000		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar 20/2017	

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Address*	Alerts	Start Date*	End Date
+	Personal Email	personal@test.com	<input checked="" type="checkbox"/>	Mar 20/2017	
+	Business Email	business@test.com	<input checked="" type="checkbox"/>	Mar 20/2017	

Supporting Documents

Please attach additional details if desired.

Save Draft

✓ Submit

Cancel

Print

Continue to add as many contacts types as needed. **One phone number and one email address are REQUIRED.**

When changing/adding an email address:

1) ALERTS

Be sure to check the box for “Alerts”. This ensures you receive emails about **emergencies, closings and comp tickets.**

2) VERIFY YOUR EMAIL

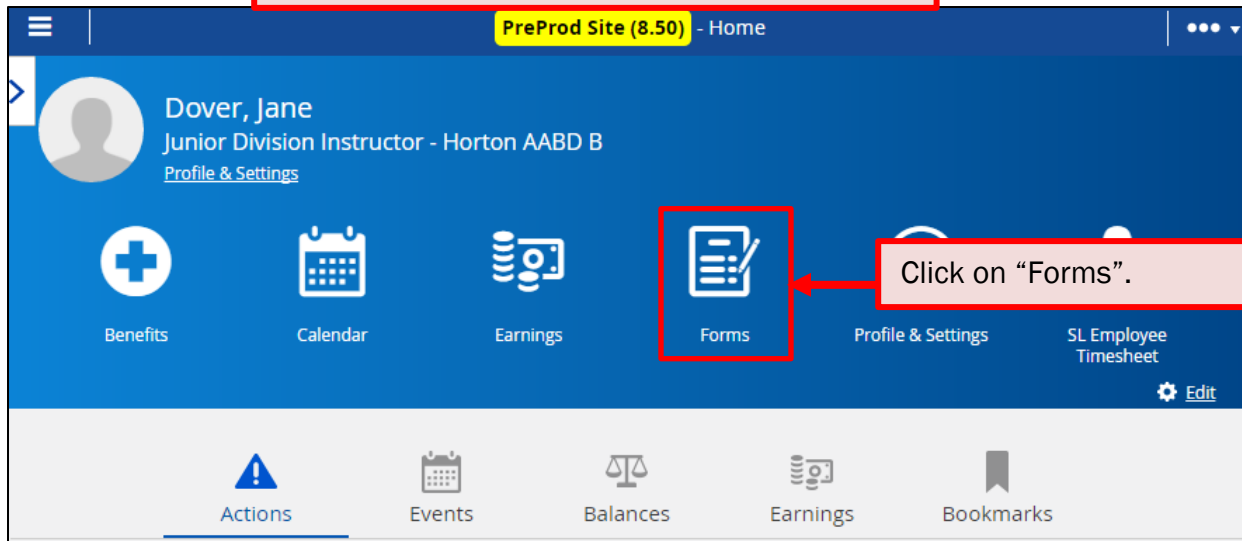
When entering a new email address, you will receive an email asking you to verify your email address. If you do not verify your address, you will not be able to reset your password on your own. Check your spam if you have not received that email within 24 hours.

Click “Submit”. Your manager will review and approve the change.

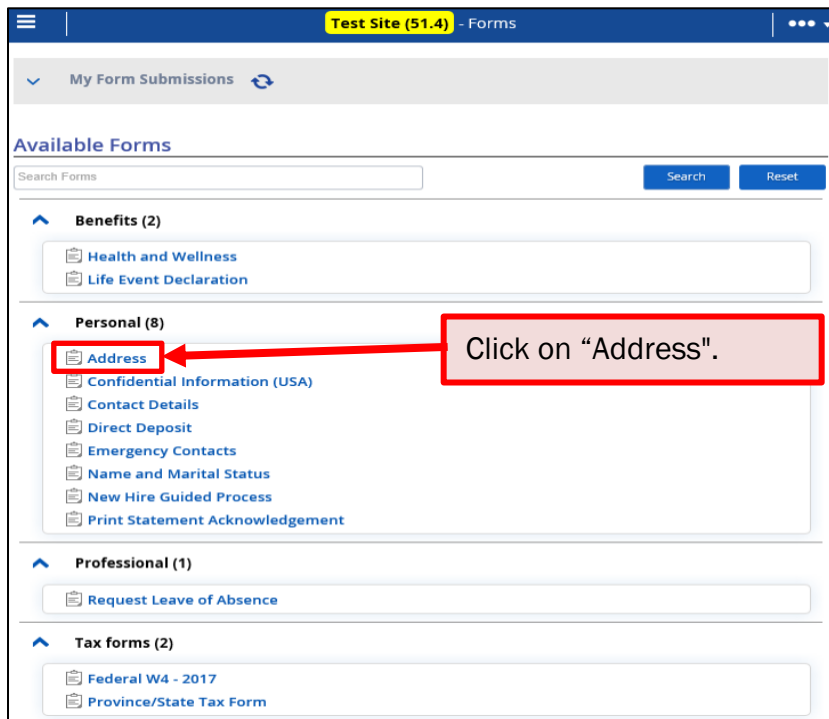
EDIT YOUR MAILING ADDRESS

Once logged in you will view your home page:

1



2



3

Address

Address

Dover, Jane
Status: Active Employee Number: 8181

Address Information

+ Add X Delete

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4
Primar...	United States of...	123 Main Street			

Supporting Documents

Please attach additional details if desired.

There is no valid document type for this user.

Comment

☐ Add comment to the employee's file.

Save Draft Submit Cancel Print

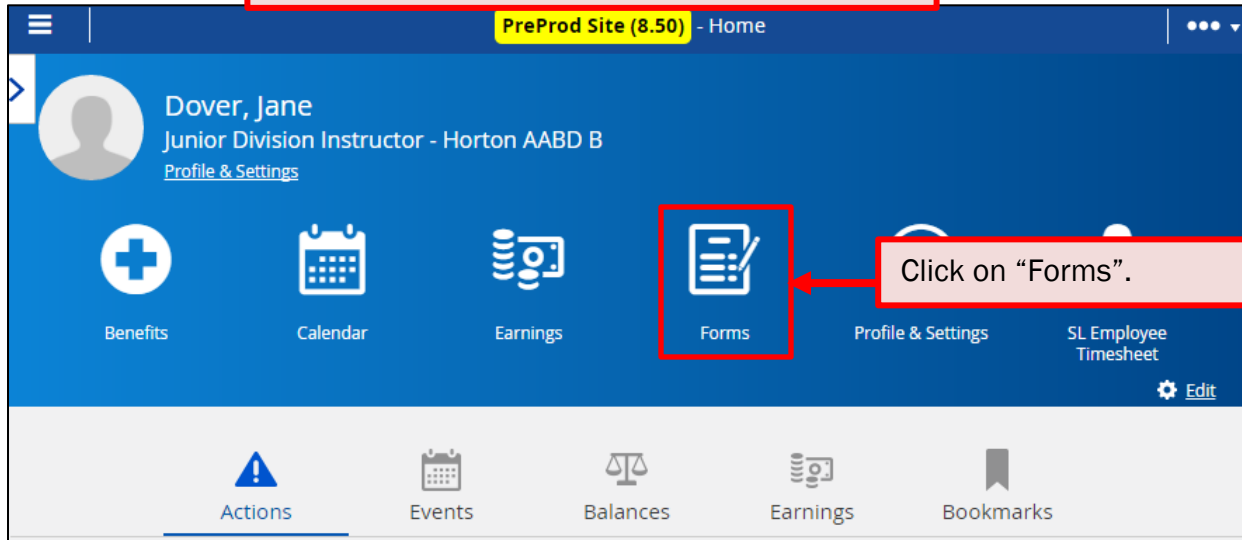
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

Click "Submit". Your manager will review and approve the change.

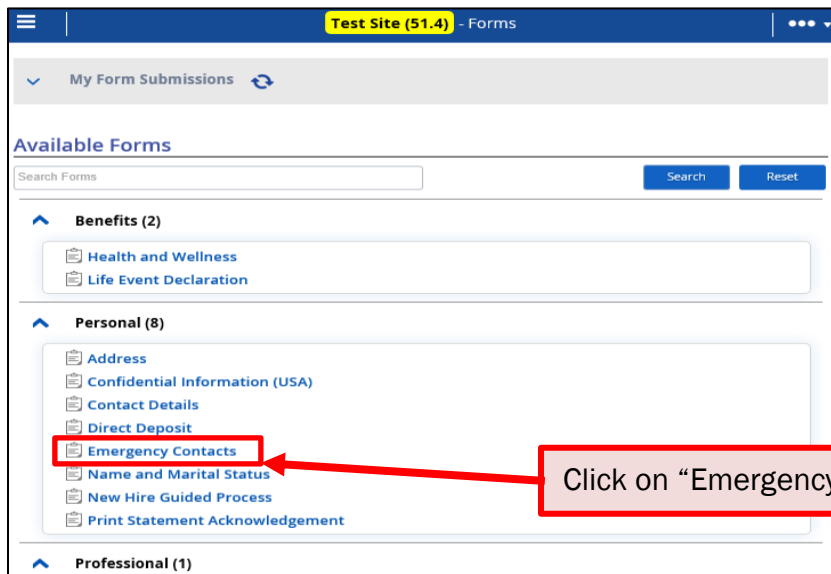
EDIT YOUR EMERGENCY CONTACT

1

Once logged in you will view your home page:



2



3

Emergency Contacts

Dover, Jane
Status: Active Employee Number: 8181

▼ Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones.

First Name * Middle Name Last Name * Relationship *

Jake [] Dover Spouse X ▼

Phone Number Address Electronic Address

+ Add

Type * Country Code Phone Number * Extension Effective Start * Effective End

Mobile United States of America X 2124059000 Extension 3/21/2017 []

► Secondary Emergency Contact

Comment
☐ Add comment to the employee's file.

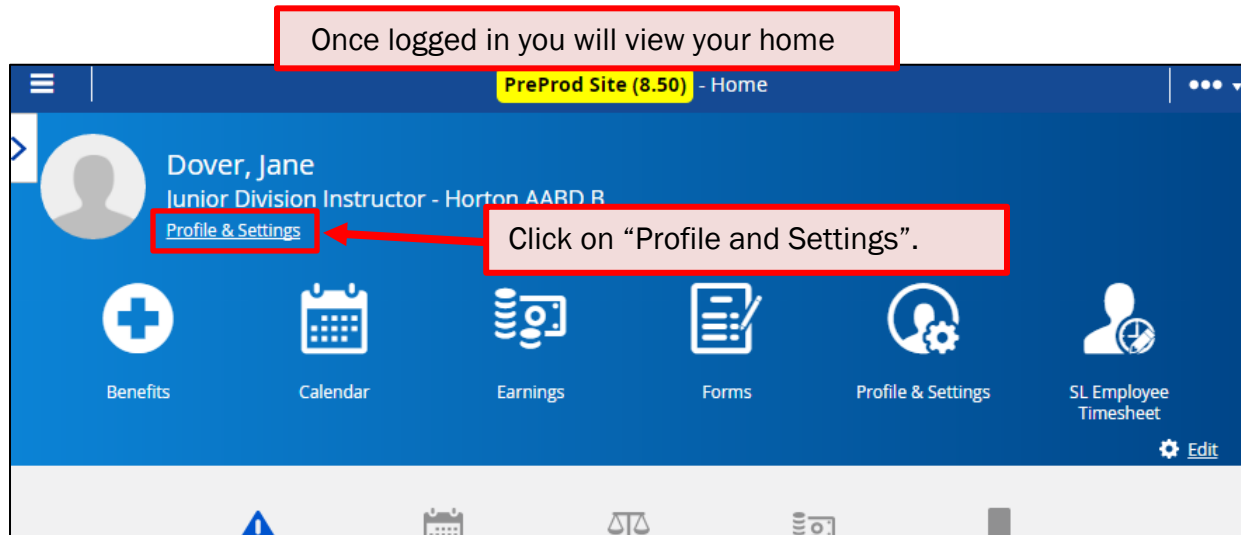
[] Save Draft [✓] Submit

Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

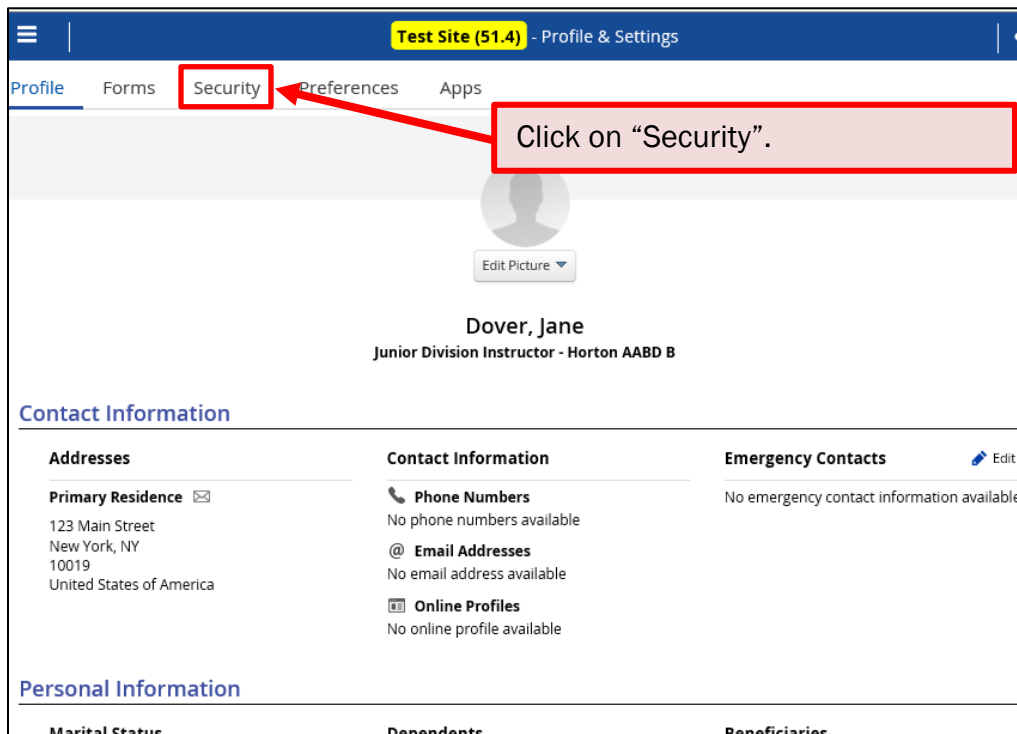
Click "Submit". Your manager will review and approve the change.

SET UP/EDIT YOUR SECURITY QUESTIONS

1



2



3

Test Site (51.4) - Profile & Settings

Profile

Forms

Security

Preferences

Apps

Security Settings

Update Password

Enter your current password and type your new password twice (once to confirm)

Current Password

New Password

Repeat New Password to confirm

Update Security Questions

Select your security questions and enter the corresponding answers. Your Current Password is required to complete this process. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1

Select an Option...

Answer #1

Security Question #2

Select an Option...

Answer #2

Save

Pick 2 questions and create 2 answers. Save your answers somewhere safe and easily accessible.

Click "Submit". Your manager will review and approve the change.