

Prime Time Palm Beach County, Inc.



Training Participant Handbook



Prime Time Palm Beach County has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 11130 Sunrise Valley Drive, Suite 350, Reston, Virginia, 20191 Phone: 1 (703) 763-0705, Fax: 1 (703) 634 6274, Email General Information: info@iacet.org. In obtaining this approval, Prime Time Palm Beach County has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider accreditation status, Prime Time Palm Beach County is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

2021

Table of Contents

Mission and Vision Statements	3
Anti-Discrimination and Anti-Harassment Policy	4-6
Disclosure of Proprietary Interest Policy	7
Learner's Record Privacy and Information Security Policy	8-9
Professional Development Intellectual Property Policy	10-14

Mission and Vision Statement

Prime Time Palm Beach County, Inc.

Our Vision

For children and youth to reach their fullest potential in school and life



Our Mission

To help children and youth succeed by strengthening and expanding quality in the out-of-school time field

Professional Development Department's Mission Statement

The goal of Prime Time Palm Beach County's Professional Development Department is to empower out-of-school time (OST) practitioners to create safe, supportive and welcoming environments, encourage positive social interactions and engage youth by providing them with professional development trainings, incentives and scholarships for continuing education to gain certificates and degrees.

Prime Time works toward this goal by supporting the development, administration and delivery of professional development trainings serving afterschool practitioners, assistant directors, directors and other staff. In addition, Prime Time offers career advising to help practitioners navigate credit or non-credit pathways at Palm Beach State College, as well as scholarships and incentives as they progress.

The mission of Prime Time's Professional Development Department is to develop and deliver the highest quality continuing education and training (CE/T) opportunities to the out-of-school time field. Prime Time's director of Professional Development has the responsibility and commitment to ensure that new trainings are developed and offered based on the needs of the practitioners and that current trainings are updated as practitioners' needs change.

Prime Time is fully committed to offering professional development trainings to out-of-school time staff so that programs are strengthened and all children and youth reach their fullest potential in school and in life.

Anti-Discrimination and Anti-Harassment Policy

I. POLICY

A. Prime Time complies with applicable federal, state and local discrimination/harassment laws to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Unlawful discrimination or harassment based upon an individual's race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity or expression, or other protected status is prohibited. This policy applies to all Prime Time applicants for employment, staff and learners, as well as services provided by third parties to Prime Time.

Discriminatory conduct in the form of sexual misconduct/sexual harassment is also prohibited, and procedures for processing and investigating claims of sexual misconduct/sexual harassment by a Prime Time employee will be processed in accordance with Prime Time's policy on harassment and prohibited conduct.

B. It shall be a violation of this policy for any Prime Time employee or contractor to discriminate against or harass any other Prime Time employee, contractor, visitor or learner on the basis of a protected status as defined by law or Prime Time policy.

C. Retaliation, or otherwise taking adverse employment or educational action, against a Prime Time employee or learner because he/she in good faith reported discrimination or harassment, or who assisted or participated in any investigation, regarding a complaint, is prohibited.

D. Activities covered under this policy include, but are not limited to, all work-related and continuing education/training activities occurring at Prime Time or sponsored by Prime Time.

E. Those found to have violated any term, condition or provision of this Policy will be subject to disciplinary action, up to and including termination.

F. Every Prime Time employee or contractor has a duty to cooperate fully and unconditionally in a Prime Time investigation. This duty includes, among other things, speaking truthfully with the Prime Time investigator or his/her designee and voluntarily providing all documentation which relates to the claim being investigated.

II. DEFINITIONS/EXAMPLES

A. For the purpose of this Policy, "unlawful discrimination" is defined as a difference in treatment on the basis of a person's status in a protected class. Harassment is a form of unlawful discrimination under Title VII of the Civil Rights Act of 1964 ("Title VII"), the Florida Civil Rights Act and other applicable local, state or federal laws. "Prohibited discrimination" includes unlawful discrimination and that which is based on other protected classes defined by Prime Time policy. Prime Time has a "zero tolerance policy" therefore, a violation of this policy may occur regardless of any finding of "unlawful" conduct, as the standards for finding a violation of this policy are independent.

B. For purposes of this Policy, examples of prohibited conduct that fall into the definition of discrimination include, but are not limited to:

1. Disparity of Treatment

Disparate treatment occurs when an individual suffers less favorable treatment than others because of the protected status.

2. Disparate Impact

Disparate impact occurs when an employment policy, although neutral on its face, adversely impacts persons in a protected status. Disparate treatment on the basis of a class not protected by federal, state or local law shall not constitute discrimination or harassment if such disparate treatment is required by federal or state law.

3. Retaliation

Retaliation is adverse action taken against a person for engaging in protected activity. Examples of adverse action include: firing, denial of a promotion, lowering a grade, unjustified negative performance evaluations and reports, increased supervision or scrutiny, sudden enforcement of previously unenforced policies, exclusion from activities or privileges open to others, making critical comments about the protected activity to others, or any other action that would deter a reasonable person in the same circumstances from filing a complaint or engaging in protected activity.

C. For the purposes of this Policy, examples of prohibited conduct that fall into the definition of harassment include, but are not limited to:

1. Verbal and/or physical conduct based on a protected characteristic that: (A) has the purpose or effect of creating an objectively intimidating, hostile or offensive work or educational environment; (B) has the purpose or effect of unreasonably interfering with an individual's work or learning performance; or (C) otherwise unreasonably adversely affects an individual's employment or educational opportunities.
2. Examples of the foregoing verbal and/or physical conduct that may constitute harassment could include making comments ("humorous" or "non-humorous") based on a protected characteristic, objectionable epithets/slurs, threatened or actual physical harm or abuse, the display of hostile symbols/objects, and other intimidating or insulting conduct directed against the individual because of their protected characteristic or membership.

D. Sexual harassment, which includes acts of sexual violence and may include gender-based harassment, is a form of unlawful discrimination prohibited by Title VII, Title IX and other applicable laws. Sexual harassment can take the form of hostile environment harassment, or "quid pro quo" harassment.

1. Hostile Environment

Hostile environment harassment exists when harassment has the purpose or effect of unreasonably interfering with a person's work or educational performance or participation in a Prime Time program or activity including continuing education/training, or is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work or educational environment.

2. Quid Pro Quo

Quid pro quo harassment is established when submission or rejection of conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education,

employment, or participation in a Prime Time program or activity including continuing education/training.

E. Gender-based harassment may be a form of sexual harassment prohibited under Title IX or other state or local laws. Gender-based harassment includes acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

III. REPORTING VIOLATIONS

A. Prime Time's Human Resource Generalist is responsible for administering the complaint and investigation process set forth in this Policy.

1. In cases where the individual making an allegation that they have been subjected to conduct that violates this Policy ("Complainant") chooses not to file a formal complaint, Prime Time will take action it deems necessary, including but not limited to informing the alleged offender ("Respondent") of the concerns, and suggesting that the individual monitor and modify (if necessary) his/her behavior. All complaints, formal or informal, must be reported to Prime Time.

2. Prime Time's Human Resource contact information is provided below:

Prime Time Palm Beach County, Inc.
Denise Brown, PHR, MSHRM
Director of Human Resources
2300 High Ridge Road, Suite 330
Boynton Beach, Florida 33426

Phone: 561-732-8066 x126
Fax: 561-732-8094
www.primetimepbc.org

IV. INVESTIGATION OF COMPLAINTS

Prime Time shall investigate all complaints that contain enough information to allege prohibited discrimination or harassment. This investigation will include, but shall not be limited to, interviewing the alleged offender and the complainant. Each party shall have an equal opportunity to present relevant witnesses and other evidence. The investigation may include the interview of other persons who may have information relevant to the allegations, preparation of witness statements for all persons interviewed, and review of any relevant documents.

Disclosure of Proprietary Interest Policy



Prime Time Palm Beach County, Inc.'s Training Instructors

All facilitators of Prime Time's Professional Development trainings are full-time staff working for the organization. Prime Time does not currently, but may in the future, employ independent contractors to design or deliver continuing education or trainings.

Prime Time Palm Beach County, Inc. Materials

All products, instruments, devices or materials used in Prime Time's Professional Development trainings are the property of Prime Time Palm Beach County, Inc., therefore there are no product promotions or endorsements during learning events. Prime Time does not sell products or services and therefore there are no royalties or profits gained.

Disclosure of Proprietary Interest

If in the future, any of Prime Time's facilitators have a proprietary interest in products, instruments, devices or materials used in training, these interests must be divulged in writing and proof of this disclosure must be evident in marketing and learning materials for the specific training event. No instructor may receive any share of the royalties or profits from the product promotion or endorsement. Prime Time Palm Beach County does not support, condone, or encourage working with instructors who may have a commercial interest in any products or services mentioned during the course of a training event.

The director of Professional Development is responsible for approving all training content and materials. Should the training reference a specific product, material, instrument, or service, the director of Professional Development is accountable for ensuring that the instructor either has no proprietary interest or makes a full disclosure.

Prime Time Palm Beach County, Inc. reserves the right to dismiss any trainer who fails to make a full disclosure regarding proprietary interest with regards to any aspect of a training event.

In the unlikely event that a trainer does have proprietary interests and is still contracted to conduct a training or workshop, this information will be communicated to prospective participants prior to the start of the program through Prime Time's website and registration forms.

Learner's Record Privacy and Information Security Policy



Learner records are confidential documents accessible to specific staff in the Professional Development Department at Prime Time. Security to maintain confidentiality of records is strictly enforced. In accordance with this, the following policies are established:

- No Prime Time Palm Beach County learner information will be sold or disseminated to any other source.
- A breach in maintenance of record confidentiality by an employee will be grounds for immediate termination of employment.
- Individual records will not be released except with a written request by the learner and not until the learner's identity is confirmed.
- Prime Time maintains a permanent record for learners for a minimum of seven years, for all trainings and courses completed by each learner.
- Support documents for the academic record are scanned and kept in Prime Time's records.
- Learner copies of current transcripts will be available within one business day after successfully submitting a request and the learner's identity has been verified. Any discrepancies noted in the learner record should be reported within two weeks to Prime Time's Registry Coach.

Privacy Policy-Learner Records:

The disclosure of information from student records is governed in large measure by the Federal Family Educational Rights and Privacy Act of 1974, by the State of Florida Education Code, in accordance with all United States of America laws; and by Prime Time Palm Beach County policy and procedures implementing these laws, which protect the learner's right of privacy, provide safeguards for the confidentiality of learner records, and permit learners access to their own records.

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, and Prime Time Palm Beach County policies applying to the disclosure of information from learner records, learners have the following rights:

1. To inspect and review records pertaining to themselves in their capacity as learners;
2. To inspect records maintained by Prime Time Palm Beach County for disclosure of personally identifiable information from their learner records;
3. To seek correction of their learner records through a request to amend the

record.

Retention and Release Policy-Permanent Records

- The official transcript of a learner's academic record is released only upon receipt of a written request from the learner authorizing the release. No other transcript request is honored.
- In order to request a release of their information learners must go to the Registry page on Prime Time's website: www.primetimepbc.org and enter their Registry number, date of birth and password. If this is correct, their transcript will be sent to their preferred email address within the database. If a learner enters the wrong password but correct date of birth and Registry number, the learner can reset their password using their security answer. If the security answer is incorrect, they must contact the Registry Coach to have their identity verified. This will be done through confirmation of additional information (address, phone number, email address, social security number, etc.) Once their identity is confirmed, they will be able to reset their password and request the transcript again.

Record Information Input and Maintenance:

The Registry coach and Professional Development assistant have the responsibilities of inputting information and maintaining learners' records as follows:

The Professional Development Assistant:

- Enters a learner's training registration into Prime Time's database within 48 hours of registration.
- Enters a learner's training attendance into the database within 24 hours of attending the training.
- Confirms learner's successful completion of IACET Continuing Education Unit (CEU) requirements within one week of the training and enters this information into the database.
- Sends a training completion certificate to the learner within seven (7) business days via email after successful completion requirements are verified by the trainer.

The Registry Coach:

- Maintains records by sending out an "Update Form" to learners every six months to ensure learners' records have the most updated information. Learners are informed that any incorrect information must be corrected within two weeks by contacting the Registry Coach. The Registry Coach will either direct learners to complete the update form though the website or adjust the information directly in the database through phone or email after verifying the learner's identity. If the information is to be adjusted directly in the database by the Registry Coach, the learner's identity will be verified through obtaining their Registry number, date of birth and password. If they are unsure of this information, their identity will be verified using additional pieces of information in the registry (security answer, social security number, address, etc.).
- Releases and issues learner records when requested through the Prime Time website or via email or over the phone after the learner's identity has been verified.

Professional Development Intellectual Property Policy



Purpose and Summary

The Professional Development Intellectual Property (“IP”) Policy establishes the basic rights and obligations relating to Intellectual Property used by employees, professional development trainers and other subject matter experts connected to Prime Time Palm Beach County (“Prime Time”). This Policy provides an explanation of some of the key aspects of the Professional Development IP Policy, and also provides additional detail and implementation regarding Intellectual Property usage, permissions, and appropriate citation of materials used in Prime Time trainings.

Permissions to use copyrighted intellectual property should be requested or purchased, and proof of permission granted will be kept on file. All copyrighted materials will be appropriately cited when used in the learning materials.

Scope

This Policy applies to “Covered Individuals,” defined below, which is purposefully a broad term that covers many individuals connected with Prime Time in various ways.

Definitions

Course and Scope of Employment: The Professional Development IP Policy specifically defines when Intellectual Property is used in Prime Time professional development training materials.

Covered Individuals: The following types of employees are Covered Individuals: professional development director, managers, trainers, instructional design specialist, subject matter experts, specialists, research, administrators or other such title; including any other employees of Prime Time or other individuals who agree to be subject to this professional development IP Policy or Prime Time policies generally.

Digital Work: All works of authorship or other forms of creativity produced or converted into digital or electronic form or used to capture, store, retrieve, transform, or present any information in digital or electronic form including, without limitation, software (including source and object code), video or audiotapes, mobile applications, electronic textbooks, interactive textbook supplements, Internet-based and online courses, web pages, multimedia works, and distance learning materials.

Intellectual Property: The Professional Development IP Policy defines intellectual property as all forms of legally recognized intellectual property, including copyrights, patents, and trade secrets, trademarks, together with any associated or supporting technology or know-how. For the purpose of this Policy, “Intellectual Property” also

includes tangible research property such as research tools, prototypes and records used in the course of Prime Time training design.

A. General Statement

Prime Time is dedicated to teaching, research, and dissemination of knowledge for the benefit of the public. Prime Time highly encourages staff members to undertake creative and scholarly works and to develop new and useful materials, devices, processes, and other intellectual property, some of which may have potential commercial value. These activities contribute to the public welfare, provide educational opportunities for out-of-school time staff, contribute to the professional development of the individuals involved, and enhance the reputation of Prime Time.

Intellectual property that is developed by Covered Individuals in the course and scope of their employment, or that makes significant use of Prime Time resources, is presumed to belong to Prime Time. Prime Time's primary purpose is to provide services and support to Covered Individuals related to such Intellectual Property. Consistent with that purpose, this Policy provides for the close participation by Covered Individuals in protecting and enhancing the value of the Intellectual Property, and in sharing in its dissemination and rewards. The professional development department and administration of Prime Time will have the necessary discretion in implementing this policy, consistent with the terms and provisions of the Professional Development IP Policy, for the greatest benefit of the public, and Covered Individuals.

B. Ownership Rules and Exceptions

The Professional Development IP Policy establishes ownership rights of Intellectual Property used by Covered Individuals at Prime Time. This section is intended to explain, confirm, and supplement the professional development IP Policy, but is not intended to (and does not) change it.

1. General Ownership Rule: The Professional Development IP Policy distinguishes between different types of intellectual property. To understand which intellectual property is Prime Time-Owned professional development IP and which is excluded IP, it is important to understand the distinction between an *idea* (e.g., an invention, discovery, procedure, process, system, concept, or method) and the *expression of an idea* (in a paper, publication, or other documentation). On a very basic level, this is the difference between a *patent*, which protects ideas, inventions, and discoveries that meet specific legal criteria, and a *copyright*, which protects particular tangible expressions, such as a publication or a photograph, but does not provide any protection for the ideas embodied in such expression.

a. Excluded IP: Prime Time does not claim ownership of the copyright (i.e., the tangible expression) in "Scholarly Works" created by Covered

Individuals. These terms (Scholarly Works) are specifically defined in the Professional Development IP Policy. Excluded IP includes, without limitation, scholarly publications, textbooks, journal articles, syllabi, course materials and notes, research bulletins, monographs, books, play scripts, theatrical productions, poems, music, movies, art, and instructional materials that are created by a Covered Individual, at his or her own direction and with only incidental use of resources. This means that Covered Individuals who are authors of Scholarly Works may publish, reproduce, distribute, perform, and display their works without prior authorization of or interference by Prime Time. But note that the *ideas* embodied are presumed to be Prime Time-Owned IP, as set forth in the following paragraph.

b. Prime Time-Owned IP: *Prime Time does* claim ownership of, and Covered Individuals assigned to Prime Time, all right, title, and interest to all other intellectual property not specifically excluded under paragraph B.1. that is created in the *course and scope of employment* at Prime Time or with significant *use of Prime Time resources*. In the case of the latter, Prime Time requires all independent contractors who develop intellectual property for Prime Time execute an Independent Contractor Agreement that establishes and/or maintains Prime Time's ownership interest in the intellectual property created or developed by the independent contractor.

c. Non-Prime Time Ownership Rights. Prime Time respects the ownership rights of intellectual property and its use in the learning event. Prime Time will ensure that permissions to use copyrighted intellectual property will be requested or purchased, and proof of permission will be kept on file and retained in accordance with Prime Time's Document Retention and Destruction Policy. Finally, the Professional Development Manager will ensure that all copyrighted materials are appropriately cited when used in the learning materials.

2. Research Projects and Results: All intellectual property that is created by Covered Individuals (including Independent Contractors, where applicable) in the course of performing research projects that are supported partially or fully by Prime Time or any external agency (usually either a private company or a federal agency, in either case referred to as a "sponsor") is Prime Time-Owned IP, regardless of the form or type of Intellectual Property. Prime Time may agree to grant the sponsor certain ownership and/or license rights in such Prime Time-Owned IP. If that is the case, that agreement governs intellectual property ownership. Prime Time works with the principal investigator of such a research project when negotiating these agreements with sponsors. The principal investigator or manager of a research project is responsible for notifying all persons who may create intellectual property regarding the ownership and other terms and conditions relating to such Intellectual Property, as set forth in the applicable

agreement.

- 3. Clinical or Instructional or Research Work:** Intellectual property that is created by Covered Individuals and that relates to their clinical, instructional, or research work is considered Prime Time-Owned IP, except if it constitutes Excluded IP as set forth in Section B.1 above. This includes tangible research property, such as lab notebooks, data, research tools, prototypes, records, and/or written results.
- 4. Departmental Works:** Any intellectual property where the creation was directed or authorized by a Prime Time employee or where Prime Time-administered funds were provided for development is considered Prime Time-Owned IP.
- 5. Trademarks:** Trademarks and logos related specifically to particular Prime Time-Owned IP are handled just like other intellectual property that is Prime Time-Owned IP. Anyone desiring to use Prime Time's name, trademarks, or logos must obtain prior written approval.

C. Disclosure, Publication, Use, Other Terms and Conditions

- 1. Disclosure:** All Covered Individuals who create or direct the creation of any intellectual property that may be considered Prime Time-Owned IP will disclose such intellectual property to Prime Time promptly after creating such intellectual property. It is the responsibility of each Covered Individual who creates or directs the creation of Prime Time-Owned IP to report to Prime Time as soon as possible after creation (but in any event *before* publication), but there are also substantial benefits to reporting early and comprehensively, as set forth below. After disclosure, Prime Time will work with the Covered Individuals to determine whether and to what extent the intellectual property is Prime Time-Owned IP, and will also assist the Covered Individual in determining appropriate next steps with respect to such intellectual property, particularly in terms of publication, registration or other protection, and potential commercialization.
- 2. Use of Prime Time-Owned IP:** A Covered Individual who created Prime Time-Owned IP may use such Prime Time-Owned IP in the normal course of employment with Prime Time, including the right to distribute to students, learners, other instructors, and other personnel, solely for noncommercial teaching purposes. Use of Prime Time-Owned IP for any other reason requires prior written authorization or license from Prime Time.
- 3. Independent Contractor or Instructor Proprietary Interest:** Prime Time shall disclose of any independent contractor or instructor's proprietary interest in products, instruments, devices or materials, including but not limited to in all marketing materials and at the beginning of the learning event.

4. Prime Time's Name: Covered Individuals may not use Prime Time's name or logo in any context without prior authorization, other than to identify his or her employment relationship with Prime Time.

Revision number	Revision Date	Prepared By	Date Prepared
2	09/23/2021	Katherine Gopie/director of professional development	7/10/2018
Effective Date		Reviewed By	Date Reviewed
10/15/2018		John Foley/Prime Time's legal counsel	7/16/2018
		Approved By	Date Approved
		Suzette Harvey/president/CEO	9/12/2018