



Midori & Friends 2022-2023 Season

Teaching Artist Handbook

Welcome to the Midori & Friends' 30th Anniversary season!

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Organizational Overview

courageous self expression, spirit of service, joy of learning

Midori & Friends provides transformative tuition-free music education, access to live performances, and leadership development for underserved youth.

For 30 years Midori & Friends, founded by violin virtuoso Midori, has invested in over 300,000 students in NYC by providing tuition-free music education programs. We serve local communities by supporting those arts organizations whose purpose is to develop self-confidence, creativity and ambition in our young people. As it ignites positive social change in the rising generations of students and their families, our dynamic music education programs enrich our city and the individual lives that make it great. We believe that by acting to realize the principles of equity, inclusion, and a strong, diverse population, we help to create an environment of goodwill upon which our city depends if its citizens are to flourish.

Midori & Friends makes the music of today and builds the futures of tomorrow.

Midori & Friends has three vibrant programs:

- [*Play to Learn*](#) provides high-quality musical instruction to students in grades K-12. The residencies are led by our team of teaching artists and feature violin, ukulele, guitar, bucket drumming, woodwind, brass, vocal, and music technology. The Play to Learn programs are held both in-school and after-school, ending with a cumulative presentation of students' process, performance, and overall residency experience.
- [*Celebrate! Music*](#) expands the musical horizons of students in grades K-12 by introducing them to different cultures and music genres through live performances and classroom workshops. Each concert features one of our ten Midori & Friends' Celebrate Music Artist Ensembles. Schools receive



pre- and post-concert workshops to enhance the overall concert experience, facilitated by our Celebrate! Music Specialists.

- [NextGen Teen Musician](#) is a two-year paid apprenticeship open to freshmen, sophomores, and juniors attending New York City public or charter high schools who have a passion for music. Each cohort of 8-10 students attends workshops, lectures, performances and masterclasses by field leaders from a variety of sectors. Over the course of the 5-month program, students engage in the question “*What does it mean to be an advocate for music education?*” and at the completion of the program, students present their own music advocacy project.

Funding:

While our programs are supported by a variety of funding sources, our primary funder is the Cultural After School Adventure ([CASA](#)) grant. This \$20,000 grant is provided to NYC public schools by District Council members, giving them an opportunity to partner with Midori & Friends. We give special thanks to all our supporters listed [here](#).

Office Hours

The administrative team is available during regular business hours: **Monday - Friday from 9:00a-5:00p**. Our administrators work a hybrid schedule, with regular in-office hours Tuesday and Wednesday. Please use the directory below to contact any M&F staff members.

Staff Directory

For more information about our staff, click [Our Team](#).

Larisa Gelman, *Executive Director*

lgelman@midoriandfriends.org

(212) 767-1300 x710



Thomas Cawley, *Chief Financial Officer*

tcawley@midoriandfriends.org

(212) 767-1300

Luz MacManus, *Vice President of Development*

lmacmanus@midoriandfriends.org

(212) 767-1300 x705

Jacqueline Cannon, *Director of Marketing and Communications*

jcannon@midoriandfriends.org

(212) 767-1300 x706

Laurent Grant Williams, *School Education Manager*

lgrant@midoriandfriends.org

(212) 767-1300 x701

Justin Withers, *Community Engagement Manager*

jwithers@midoriandfriends.org

(212) 767-1300 x712

Teaching Artist Agreements

The following agreements are directly linked to the successful launch and execution of a M&F's program and as a M&F Teaching Artist, you will be responsible for the completion of these tasks.

As a Teaching Artist for Midori & Friends, we ask you to:

- Fulfill all aspects of the school assignment as described in the School Assignment Form.
- Provide a positive, challenging, and supportive learning environment for the students.
- Promote multicultural awareness through music.



- Engage and motivate students to use music as a vehicle for creative expression.
- Address the National and New York State Learning Standards, as well as the New York City Department of Education Blueprint for Teaching and Learning in the Arts where possible.
- Integrate listening examples, improvisational exercises, and composing opportunities throughout their lessons during the course of their residency.
- Ask the M&F administrative team for support, when needed.
- Communicate clearly via email, phone, and Connecteam.

Assignment Process

- Each school year, Midori & Friends partners with over 60 schools across NYC. The M&F administrative team works closely with the school staff to determine the most impactful music programming for the season.
- Per the CBA, if a school has previously worked with a M&F Teaching Artist, that Teaching Artist has the right of first refusal for the program, unless the school specifically requests a different Teaching Artist.
- If the school is new to Midori & Friends, is starting a new program (e.g. the school adds a violin program), or the school has requested a different Teaching Artists, a Teaching Artist Assignment request email will be shared to the entire roster of the specific instrument need (e.g. if a school needs a vocal program, the entire Vocal TA roster will be emailed).
- Teaching Artists have 48 hours to respond to the assignment request. After 48 hours, the most senior Teaching Artist will be officially offered the assignment and will receive a Teaching Artist Assignment Agreement via DocuSign.
- Note: Per the CBA contract, Teaching Artists will receive assignments no less than 2 hours per session.

Teaching Artist Responsibilities

Communication with School Staff and Administration

- Midori & Friends' administrative staff members are solely responsible for communicating with school staff and administration regarding the following aspects of the Midori & Friends residency: program set-up, initial class schedules and sizes, numbers of sessions, and any other logistical information necessary to launch the M&F program.
- If questions and/or concerns arise between school staff and Teaching Artists, please call or email M&F staff members as soon as possible.
- It is understood that Teaching Artists will not engage in conversations with school staff or administration which are disparaging to Midori & Friends or disruptive to the relationship between the organization and the school.

Instruction

- As a Teaching Artist with the Play to Learn program, you will typically be responsible for at least 20 weeks of instruction at each of the partner schools assigned to you. You will work with groups of 10-12 students in 1st through 12th grades.
- Method Books
 - The most commonly used method books by our M&F String and Woodwind teaching roster are:
 - Strings - *All For Strings*, by Gerald Anderson and Robert S. Frost.
 - Woodwinds - *Elementary Method*, by Rubank
 - For Guitar and Ukulele, there is no set method book.
 - Vocal Teaching Artists are encouraged to submit a curriculum outline and a repertory list to Midori & Friends for approval prior to the start of instruction.

- Teaching Artists may use different and/or additional method books than those above.
- Teaching Artists are encouraged to further build skills and nurture students' growth, development, and learning by supplementing the standard method book with arrangements, original compositions, and activities that engage students in improvisation, composition, other art forms, historical figures in music or on their instruments, and their own musical creativity where appropriate.
- Regardless of method book, please place an order for Method Books using our [Materials Registration](#) form. More information on materials below.

Residency Length

- Assignments may commence either in the Fall or Spring, however, all classes will conclude before the second week of June. Most assignments are at least 20 weeks in length.
- Allowing for school holidays and vacations, the typical Play to Learn programs include 20 weeks of instruction, as well as planning meetings, professional development, and other school activities.
- As we schedule the residencies, we will leave 2-3 open weeks within the scheduled sessions in the case that make-up sessions are needed to be scheduled.

Planning Meetings

- As a Play to Learn Teaching Artist, you will be responsible for attending two meetings prior to the start of your assigned residency: a TA orientation meeting and a school planning meeting, accompanied by Midori & Friends program staff. Please use the M&F School Planning Meeting document to guide the conversation.



- A third session will be scheduled mid-year for the purposes of planning the final days of the residency. This may be in person or via Zoom.
- Days and times for these sessions will be coordinated with you and a Midori & Friends staff member.

Parent Orientation

- You may be responsible for attending and participating in a Parent Orientation Meeting for all students that are registered for the Play to Learn Program at each of the schools assigned to you. The date of this meeting will be discussed at the planning meeting
- You will be paid your teaching rate for this meeting, which will be scheduled so that it will not exceed two hours.

Inventory

- Proper instrument maintenance is essential to the success and smoothness of an instrumental program. You will be responsible for completing an inventory of instruments at each of your schools at the beginning and end of each residency.
- When possible, we will schedule the first inventory check during the school planning meeting and the final inventory check on the last day of the residency.
- Upon completion of the inventory, you are required to share updates via the inventory registration form with the status and condition of all instruments to the school coordinator and Midori & Friends program staff. The completed end-of-year inventory form must be submitted no later than two weeks following the end of a residency.
- Please track the notes of your inventory using our [Inventory Registration Form](#).

Recruitment



- There may be requests from school partners for Teaching Artists to participate in the recruitment of students for the program. Depending on the school's needs, recruitment sessions may be held as either a student assembly or via classroom visits.
- If you are approached to do recruitment, please have the school notify Midori & Friends program staff directly to authorize it. Typically, Midori & Friends will authorize a maximum of two hours per school per season for such recruitment.
- All authorized recruitment will be paid at your teaching rate. Again, this **must** be approved by a Midori & Friends staff.

Curriculum Plan and Related Materials

- The preparation of a basic curriculum plan is the foundation of a well-organized residency. This plan, recommended for all *Play to Learn* Teaching Artists, should outline your teaching and learning objectives for the school year and address the National and New York State Standards for Music, as well as the benchmarks of the New York City Department of Education Blueprint for Teaching and Learning in the Arts.
- Please upload your Residency Preparation form one-week prior to your residency start date using the [Residency Registration](#).
- Midori & Friends staff members are always available to provide feedback and discuss any ideas that you have with regards to curriculum planning and implementation.

Class Attendance

- At the beginning of the residency, a student list will be added to your Connecteam profile.
- Teaching Artists are responsible for keeping an attendance record of your students on Connecteam.
- In the Student Registration form, students and their adults are asked to commit to attending all the sessions, with a maximum of two absences.



- Please note that it is your responsibility to report a student's chronic absence, lateness, or lack of commitment to learning to the school administrator and to Midori & Friends program staff via email as soon as the problem becomes apparent.

Recitals and Class demonstration/Celebrations

- You are required to present an end-of-year student showcase, presentation, or sharing for the students' peers, faculty and parents.
- Expectations of this final day will be covered in the initial planning meetings with the school staff and administration and the scope and schedule of these demonstrations and/or performances will be decided in collaboration with the school, Midori & Friends staff and you.
- The end-of-year recital must take place within the residency period immediately following, during, or prior to the last week of instruction are strongly encouraged to take place during the scheduled class times.
- The end-of-year recital will be paid at your teaching rate and considered teaching time.

Classroom Management

- The classroom management and school behavior policies are to be discussed by Midori & Friends Teaching Artists and should evolve from your initial planning session with the classroom teacher and school administration.
- In a well-organized classroom, the Teaching Artist's expectations should be articulated at the very first lesson. It is the Teaching Artist's responsibility to maintain classroom discipline and model leadership behavior.
- Any classroom management or behavior concerns should be reported to the classroom teacher, principal, or arts coordinator and a Midori & Friends staff member immediately.



- Teaching Artists do not have the authority to dismiss a student from the program. This is the responsibility of the school administrator in collaboration with a member of the Midori & Friends staff.
- Any unresolved issues with school staff should be discussed with Midori & Friends program staff.

Professional Development

- As a Teaching Artist, you are encouraged to continue your professional development in music education and are required to participate in professional development, which may include workshops, mentoring, and/or other activities scheduled throughout the year provided by Midori & Friends.
- The schedule for workshops can be found within the Midori & Friends calendar.
- Teaching Artists will receive their regular teaching rate for PD hours, logged into Connecteam as “non-teaching”.
- These sessions are not required but highly encouraged, as they are designed for you to develop your teaching skills, learn new creative activity ideas, and share your experiences with other Teaching Artists. Workshop topics include curriculum and lesson design and implementation, instructional strategies, classroom management, event planning, designing creative activities, and making curriculum connections.

Evaluation

- You will be evaluated by Midori & Friends programming staff and/or consultants periodically throughout your residency. There will be a minimum of one formal evaluation session in addition to periodic informal evaluations throughout the course of the school season. During this time, a M&F staff will observe a residency session and offer a 30-minute feedback session via zoom.
- Teaching Artists will be paid their regular teaching rate for this session.



- The classroom teachers and school administrators involved in the program will also be asked to write an evaluation of your work and the program to be submitted to Midori & Friends at the end of your residency.
- Teaching Artists should submit a self-evaluation and an evaluation of the program from both the educational and administrative perspective. This report should be submitted no later than two weeks after the conclusion of the program.

Other Visits

- On occasion, Midori & Friends may contact Teaching Artists to arrange for funders, board members, and other stakeholders to visit their classrooms. In these cases, the visitors are often interested in observing a lesson that explores a specific unit, skill, or objective.
- If this is the case, Midori & Friends program staff will be in contact with Teaching Artists ahead of time to schedule the visit with the Teaching Artist. These visits are excellent opportunities to showcase our programs, and Teaching Artists are encouraged to be positive communicators about their work with our students and to be cooperative with regard to planning and other aspects of these visits.

Compensation

- Compensation for all services as a Teaching Artist (class instruction, in-school meetings and out-of-school meetings) are outlined in your union contract. Policies and procedures for turning in your timesheets via Connect via this [Connect Team How-To Guide](#). Midori & Friends program staff must approve, in advance, compensation for any other work requested by the partner school or Teaching Artist. This includes private lessons with students who are registered to your assigned residency.
- Occasionally, partner schools may request Teaching Artists to perform other/additional work. If this is the case, Midori & Friends program staff must be made aware of the request, in writing, and must approve, in writing, the details of the work and compensation, if any, prior to its execution.

- As employees of Midori & Friends, Teaching Artists who would like to request such work are to do so in writing to Midori & Friends program staff and receive their written approval **prior to** making any arrangements for or scheduling the work. Teaching Artists must adhere to this procedure, regardless of whether s/he has volunteered to perform the work at no cost.

- Midori & Friends 2022-2023 Payroll Dates:
 - **2022:** 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16, 12/30
 - **2023:** 1/13, 1/27, 2/10, 2/24, 3/10, 3/24, 4/7, 4/28, 5/12, 5/26, 6/9, 6/23

Fingerprinting

- Midori & Friends Teaching Artists must be fingerprinted by the New York City Department of Education, and for some charter schools, by New York State. Proof of fingerprinting must be submitted to the Midori & Friends office prior to the start of a residency. This security procedure is a requirement of the Department of Education for all personnel working in public schools. Teaching Artists who do not comply with this requirement forfeit their assignments.
- For new teaching artists, Midori & Friends provides reimbursement for the fingerprinting service. Please reach out to an M&F staff member to be sent a registration invite. Fingerprinting process is carried out at the NYC DOE located at 65 Court St #102, Brooklyn, NY 11201. Please prepare all the correct materials for this appointment.
- Within two weeks of your appointment, you should have an account in the [Applicant Gateway](#). Please login to check status.

Punctuality

- Teaching Artists are responsible, both financially and logistically, for arriving at the school on time. You must sign in on arrival each time at



each of your assigned schools. Punctuality will be monitored via your sign-in responsibilities at each school.

- Teaching Artists should arrive 15 minutes before a class is set to begin; repeated tardiness will greatly impact your program and will be taken into consideration for future employment, as laid out by the union contract.

Dress Code

- As representatives of Midori & Friends in schools, teaching artists are expected to dress in accordance with the dress code of the assigned school.

Transportation

- It is your responsibility to select the set of directions that will best accommodate your point of departure. If you need help with directions to your school, please contact a Midori & Friends staff member.

Absences, Cancellations, and Substitutes

- Continuity is important when teaching children and collaborating with schools in long-term programs; therefore, it is recommended that Teaching Artists avoid engaging substitutes if possible.
- Teaching Artists should commit to no more than two absences over the course of an entire residency. Consistent absences will be taken into consideration for future employment, as laid out in the union contract.
- There are typically several weeks scheduled in a residency with no scheduled classes, in order to provide space for Teaching Artists to schedule a make-up class. If you need to cancel a session and are able to schedule a make-up session, please register using the [Make-Up Registration](#) form. Further, if you will be providing a substitute, please register using the [Substitute Form](#).
- Please use the following to guide your communication of a change in program schedule:

- If you become ill or there is an emergency in the evening prior to, or on a day that you are scheduled to teach, call the school directly before 8:30 AM to inform the school of your upcoming absence.
- Reschedule the class within the same teaching week (Mon. - Fri.) if your school can accommodate the change, or arrange to make up the class. Once rescheduled, please register the canceled class and make-up day using the Cancellation and Make-Up day form.
- For substitutions, please use our provided Substitute List and register your substitute using the Substitute Registration form. Once a substitute is registered, please inform the school contact as soon as possible. Failure to provide the substitute registration will be taken into consideration for future employment, as laid out in the union contract.
- If sub is a M&F roster artist, they will log into Connecteam as they would for their own teaching. For substitutes not on our roster, they will be paid by using the M&F Sub Invoice. The invoice is to be sent to both lgrant@midoriandfriends.org and invoices@midoriandfriends.org along with a w-9.

Rentals

- Several Midori & Friends partner schools use rental instruments for the duration of the residency. If this is the case, the M&F team will work to measure students and order the necessary instruments before the first day of the session.
- If this is not possible, the Teaching Artist is responsible to measure students on the first day of the residency and complete the [Rental Registration Form](#). Once completed, a Midori & Friends staff member will order the instruments and update Teaching Artist and School with the delivery date.
- Per the Letter of Agreement, partner schools are responsible for lost or damaged rentals. At the end of the residency, the Teaching Artist will facilitate the storage of the rentals at the school for easy pick-up.

Materials

- Teaching Artists will be provided method books, folders and sheet music, pencils for students prior to the residency. These can be picked up at the Midori & Friends offices.
- Further, Midori & Friends has string, rosin, and picks in bulk that can also be picked up at the office at your Teaching Artist Orientation or on any Tuesdays or Wednesdays.
- If you need additional materials, please order via the [Materials Registration](#) form.

Timesheets and Payment

- Teaching Artists will track all Midori & Friends working hours via Connecteam. There will be a Connecteam tutorial during orientation.
- Teaching Artists will be paid bi-weekly on a week delay (e.g. Week 1 and Week 2 will be paid at the end of Week 3. Week 3 and Week 4 will be paid at the end of Week 5).
- Midori & Friends has provided you with the ADP® Employee Access® tool. You can now view your most recent pay information, get tax forms, and select pay options (such as direct deposit). Employee Access also includes LifeMart—for discounts on electronics, apparel, travel and more. This can only be set up once you have received your first paycheck. Please register [here](#) and download the app - QR Code for ADP Mobile Solutions below.



Harassment & Discrimination

- Midori & Friends teaching artists are required to complete a Sexual Harassment Prevention training. This is an online training of 45-60 minutes. Access to the training will be provided during the onboarding process and should be completed before the first day of the residency.
- Midori & Friends is committed to providing a professional atmosphere that is free of unlawful discrimination and unlawful harassment. Unwelcome actions, words, jokes, or comments based on an individual's sex, race, ethnicity, national origin, age, disability, religion, citizenship, veteran's status, sexual orientation, or any other legally protected characteristic will not be tolerated. Individuals who experience or observe unlawful harassment or discrimination are required to report their concerns without fear of reprisal to program staff or the Executive Director. Every effort will be made to ensure that complaints of harassment or discrimination are resolved promptly, confidentially, and effectively.
- If you have questions or concerns about any type of discrimination in the workplace, we encourage you to bring them to the attention of program staff. If it is inappropriate or uncomfortable to bring such concerns to the attention of program staff, or if the concern has not been addressed to your satisfaction, you should contact the Executive Director.
- Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action.

Definition of Sexual Harassment

- Sexual harassment is a form of unlawful harassment by members of the same or opposite sex. In general, it is defined as unwelcome conduct that is of a sexual nature or based on gender.
- Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; comments

about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical or verbal conduct or visual material of a sexual nature. Employees have the right to be free from such harassment on the job, either from other co-workers, supervisors, management, vendors, or clients of Midori & Friends. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business-related social events.

- Harassment is prohibited by the state and federal anti-discrimination laws when:

Submission to or rejection of such conduct is used as the basis of a tangible employment action affecting the individual, such as decisions relating to hiring, firing, promotions, assignments, or pay.

Other Harassment

- Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's sex, race, ethnicity, national origin, age, disability, religion, citizenship, veteran's status, sexual orientation, or any other legally protected characteristic.
- Harassing conduct may include inappropriate jokes and innuendo, epithets, slurs, or negative stereotyping, display in the workplace of offensive materials, and other physical or verbal conduct or visual material.

Reporting Procedures and Guidelines

- Midori & Friends encourages reporting of any perceived incident of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Anyone who believes that he or she is a victim of such conduct by any manager, employee, vendor, or clients of Midori & Friends should do the following:

- If comfortable and practical, identify the offensive behavior to the harasser and request that it stop.
- If it is not comfortable or practical to confront the harasser directly, or if you have done so and the harassment is continuing, notify program staff or the Executive Director.
- **Concerns or complaints will be promptly investigated. No one will suffer retaliation for reporting such concerns or cooperating with any investigation.**
- Whenever possible, the confidentiality of the complaint will be maintained. However, there may be instances where the details of the complaint or identity of the complaining party must be disclosed in order to effectively investigate or address the complaint. In all circumstances, however, Midori & Friends will take all reasonable steps to assure that the complaining party does not suffer any reprisals or retaliation.

Discipline

- If an investigation shows that any manager or employee has engaged in unlawful harassment or discrimination, Midori & Friends will take appropriate disciplinary action or corrective measures, including but not limited to mandatory counseling, training, additional supervision, transfer, investigation shows that any manager or employee has engaged in unlawful harassment or discrimination, Midori & Friends will take appropriate disciplinary action or corrective measures, including but not limited to mandatory counseling, training, additional supervision, transfer, change of job duties, demotion, suspension, or termination of employment. This list is illustrative only.

Nondiscrimination Against Individuals with Disabilities

- We comply with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We also provide reasonable accommodation for such individuals in accordance with these laws. It is our policy to:



- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Administer medical examinations to employees when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship for Midori & Friends
- Notify individuals with disabilities that we provide reasonable accommodation to qualified individuals with disabilities, by including this policy in our personnel manual and by posting the Equal Employment Opportunity Commission's poster on discrimination throughout our facilities.

Immigration Control Act

- Midori & Friends complies with the Immigration Reform and Control Act of 1986 which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. In order to comply with this law, we must verify your identity and your right to work in the United States. We are required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of Birth and Driver's License with photograph.

Community Affairs – Public Relations

- All official policy or position statements of Midori & Friends are made only by the Executive Director in accordance with specific Midori & Friends policy as determined by the Board of Directors. Employees must refrain from giving the impression that their views and positions are endorsed by



Midori & Friends or by their co-employees. Personal statements on controversial issues must indicate they are not Midori & Friends policy.

Safety, Injuries, and Reporting Accidents

- Midori & Friends is committed to providing a safe and healthy work environment. We take all practical steps to safeguard our employees from accidents and maintain a safe working environment. Employees are expected to follow safe procedures and take an active part in protecting themselves, their colleagues, and their students; detect and report hazardous conditions, practices, and behavior in their work area; report all accidents and injuries to program staff in a timely fashion (violent incidents must be reported immediately); submit recommendations to program staff on actions that can be taken to improve unsafe conditions or practices at their work sites.
- Certainly, no one wants to get hurt and few people deliberately take chances. Unfortunately, accidents can happen when someone is careless or fails to follow proper procedures. With an alert safety attitude, you can help to eliminate painful and costly accidents. State and national statistics show that 85% of all accidents are caused by some unsafe act of personal carelessness. Your safety, and the safety of your colleagues and students, is one of our greatest concerns.
- Always report any accident, injury, or illness immediately to school or program staff, who will direct you to the proper personnel and area for treatment. Prompt treatment is often the only difference between a serious injury and a minor one.

Collective Bargaining Agreement with Local 802

- All Midori & Friends Teaching Artists must be members in good standing with Local 802.
- For new teaching artists, please reach out to Marisa Friedman, our Local 802 rep, at mfriedman@local802afm.org.



- The Collective Bargaining Agreement is included in the 2022 Teaching Artist Welcome Packet. Please use CBA, amended in 2022, as a resource.

Compliance with the guidelines in this handbook is very important to Midori & Friends. Discipline and discharge will be carried out according to the procedure outlined in your union contract.

Thank you for your commitment to our partnership. Midori & Friends always welcomes and will respond to our Teaching Artists' opinions and suggestions regarding our programs. Please direct these in writing to Midori & Friends.

Please Sign Below:

Teaching Artist