

**APPENDIX N
SAMPLE EMPLOYEE HANDBOOK**

[YOUR NAME]

EMPLOYEE HANDBOOK

[DATE]

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[Insert Welcoming Letter from Center Director]

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The Employee Handbook describes important information about [Agency Name], Inc. ([Agency name]), and I understand that I should consult the Center Director regarding any questions not answered in the handbook. I have entered into my employment relationship with [Agency name] voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or [Agency name] can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by [Agency name], and the organization reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Executive Director of [Agency name] has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at [Agency name] is employment at will, which may be terminated at the will of either [Agency name] or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by [Agency name] or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN THE EMPLOYEE'S FILE WITHIN HUMAN RESOURCES

INTRODUCTION

Welcome

Welcome to [Agency name]! You are key to [Agency name]'s success. We believe that each person, regardless of economic circumstance, deserves to be treated with dignity and respect at all times. Each employee has the duty to make the process and delivery of services effective, responsive, and respectful of the client's inherent worth. As a vital part of this team, it is important for you to understand our mission, the vision we share, and the principles that drive the [Agency name] philosophy.

Mission

[Insert Your Agency's Mission Statement]

Vision

[Insert Your Agency's Mission Statement]

DIVERSITY

Equal Employment Opportunity Statement

Our human capital is the most valuable asset we have. The collective sum of the individual life experiences, knowledge, and unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture but our reputation and achievement as well. [Agency name] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. [Agency name] complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

[Agency name] expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of [Agency name] employees to perform their expected job duties will not be tolerated.

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Anti-Harassment Policy and Complaint Procedure

[Agency name] is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, [Agency name] expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

[Agency name] encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of [Agency name] to promptly and thoroughly investigate such reports. [Agency name] prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary 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, verbal, or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on organization time, or using organization equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to [Agency name] (e.g., an outside vendor, consultant, parent, or family member).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Center Director.

When possible, [Agency name] encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. [Agency name] recognizes, however, that an individual may prefer to pursue the matter through the complaint process.

[Agency name] encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to the Center Director.

False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA) and Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of [Agency name] to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

[Agency name] will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to [Agency name]. Contact the Human Resources Department with any questions or requests for accommodation.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

[Agency name] has established the following categories for both non-exempt and exempt employees:

- Regular, Full-Time: Employees who are not in a substitute status and who are regularly scheduled to work a minimum average of [number] hours per week over the pay period.
- Regular, Part-Time: Employees who are not in a substitute status and who are regularly scheduled to work an average number of hours that is between [number] hours per week, per pay period.
- Substitutes are Categorized in the Following Levels: A substitute teacher is someone who teaches/assists with a classroom when the regular teacher is unavailable; e.g. because of illness, personal leave or other reasons.

Background and Reference Checks

To ensure that individuals who join [Agency name] are well qualified and to ensure that [Agency name] maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are contingent on receipt of a background check report that is acceptable to [Agency name]. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead [Agency name] to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks must include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

[Agency name] also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Additional Requirements

The Center Director is hired by the Board of Directors and the Center Director hires other staff.

Internal Transfers/Promotions

[Agency name] offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the organization's best interest.

Nepotism, Employment of Relatives, and Personal Relationships

[Agency name] wants to ensure that organization practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives.

Internships

[Agency name] supports the development and growth of students in education and related fields by offering internships to employees and non-employee students. It is the expectation that most students are affiliated with an accredited educational institution with a focus on early childhood education or related area of study. Exceptions apply to summer interns who may be utilized on mission-critical operational or administrative projects for the organization.

Employee Internship

[Agency name] employees engaged in approved graduate or undergraduate educational programs may be required to take a leave of absence to complete the approved internship. Supervisor and School Director will discuss the current status and potential future placement with the employee prior to the leave. Employees are not paid during this time unless they opt to use the remainder of their PTO. The option of benefit continuation may be offered but is contingent on the status and potential future placement of the employee.

Non-Employee Internships

External interest in a [Agency name] internship can come from many sources (local community and/or state colleges). Non-employee interns are required to have completed necessary health and background investigations to work in the facility. Please consult your Center Director for more specific guidance on volunteer requirements.

New Employee Orientation

On an employee's first day of hire, they will experience onboarding, which is the process of acclimating and welcoming new employees to [Agency name] and providing them with the tools, resources, and knowledge to become successful and productive; such as a general overview of the employee handbook and available employee benefit options.

[Agency name] provides orientation for all new employees. The multi-day orientation program for new employees consists of presentations conducted by [Agency name] representatives. The presentations may include, but are not limited to:

- Orientation to [Agency name] core features.
- Sexual harassment and discrimination.
- Safe lifting, ergonomics, slip, and trip and fall.
- Introductions to the curriculum and instructional strategies.
- Regulations overview.
- Family engagement overview.
- Trainings on various early childhood topics.
- Mental health and child abuse reporting.
- Reflective supervision.
- Health and safety.
- Mentor classroom observations.

In addition, the Center Director will provide an individual job orientation discussing your work area and your job duties and will also introduce you to your fellow employees. You must provide the Center Director with documentation that verifies your first aid certification, CPR, and food handlers training. If you do not already have these certifications, you will be required to obtain them in a timely manner.

Six Month Performance Appraisal Period

Upon initial commencement of employment, all administrative, professional, and support staff shall enter a six-month performance appraisal period of employment with [Agency name]. The purpose of the performance appraisal period is to allow supervisory personnel to monitor the work of the new employee during the first six months of employment. During the first six months, the new employee's supervisor, or the designee, shall observe and evaluate the employee and complete a written evaluation.

Employee Files

A confidential employee file will be maintained for each employee. Access to employee personnel files is limited to the employee and Center Director.

Employee records are maintained by Center Director. Upon request, an employee may review his/her employee file. Information other than verification of employment, dates of employment and rehire status is not considered public information and will not be released without the employee's written consent.

Employees are expected to update personal information with the Center Director.

References

All requests for employment references must be directed to the Center Director. [Agency name]'s policy on references for separated employees is to disclose only the dates of employment and title of the last position held and rehire status.

Progressive Discipline

[Agency name] is committed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job-training, periodic performance evaluations, and a positive approach towards employee discipline by supervisors.

Disciplinary action is considered a dimension of performance evaluation and employee development. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in reasonable ways that jointly support the concept of positive discipline and minimize the interruption of program services.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description.

Outlined below are the steps of our progressive discipline policy and procedure. [Agency name] reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Factors to be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

The following outlines [Agency name]'s progressive discipline process:

- Verbal Warning: A supervisor verbally counsels an employee about an issue of concern, and a written record via e-mail of the discussion is retained in the supervisor drop file for future reference.
- Performance Improvement Plan: A performance improvement plan (PIP) is used to correct a performance discrepancy. It helps to measure and monitor the behavior of an employee in an effort to improve his/her performance. Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be placed on a (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the PIP may be closed or, if established goals are not met, an extension of the PIP or dismissal may occur. The PIP will be placed in the employee's file in Human Resources.
- Written Warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning and a PIP have not helped change unacceptable behavior. Written warnings are placed in the employee's file in Human Resources. Employees should recognize the important nature of the written warning.

[Agency name] reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

Administrative Leave of Absence and Suspensions

Administrative leave usually precedes an objective investigation and typically is paid. Disciplinary suspensions usually result from confirmed violations and typically are unpaid.

Administrative Leave of Absence

When a situation arises that requires an investigation, employees may be placed on paid administrative leave pending the outcome of the investigation.

Disciplinary Suspensions:

Violations of organizational policies and/or of federal, state, and local laws/regulations can result in a disciplinary suspension.

Hourly/non-exempt employees placed on disciplinary suspensions may be suspended with pay pending the outcome of the investigation or may be asked to do other duties away from children.

For salaried/exempt status employees, disciplinary suspensions may occur, but salary/exempt status is not affected.

Insubordination

Insubordination occurs when an employee demonstrates an unwillingness to submit to authority by refusing a reasonable request/order from a supervisor or manager. An employee may be disciplined for insubordination if he/she fails to follow requests/orders when the following three elements exist:

- The employee understood the instructions.
- The order/request was in line with the employee's duties.
- There was no acceptable reason for the employee to refuse the order/request.

If these conditions are met, employees are expected to comply first and discuss their objections later.

Grievance Procedure

[Agency name] is committed to treating all employees in a fair and equitable manner in accordance with policies and procedures. Employees who feel this commitment may have fallen short can utilize the formal grievance procedure.

Employees and their managers should make every effort to resolve disputes through informal discussion. If this process fails, [Agency name]'s grievance procedures may be initiated. The grievant may bring a representative of his/her choosing to any meetings or discussions held at any step of the grievance procedure.

A grievance is defined as any difference, complaint, or dispute between [Agency name] and an employee regarding circumstances or conditions of employment. The steps of [Agency name]'s grievance procedure are as follow:

- The employee shall attempt to resolve the grievance through informal discussions with the Center Director. The employee shall raise the grievance orally with his/her Director within seven working days of the date the grievant became aware of the occurrence giving rise to the grievance. The immediate manager shall give an oral answer within seven working days of being presented with the grievance.
- If the grievance is not resolved during Step 1, the grievant has seven days from the date an answer was received or was due, whichever is earlier, to prepare a written statement of the grievance. The written statement shall be signed by the Center Director acknowledging that the grievance was discussed and shall be presented to the Board of Directors' President. The Board President will discuss the grievance with the grievant. The President of the Board has the option to convene the Executive Committee of the Board of Directors to serve as an ad-hoc Grievance Committee. The Board President/ad-hoc Grievance Committee will respond in writing within seven working days after such discussion. The response shall be signed and dated by the grievant, the Center Director, and the Board President.

The decision by the Board President/Grievance Committee shall be absolutely final in all cases.

Separation of Employment

Separation of employment from [Agency name] can occur for several different reasons.

- Resignation: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are required to provide two weeks' notice in writing to facilitate a smooth transition out of the organization. PTO cannot be used and holidays will not be paid during the two-week notice period. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. Employees in management level positions must give a 30-day notice when resigning and cannot attend outside training events during the period of resignation.
- Retirement: Employees who wish to retire are required to notify their School Director and the Human Resources Department in writing at least one month before the planned retirement date.
- Job Abandonment: Employees who fail to report to work or contact their supervisor for two consecutive workdays may be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. Employees who are separated due to job abandonment or no call/no show are ineligible to receive accrued PTO benefits.
- Termination: Employees of [Agency name] are employed on an at-will basis, and [Agency name] retains the right to terminate an employee at any time.

Termination is considered separation of employment initiated by [Agency name] and may occur when positive steps have been used, but performance has not changed or when an employee has committed a major offense. A major offense includes, but is not limited to willful misconduct, failure to satisfactorily meet job requirements, posing a threat to [Agency name] operations or the safety and well-being of the

individual or other employees, violations of policy or procedure as described herein or elsewhere, insubordination, dishonesty, indiscreet use or disclosure of confidential information, conviction of a felony, registration on the sexual offenders' list, or any other act or behavior deemed by management to be detrimental to the reputation or operation of the organization.

The Center Director will conduct an exit interview with each individual leaving the program. An exit interview helps [Agency name] understand the reason(s) for the departure and gain honest feedback of the person's experience working for [Agency name] in general. This feedback is very important to [Agency name], as it will assist us in improving our organization culture and working environment. The exit interview will be completed on or before the employee's last day of work.

Accrued PTO will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice.

Medical, dental, and vision insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation Act (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the elected benefit premiums through the end of the month.

Return of Organizational Property

The separating employee must return all organizational property at the time of separation, including cell phones, keys, name tag, computer, identification cards, and organizational resource manuals, if applicable.

Rehire

All former full-time and part-time employees who left [Agency name] in good standing may be considered for reemployment. The regular application process including a drug test and an updated background check will need to be completed. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any other benefits.

Retaliation

Any employee who feels that he or she is a victim of retaliation by any supervisor, management official, other employee, parent, family member, vendor, or any other person in connection with his or her employment should immediately bring the complaint to the attention of the Center Director.

All complaints will be promptly investigated with as much confidentiality as possible. If [Agency name] determines that retaliation has occurred, appropriate corrective action up to and including termination will be taken.

[Agency name] will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers. [Agency name] has zero tolerance for retaliation against any employee reporting complaints or concerns in good faith.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Upon separation of employment, an employee and any covered dependents may purchase continued coverage under the group medical, dental, and vision plans. [Agency name], through the Consolidated Omnibus Budget Reconciliation Act (COBRA), will offer employees and their dependents coverage identical to coverage while employed. Up to 18 months of coverage will be offered to an employee, spouse, and dependent children.

Following separation of employment, an employee has up to 60 days from the date the election notice was provided to give written notification of acceptance of coverage under COBRA. COBRA premiums are fully paid by the employee up to 105 percent.

WORKPLACE SAFETY

Drug-Free Workplace

[Agency name] has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment, facilities, and classrooms. For these reasons, [Agency name] is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about these consequences and sources of help for drug/alcohol problems is available from the Center Director.

[Agency name] will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, take a leave of absence, and/or be referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and employees must promptly disclose any work restrictions to their supervisor. Employees are not required to disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working on [Agency name] premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing [Agency name] business or while in a [Agency name] facility is prohibited.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- [Agency name] will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Required Testing

[Agency name] retains the right to require the following tests:

- Pre-Employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable Suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment.

- Post-Accident: Employees may be subject to testing when they cause or contribute to accidents that seriously damage [Agency name] machinery, equipment, or property, and/or result in an injury to themselves or another employee requiring off-site medical attention. Post-accident testing will be performed when there is reasonable suspicion that drug use was a contributing factor to the accident.
- Follow-Up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Inspections

[Agency name] reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

Law enforcement personnel shall be notified, as appropriate, when criminal drug activity is suspected.

Participation in a drug abuse program will not affect future employment nor will participation protect the employee from disciplinary action for continued substandard job performance or rule infractions.

Employees must, report to the Center Director any conviction under criminal drug statute for violations occurring on or off [Agency name] premises within five days after the conviction.

Tobacco-Free Workplace

It is the policy of [Agency name] to prohibit the consumption of tobacco products on all organizational premises in order to provide and maintain a safe and healthy work environment for all employees. This policy extends to electronic or vapor cigarettes.

The tobacco-free workplace policy applies to:

- All indoor and outdoor areas of [Agency name] premises.
- All [Agency name] sponsored off-site conferences and meetings.
- All visitors (children, parents, and vendors) to [Agency name] premises.
- All contractors and consultants and/or their employees working on [Agency name] premises.
- All employees, substitute teachers, and student interns.

Employees who violate the tobacco-free workplace policy will be subject to disciplinary action up to and including immediate termination.

Workplace Bullying

[Agency name] defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates [Agency name] values and standards of conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that [Agency name] will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination. [Agency name] considers the following types of behavior examples of bullying:

- Verbal Bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the target of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture Bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, children, and parents must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

[Agency name] will not tolerate conduct that threatens, intimidates, or coerces another employee, child, and/or parent. [Agency name] resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. [Agency name] treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to the Center Director. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Center Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. [Agency name] will not retaliate against employees making good-faith reports. [Agency name] is committed to supporting victims of intimate partner violence by providing referrals to community resources.

[Agency name] will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent possible. [Agency name] will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Safety

[Agency name] requires that every person in the organization assumes the responsibility of individual and organizational safety. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use with a client.

Each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an accident and incident report for each safety and health infraction that occurs by an employee or that the employee witnesses.

Incllement Weather

The Center Director will determine if personal safety is threatened by bad road/weather conditions. The Director will make a decision as to whether [Agency name] will open on time, open at a later time, or be closed for the day.

After the decision is made to either open on time, delay opening, or close offices, announcements will be called in to local television stations by 6:30 a.m. If [Agency name] closes due to inclement weather, employees who had previously scheduled the day as PTO will not be charged against their accrued PTO hours.

If [Agency name] does open, employees will be expected to report for duty or take a day of paid time off (PTO).

WORKPLACE EXPECTATIONS

Confidentiality

Our families and other parties with whom we provide educational services entrust [Agency name] with important information. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without an organizational "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All employees are bound by the confidentiality policy with or without written or oral acknowledgement. Unauthorized disclosure of confidential information will be grounds for disciplinary action including termination of employment.

All inquiries from the media must be referred to [Center Director].

Standards of Conduct

[Agency name], like most organizations, has certain important principles that govern the working environment and clarify [Agency name]'s expectations of all employees. We consider violations of these principles to be a breach of good faith, which is detrimental to the organization, children, staff, families, and program. Violation of these standards of conduct will subject an employee to [Agency name]'s progressive discipline policy. The severity of the offense will be the major factor in determining the appropriate corrective action.

Generally, employees should strive to conduct themselves in a manner that reflects use of sound judgment, common sense, integrity, and reasonable responsibility that protects [Agency name]'s image and reputation.

These standards of conduct are not for the purpose of restricting the rights of employees, but to guide employees. The standards of conduct are examples of prohibited conduct and are not all inclusive of prohibited or unacceptable behavior. For conduct and situations not listed, an employee should use sound judgment, common sense, and generally acceptable conduct consistent with our mission to support children and families.

The following are examples of prohibited behavior:

- Disruptive Conduct:
 - Gambling on [Agency name] property.
 - Possession or use of firearms, explosives, or objects to be used as weapons on [Agency name] property or threatening to use a firearm or any other instrument as a weapon on [Agency name] property.
 - The possession, disbursement, or consumption of alcohol, drugs (except prescription drugs or non-prescription medications that do not adversely affect job performance or constitute a direct threat to the safety of others), or any controlled substance as defined by federal, state, or local law; or being under the influence of a controlled substance, while on [Agency name] property during work hours.
 - Engaging in sexual activity at any time while on [Agency name] property.
 - Discrimination of any nature including, but not limited to, race, religion, creed, color, national origin, ancestry, disabilities, medical condition, marital status, gender, or age.
 - Threatening, attempting to, or committing acts that may result in injury to self or others.
 - Dishonesty, misrepresentation of facts, misrepresentation of facts in obtaining employment, employee benefits, advancement privileges, and falsification of any documents/organization records including internal, external, and verbal communications.
 - Obtaining financial personal advantage for yourself, friends, or family by the nature of your professional association within the organization.
 - Engaging in conduct or behavior that is disruptive to the normal operations of [Agency name] in any way or is thoughtlessly or intentionally offensive to other employees.
 - Any form of physical, psychological, verbal, racial, or sexual harassment.
 - Using threatening, abusive, profane, obscene, offensive language or actions, or performing any act designed to intimidate or coerce.
 - Interfering with or sabotaging another employee's ability to do their job by withholding pertinent information.
 - The unauthorized possession, removal, and/or use of the property belonging to [Agency name], fellow employees, vendors, or others entrusted to the organization.
 - Abusing, damaging, or sabotaging property belonging to [Agency name], fellow employees, or property entrusted to the organization but belonging to others.
 - Originating or spreading malicious gossip/statements concerning any employee, client, the organization, and its services, whether thoughtless or deliberate.
- Job Performance:
 - Failure to perform a work assignment.
 - Failure to carry out a legitimate work request.
 - Neglect of job duties.
 - Sleeping on the job.
 - Performing personal work/business on [Agency name] time with [Agency name] equipment, supplies, or material without management authorization.
 - Selling or bringing articles onto [Agency name] property for sale without authorization from management.
 - Leaving classroom out of ratio.
- [Agency name] Reputation/Welfare:
 - Discourteous behavior.
 - Engaging in any activity or practice that conflicts with the interest of [Agency name] and its families.
 - Conduct that is detrimental to the welfare or reputation of [Agency name] and/or its employees.
 - Conviction of a federal, state, or local law violation.
 - Disclosing any organization information other than that which has been made routinely available to the public.
 - Failure to abide by the stated standards of dress.
- Attendance:
 - Excessive absence from work.
 - Non-return to work after going to lunch, breaks, home visits, field trips, training, etc.
 - Failure to report to work regularly, on time, and in a manner prescribed by the organization.
 - Unauthorized absences from the work area that compromise the performance of one's job duties.

- Failure to personally advise the immediate supervisor of the inability to report to work.
- Failure to report to work after the expiration date of vacation, after release by a physician following any disability, or after expiration of personal leave of absence, or for any other unauthorized absence.
- Failure to report to work for two consecutive days without calling (job abandonment)
- General Considerations:
 - Staff, consultants, and volunteers will respect and promote the unique identity of each child and family, and refrain from any stereotyping on the basis of age, gender, race, ethnicity, culture, religion, or disability.
 - Staff, consultants, and volunteers will follow program confidentiality policies concerning information about children, families and other staff members.
 - No child will be left alone or unsupervised while under the care of staff, consultants and volunteers.
 - Staff, consultants and volunteers will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, staff, consultants, and volunteers will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Reporting Misconduct / Dishonesty Employee Responsibilities

It is the responsibility of every employee, supervisor, manager, and executive to immediately report suspected misconduct or dishonesty to their supervisor. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of [Agency name] may conflict with the employee's own personal interests. [Agency name] property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while employed with [Agency name].
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor.
- Accepting gifts, discounts, favors, or services from a customer/potential customer, competitor, or supplier, unless equally available to all [Agency name] employees.

Employees with a conflict-of-interest question should seek advice from Center Director.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, or compromise [Agency name] interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for parents on nonworking time that are normally performed by [Agency name]. This prohibition also extends to the unauthorized use of any [Agency name] tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If [Agency name] determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Attendance and Punctuality

Employees are expected to make every reasonable effort to report to work as scheduled and maintain a satisfactory record of attendance. [Agency name] recognizes that on occasion, employees may not be able to come to work, need additional time before they arrive, or need to leave work prior to the end of their scheduled shift.

[Agency name] expects employees to arrive at work on time and be prepared to work by their scheduled start time. An employee is considered tardy if he/she reports for work any time after their scheduled start time as documented through the [payroll] system.

If the need for time off is planned, employees must provide a minimum of three business days' notice. If employees cannot report to work as scheduled, they must notify the Center Director by telephone of their inability to report to work as soon as possible but no later than one hour prior to their scheduled work time. If employees are unsuccessful at reaching the Center Director, they must leave a telephone voicemail for them

If an employee is absent from work without notification (i.e., no call/no show), the Center Director will attempt to make contact with the employee and the persons listed on the emergency contact form or leave a telephone message asking for a return call to provide an explanation for the unplanned absence. If the call is not returned within two business days or 48 hours of the employees' scheduled start time, [Agency name] will consider that employee to have voluntarily resigned his/her position.

Absences, late arrivals, and early departures are closely monitored for frequency, duration, and patterns.

Attire and Grooming

A professional appearance is essential to a favorable impression with students and their families, fellow educators, student interns, volunteers, and other important visitors. Good grooming and appropriate dress reflect employee pride. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through or strapless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy. Shoes and sandals without a back strap (heel exposed) and flip-flops are not allowed for classroom staff.

Classroom staff must wear their [Agency name] shirt with slacks, except on Fridays when they may wear jeans with their [Agency name] shirt.

Employees may be required to cover any tattoo(s) as determined by management.

Employees who do not meet a professional standard will be counseled and/or sent home to change clothes and non-exempt employees will not be paid for that time off.

Outside Food

Outside food or drinks are not allowed in the classrooms and should not be consumed in areas where children or families may be present. Water in a clear bottle or cup is allowed. Staff refrigerators are provided at each school for personal food and drinks. These may be consumed in the designated area on a break.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, organization-provided cell phones, and e-mail in an appropriate, ethical, and professional manner:

- Internet, organization-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon [Agency name] or be contrary to [Agency name]'s best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and [Agency name]-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to the performance of [Agency name] duties.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact your manager with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the organization.

Right to Monitor

[Agency name] routinely monitors use of supplied technology. Inappropriate use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media

Social media includes all forms for public, web-based communication and expression that bring people together by making it easy to publish content to many audiences. Examples of social media applications include, but are not limited to, LinkedIn, Facebook, Instagram, YouTube, Twitter, Yelp, Flickr, Yahoo Groups, and WordPress.

As an employee of [Agency name], be aware that you are responsible for the content you post and that information remains in cyberspace forever. Always be fair and courteous to fellow colleagues, or people who work on behalf of [Agency name]. Offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

[Agency name] may monitor content out on the Internet. The use of social media to post or display comments about coworkers, supervisors, or [Agency name] as an organization that are considered vulgar, obscene, threatening, intimidating, harassing, or a violation of [Agency name]'s workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic will not be tolerated.

Media and Public Relations

Only the Center Director can represent [Agency name] in the media. All employees shall defer requests for public comment to the Center Director or designated employees whenever feasible. When making public statements or expressing personal opinions in any matter which may involve the policies of [Agency name], employees shall exercise due regard for the official policies of [Agency name], including the following:

- To the extent that an employee publicly expresses personal opinions which are in conflict with the policies of [Agency name], the employee shall specifically preface such statement or opinion with a disclaimer to inform that the statement or opinion is personal and not made as an employee of [Agency name] and does not reflect the policies of [Agency name].
- Employees may not lobby on behalf of [Agency name] unless directed by the Executive Director. [Agency name] e-mail and cell phones must not be used for lobbying purposes. If employees do lobby without such authorization, they must make it clear that they are not acting on behalf of [Agency name]. No federal dollars awarded to the organization shall be used to support lobbying.

Solicitations, Distributions, and Posting of Materials

[Agency name] generally prohibits the solicitation, distribution, and posting of materials on or at organizational property by any employee or nonemployee, except as may be permitted by this policy. The organization supports charitable and community activities supported by [Agency name] management and [Agency name]-sponsored programs related to the organization's services and community involvement. Exceptions to this policy must be approved by the Center Director.

Mobile Phone Use

Employees are not allowed to use mobile phones for calling, texting, Internet usage, or social networking sites during the work day. Classroom employees are expected to power off personal mobile phones while on duty in the classroom/playground. Failure to comply with this policy will result in disciplinary action up to and including termination.

Gifts from Suppliers

In accordance with federal guidelines, employees engaged in the award and administration of contracts or other financial awards will not solicit or accept personal gratuities, favors, or anything of significant monetary value (above \$25.00) from contractors or potential contractors.

Acceptance of a gratuity is prohibited. Kickbacks and favors are a violation of policy and law and are expressly prohibited and subject to disciplinary action up to and including termination of employment.

COMPENSATION

Performance Evaluation and Compensation Adjustments

Annual performance appraisals are intended to assist in the performance of the job, establish goals for achievement, provide a progressive record of performance, and assist in consideration for possible promotion, transfer, corrective action, or termination. Employees will receive a performance review on the established time each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement, and job goals for the next review period have been clearly identified and communicated.

Payment of Wages

[Agency name] strives for equitable wages within the organization as well as within the market area. Starting wages will reflect the individual's experience and education and how closely it relates to the job. Thereafter, an employee's performance will be reviewed on an annual basis and compensation changes will be considered at that time, if the budget allows.

Compensation for teaching staff will follow the "Step Pay Scale" developed by [Agency name]. There are 26 pay periods in a 12-month work schedule. Paydays are the Friday following the end of the pay period.

[Agency name] strongly encourages employees to utilize direct deposit to assist in controlling organization expenses. It is the organization's policy that employee paper paychecks will only be given personally to that employee or mailed to his/her home address.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Accounting Department.

Non-Exempt and Exempt Status

Hourly/non-exempt employees are those who perform other than executive, administrative, or professional work as defined by the Federal Fair Labor Standards Act. Hourly employees must obtain prior approval from management to work any hours in excess of 40 in a work week. Failure to obtain prior approval may result in disciplinary action. Any hours worked over 40 will be considered overtime. Overtime payment reflects those hours worked by hourly employees in excess of 40 hours in a work week and will be paid at one and a half times the employee's regular hourly pay rate. Holiday and PTO hours not actually worked will not be counted towards a 40-hour work week.

Salaried/exempt employees are those who perform a majority of work that is executive, administrative, or professional in nature requiring regular exercise of discretion and independent judgment. Exempt employees are not eligible for overtime pay. Exempt employees are expected to work their scheduled hours and any additional hours necessary to fulfill the obligations of their job.

Time Reporting

Employees will log their time daily as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked through the payroll system. It is the employee's responsibility to record actual start and stop times each day, including meal breaks and other time away from work. Online time sheets must reflect actual hours worked and any time off, either paid or unpaid. All absences (PTO time) from work schedules should be appropriately recorded.

Payroll Advances

Although it is recognized that employees may experience emergencies from time to time of a financial nature, [Agency name] is not in a position to provide payroll advances.

Employee Travel and Reimbursement

[Agency name] will reimburse employees for reasonable travel expenses incurred while on assignments from the normal work location. Management must approve all business travel 30 days in advance. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing the business travel objectives will be reimbursed per the expense report guidelines. When travel is complete, employees are required to submit a completed employee expense report within seven days. Receipts for all expenses must accompany the report.

Requests for training outside of the program must be submitted to the Center Director. Payment of full or partial expenses is at the discretion of the Executive Director.

TIME AWAY FROM WORK

Holiday Pay

[Agency name] typically recognizes the following paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- [Other]

Should a holiday fall on a weekend, the holiday will be observed on the work day officially observed as a federal holiday. In order to be eligible for holiday pay, an employee must work the scheduled workday before and after the holiday or be on supervisor approved PTO. Authorized holidays falling within an employee's pre-approved PTO period will not be counted as PTO time.

Holiday Pay for Regular Part-Time Employees

Floating and calendar holiday hours for regular part-time employees are prorated based on the number of hours authorized for the part-time position.

Authorized Hours per Week	Hours Earned per Holiday
10	2.00
15	3.00
20	4.00
25	5.00
30	6.00
35	7.00

Floating Holiday

On January 1st of each year, a floating non-calendar holiday is accrued to provide time away from work for any reason an employee may chose. Time off for the floating holiday must be requested three days in advance and approved by management prior to the time off.

At the end of the calendar year, an employee may elect to carry-over their accrued floating holiday hours up to 16 hours.

Paid Time Off (PTO)

Overview

As a component of [Agency name]'s total compensation and benefit package, this policy provides covered employees with a structured benefit plan for the receipt of pay during certain periods of personal time away from work. PTO is a combined bank of time used for vacation, personal time, and illness.

Eligibility

PTO is accrued upon hire for regular full-time and regular part-time employees who are scheduled to work at least 10 hours per week on a regular basis.

Accrual of Paid Leave Benefits During Paid Leave

All employees who are actively at work or on paid leave using PTO will continue to accrue paid leave benefits provided by [Agency name]. No PTO is earned while on unpaid leave of absence. When an employee is out on leave that is protected by the Family and Medical Leave Act (FMLA), that employee will continue accruing paid leave as long as the employee is using PTO.

Regular full-time employees that work a minimum of 35 hours per week on a regular basis accrue PTO at the following rate:

Tenure (Years)	Hours Accrued per Pay Period	Days Accrued per Year
1 – 2	5.54	18
3 – 4	6.31	20.5
5 – 9	7.08	23
10 – 14	8.62	28
15 +	10.16	33

Regular part-time employees work less than 35 hours per week and accrue PTO based on the number of hours approved and budgeted for the position they occupy. PTO accruals for regular part-time employees are as follows:

Authorized Hours Per Pay Period	Hours Accrued Per Pay Period	Days Accrued Per Year
1-29	1.39	4.50
30-39	2.08	6.75
40-49	2.77	9.00
50-59	3.46	11.25
60-67	4.16	13.50
68	4.85	15.75

PTO Request

Employees are encouraged to plan and budget use of available PTO hours to ensure paid time off is available for planned days away from work, unexpected illness or injury, and emergency situations. PTO requests are made through the payroll system and approval is subject to manager discretion, school-specific staffing needs, and organizational needs. PTO may not be used for missed time because an employee reports late to work, except during extreme inclement weather. PTO is paid at the employee's regular rate. PTO is not part of the overtime calculation.

When an employee has been off work more than three days due to an illness, a release with no restrictions will be required from a physician in order for an employee to return to work. Eligible employees will be required to utilize FMLA.

Employees are required to request PTO no less than three business days in advance. Only accrued and available PTO hours can be approved by the Center Director. PTO hours may be utilized for short-term disability. In most cases, employees are required to use PTO before any request for unpaid leave of absence will be considered by management. When an employee takes off work for an entire day, eight hours of PTO must be used.

PTO Carryover Options

Carryover: Employees are allowed to carry over a maximum of 30 days or 240 hours of PTO per calendar year. Any PTO time remaining beyond the 240 hours on January 1 of each year will be forfeited.

Payment of Unused Accruals Upon Separation from the Agency

Employees who provide a two week notice of resignation and fulfill the entire notice will be paid for all accrued PTO on their last paycheck. If the last day of employment occurs on any date that is not the end of a pay period, the employee will be paid a prorated amount for their accrued PTO. Employees must work the entire time designated in the letter of resignation, at the convenience of [Agency name], without utilizing PTO.

It is at the discretion of the Center Director to approve payment of unused PTO time for employees who resign without the required two-week letter of resignation and employees who are separated involuntarily for not satisfying [Agency name]'s Standards of Conduct.

Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Three days of paid bereavement leave is granted for death of the following family members: employee's spouse, domestic partner, child, step child, son or daughter-in-law, parent, step parent, father or mother-in-law, siblings, grandparents, and grandchildren.

Bereavement leave must be identified on the employee's payroll timesheet.

Family and Medical Leave (FMLA)

This policy applies to all agencies employing 50 or more employees. The function of this policy is to provide employees with a general description of their FMLA rights.

General Provisions

Under this policy, [Agency name] will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the organization for 12 months or 52 weeks.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for newborn child within one year of birth.
- The placement of a child for adoption or foster care and to care for a newly placed child within one year of placement.
- To care for an employee's spouse, domestic partner, child, or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee that results in:
 - A serious health condition that makes the employee unable to perform the functions of the employee's position.
 - A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility.

- Chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

Amount of Leave

An eligible employee may take up to 12 weeks under this policy during any 12-month period. An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period.

Employee Status and Benefits During Leave

While an employee is on FMLA leave, the organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Employees must meet with the payroll/benefits specialist prior to going on leave to make arrangement for the employee to pay their portion of the benefit premiums.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. If an employee does not return after 12 weeks of FMLA leave, coverage for health and other group benefits under [Agency name]'s plans will cease. COBRA continuance for health plans will then be offered.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks or use the leave intermittently (take a day periodically when needed) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks based on actual schedule of worked hours per week, (or 26 workweeks to care for an injured or ill service member) over a 12-month period.

Certification for Family Medical Leave

[Agency name] will require certification for the employee's serious health condition, the family member's serious health condition, or the qualifying exigency for military family leave.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Center Director with written notice of the need for the leave when possible and practical. If not possible or practical, oral notice may be given. FMLA leave must be requested as soon as possible, with 30-day notice preferred.

Intent to Return to Work from FMLA Leave

[Agency name] may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Personal Leave of Absence

Employees who require time off in addition to PTO may request a personal leave of absence without pay for up to a maximum of 30 days. Employees must first use accrued PTO before requesting a personal leave of absence. Request should be submitted at least 30 days before leave is to commence.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment.

Considering the needs of the program and the circumstances of the request, a personal leave of absence may be granted if the employee provides a date that he/she intends to return to work, within the approved time of 30 business days. While the employee's job position is held open during this period, there is no guarantee that he/she will be assigned to the same work location upon their return. The leave must be approved by the Center Director.

During an unpaid leave of absence, employees are required to continue paying their portion of benefit premiums and no PTO hours will be accrued during the leave.

Jury Duty

If you are summoned for jury or election duty, please see your supervisor immediately to notify her of your need for time off. If you are released from jury duty during the first four hours of your normal working day, you must report promptly for and work the remainder of your workday. Any reimbursement received for jury and election duty must be turned over to [Agency name] if you performed such duty during work hours.

Military Leave of Absence

[Agency name] will comply with all applicable federal and state laws affording job protection rights to those serving with the military, National Guard, and Reserves. Written notification of a military obligation requiring leave of absence must be provided to your supervisor as soon as possible. The employee will be paid the differential between their regular salary and the daily amount of Armed Services pay while they are on leave. The employee's job position will be held open while they are on active duty or reserve military training.

Lactation/Breastfeeding

Any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. [Agency name] will have a private room available for this purpose. The refrigerator in the staff lounge is available for the storage of breast milk.

BENEFITS

Regular full-time employees are eligible for a number of benefit plans including, but not limited to: **[Medical, Dental, and Vision Insurance, Group Life Insurance, Short-Term Disability, Long-Term Disability, 403(b) Thrift Plan (with matching contribution), Flexible Spending Accounts, and an Employee Assistance Program]**. Eligibility for some of these benefits varies from immediately upon employment to beginning on the first day of the month following sixty (60) days of employment.

Regular, part-time employees are eligible for a prorated paid time off (PTO) accrual, paid holidays, and inclement weather days. Eligibility of regular part-time employees and substitutes for medical, dental, and vision insurance will be determined in accordance with the Affordable Care Act (ACA).

Medical, Dental, and Vision Insurance

[Agency name] has established a Section 125 plan allowing employees to pay certain benefits with pre-tax deductions. This allows employees to pay for medical, dental, and vision coverage BEFORE income taxes are withheld.

Medical, dental, and vision insurance coverage begin the first day of the month following the first 60 days of employment.

New employees have up to 30 days after their benefit eligibility period begins to make initial medical, dental, and vision plan elections. These elections may only be changed during annual open enrollment or as a result of a “qualifying event.” “Qualifying events” may consist of the following: birth of a child, marriage or divorce, loss of spouse’s job, significant increase in premiums, adoption of child, or death of spouse or child.

Group Life Insurance

[Agency name] provides regular full-time employees immediate employer-paid basic group term life insurance along with an accidental death and dismemberment policy. The basic life insurance policy generally pays a benefit in the event of a death up to \$50,000 (benefit limitations may apply as a result of age).

Life and accidental death and dismemberment coverage under **[Agency name]**’s plan is in effect only while employed with **[Agency name]**. Coverage is effective on the first day of the month following 60 days of employment.

Short-Term Disability Benefits

[Agency name]’s optional Short-Term Disability plan is a benefit to help provide you with a monthly income when you are unable to work as a result of illness, injury, or disability not related to work, after an absence of more than 14 consecutive calendar days. Benefits begin on the 15th day of disability and continue for related absences up to a maximum of 90 days per disability. Employees can protect up to 60 percent of their income up to \$3,000 per month.

Employees will not be able to return to work without submitting to payroll/benefits specialist a note from a physician or licensed health care professional authorizing the employee’s return. Any time spent on short-term disability counts as part of the employee’s FMLA leave if employee is eligible for FMLA. Regular full-time employees may be eligible for enrollment in short-term disability coverage after 90 days of employment.

Long-Term Disability Benefits

[Agency name] also provides all regular full-time employees an immediate employer-paid long-term disability (LTD) base plan. This noncontributory base plan provides a monthly LTD benefit of 60 percent of basic monthly earnings up to a maximum benefit of \$5,000 per month, less any other offsets. Coverage

is effective on the first day of the month following 60 days of employment. LTD coverage terminates when employment ceases or upon termination of the related group insurance policy.

403(b) Thrift Plan for Long-Term Savings

A 403(b) Thrift Plan (similar to a 401k) is available to provide long-term savings benefits to all active [Agency name] employees who elect to participate through pre-tax payroll deductions. An employee may become a participant in the 403(b) Thrift Plan on the first day of the month immediately following date of hire. [Agency name] provides a matching contribution to each participating employee's 403(b) Thrift Plan account equal to 50 percent of the employee's contribution up to a limit of 3 percent. Participating employees who separate their [Agency name] employment prior to 12 months of employment will forfeit the full balance of any [Agency name] matching contributions to their account plus any earnings thereon.

Flexible Spending Account (FSA)

As part of [Agency name]'s optional benefit plans, we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible medical expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and dependent care expenses.

Reimbursement for Medical Expenses

This account allows a pre-tax deduction of up to annual amount approved by IRS to pay for qualified medical expenses not covered by insurance. Qualified out-of-pocket expenses may include co-pays, prescription drugs, corrective lenses, and much more. The elected annual amount is placed into an account established by the provider and reimbursements for expenses are made by the provider after the employee has submitted the required documents.

Reimbursement for Dependent Care Expenses

This account allows a pre-tax deduction of up to \$5,000 per year per household to pay for dependent care expenses including day care for children (up to 13 years of age), spouse, or other tax dependents that are physically or mentally incapable of caring for themselves. The elected annual amount is placed into an account established by the provider, is not subject to federal, state or FICA taxes, and reimbursements for expenses are made by the provider after the employee has submitted the required documents.

Employee Assistance Program (EAP)

Through the Employee Assistance Program (EAP), [Agency name] provides confidential access to professional counseling services. This program is available to all employees and their immediate family members, and offers problem assessment, short-term counseling, and referral to appropriate community and private services. This service is provided by [Name of agency providing EAP] by calling [EAP phone number].

The services provided by the EAP are strictly confidential and are designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may only be released to [Agency name] if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered by the health insurance plan are the responsibility of the employee.

Mileage Reimbursement

Employees will be reimbursed for the use of their own automobile while on [Agency name] business at a rate per mile to be determined annually by the federal government. Transportation logs are to be kept and

travel expense sheets are to be completed with details every month. Such expenses are subject to the approval of the Center Director.

Employee Development

[Agency name] is committed to ongoing training and professional development opportunities for employees. In addition to the annual pre-service training and the full and partial professional development days throughout the year, the organization also pays for CPR, food handlers, first aid, and CDA training for employees.

[Agency name] also promotes ongoing educational excellence. [Agency name] provides regular full-time employees with positive performance evaluations the opportunity to participate in the TEACH scholarship program. Regular full-time employees can also receive tuition reimbursement of 50 percent or up to \$150 for one class each quarter/semester upon successful completion of such course(s). Release time to attend classes must be approved by the Center Director.

Workers' Compensation

[Agency name] is committed to assuring the safety and security of all employees, visitors, and facilities. Employees must conform to sound safety. Equipment and supplies must be utilized for the purpose intended per manufacturer instructions. Inappropriate use of [Agency name] equipment or supplies is subject to disciplinary action including termination of employment.

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life, or dismemberment from an injury arising out of or in the course of their work. Employees are required to report any work-related injury/illness to their direct supervisor immediately after the incident occurs. If a work injury/illness requires medical care, the employee must first be seen by a provider designated by [Agency name]. When an employee has been off work due to an injury, a release with no restrictions will be required from a physician in order for an employee to return to work.

If a work-related injury results in an extended leave of absence (more than three days), eligible employees will be required to utilize FMLA, or other leave of absence benefits concurrently.