



# **Children's Family Center**

## **Personnel Policy**

Effective: December 1, 1994

Revised: February 4, 2010

Revised: June 27, 2011

Revised: September 6, 2016

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## **I. INTRODUCTION**

This manual has been prepared to acquaint employees with the policies and procedures of the Children's Family Center (CFC). Any questions regarding the information in this manual should be directed to the Director of Intergenerational Programs and Personnel (as referred to within as Director) for clarification.

Pennsylvania is an "at will"/"Right to work state" and the employee/employer has the right to end the relationship at any time.

The policies and procedures set forth in this manual are not and should not be interpreted as terms of a contract. Rather, the information that follows this introduction is intended to be a foundation for a mutually beneficial relationship between the CFC, the employees of the CFC and the children to whom the CFC is dedicated.

### **DISCLAIMER STATEMENT**

The language and contents of the Personnel Policy Handbook are presented as guidelines for each of our employees and are not intended to create or to be construed to constitute a contract of employment between Children's Family Center (CFC) and any one or all of its employees.

The contents of this handbook are presented as a matter of information only. While we believe wholeheartedly in the plans, policies and procedures described here, they are not contractual conditions of employment. All decisions relating to the policies, management and operation of the facility, including but not limited to the decision to transfer, layoff or terminate employees remain within the absolute discretion of the center.

The Center reserves the right to modify, revoke, suspend, terminate, amend, or change any or all such plans, policies, or procedures, in whole or part, at any time and as it may deem necessary with or without notice to our employees. The president of the board of directors will make the final determination in all areas.

Any revised pages or additions to the handbook will be distributed to employees and should be carefully read and then attached to the handbook.

The revised policies supersede and replace all policies, rules and regulations contained in prior handbooks or policy statements.

## **II. EMPLOYMENT**

### **A. Equal Employment Opportunity/Affirmative Action**

1. It is the policy of CFC to employ persons on the basis of their ability and competence to perform the services required and without discrimination because of race, color, religion, gender, age, citizenship, veteran status, national origin, disability, sexual orientation or any other characteristic protected by law, pursuant to Presidential Executive Orders 11246 and 11375, as amended, the Pennsylvania Human Relations Act, Title VI of the Civil Rights of 1964 and Section 504 of the Rehabilitation Act of 1973.
2. The Executive Committee of the Board of Directors will provide for prompt, fair, and impartial consideration on complaints of discrimination made on the basis of race, color, religion, gender, age, citizenship, veteran status, national origin, disability, sexual orientation or any other characteristic protected by law.

### **B. Harassment**

CFC strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. Also, we would like all areas of CFC to be a place where open communication occurs

comfortably across all levels. To help meet these goals, we have adopted a Harassment Policy standard for all employees.

## **POLICY STATEMENT**

CFC is committed to maintaining a work environment that is free of unlawful discrimination. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including any supervisor, coworker or third party. Harassment consists of unwelcome conduct whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender or disability or other legally protected status. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating; hostile or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, electronic, or offensive actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing or unwelcome physical contact such as patting pinching or brushing against another.

All employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Director or the President of the Board of Directors.

It is the policy of CFC to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, CFC will maintain the confidentiality of those involved. If an investigation confirms that harassment occurred, CFC will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. CFC forbids retaliation against anyone who has reported harassment or who has cooperated with the investigation of harassment complaints.

### **1. COMPLIANCE**

The Directors are responsible for ensuring their personnel are in compliance. If you wish to report non-compliance, please report it to the Director

### **2. COOPERATION**

An effective anti-harassment policy requires the support of all CFC's personnel. Anyone who engages in harassment, discrimination and/or retaliation or who fails to cooperate with any CFC sponsored investigation may be disciplined by suspension or termination from employment. CFC officials, who refuse to implement remedial measures, obstruct remedial efforts or who retaliate against complainants, witnesses, or the alleged harasser may be disciplined by suspension or termination of employment.

## **C. Pre-Conditions of Employment**

1. In order to be considered for any employment position at CFC, all employment applicants must have a pre-employment physical, as well as a Mantoux TB Test, at the applicant's expense, performed by a licensed physician and the examining physician must forward the results of that examination to the

Director. Once you have been accepted for employment at CFC, your continued employment is conditional upon repeating this physical examination procedure every two years.

2. All employment applications must have a DPW Act 33 clearance, a Pennsylvania State Police Act 34 clearance, and FBI Fingerprinting before beginning employment. CFC reserves the right to review the terms of this clearance if and when state regulations change in the future.
3. All candidates for employment must provide two letters of recommendation.
4. Employees will be required to acquire twelve continuing education credits annually. These may be obtained by attending conferences or classes, held at local colleges and universities.
5. Pediatric First aid and CPR certification must be obtained on a yearly basis.
6. Once you have been accepted for employment, you will receive a letter describing your salary, date of hire, job description and employee handbook.

#### **D. Employee Classifications**

All employees of C.F.C. fall into one (1) of five (5) classifications. These classifications and descriptions are as listed below:

1. Introductory Period is afforded to all new employees accepted for employment in one of the categories identified below, pending successful completion of the first Ninety (90) days of employment. If the Director determines that the employees work is satisfactory at the end of the Ninety (90) day Introductory period, he or she will continue employment as an at-will employee of CFC. Based on the performance of the new employee, the Director may determine, within the final 2 weeks of the Introductory period, that an extension is needed. An extension may be granted for a period of time at the discretion of the Director.
2. Status I employees are Full Time Employees employed to work 35 or more hours per week.
3. Status II employees are Part Time Employees employed to work less than 35 hours per week, but more than or equal to 20 hours per week.
4. Status III employees are Part Time Employees employed to work less than 20 hours per week, as scheduled, on a regular basis.
5. Status IV employees are Substitute and Temporary Employees employed to work on an as needed basis, as determined by the Director.
6. Unless otherwise stated, **overtime rates** are paid for any time over 40 hours in a work week. For overtime hours, an employee will receive compensation at one and one-half (1 1/2) times his or her hourly rate of pay.

When overtime hours are necessary, the director must authorize the overtime. If and when overtime is necessary, all attempts will be made to distribute the same equally among all interested and qualified staff members within the department.

The Center reserves the right to require, as a term and condition of employment, the working of overtime to meet care needs of the children.

Eligibility for overtime is based on actual hours worked and hours in attendance at in-services. Paid vacation, sick, bereavement, jury duty, and other non-productive time does not qualify as hours used in determining overtime eligibility.

## **E. EVALUATIONS**

1. Employees and their job performance will be evaluated by their supervisor/supervisors prior to the end of their familiarization period and annually thereafter. As part of our commitment to continuously improve the services we provide, employees and their supervisors will:

- a) Review the job description.
- b) Discuss any barriers to effective work and job satisfaction.
- c) Discuss past, present, and future process improvements.
- d) Discuss training accomplishments, needs or desires.
- e) Plan future direction and action
- f) Discuss anything else the employee would like to talk about.
- g) Attendance/tardiness will have impact on the overall review
- h) All evaluations will be discussed confidentially with the Director and should not be discussed with others.

All evaluations after being discussed with the employee are filed in the employee's personnel file.

### 2. Corrective Action plan

- a) First offense: Verbal warning that is documented, signed and kept in the employee's personnel file
- b) Second offense: Written warning that is signed and kept in the employee's personnel file
- c) Third offense: Suspension of duties for a period of time to be determined by the Director

## **F. Outside Employment**

All Status I & II employees must obtain approval from the Director before accepting any outside employment. Approval will be based on possible conflict of interest, any interference with the employee's ability to perform their duties, and interference with their scheduled working hours. Activity related to outside employment may not take place during the employee's scheduled hours or involve the use of the center's resources.

CFC requires that employees who baby-sit for an enrolled child or the child of a CFC employee must have the child's parent/guardian sign the Babysitting-Liability Release Form and return it to the Director.

## **G. Salary**

1. Salaries will be reviewed annually. In order to be considered for a merit wage increase, an employee must be completely through the Ninety (90) day Introductory period by June 30th. Employees still within this Introductory period will not be eligible until the following year for a wage increase.

2. Pay periods will be bi-weekly. Time sheets will be kept accurately by employee and submitted to the Director.

3. It is the employee's responsibility to notify the facility of any changes in personal information. It is the employee's responsibility to complete a new W-4 with any change of status that affects payroll. The following changes of information should be reported to Director:

- a) Change of name
- b) Change of address or phone number
- c) Updated licenses
- d) Change of marital status
- e) Changing of number of dependents

- f) Having a baby or adopting a child

#### 4. Timekeeping Policy

- a) Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any departure from work for personal reasons.
- b) If the employee fails to verify their time sheet or has made an error, the Director must be informed immediately. Illness, vacation or holiday must be marked on the time sheet for that day. In this way, the employee will be given the proper credit for the absence.
- c) The employee is responsible to certify the accuracy of all time recorded. Falsification may result in immediate termination.
- d) If an employee is present for a staff meeting, training or other event when not scheduled to work, they must record this time on the time sheet in order to be given proper credit for attendance. Each employee is to verify the accuracy of their own time sheet.
- e) If you believe an error in pay has been made, immediately inform the Director. The Director will take the necessary steps to research the problem and to make any necessary correction in a proper and prompt manner. If the error is an overpayment, the Director will advise you of the amount and arrange for a suitable repayment schedule.

### **H. Policy for the Protection of Whistleblowers**

In compliance with the Sarbanes-Oxley Act of 2002, CFC has adopted the following policy for the protection of whistleblowers:

1. Anonymous Reporting: All employees of CFC are encouraged to report to the appropriate level of management concerning any activity that an employee reasonably believes to constitute fraudulent activity or to be in violation of any law or governmental regulation. All employees have the assurance that these reports will be considered completely confidential, and the identity of the reporting employee will not be disclosed under any circumstances.

For purposes of this policy, “appropriate level of management” shall mean:

- a) A director of CFC, in the case of a report made against a non-supervisory employee of CFC; or
- b) A member of the board of directors of CFC, in the case of a report made against a director of CFC.

2. Retaliation Prohibited: CFC will not tolerate retaliation in any form, including harassment or discrimination, against an employee who has raised concerns about possible fraudulent or illegal activity. CFC will thoroughly investigate any reports of retaliation and will take appropriate action against any offending employees.

3. Training: In addition to documenting this policy in the employee handbook, CFC will mandate training sessions to educate all employees as to what may constitute fraudulent or illegal activity and appropriate action if the employee suspects that fraudulent or illegal activity has occurred.

### **I. Policy on Conflicts of Interest and Disclosure of Certain Interests**

This conflict of interest policy is designed to help directors and employees of CFC identify situations that present potential conflicts of interest and to provide CFC with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director or employee has or may have a conflict of interest with respect to the transaction. The Conflict of Interest Information Form is to be completed annually. For a complete review of the policy, please see the Director.

## J. Resignation/ Separation/ Exit Interview

For whatever reason, there may come a time when you decide to resign from your position.

1. **VOLUNTARY RESIGNATION:** It is customary that employees in supervisory or professional positions give no less than one month's working notice of intent to resign. No less than two weeks' notice is expected from all other employees. All notices must be in writing. Employees who fail to give notice of resignation will forfeit any unused vacation time. An employee who separates voluntarily and whose record of employment is satisfactory may request an employment recommendation.

2. **INVOLUNTARY TERMINATION:** All employees are expected to demonstrate good judgment and to conduct themselves in a manner which is conducive to the best interest of the Children' Family Center and its children.

- a) Any employee who is involuntarily terminated from the Center shall forfeit any unused vacation time, personal time or similar benefits. Among the reasons for which an employee may be terminated include but are not limited to: misconduct or unsatisfactory performance.
- b) Terminations shall be communicated verbally and shall be confirmed by CFC in writing.

3. **IMMEDIATE SELF-TERMINATION:** Actions such as leaving a shift without permission shall be taken to mean the employee does not wish to be employed by CFC and shall be considered self-termination.

4. **TERMINATION FOR ECONOMIC OR PROGRAM REASONS:** There are times when the termination of employment becomes necessary as a result of factors not associated with an employee's work performance. An example is when the program or administrative needs of the facility change, when a publicly funded program ends, or such funds are reduced or cut off entirely. Another example could be the discontinuance of service program or office function.

**K. Direct Reports:** At no time shall a supervisor be a family member.

## III. BENEFITS

### A. Employee Minimum Starting Salaries

CFC provides the following minimum starting salaries for new employees. Level of education and experience are also considered when determining starting salaries.

Aide	7.25/hr
Assistant Group Supervisor	7.25/hr
Group Supervisor	7.25/hr
Director	7.25/hr

### B. Health Insurance

Mini Cobra Coverage: In accordance with PA Act 2 2009, group health insurance (hospital, surgical or major medical) coverage will be provided for members who are terminated from coverage during the policy (when health insurance is offered).

**C. Paid Time-off Policy:** Paid Time Off (or PTO) is sick or vacation time, combined. It does not include holiday paid time off or bereavement leave. If you have no PTO time available, any time taken off is unpaid.



**1. Full Time PTO Policy:** PTO begins after an eligible employee's finished their 90 days' probation. The amount of PTO that an employee accrues annually is calculated based on years of service. The accrual schedule is included in the chart below.

PTO accrues as follows:

Calendar Year in which Anniversary is celebrated	Monthly Equivalent	Annual Equivalent (Days)
Date of Hire through 1 <sup>st</sup> Anniversary	0.83 day (6.67hours)	10days (80 hours)
Years of 1-4 <sup>th</sup> Anniversary	1.33 days (10.64 hours)	16 days (128 hours)
Years of 5-9 <sup>th</sup> Anniversary	1.75 days (14 hours)	21 days (168 hours)
Year of 10 <sup>th</sup> Anniversary and thereafter	2.08 days (16.64 hours)	25days (200 hours)

**2. Hourly Calculations** The PTO calendar year begins on January 1st and ends on December 31st. Because employees work a variety of different schedules, an employee should take his/her Bi-weekly Standard Hours and divide that number by 10 workdays, to determine an employee's daily hours accrued. To determine the number of hours an employee will accrue annually, he/she should multiply the Annual days per year (see chart above) by the number of hours worked in a payroll period and divide that number by 10 working days.

### 3. PTO Carryover

- a) An employee may carryover any PTO hours that have accrued but not been used up to a maximum of 5 PTO days (40 hours) for use within the next calendar year. The maximum number of PTO days allowed in one year is 30 days (240 hours).
- b) Any PTO hours accrued but unused at the end of the calendar year will automatically be deposited each year into the employee's Extended Illness Bank account until this account reaches its maximum benefit of 25 days (200 hours). Once it has reached the maximum benefit of 25 days (200 hours) any accrued but unused PTO balances will be lost.
- c) Employees may cash in a total of 1 to 5 PTO days (8-40 hours) as an annual bonus. In order to cash in this benefit, the Director must be notified by November 1<sup>st</sup>. The bonus will be paid on the first pay period of the month in December.

**4. Extended Illness Bank:** An employee may use their Extended Illness bank in the event an employee is out 3 consecutive days or more with a Physicians note. **Upon termination of employment this benefit will not be paid out.**

**5. Borrowing Against Future PTO Accruals:** CFC allows employees, with written approval from the Director, to borrow against future PTO accruals not to exceed the total amount that would be accrued during the calendar year including PTO hours that have been carried over from the prior year. If an employee elects to borrow against future PTO accruals, the employee must complete a PTO Promissory Note (See forms section of handbook). The PTO Promissory Note will only come into effect should the employee leave Children's Family Center and have a negative PTO balance. Should that occur, by signing this Promissory Note, the employee gives Children's Family Center permission to deduct from his/her final paycheck the amount of PTO which has been borrowed but not accrued.

**6. Using PTO:** Employees may take time off in increments of no less than 15 minutes. Time off will be rounded to the nearest quarter hour.

- a) No more than two employees may take vacation on a given day.
- b) Vacation requests may be made up to five months in advance and with a minimum of two-week notice for the requested time off. Vacation requests are rewarded on a first come first served basis. If multiple employees request vacation for the same time period at the same time, then seniority takes priority.
- c) No one employee will be granted time off around a paid holiday more than three holidays per year. This includes the weekday before or after a holiday.
- d) All requests will be subject to the Director's discretion.

**7. Extended Illness Bank:** An employee may use their Extended Illness bank in the event an employee is out 3 consecutive days or more with a Physicians note. Upon termination of employment this benefit will not be paid out.

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### **9. Using PTO**

Employees may take time off in increments of no less than 15 minutes. Time off will be rounded to the nearest quarter hour.

- a) No more than two employees may take vacation on a given day.
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- c) No one employee will be granted time off around a paid holiday more than three holidays per year. This includes the weekday before or after a holiday.
- d) All requests will be subject to the Director's discretion.

### **10. Part-Time PTO**

Hours Worked per Pay Period	Hours of PTO time
25-30	54
31-40	72
41-50	90
51-60	108
61-70	126

To find the number of whole days a part-time employee has depends on the length of their work day. For example, for an employee who regularly works for 30 hours per pay period and works 8 hours a day, they would have 7 full days of PTO. For an employee who also regularly works 30 hours a pay period but works a 4-hour day, they would have 13.5 days of PTO. When calculating whole days of PTO for a part-time employee the day is rounded to next highest half day (ex. 3.75days = 4 days)

## **D. Child Care**

1. Status I & Status II employees may enroll their children in CFC and receive the following discount based on the number of years of continuous employment:
  - First Year of employment = 50% discount
  - Second Year of employment = 60% discount
  - Third Year of employment = 70% discount
  - Fourth Year of employment = 80% discount
  - Fifth Year of employment = 100% discount
2. Status III and IV Employees – Regular enrollment: Employees may enroll their children on a part-time or full-time basis and receive a 25% discount for childcare during days the employee is working at CFC. Childcare on days the employee is not working will be provided at the prevailing rate.
3. Status III & IV Employees – Drop-In Care: Employees also have the option to file for enrollment to use CFC on a drop-in basis. Employees will receive a 25% discount for childcare during days the employee is working at CFC. Drop-in use of CFC on days the employee is not working will be provided at the prevailing rate. Use of CFC for drop-in care is contingent upon age appropriate space available on the day requested, as well as other factors related to eligibility.
4. All CFC employees that enroll their children in CFC must sign parental agreements, and pay weekly or monthly, as applicable with the Parent Handbook. A special note on the parental agreements (written in by director/ initialed by employee) will show which discount is currently being applied.

## **E. Holidays**

Status I employees will be paid up to 11 of the following holidays, after three months of employment. Paid Holidays will follow the nationally recognized day, including Christmas, New Year's, Memorial Day, Independence Day and Labor Day. Payment will be pro-rated to the average number of hours worked.

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving
8. The day after Thanksgiving
9. Christmas
10. The day before or after Christmas at the discretion of the Director.
11. Floating Holiday – to be used in the pay period of their birthday

## **F. Bereavement Leave**

A granted leave of one to three pro-rated days with pay for death or funeral in the immediate family will be provided. Immediate family members include; parents, husband, wife, sister, brother, child, grandchild, grandparents, legal guardian, domestic partner, mother-in-law, father-in-law, brother-in-law, and sister-in-law, step child or significant other.

## **IV. OTHER PERTINENT POLICES**

### **A. Travel**

1. Travel to approved conferences or training workshops will be paid to the amount of the most economical mode of travel.
2. Whenever it is necessary for an employee to use their own vehicle, the center will pay mileage at the prevailing rate. Travel to and from the employee's home shall not be reimbursed.
3. CFC will pay meals and overnight accommodations for approved conferences.

### **B. Meals/Breaks**

Any employee working 6 or more hours per day is entitled to a 45-minute duty-free (unpaid) break.

### **C. Leave of Absence**

1. Leaves of absence and medical leaves may be granted for a maximum of six months. Each request will be considered individually.
  - a. PTO Time and holidays will not accrue during a leave of absence.
  - b. CFC will pay no benefits during a leave of absence.
  - c. Employees on leave of absence may elect to purchase health benefits at full cost.
2. Any employee desiring a leave of absence must be arranged with the Director before the intended date of leave.
  - a. Request for leave must be in writing and include all pertinent information; date leaving and returning, reason, etc.
  - b. The Director must approve all such leaves.
  - c. Employees granted a leave of absence will be entitled to return to the same or similar position, provided vacancies exist in such positions.

### **D. Jury or Witness Leave**

Leave shall be allowed for employees in order to permit the employee necessary time off to meet his/her civic obligation, to serve as a juror or witness when summoned. In exchange for receiving regular pay during the time an employee serves on a jury, the employee will turn over any monies received for compensation as a juror to CFC.

### **E. Meetings**

Employees will be required to attend staff meetings and occasional staff training sessions. Employees will be paid for attendance of meetings held outside of their regular hours.

\*Keystone Stars: At every staff meeting we will be discussing Keystone Stars, Continuous Quality Improvement, Professional Development, and Supervision.

### **F. Tardiness**

1. When an employee will be late, he/she should call the Director, so that necessary arrangements can be made. All un-excused tardiness will be recorded in the employee's file. Frequent tardiness is a reason for issuance of a warning notice and/or dismissal and will be considered in an evaluation prior to any salary increase.
2. Employees who are absent or tardy without providing the requisite notification will be subject to disciplinary action, up to and including termination. Employees who are absent two (2) consecutive

days without notification to Director will be deemed to have resigned from their position and will be terminated from employment.

### **G. Accidents**

If a child, fellow employee or visitor is involved in any accident, or if the employee witnesses or discovers an accident, the employee shall:

1. Call the Director
2. Monitor their condition. If necessary the Director will notify parents.
3. Complete accident report form.

### **H. Fire, Emergency and Safety Procedure**

Employees must use every precaution to prevent a fire and report any unsafe conditions that could harm someone or cause a fire. Employees must become familiar with the operation of fire drills and fire extinguishers and their locations and know his/her areas of responsibility in case of a fire. The first priority in case of fire is to see that all children are moved to safety as quickly as possible. Employees will be required to attend an hour-long fire training session, annually, to satisfy DPW regulations. This session will be conducted by a safety official from the Upper Allen Fire Department.

### **I. Control of Communicable Disease**

All employees must follow the guidelines and infection control procedures as outlined in the CFC Health Policy.

### **J. Confidential Information**

1. All information concerning children's and/or residents' personal affairs or health conditions must be held in strict confidence by all employees and shall not be discussed with other employees, parents or unauthorized persons.
2. Wages and salaries are also confidential and should not be discussed with other employees.
3. Breach of confidentiality will be grounds for written reprimand or dismissal.

### **K. Smoking**

In order to provide a safe and comfortable environment, smoking is strictly prohibited at all times inside or on the premises of the Center building or grounds.

### **L. Alcohol and Drugs**

Employees reporting to work under the influence of alcohol and/or drugs will not be allowed to assume their duties. The use of alcoholic beverages on the center's property is prohibited and will result in disciplinary action up to and including termination of employment.

All employees are responsible for reporting alcohol and/or drug-related activities. The Directors are responsible for the enforcement of this policy.

If a Director receives a report that an employee has violated the alcohol and drug policy, the Director should obtain as much detailed information as possible from the person reporting the violation.

References to illegal drugs in this policy include all such substances so defined under federal, state or local laws and include, among others: marijuana, heroin, hashish, cocaine, hallucinogens and depressants or stimulants not prescribed for current personal treatment by an accredited physician.

Employees undergoing prescribed medical treatment with a controlled substance should report such treatment to the Director. Such use is, of course, not subject to disciplinary action. However, it is important for the center to

be aware of the employee's condition because some temporary rearrangement of duties may be required if the nature of the employee's duties is such that the medication could present a safety hazard.

The possession, use, sale or purchase of illegal narcotics, drugs, drug paraphernalia, or controlled substances while on the center's property or while conducting center business is a dischargeable offense and may result in criminal prosecution.

If drugs or drug paraphernalia are found on the center's property and it is not obvious who the owner is, the first step should be to report the incident to the next level of supervision.

The excessive use of alcohol and/or illegal drugs during off-duty hours which could adversely affect an employee's job performance, jeopardize the safety of other employees, the public or children, or generate other circumstances harmful to the interest of the center is subject to disciplinary action up to and including termination of employment. Employee involvement in the possession, sale or purchase of illegal drugs during off-duty hours may also be considered as cause for disciplinary action.

An employee who has been arrested for off-the-job drug-related activity should not be permitted to report for work until the center's Director has been consulted.

#### **M. Weather Related Closing**

1. Employees will be paid for snow days that must be canceled by weather conditions.
2. Announcement of delayed opening or closing will be made on designated TV and radio stations.
3. If an employee feels unable to report to work due to weather, notify the supervisor on duty.
4. Employee who does not report to work when the Center is open will take an unpaid day or use PTO time.

#### **N. Revision of Personnel Policy**

1. The Personnel Policy is subject to revision at any time by the Personnel Committee.
2. All employees will receive a copy of the Personnel Policy and will be asked to sign a statement indicating that a copy has been provided and that the employee understands its content.

#### **O. Personal Calls and Cell Phones**

Calls for or by you should be conducted either before or after your working times, or on a break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Director and they will be happy to make other arrangements. Note: This includes NO texting on the cell phone while in the classroom or while children are in your care. Our children should have your full attention at all times.

CFC Telephones: The corded and cordless phones are intended for conducting the business of the center. Personal phone calls during working hours (because of an emergency) should be received through the center's number only. If an employee needs to make an emergency call during working hours they should ask permission from one of the Directors to use a CFC phone.

Cell phone compliance: Directors are responsible for ensuring that the teachers are in compliance. If you wish to report a non-compliance, please report it to the director. In the event there are violations of this policy, the following actions may occur:

- 1st Offense: Will result in a written verbal warning/ counseling with a plan of correction.
- 2nd Offense: Will result in a written warning/ counseling requiring a formal plan of correction.
- 3rd Offense: Will result in a final written warning and/or suspension requiring a formal plan of correction.
- 4th Offense: Will result in the termination of employment.

## **P. Family and Friends Visits to the Office**

The following guidelines will be observed:

1. As a general rule, family members or friends should not visit you for extended periods during work hours. This is especially true at opening and closing.
2. If you are using the office as a drop off/pick up point for your child, he/she should be here for no more than fifteen (15) minutes.
3. If you are unable to obtain daycare for your child, you need to clock out and go home with your child. PTO time may be used, if it is available.
4. Management must be aware of all situations where children will be in the office, even for the fifteen minute periods discussed above. There are liability issues involved.
5. Any exception must be approved by management. This will happen on very rare occasions. Typically, management will respond as described above.

## **Q. Children's Family Center Dress Code**

It is the responsibility of CFC to maintain a professional atmosphere at all times. Keeping the center neat and clean, being courteous and friendly, using good personal hygiene and dressing modestly and appropriately are several ways that employees can show professionalism and be good representatives of CFC to those visiting the center,.

In an effort to maintain professionalism in the area of dress, the following guidelines have been adopted and will be followed at all times that employees are working for CFC.

A. Clothing: Clothing should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day

- 1) Employees are to wear business casual and appropriately according to the season, weather conditions and activities.
- 2) Bottoms: Material: Khaki Material, Denim; Colors: Jean colored, Tan, Brown, Navy Blue, or Black; Styles: Long Pants, Capri, Shorts (as long as fingertips). No rips, holes or tears.
- 3) Tops: Material: Any material, as long as it isn't see through. Color: Must be all one color or white shirts. No designs, no logos, no writing on them. (Except for the CFC logo shirts, if you choose to wear them.). Style: Shirts must have sleeves (no spaghetti straps or tank tops). They can have a collar or not. They must cover your body adequately (no showing stomach and nothing low cut.) No rips, holes or tears.
- 4) Upon termination of employment with CFC the uniform shirts provided should be returned to CFC.

B. Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons. (No Flip-Flops)

C. Jewelry should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work or must use PTO time.

**R. Child Abuse Reporting:** ALL employees must report all actual or suspected child abuse of any child attending CFC as soon as possible to the Director. CFC is required by Pennsylvania law to report any suspected case of child abuse to the proper authorities. Therefore, as stated in 55 Pa. Code § 3270.19: “An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the Child Protective Services Law”.

**S. Staff to Child Ratio:** When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply (below). When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff: child ratio and maximum group size.

<i>Similar Age Levels</i>	<i>Staff</i>	<i>Children</i>	<i>Maximum Group Size</i>	<i>Total Number of Staff Required for the Maximum Group Size</i>
Infant	1	4	8	2
Young toddler	1	5	10	2
Older toddler	1	6	12	2
Preschool	1	10	20	2
Young school-age	1	12	24	2
Older school-age	1	15	30	2

## T. Social Media Policy

Social networking, blogging, and other interactive forums/ media have become very visible and easily accessible means of communication in our society. Perhaps not surprisingly, issues with appropriate content regarding comments made about employment and customer relations are requiring new policies to clearly designate what behaviors are appropriate and which ones are not.

While it is true that every employee posting online during their off duty hours has a right to freedom of speech, it is not true that they may write inappropriate or negative comments about their employment, employers, or customers (adult or kids) without repercussion: in house, legal or both. The offending party could find themselves facing consequences in the form of on- or off- duty misconduct documentation (with or without accompanying punishments such as unpaid days “on the street”), slander, libel, or other serious legal issues. These offenses include posting comments on other peoples’ pages, blogs, as well as posting on one’s own profiles. Such comments have tangible adverse effects on CFC.

Having one’s settings set to “private” on Facebook or other media profile does not completely exclude coworkers or customers or even the public at large from seeing comments made about them. Beyond being appropriate, embarrassing, and offensive, it also could inadvertently violate the confidentiality that customers and coworkers deserve.

In order to keep your employment related comments within acceptable guidelines, CFC has developed the rules/ policy outlines below:

Note: this policy applies to multi-media avenues, social networking websites, blogs, wikis, and any other public forum currently existing or to be developed in the future that reasonable relates to the issues at hand.

1. Postings made by you (the employee) on any of the avenues mentioned above must not disclose any information that is confidential or proprietary in nature CFC, its clients, or to any third party who has disclosed information to CFC.
2. Employee comments on ANY aspects of their employment at CFC must carry an identification statement that they are an employee and carry a disclaimer as follows: “The views expressed are mine



alone and do not necessarily reflect the views of CFC.” Employees should remember that mentioning anything about CFC connects them with coworkers and clients alike. Thus, it is imperative to act appropriately.

3. Postings may not include the CFC logo unless permission is asked for and granted in writing.
4. Postings must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
5. Employees should neither claim nor imply that they are speaking on CFC’s behalf.
6. Respect coworker and customer privacy rights in postings. Failure to do so may result in adverse legal consequences for the posting party.
7. CFC does not require that employees provide passwords to their social media accounts. However, employees should be aware that posting about any business, customer, or employer in a public forum leaves them vulnerable to employment consequences in the form of hiring issues, viability of continued employment, or future employment opportunities.
8. It is imperative to be aware that “gripping” about your employment on social media forums is not protected speech and is prohibited with regard to individual employment at CFC. This includes complaining about coworkers, complaining about parents, complaining about the children in yours or a coworker’s care, and any other gripping deemed inappropriate by the CFC director or members of the Board of Directors.
9. Employees who run their own websites are not permitted to discuss CFC on them.
10. Speculation or rumors involving CFC, employment with CFC, coworkers, and customers and/ or their children are not protected speech and are strictly prohibited.
11. Violations of the social media policy contained herein may be subject to discipline up to and including dismissal from employment.

In sum, CFC values its employees and their rights and also wishes to protect the integrity of its customers and the CFC name. We do this in hopes that all employees may count on having employment at CFC for many years to come. We anticipate employees will use wise and prudent judgement in posting comments on social media forums.

**After reading the whole handbook, please sign “Receipt for CFC Personnel Policy Handbook” and return to the director. If you need any clarifications, please ask the director or the CFC Board.**