

Appendix J
Employee Handbook

[Family Child Care Home Name]

Employee Handbook

[You Could Add a Picture]

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[Any of the information in this example can be changed to meet your program needs.]

Introduction

Welcome/Philosophy

[Place your welcome and philosophy, expectations for employees and/or program goals here.]

Employment

Equal Employment Opportunity Statement

[Family Child Care Name] provides equal employment opportunities to all employees and applicants for employment without regard for 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. This policy applies to all policies regarding recruitment, hiring, promotions, compensation, benefits, etc. All personnel decisions are made by utilizing objective standards, based upon the individual's qualifications as they relate to the particular job.

Employee Positions

[Family Child Care Name] reserves the right to amend job titles and responsibilities and add new positions as necessary.

- Provider/Owner: The Provider/Owner is responsible for the oversight of the business and employees and maintains communication with the families and community.
- Teacher Assistant: Teacher Assistant assists the Provider/Owner in the day-to-day learning environment of the children that attend. The Teacher Assistant may also need to prepare and serve the meals each day.
- Substitute Caregiver: Substitute Caregivers will be used on an "as needed" basis as determined by the Provider/Owner.

Background and Reference Checks

Upon applying for a position at [Family Child Care Name], it is our policy to conduct pre-employment background checks and FBI fingerprinting for child abuse, misdemeanor, and felony crime convictions. Background checks may include verification of any information on the applicant's resume or application form.

Only applicants with a clean background check will be hired. 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. All reports are confidential. If information obtained in a background check would lead to denying of employment, a copy of the report will be provided to the applicant upon request.

Additional Employee Requirements

[Delete sub-title or add text here.]

Probationary Period

[Family Child Care Name] reserves the right to place all new employees under a three-month probationary period. During this initial period of employment, the Provider/Owner will observe and consider whether each employee is able to meet the standards and expectations of their assigned

position. The Provider/Owner reserves the right to terminate any employee who is deemed not appropriate for the position in which they were hired.

Suspension/Termination

[Family Child Care Name] expects all employees to follow the policies and procedures outlined in the Employee Handbook, state licensing requirements, and program policies and procedures. The Provider/Owner reserves the right to suspend any employee for violation of company policies with or without pay. [Family Child Care Name] has the right to terminate an employee at any time. Termination is considered separation of employment initiated by [Family Child Care Name] for misconduct, failure to satisfactorily meet job requirements, or for other reasons as deemed appropriate by the Provider/Owner.

Workplace Safety

Drug-Free Workplace

[Family Child Care Name] has a standing commitment to provide a safe and productive work environment. Employees are prohibited from using, possessing, buying, selling, manufacturing, or dispensing an illegal drug or being under the influence of alcohol or an illegal drug. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing their job duties is prohibited.

Tobacco-Free Workplace

[Family Child Care Name] prohibits the consumption of tobacco products on the premises, in order to provide and maintain a safe and healthy work environment for all employees.

Safety

[Family Child Care Name] demonstrates compliance with all applicable health, safety, legal, and security regulations. It is the responsibility of each employee to familiarize themselves with all program policies and procedures and emergency plans, including weather-related events and medical crises.

Inclement Weather or Other Unforeseen Circumstances

The decision to close the premises, open late, or stay open due to inclement weather or another unforeseen circumstance is made by the Provider/Owner. The staff and families will be notified as soon possible regarding the decision made.

Workplace Expectations

Confidentiality

It is the policy of [Family Child Care Name] that all information considered confidential will not be disclosed to others outside of the program. All information regarding children, families, and/or the program should only be shared with employees of [Family Child Care Name] as needed. Photos or comments regarding children, family members, or employees may not be posted on social media without prior approval from the family/employee and Provider.

Standards of Conduct

[Family Child Care Name] has certain important principles that govern the working environment. Respect for all children, families, and employees and directing all energy to job responsibilities is an expectation and requirement. Generally, employees should strive to conduct themselves in a manner reflecting use of sound judgment, common sense integrity, and reasonable responsibility protecting [Family Child Care Name] image and reputation.

These Standards of Conduct are not inclusive of all behaviors. 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.

Examples of prohibited behavior:

- Leaving a child unsupervised.
- Abusing children, including:
 - Physical abuse – striking, spanking, shaking, slapping,
 - Verbal abuse – humiliating, degrading, threatening,
 - Sexual abuse – inappropriate touching or verbal exchange,
 - Mental abuse – shaming, withholding love, cruelty, and/or
 - Neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

- Engaging in competition, comparison, and/or criticism with children. Staff must use positive techniques of guidance including redirection, positive reinforcement, and encouragement. Staff will have age-appropriate expectations and set up guidelines and environments minimizing the need for discipline.
- Negative role modeling. Staff will portray a positive role model for children by maintaining an attitude of respect, understanding, tolerance, and caring.
- Possession of firearms or other dangerous items on property.
- Discrimination.
- Failure to perform assigned tasks.
- Excessive absences or tardiness.

Mobile Phone Use

During paid work time, personal mobile phone use can interfere with employee productivity and distract employees. Employees are not allowed to use mobile phones for calling, texting, internet usage, or social networking during the workday. Any exceptions are managed by the Provider/Owner.

Attire

It is important for all employees to project a professional image while at work by being appropriately attired. All employees are expected to be neat, clean, and well-groomed while on the job. Clothing and footwear must be appropriate to the type of work being performed and not contain phrases or words that are judged inappropriate by the Provider. [Family Child Care Name] expects all employees will use their best judgment regarding attire and appearance. The Provider/Owner reserves the right to determine appropriateness.

Attendance

All employees are expected to attend all scheduled workdays. In the event an employee cannot make their scheduled time, a 24-hour notice is expected when possible. The Provider must also be notified in advance of all tardiness. The Provider reserves the right to require a doctor’s note or other proof to verify absence.

Paid Time Off

All employees of [Family Child Care Name] will receive six paid holidays each year (per the parent calendar) and will be paid for the two weeks that the family child care is closed. In the event of inclement weather or other closures, pay will be determined at the time of each incident.

Professional Development

All employees of [Family Child Care Name] must complete all required trainings as determined by local, state, federal, or an accrediting body that regulates the family child care home.

Acknowledgement and Receipt

I have received my copy of the Employee Handbook, which describes important information about [Family Child Care Name]. I understand that I should consult the Provider/Owner regarding any questions not answered in the Handbook. I understand policies may be changed at any time with revisions by the Provider/Owner. Only the Provider/Owner has the ability to adopt any revisions to the policies contained in the handbook.

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

Employee Signature

Date

Employee Printed Name