

Promise Early Education Center

Personnel Policies

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SECTION 1.

INTRODUCTION

Welcome to Promise Early Education Center! These policies have been prepared for your benefit as an employee. The information enclosed within will furnish you with a clear understanding of our policies and benefits. It will also help to inform all staff members of their privileges and responsibilities, as well as to insure uniformity in policy application. Management reserves the right to interpret policy intent and all management decisions shall be final.

This policy manual contains information applicable to all employees of Promise Early Education Center (Promise). It outlines personnel policies, provides information about the administration of personnel policies and procedures, and describes employee responsibilities and programs designed to be of benefit to employees.

Over time Promise may need to change policies and procedures described in this manual to accommodate growth, reflect changes to regulations, or to describe changes in policies and/or practices. Promise will strive to advise employees of changes and updates on a timely basis. Because not every possible situation can be anticipated, and depending on the circumstances of a given situation, Promise also reserves the right to address a situation differently from what may be described here. This manual is not an employment contract and is not intended to create contractual obligations of any kind. Therefore all employees are employees-at-will. An employee-at-will may be terminated without advance notice for any reason or no reason at all, except that the employee may not be terminated for an illegal reason.

The Personnel Policies that follow are established by vote of Promise Early Education Center Board of Directors and Policy Council, and other Agency-sponsored Committees and Councils when appropriate. The policies are effective when voted on and will remain in force until they are amended or replaced by a majority vote of the Board and Policy Council. Promise employees will be provided with a copy of these policies at the beginning of their employment and a copy of current policies is available on the Promise employee web-site located at <http://www.promiseearlyeducation.org>. Employees are responsible to be familiar with these policies and are expected to seek clarification from their direct supervisor or the Human Resources Manager when necessary.

In situations where problems arise employees are to speak with their immediate supervisor. If employees do not receive a satisfactory answer from immediate supervisor, the problem needs to be referred to the next level of supervision. Do not bypass any level of supervision. Employees must make their supervisor aware of their intentions. By following these steps, the door will always be open for employees to find solutions to problems without fear of reprisal.

In order for employees to understand and recognize responsibilities/supervision at management levels within the Head Start framework, an ORGANIZATIONAL CHART is included in this handbook. This chart emphasizes the levels of personnel linking together the components necessary to implement a quality program.

These policies are subject to the laws of the State and Federal Government, in particular, the Maine Human Rights Act, the Civil Rights Act of 1964 and the Fair Labor Standards Act.

SECTION 2. EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION POLICY

Promise Early Education Center is committed to a policy of equal employment opportunity for all qualified employees and applicants, and does not unlawfully discriminate in the terms, conditions or privileges of employment including hiring, orientation, training, promotion, transfer, compensation, benefits, educational assistance, employee facilities, termination, and retirement because of age, race, sex, sexual orientation, marital status, religion, national origin, physical or mental disability or other categories protected by law.

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees so that s/he is free from harassment or interference based on factors noted above.

PROMISE complies with the provisions of the American with Disabilities Act (ADA). PROMISE will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS-related virus, sickle-cell trait, cancer, heart disease, or other life-threatening illnesses or diseases.

PROMISE will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on PROMISE.

An employee who believes he/she has been the victim of employment discrimination should immediately report this concern to the Human Resources Manager located at Coburn School, 269 Bates Street, Lewiston, ME.

SECTION 3. SEXUAL AND OTHER UNLAWFUL HARRASSMENT

Promise Early Education Center is committed to providing a workplace that is free of discrimination and unlawful harassment. All employees are expected to treat one another with mutual respect and to behave in ways that promote a positive, productive work environment. PROMISE will not tolerate actions, words, jokes or comments, which create an environment of harassment and are based on an individual's race, religion, sex, sexual orientation, national origin, age, physical or mental disability, or any other category protected by law.

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

1. Submission to such behavior is made either explicitly or implicitly a condition of an individual's employment;
2. Submission to, or rejection of, such behavior is used as a basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to the following:

- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching or grabbing
- Commenting on physical attributes
- Unwelcome hugging, pinching, or kissing
- Making frequent sexual remarks
- Repeated offensive flirtation or propositions
- Leering, whistling, catcalls
- Displaying sexually suggestive pictures
- Pressuring someone to go on a date
- Granting job favors to those who participate in consensual sexual activity
- Slurs, jokes, or degrading comments of a sexual nature
- Suggestive, crude, offensive, or lewd remarks

Harassment may take many forms, intentional and unintentional, and may occur among co-workers or in a manager/subordinate relationship. In some cases, it may involve an outside service provider or a volunteer. Harassment can be blatant or extremely subtle.

Harassment-related problems can often be resolved through open and honest discussion between the individuals involved in the situation. In many cases, individuals perceived as behaving in a harassing manner will stop that behavior when confronted. However, such direct treatment of harassment is not always practical. Anyone who feels harassed by another employee or non-employee in connection with his/her work and who feels that direct confrontation is not appropriate or not effective should promptly report an incident of sexual or other unlawful harassment to his/her supervisor or the most appropriate manager with whom they feel comfortable communicating. That supervisor is responsible for requesting or initiating within 10 working days the proper investigation and/or appropriate action where necessary. Any employee who becomes aware of a possible sexual or other unlawful harassment situation must promptly advise his/her supervisor or Human Resources Manager.

PROMISE will treat every complaint seriously. It will be investigated appropriately and as confidentially as feasible. Complaints will be handled expeditiously, and complainants will be informed of the outcome of the investigation as appropriate. PROMISE will make every attempt to resolve situations to employees' satisfaction. Employees may report concerns about harassment without fear of consequences or retaliation.

Any employee guilty of harassment will be subject to disciplinary action. Anyone who believes he or she has been subjected to unlawful sexual harassment in the workplace also may file a charge with the Maine Human Rights Commission (MHRC), Station 51, State House, Augusta, Maine 04333 (207) 624-6050, within 6 months of when the alleged harassment occurred. The Commission investigates complaints and attempts to resolve them to the mutual satisfaction of those involved. The charge and the evidence collected during any investigation may become a matter of public record if a lawsuit is filed later. It is unlawful for anyone to be punished for 1) exercising his/her right to be free of sexual harassment, 2) making a charge in good faith with the MHRC, or 3) testifying in good faith in any matter before the MHRC.

This policy also applies to Board/Policy Council members, volunteers and service users.

SECTION 4.

PERSONNEL CLASSIFICATIONS

Individuals may be employed by Promise Early Education Center in the following categories:

1. **Full-Time:** An employee who is employed to work 1260 hours or more annually. Employees with “full time” status have access to health insurance, paid time off, life insurance, retirement, short-term disability, and dental insurance.
2. **Part-Time:** An employee who is employed to work less than 1260 hours annually. Employees with “part-time” status are eligible for paid time off and holiday pay on a pro-rated basis, and retirement if employed more than 1000 hours annually.
3. **Per Diem:** An ongoing employee who is hired to work on an as needed basis that is required to work less than 1000 hours per year. Employees with a per diem status are not eligible for any benefits including PTO and Holidays.
4. **Temporary:** An employee who is hired to work on an hourly basis as needed for less than 364 days. Employees with “temporary” status are not eligible for benefits, with the exception of paid holidays on which they are regularly scheduled to work.
5. **Contractual:** An individual who is not an employee but who provides services on a contractual basis. All contractual individuals shall be subject to the terms and conditions of a written contract.
6. **Work Study:** An individual who is employed by the agency in conjunction with an institution of higher learning. All work-study employees are subject to the terms and conditions of a written contract between PROMISE and the educational institution.

SECTION 5.

SELECTION AND EMPLOYMENT OF PERSONNEL

1. It is Promise’s policy to recruit and hire the best qualified persons to fill all positions. Notice of job openings may be advertised in a variety of ways including online, in local newspapers, with local colleges, with relevant professional groups, internally and within each site where parents can view. Management reserves the right to fill a position with an internal or external applicant before the position is advertised if it is deemed necessary in order to ensure smooth operation of programming.
2. The Human Resources Department will review and screen all applicants taking into account education, job experience and work history. Interviews will be scheduled with the most qualified applicants based on the aforementioned criteria.
3. Interviews will take place utilizing standardized interview questions (designed specifically for each position) and will include Human Resources, a member of the leadership team and a parent of a child currently enrolled in the program when possible.
4. Candidates will be selected in conformance with the Agency’s Affirmative Action plan by the group which participated in the interviews. Selection criteria include education, job experience and qualifications first and then giving priority first to present staff, then to current parents, then to past parents.
5. Once a candidate is selected a job offer is made contingent upon the following items being completed satisfactorily: Professional References, Criminal background check (to include SBI,

FBI, Sex Offender and CPS checks), professional credential verification, proof of eligibility to work in the US, as well as Policy Council approval. Applicants who were not selected but were interviewed will receive written notification.

6. New employees may start orientation training outside of the classroom environment once their references, SBI, FBI, and sex offender checks are completed satisfactorily. New employees will not be permitted to enter a classroom or have access to children (with or without supervision) until all components of their criminal background check is completed satisfactorily.
7. Procedures for the selection Executive Director are outlined in Article 9 “Succession Planning” of the Bylaws. In addition, the HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this Agency, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

SECTION 6. TREATMENT OF NEW EMPLOYEES

1. All new employees will be provided with a copy of their welcome letter, which will detail their pay, evaluation, and anniversary dates, and a description of their specific conditions and benefits of employment. They will also receive a description of their job responsibilities and updated Personnel Policies, which will be reviewed with them by the Human Resources Manager.
2. Human Resources shall maintain a personnel file for each employee. The file shall contain pertinent employment-related data and shall be kept in confidence and used only by authorized personnel. No material derogatory to an employee’s conduct, service, character, or personality shall be placed in his/her personnel file unless there has been an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents. The employee shall also have the right to submit a written answer to such material and the answer shall be attached to the file copy.
3. Employees are required to provide proof of a health exam within the last 12 months or have an exam completed. Employees must also show evidence of MMR, DPT and Tetanus. Updated Tetanus is required every ten years. Background checks, i.e. references and criminal, are completed prior to hire.

As a result of the transmission of pertussis in childcare and school settings the Health Advisory Committee of Promise Early Education Center in February 2013 is recommending all employees be vaccinated against pertussis on the following schedule in order to keep children in our program safe from pertussis.

- All classroom staff (full-time, part-time, volunteers, and substitutes), 19 years of age and older, that care for infants and children under 3 years of age and did not receive a Tdap dose between 11-18 years of age, are required to receive a dose of Tdap.
- All classroom staff, 19 years of age and older, that care for children between 3-5 years of age that did not receive a Tdap dose between 11-18 years of age are required to receive a dose of Tdap.
- All new employees are required to show evidence of Pertussis vaccine.

4. Upon hire, all new employees will receive a formal “Onboarding Passport” and calendar for scheduled meetings with different areas within the agency. This “Onboarding” is expected to be completed within a thirty period, during which the new employee should have a substitute as necessary to permit them to observe and ask questions about their new position. All new hires must provide proof of education, health documentation, and review other relevant training materials referenced above within the timelines outlined in Appendix I.

SECTION 7.

INTRODUCTORY PERIOD

The initial three months of employment shall be considered an introductory period for all employees. During introductory period employees are ineligible to apply for any other position at PROMISE. In addition, Teacher Assistants, Perm Rotating Subs, Center Assistants and Per Diem Subs who are in their introductory period must be supervised while working with children in a classroom by another staff member that has completed their Introductory Period at all times. At no time during the introductory period should an employee be left unattended when children are present. Approximately 10 days before the end of the introductory period, a performance evaluation will be completed. Based on a positive evaluation, the employee will attain regular status. The first day of employment will be considered the employee’s anniversary date.

If performance is not totally satisfactory, as clearly indicated in the evaluation, a final determination will be made. If this determination is negative, the employee may be terminated. If in the view of PROMISE, additional training and/or time in the job may improve performance, PROMISE does reserve the right to extend an employee’s introductory period to work with the employee to bring performance up to expected levels.

It is expected that employees will use the introductory period to demonstrate the necessary skills and performance level needed to achieve regular status. It is also expected that supervisors will use this time to provide necessary and reasonable training and assistance to the employee.

At any time during or at the end of the introductory period, PROMISE may terminate the employment relationship without notice. PROMISE also reserves the right to provide severance in lieu of notice and, in some cases of misconduct, to terminate the relationship with no notice and no severance.

Termination of the employment relationship during or at the end of the introductory period is not grievable.

Use of authorized leave without pay during the first three months of employment will extend the introductory period accordingly.

PROMISE reserves the right to terminate employees at any time and for any reason within the confines of the law.

SECTION 8.

EMPLOYEE EVALUATION

Performance feedback is expected to be an ongoing process between employees and their supervisor. In addition to the informal, ongoing feedback process, PROMISE also has formal reviews that are completed on a yearly basis, following successful completion of employee’s introductory period. The

goal of this process is to help employees identify strengths and areas for growth in order to outline a plan to enhance their skills and correct any deficiencies.

Some specific steps included in this process are outlined below:

1. Evaluations are conducted by the employee's immediate supervisor and reviewed and approved by the next highest supervisor.
2. All evaluations will be signed by the supervisor and employee indicating that they have been reviewed and discussed.
3. Employees having a serious disagreement with their evaluation should be advised they may insert a response in his/her personnel file and discuss it with the next highest supervisor or the Executive Director. They may also pursue their interest through the normal grievance process.
4. Employees will be given a copy of his/her completed evaluation, and a copy will be filed permanently in the employee's personnel file.

SECTION 9. RESIGNATION/DISCIPLINE/REDUCTION IN FORCE/TERMINATION OF EMPLOYMENT

1. VOLUNTARY RESIGNATION

An employee may resign from PROMISE by submitting his/her notice in writing to the Human Resources Manager or the Executive Director. Unless shorter notice is agreeable to PROMISE, exempt employees are expected to provide at least one month's notice and non-exempt staff at last two weeks' notice.

2. REDUCTION IN FORCE POLICY

Promise Early Education Center may lay off an employee due to the elimination of a position, shortage of work, shortage of funds or by program design.

Lay off decisions will be made according to current and future staff needs and by assessing each employee's qualifications to fill remaining positions after a layoff. An assessment of an employee's qualifications shall include job related performance evaluations, job related experience, job related education/training/skills and service in their present position.

Once the above is established, factors considered include availability to relocate, if necessary, and availability to meet work schedules.

When staff is laid off the following will occur:

1. The employee will receive written notification from the Human Resource Manager. Every effort will be made to provide notice to senior management staff 30 days in advance and two weeks' notice for all other employees.
2. Evaluation date and date of hire will be adjusted to reflect layoffs of more than 180 days.
3. Funding sources, work performance and job-related performance may be considered in determining employees to be placed on layoff.
4. Medical benefits end on the last day of the month in which the employee leaves the Agency's employment.

SEASONAL LAY OFF POLICY

Seasonal employees hired to work part year are informed upon hire of annual work hours and calendar. PROMISE lays off part year, seasonal employees annually on a predetermined schedule due to program design.

1. Seasonal employees will be reimbursed for all accrued paid time off, not to exceed the period of layoff when the layoff is short-term, i.e. school vacation week.
2. The employee will not accrue paid time off during a layoff period.
3. Employees laid off and later rehired will:
 - a. have accrued paid time off at the time of layoff reinstated;
 - b. have time worked considered in calculating the longevity benefit.

3. PERFORMANCE IMPROVEMENT PLANS/CORRECTIVE ACTION

Performance Improvement Plans/Corrective Action may be necessary from time to time to correct inadequate job performance and/or inappropriate staff conduct. In most cases, before any formal corrective action is issued, an employee's Supervisor will verbally communicate any performance gap that could have an impact on an employee's performance and discuss how the employee can correct that performance gap. When ongoing performance issues are noted, a formal Performance Improvement Plan/Corrective Action will be implemented. As part of that plan, the Employee Assistance Plan may be mandated.

PROMISE utilizes a progressive discipline model as follows:

1. First Counseling and Performance Improvement Plan
2. Second Counseling and Performance Improvement Plan
3. Termination of Employment

If an incident occurs where there is reasonable cause to believe that the safety of PROMISE's children or staff may be in jeopardy, an employee may be placed on a temporary suspension or forced leave of absence without compensation. Site Supervisors and/or teachers may immediately send an employee home for the day at which time the Executive Director will be notified and will determine if the employee should be placed on a temporary suspension or forced leave of absence pending an investigation. Management will begin a follow-up investigation of the situation to determine if a Performance Improvement Plan/Corrective action is appropriate. The employee will remain on suspension pending the outcome of the investigation. (If the investigation determines there was no cause for suspension, or that the employee may return to work, the employee will be re-instated with full back pay.)

Performance Improvement Plans/Corrective Action will remain active for a minimum of three months. To be completed satisfactorily it is required that performance consistently be maintained at an acceptable level for a minimum of three months, at which time the plan is complete. In the event of another incident in Group B of poor performance within a year of initial performance plan, the next step in the progressive discipline model will be taken.

During the time in which the employee is actively completing their performance improvement plan (still completing action steps) for group B (performance related items) they will not be eligible to receive a

raise until the plan has been completed satisfactorily and performance is consistently maintained at an acceptable level for a minimum of three full months. In addition, employees placed on a Performance Improvement plan for group B (performance related items) during the time period in which Merit is based upon employees will be eligible for Merit at 50% only if performance plan is satisfactorily completed prior to end of calendar year. Employees with open and active plans will not be eligible for Merit in that calendar year.

The progressive discipline steps above serve as a guideline in most circumstances, however serious violations may result in an employee's immediate termination or skipping steps in the above listed disciplinary action. All terminations of employment and/or skipping steps in the progressive discipline process must be approved by the Executive Director/Policy Council.

The process for disciplining/termination of employment of the Executive Director are outlined in Article 9 "Succession Planning" of the Bylaws.

4. REFERENCES: All requests for reference must be made to the Human Resources Manager. Employees are prohibited from providing professional references for former or current employees and should not put their fellow employees in the position of having to refuse such a request.

SECTION 10.

WORKING CONDITIONS

The conditions of employment will be specified in writing and agreed to by each employee before assignment. Details related to hours of work, rest periods, lunch periods, pay periods, payroll deductions, etc., will be made known in writing to the employee as differences may be inherent to positions. Employees are encouraged to check with their immediate supervisor to resolve any questions and ensure that expectations are clear.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Any safety device or protective equipment needed in the performance of the job will be furnished by the Agency.

Hours worked and Overtime: Executive Director, Program Directors, Program Managers, Site Supervisors, and Part Year Teachers are salaried employees and as such are exempt from the overtime requirements of the Fair Labor Standards Act and do not qualify for overtime compensation. All other employees are non-exempt employees who when working more than 40 hours per week will be paid at rate equal to 1½ times their regular rate of pay for time worked over 40 hours in a pay period in accordance with applicable State and Federal laws.

All positions at PROMISE are subject to change. Changes may include, but are not limited to changes in wage, location, position, or elimination of position.

SECTION 11.

PAY PROGRAM

PROMISE attempts to provide each employee with a fair rate of pay for work performed. The Board establishes pay scales for each position with the approval of Policy Council upon recommendation of the Executive Director. PROMISE will try to review pay scales every three years or when the Board deems

such review necessary. All employees are paid bi-weekly on the Thursday following the end of a pay period. The pay period begins at 12:01 a.m. Sunday and ends at 12:00 p.m. Saturday.

Non-exempt or hourly employees must register actual hours worked on the web clock on a daily basis. No hourly employee has the authorization to register more than 40 hours per week on the web clock. Punches on the web clock should be to the nearest quarter hour. Employees may only register his/her hours.

Non-exempt employees are paid time and a half for all hours worked over 40 in a week. Paid Time Off (PTO) and holiday hours paid do not count as hours worked.

PROMISE offers direct deposit of payroll checks into an employee’s account(s) at the financial institution(s) of the employee’s choice. Contact the Human Resources Manager for a form to begin direct deposit.

SECTION 12. **EMPLOYEE BENEFITS**

12.1 Paid Leave:

A. Full Year Personnel Paid Leave (PL)

All full and part-time employees working 52 week a year shall accrue paid leave as noted in the following classifications:

Exempt Employees and Non-exempt Teachers, FA’s and FE’s working 52 weeks/year

Length of Employment

PTO 1: 0 – 4 years .096 per hour worked (approx. 25 days per year)

PTO 2: 5+ years plus .115 per hour worked (approx. 30 days per year)

Non-Exempt Employees working 52 weeks/year

Length of Employment

PTO 3: 0 – 4 years .077 per hour worked (approx. 20 days per year)

PTO 4: 5+ years plus .096 per hour worked (approx. 25 days per year)

Time will accrue each pay period based on the number of hours actually worked.

All personnel working 52 Weeks/Year accrue PL on the following hours: Regular Hours worked, PL hours, Holiday Hours, Bereavement Hours, Jury Duty Hours. Over-time does not accrue on PL. Paid leave may not be used for planned time off until completion of an employee’s introductory period. A “Request for Time Off” needs to be completed in electronic time keeping system in advance for approval. Approval is granted based on timing of the request and anticipated program requirements during the requested leave. Planned paid time off will be granted as long as the employee has accrued sufficient time in their account and the request does not interfere with the orderly operation of the agency. Full year personnel may not request leave on in-service/training days.

Full year personnel are required to use accrued PL for all planned and unplanned time off (including annual scheduled agency closure week in December). PL will always be utilized for unplanned time off as well as for schedule change requests.

FY employees may carry over accrued paid leave from one calendar year to the next not to exceed more than half of their yearly annual accrual.

When requesting PL a notice of four weeks is required unless due to illness or emergency as we are unable to staff on shorter notice. In all instances, PL must be approved by the employee's supervisor in advance.

Exceptions

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to Human Resources permitting them to return to work.
- PL taken in excess of accrued time earned can result in progressive disciplinary action up to and including employment termination. Time off in excess of accrued PL will be unpaid.
- PL accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Under PROMISE's Family and Medical Leave Act (FMLA) policy, all accrued PL time is taken concurrent with the FMLA.

B. Part Year Paid Leave (PL)

Personnel working less than 52 weeks a year will accrue Paid Leave at a rate of 4 hours per pay period up to a maximum of 40 hours a program year (July to June). New hires are able to use PL following the completion of their introductory period. PL accrues on hours worked, holiday hours, bereavement hours, jury duty, and paid leave.

When requesting to use PL a notice of four weeks is required unless due to illness or emergency as the Agency is unable to staff on shorter notice. Part-Year personnel may only request up to two days consecutive paid leave outside of illness or emergency. A "Request for Time Off" needs to be completed in electronic time keeping system in advance for approval by the employee's supervisor. Part year personnel may not request leave on in-service/training days or the Friday prior to a school vacation week.

PY employees who miss more than three unscheduled consecutive days may be required to present a doctor's release to Human Resources permitting their return to work. PL is always utilized for unplanned time off as well as for schedule change requests when not making up non-child time is approved.

Part year personnel will be paid during school vacation weeks.

C. Wellness Paid Time Off (PTO)

All staff have access to 4 hours of Wellness PTO available to them following completion of their introductory period for the use of their own or a dependent's annual medical, dental, or eye appointment. A dependent is a child less than 19 years of age. Requests for use of Wellness Time must be submitted 4 weeks in advance of the appointment. Wellness Time must be used in 2 hour increments.

12.1.2 Paid Time Off Donation Policy:

Employees may donate accrued PTO or PL hours for distribution to aid another employee who is experiencing a medical emergency (either for themselves or a member of their immediate family). For the purpose of this policy, a "medical emergency" will be determined using the same criteria as a "serious health condition" in the Family Medical Leave Act. Immediate family will be defined as a spouse/partner, child, or parent.

This program provides a means for employees to share PTO/PL benefits with other employees.

Employees are not permitted to solicit or distribute lists for PTO/PL donations and all donations must be completely voluntary.

Eligibility

All full and part time employees that regularly accrue PTO or PL once the introductory period has been met.

Process for Donating PTO/PL

A signed statement indicating the number of earned PTO/PL hours the employee wishes to donate and the name of the employee the time will be donated to must be submitted to the Human Resources Department. Donation forms are available in the HR section of the agency website and must be signed by your supervisor and forwarded to Human Resources for approval.

Criteria for Approval

The Human Resources Department will determine if PTO/PL can be donated using the criteria below.

- Donors PTO/PL must already be accrued and not result in a negative PTO/PL balance.
- PTO/PL must be given in whole hour increments.
- Employees may not give more than half of their PTO/PL annual balance.
- Employees wishing to donate PTO/PL hours must do so on a strictly volunteer basis.
- Recipients of PTO/PL must have less than one week of their own PTO/PL.
- Recipient or recipient's immediate family member must meet criteria of a "serious medical condition" and be willing to furnish supporting medical documentation if requested.
- The equivalent of 12 weeks' pay is the maximum amount of PTO/PL that can be donated per recipient.
- Donated PTO/PL is exempt from the annual rollover policy.

Internal Administration if Approved:

Donated PTO/PL is removed from the donor's PTO/PL balance and is converted into a dollar value (based on the donor's rate of pay multiplied by the number of hours they donate). Those funds are then converted into hours of PTO/PL (based on the recipient's rate of pay) and transferred to the recipient's PTO/PL balance. The Human Resources Department will coordinate communication between all necessary parties.

Internal Administration if Not Approved:

If the requested donation does not meet the criteria above, the HR Department is responsible for notifying the employee requesting to donate.

*Note, all donations will remain anonymous in that the HR Department will notify the recipient that they have been granted donated PTO/PL but will not disclose who donated the time. Employees are free to share of their own accord if they choose.

12.1.2 Earned Paid Leave:

Promise permits per diem employees to use paid leave for any reason. An employee is entitled to up to 40 hours in one year of employment. Employees can start accruing leave on their first day of work but cannot use the leave until after 120 days of employment during a one-year period.

- Employees must give Promise a one-week advance notice of the intent to use earned leave, unless absent for an emergency, illness or other sudden necessity.
- Approval will be granted as long as leave does not interfere with program operations and will not cause undue hardship on Promise as reasonably determined by Promise.

Promise employees who are scheduled to work less than 1000 hours per year or are classified as a “per diem” employee will accrue one hour of Earned Time for every 40 hours worked, up to 40 hours in one year of employment. Leave accrual begins upon the start of employment and up to forty hours can be carried over into the next calendar year.

12.3 Inclement Weather/Storm Policy:

Promise Early Education Center programs will occasionally close due to inclement weather.

Part Year Classroom Personnel (Teacher Assistants, Language Facilitators, and Food Service Aides/Specialists, assigned to part year program): PROMISE’s part year classrooms close when public schools within the community where our part year programs are located close due to weather. In this situation, staff has the choice of utilizing accrued PL or taking the day unpaid and will stay home for the day. In situations where the Executive Director closes the entire agency for the full day due to weather, part year personnel scheduled to work are paid for that full day without utilizing PTO.

Part Year Teachers may choose to work at Coburn on inclement weather days, use PL, or take the day unpaid.

All other PY staff can use PL, substitute if needed, complete a maximum of two hours of training, or take the day unpaid.

- For partial day closures:
 - In the event your classroom closes early, employees who work that day will be paid for the full day (based on their scheduled hours) without having to utilize any PTO.
 - In the event your classroom’s start of the day is delayed, employees will be paid for a full day (based on their scheduled hours) without having to utilize PTO provided they report to work.

Full Year Classroom Personnel (Teachers, Teacher Assistants, Center Assistants, and Food Service Aides/Specialists), Family Educators, and Office Personnel (Administrative staff located at Coburn and Site Supervisors): Full year classrooms are open unless the Executive Director closes the agency due to weather. In such a situation that the agency closes due to weather, all agency personnel scheduled to work are paid for that day. For partial day closures, if an employee comes in but leaves before the Agency closes, they will be required to utilize PTO for the remainder of the day. In the event the start of the school day is delayed, employees will be paid for a full day (based on their scheduled hours) without having to utilize PTO provided they report to work. Finally, if employee chooses to stay home and the Agency subsequently closes early, the employee will be required to utilize PTO for the entire day.

*Please note that time missed for inclement weather can NOT be made up on other days of the week.

12.4 Holidays:

PROMISE observes the following days as holidays for **Full Year** personnel:

| | |
|-------------------------------|-----------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Indigenous Peoples Day |
| Presidents Birthday | Veterans Day |
| Patriots Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving Day |
| Juneteenth | Christmas Day |
| Independence Day | |

PROMISE observes the following holidays for **Part Year** personnel:

| | |
|--|-----------------------------------|
| New Year's Day | Indigenous Peoples Day |
| Martin Luther King Day | Veterans Day |
| Presidents Birthday | Thanksgiving Day |
| Patriots Day | Day after Thanksgiving Day |
| Memorial Day | Christmas Day |
| Juneteenth (if programs in-session) | |

Regular Full Time and Part Time employees will receive Holiday pay on these days for the number of hours they would normally be scheduled to work on that day. If an employee is not regularly scheduled to work on that day, they will not receive holiday pay.

12.5 Group Health, Life, Short-Term Disability, Retirement Plan and Dental Insurance

Participation in PROMISE's group health insurance is available to Full-time employees. The employee may pay a portion of single membership premium cost. The Board of Directors/Policy Council shall establish portion paid by employees each year. Health insurance benefits for eligible employees begin on the first of the month following the first full month of employment. Health insurance coverage is available to the families of full-time employees at the expense of the employee. The open enrollment period for health insurance is the month of February. Employees who have a special enrollment event such as a loss of other coverage, marriage, birth or adoption of a child have a special enrollment right to enroll in the agency's group health plan at the time of the event.

Life insurance, worker's compensation, retirement plan, and voluntary dental insurance are available to eligible employees on the first day of the calendar month following a full month of employment. Life insurance is provided by PROMISE to all full-time employees in the amount of \$15,000. Additional life insurance may be purchased at employee's expense.

Dental insurance is an optional benefit offered to eligible PROMISE employees at their cost.

Short-term disability is a benefit provided to eligible PROMISE employees.

Employees on an approved unpaid leave of absence will be responsible for reimbursing PROMISE for payment of insurance premiums (i.e. health, life, etc.)

Participation in the Retirement Plan is available to full-time employees. PROMISE will contribute 3% to all eligible employee's retirement following a year of employment in accordance with DOL regulations.

Retirement Plan contingent upon completion of required paperwork at time of hire. Employees will be fully vested after 5 years.

- After 2 years of employment, the employee is 25% vested.
- After 3 years of employment, the employee is 50% vested.
- After 4 years of employment, the employee is 75% vested.
- After 5 years of employment, the employee is 100% vested.

12.6 Support for Educational Opportunity:

PROMISE is committed to fostering and encouraging all employees to increase their knowledge and improve their skills. All staff members are encouraged to seek out educational opportunities. As time and budget permit, the Agency will support staff attendance at conferences (in state and out of state), workshops and courses. Agency support must be approved prior to the event by the Executive Director and may include reimbursement for registration, travel costs, supplies and adjustments of regular work hours. Individual employees may have specific allowances for educational time (Appendix A). An employee who receives financial assistance in order to advance their education shall teach or work in the agency for a minimum of three years after completion of the course for which financial assistance has been provided or repay the total financial assistance received.

Employees may be eligible for educational support not to exceed the dollar equivalent of 9 credit hours at USM in a single fiscal year, provided that the credits are relevant to the employee's position, employee receives an acceptable grade, and has received prior written approval from the Human Resources Manager. Books and fees will also be paid for those courses mandated as a condition of employment.

Employees shall meet or exceed the following criteria:

- Course grade needed for attainment of degree required. An employee not receiving at least the grade required must return any tuition support received from the agency. Any employee who drops a course and receives "Incomplete" or "Fail" must also return any tuition support advanced.
- Employees must submit an official transcript within one month of course completion. If not, any tuition support advanced must be returned.
- In the event an employee does not meet all criteria above, or terminates employment prior to course completion, employees will be billed the full amount of the course(s) per Agency policy.
- Employees receiving tuition support from other sources, such as VA, scholarship from any public or private institution (i.e. FAME) are required to notify PROMISE of source and amount.
- In the event a practicum or internship within the Agency is required for a course, employees must contact the Human Resource Manager to apply for a placement and the Education Manager will approve all requests. Time spent in the classroom for internships/practicums must be outside of the employee's regular work schedule as to not disrupt their own classroom schedule, is not compensable time, and practicums/internships cannot take place in the employees own classroom.

PROMISE educational support is contingent on available resources.

12.7 Workers' Compensation:

All PROMISE employees are covered by Workers' Compensation Insurance, which provides coverage in accordance with the "Maine Workers' Compensation Act" when an employee has an accident during working hours and while performing employment duties. All injuries on the job must be reported as soon as possible to Human Resources, but no later than 24 hours. If non-emergency medical attention is

required, Human Resources will schedule an appointment with the agency's vendor at a time convenient for all involved. If the initial appointment is scheduled during the workday the employee will be paid for that time.

If follow up visits are needed, the employee will attempt to schedule those visits outside work hours. If follow up visits are scheduled during work, then sick time will be used. If there is no available sick time, then time can be unpaid, or vacation time may be used. When possible, time can be made up within the same work week.

12.8 Social Security:

Employees of PROMISE are covered by Social Security, which provides retirement income, disability, and survivor's benefits payable to the covered worker or his/her family. (See "Your Social Security" – a booklet available from the local Social Security Office).

12.9 Unemployment Compensation:

Employees whose employment is terminated may be eligible for unemployment compensation according to State guidelines.

12.10 Bereavement Leave

A regular staff person may have:

- Three paid bereavement days (without using PTO) for: mother, father, spouse, significant other, child, or sibling;
- If additional time is needed, accrued PTO must be approved by employees Manager.
- Bereavement time to attend the funeral of a Head Start associated person may be taken with the approval of the Executive Director.

12.11 Childcare Benefit:

All staff while employed by Promise may access agency childcare services for their children age 6 weeks to 5 years in a non-federal childcare slot, as available. Fees for employed Promise staff will be 75% of the Childcare Fee Schedule rate, except that staff who receive a childcare subsidy from the State of Maine are not eligible for this price reduction. Employed Promise staff whose children are enrolled in non-federal childcare slots under this policy forfeit their slot upon their departure as an employee of Promise.

12.12 Employee Assistance Program

Through the employee assistance program (EAP), PROMISE provides confidential access to professional counseling services. The EAP, available to all employees and their household members, offers confidential assessment, short-term counseling, and referral to appropriate community and private services. In addition, legal and financial consultation is available. This service is provided on behalf of the PROMISE by Affiliated Employee Assistance Program.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. 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 are the responsibility of the employee.

Affiliated Employee Assistance Program can be confidentially reached by calling 1-800-769-9819 or online at www.affiliatedeap.com

12.13 Remote Work Policy

As a rule, work for the agency is completed at an assigned office/work location. On occasion, there may be circumstances when working from home is permissible with advanced discussion. Temporary arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only with no expectation of ongoing continuance. Promise considers working from home to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. All decisions around working from home are made based on job duties and may vary across the agency.

Examples might include:

- Reducing interruptions to complete reports.
- Completing tasks that require increased concentration/quieter situations than are available in the office.
- Completing a short-term project.

Working from home intermittently is not an entitlement, it is not an agencywide benefit, and it in no way changes the terms and conditions of employment with Promise. The opportunity to work from home should be focused on meeting position demands or agency needs.

Determine the following when considering a request to work from home:

- Needs and work habits of the employee.
- Job responsibilities.
- Equipment needs.
- Security: consistent with the organization's expectations of information security for employees working at the office, employees will be expected to ensure the protection of confidential information.
 - Equipment that we provide is company property. Employees must keep it safe and avoid any misuse as outlined in Promise's Ethical Standards and Confidentiality policy as well as Electronic Communication Systems policies, both of which are located in Personnel Policies. Further, employees must:
 - Keep their equipment password protected.
 - Store equipment in a safe and clean space when not in use.
 - Follow all data encryption, protection standards and settings.
 - Refrain from downloading suspicious, unauthorized or illegal software.

Working from home is not designed to be a replacement for appropriate childcare or to avoid using personal time for an acute illness. For medical conditions requiring extended recovery time, employees should work with human resources, their supervisor, and their health care provider to determine if working from home during recovery is appropriate.

Supervisors and their employees should predefine goals for days that employees plan to spend working from home. Supervisors need to clearly communicate what they expect to see completed by the end of the day and follow up to determine the outcome.

General Conditions

- When working from home, employees agree to be available from 8 a.m. to 4:30 p.m. for communication through such methods as dedicated phone line, voice mail, cell phone, video conference, web chat or e-mail and agree to respond promptly, if at the home location.
- Employees must keep an up-to-date electronic calendar which must be opened to their supervisor. Working from home should be noted on your calendar with a phone number where you can be reached for the day.
- Schedule changes must get prior approval from the supervisor.
- Employees may not meet with anyone at their home.

Unless otherwise specified, all Promise Policies, Practices and Procedures shall be in effect regardless of work location. In the absence of applicable policy, practice, procedure or guidance, the Executive Director's judgment shall decide all matters.

Dependent Care

Employees agree to make regular dependent care (child or elder) arrangements during the time they are working at home.

Maintenance and Equipment

Equipment provided by Promise must be in a secure location and protected against damage and unauthorized use. Equipment provided by Promise will not be used for purposes other than Promise business. All equipment and materials provided by Promise shall remain Promise property. Promise equipment will be serviced and maintained by Promise. Equipment provided by the employee will be at no cost to the employer and will be maintained by the employee.

Cost

Promise will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities) whatsoever, associated with the use of an employee's residence. Employees do not give up any reimbursement for authorized expenses incurred while conducting official business for Promise.

Liability

Promise is not liable for damages to employees real or personal property resulting from working from home. Employee homes must be free of health, safety, fire and ergonomic hazards. Promise may inspect the home location to identify any health, safety, fire or ergonomic hazards. Such hazards must be corrected at the employee's expense and re-inspected before intermittent work from home can continue. Employees must report work-related injuries to their supervisor at the earliest opportunity. Employees are covered by workers' compensation insurance only if injured in the course of performing official Promise duties.

Work Assignments

Employees will meet with their supervisor to receive assignments and to review completed work as necessary or appropriate. Employees will complete all assigned work according to procedures mutually agreed upon with the supervisor.

Time Worked

Employees working from home who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Promise's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.

Records

Employees must apply safeguards that are approved by the supervisor to protect records from unauthorized disclosure or damage. Work done at the telecommuting location is considered Promise business. All records, papers, computer files, and correspondence must be safeguarded for their safe return to Promise.

SECTION 13.

INSURANCE

13.1 Liability Insurance:

The Agency provides liability insurance for all employees within the scope of their employment and also for Board/Policy Council members.

13.2 Bonding:

All appropriate employees are bonded. That is, the Agency is covered against theft of money or securities.

13.3 Personal Property:

PROMISE insurance does not cover employees' personal property.

13.4 Auto Insurance:

No insurance is provided which would make payments to clients or other passengers in the vehicle for bodily injury, property damage or other claims arising from accidents in this instance. Employees who use their car for employment purposes must file proof of insurance, which will be kept, in the employee's personnel file and updated yearly. That is, the employee's personal auto insurance must cover the use of their cars for business purposes. For insurance purposes, clients are not to be transported by staff. Employees who use their car for employment purposes are expected to abide by the laws of the State. PROMISE is not responsible for any damage to employees' cars while on agency business.

SECTION 14.

REIMBURSEMENT FOR EXPENSES

Employees will be reimbursed for expenses incurred on Agency business as follows:

14.1 Travel/Transportation Costs:

If personal motor vehicles are used for business purposes, the employee will be reimbursed at the current state rate. Mileage will accrue from office to the place of business and return.

All travel reimbursement paperwork must be submitted within 10 business days. Mileage is paid to employees following approval by Supervisor. Mileage sheets must be signed and submitted electronically to Payroll within two weeks for reimbursement. Mileage is reimbursed from employee's home or office which ever is less. Mileage is not paid for travel to/from college classes.

Other costs of transportation such as tolls, railway fares, bus, airplane, taxi, and parking fees will be reimbursed at cost. Any travel, other than day to day travel must be approved in advance through the Purchase Order process. Upon return employees will submit travel reimbursement paperwork. If needed employees will request additional funds or return unused funds.

14.2 Meals:

Employees are responsible for their own meals except under the following conditions:

- Employees receive a per diem meal allowance while traveling on agency business that involves hours outside the normal workday or overnight stay. The meal allowance is a fixed amount of reimbursement for meals based on rates listed below. Meals provided for in a conference fee will not be included in per diem meal allowance.

Visit <http://www.gsa.gov/portal/content/104877> to find the current Federal Meal Breakdown amounts based on the location for which you will be staying.

14.3 Other Business Expenses:

All other business expenses must be negotiated and approved in advance by the Executive Director. Except for those expenses described above, employees are not authorized to purchase or commit to purchase any type of goods or services without the prior knowledge and authorization of the Executive Director.

SECTION 15.

LEAVES OF ABSENCE

15.1 Family Medical Leave: (Appendix B)

The Family Medical Leave Act (FMLA) took effect for covered employers and most employees on August 5, 1993. The FMLA applies to an employer that has employed 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding year. Maine law requires a covered employer to give an eligible employee up to 10 consecutive workweeks of unpaid leave per two years, with no requirement of any fringe benefit continuation.

The FMLA requirement is 12 work weeks of consecutive, intermittent, or reduced leave per year, with a health insurance continuation requirement. Both laws require an employer to reinstate the employee to the employee's prior job or an equivalent job. Because Maine law does not require any benefit continuation, it contains no provisions concerning an employer's right to recover premiums from an employee.

An Eligible Employee must satisfy all four of these requirements:

- Must have been employed at least 12 months (52 workweeks) prior to the commencement of the leave; the prior employment need not be consecutive months or consecutive workweeks.
- The employee must have been employed at least 1250 hours of service for the employer during the 12 months immediately preceding the commencement of the leave.
- The employee must be employed at a worksite where at least 50 employees are employed by the employer within 75 miles.

- The employee must have not, at the time of the commencement of the leave, already used all FMLA leave allowed within the leave year.

One of the important differences between Maine and federal law is that Maine law contains a definition of “serious illness” which is much more restrictive than the FMLA definition of “serious health condition.” Maine law limits an eligible adoption to the adoption of a child 16 years or less; the FMLA places no limit on the age of the adopted child. Maine law does not list placement for foster care as an eligible event; the FMLA does.

This agency uses a “rolling” 12 month period measured backward from the date of an FMLA leave begins.

The NDAA (National Defense Authorization Act) expanded the FMLA to allow eligible employees of covered employers to take FMLA-qualifying leave arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. The NDAA also provided that “an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a (single) 12 month period to care for the service member.

When Family Medical Leave Act takes effect, the employee is required to use available paid time off.

15.2 Medical Leave:

A medical leave of absence is a leave of absence due to illness or injury to an employee, in excess of 10 working days, or when medical leave takes effect, the employee is required to use available PTO. Employees whose Family Medical Leave has run out or who are not otherwise eligible for a Family Medical Leave may request Medical Leave. The Executive Director may grant a leave based on the employees’ position within the Agency and after determining if the leave would cause an undue hardship to the Agency. The leave is required to be a result of a medical condition or injury that is, documented by a physician’s statement of the necessity for and probable duration of the leave.

Upon return from a medical leave of absence, the employee is guaranteed a job unless unanticipated circumstances, such as a layoff or a re-organization, that would have affected the individual’s position had he/she been actively employed, have occurred in the interim. All efforts will be made to first, return the person to the original job, and secondly, offer a position of similar pay and responsibility.

An employee on medical leave of absence is not paid.

15.3 Maternity/Paternity Leave:

FMLA or MMLA qualified

In most instances maternity/paternity leave will be granted as unpaid leave under the Federal Family Medical Leave Act (FMLA) or Maine Medical Leave Act (MMLA), provided the staff person meets eligibility criteria. For maternity leave typically, FMLA and short-term disability will run concurrently for up to 12 weeks for FMLA (10 weeks for MMLA). Short Term Disability may have its own qualifiers and waiting periods.

For paternity leave, the parent will typically be eligible for unpaid medical leave for up to 12 weeks for FMLA (10 weeks for MMLA). This leave does not qualify for short term disability. The employee will be required to use Paid Time Off.

In the event that both parents are employees of Promise Early Education Center, a total of 12 weeks, to be shared by both employees will be allowed. Paternal Leave will be required to use Paid Time Off.

Unqualified FMLA or MMLA

In some instances when an employee does not qualify for FMLA or MMLA for maternity/paternity leave, Promise Early Education Center will allow up to 12 weeks of leave. For Maternity leave, if the employee is qualified, they will also receive short term disability. Short Term Disability may have its own qualifiers and waiting periods.

For Paternity Leave, employee will be required to use Paid Time Off.

For both FMLA and non FMLA leave for maternity/paternity leave, paperwork will be required to be completed and returned to Human Resources within 15 days of staff receipt of the forms. There will be additional short term disability forms required for short term disability.

15.4 Leave Without Pay:

Requests for a leave of absence without pay for justifiable reasons shall be considered and decided upon by the Executive Director. These requests shall be considered in relation to Agency needs such as staffing, workload, anticipated special or additional projects and the like, along with recommendation of the employee's supervisor. Depending on guidelines outlined in contracts with benefit providers, employee benefits may be continued at the expense of the employee. Financial arrangements must be made with the Executive Director prior to leave. When Leave of Absence has been granted, it is required that employees use paid time off.

15.5 Military Leave:

Military leave without pay shall be granted employees. Such employees shall be afforded the protection of seniority rights and status in Promise Early Education Center through Agency compliance with USERRA (The Uniformed Services Employment and Reemployment Rights Act of 1994.) Any employee who is a member of "Uniformed Services" will be allowed a paid leave of absence not to exceed fifteen days in any calendar year for purposes of attending duty requirements upon presentation of orders pursuant to such training. Salary, during those 15 days, to be adjusted or made whole based on total remuneration received from the military while on leave, not in excess of 15 days. Employees are expected to inform their supervisor of their impending military duty as much in advance as possible so plans can be made for their absence.

SECTION 16. CHILD ABUSE ALLEGATIONS/SUSPICIONS POLICY

PROMISE believes that every child has the right to be free from threats to their health and welfare. It is our responsibility as service providers to insure these services are of the highest quality and to insure the rights of children are in no way violated or compromised. Through our services PROMISE strives to provide education, support, and advocacy, which will ensure the safe development of all children.

PROMISE recognizes the difficult and sensitive position of employees, volunteers and Board/Policy/Committee members who work closely with, and on behalf of children. This policy is designed to protect PROMISE employees, volunteers, Board/Policy/Committee members, the Agency, and the children we serve. PROMISE will follow the State of Maine's mandatory reporting laws and cooperate with the Department of Human Services and law enforcement.

16.1 Allegations of Abuse

PROMISE staff, volunteers, and Board/Policy/Committee members will be considered innocent of any allegation until it is proven otherwise. PROMISE expects that all employees hired, volunteers, and Board/Policy/Committee members will reveal any past history of criminal or civil actions brought against them involving abuse of children.

In the event that an allegation of child abuse or neglect is made against any employee or potential employee, volunteer, or Board/Policy/Committee member, the employee, volunteer, or Board/Policy/Committee member is required to make his/her immediate supervisor, or Executive Director, aware of the allegation whether it is made regarding conduct on or off the job. No accusation will be considered too minute to be discussed.

Allegations of abuse against a child will result in the following actions being taken:

- PROMISE will ensure that the Department of Health & Human Services and local law enforcement where applicable have been notified.
- The Executive Director or the Board Chair will prepare a written summary of the events and the actions taken as they come to the attention of the Executive Director.
- PROMISE reserves the right to suspend or re-assign the employee with or without pay. Should the allegations have been made against a volunteer or Board/Policy/Committee member PROMISE reserves the right to suspend said individual from any agency activities.
- In allegations of physical and/or sexual abuse made against an employee, the following steps will be taken in order to offer maximum protection to that staff person: effective immediately, that staff person will be removed from direct contact with children and will be placed in another position within the agency. If a permanent employee, he/she will receive pay for a period for not longer than two months. Should the time exceed sixty (60) calendar days, the matter will be brought to the Board of Directors for determination.
- In situations involving a Family Child Care Provider accused of abuse and/or neglect, children enrolled in our program will be moved to another home while the accused caregiver is being investigated. No fee will be paid by Promise Early Education Center during this period. If the caregiver is exonerated, the agency has the option of placing children again in that home.
- Absent actions by law enforcement/Department of Health & Human Services, PROMISE reserves the right to conduct our own assessment of the incident in order to preserve the integrity of the organization and to protect the rights of children.
- PROMISE also reserves the right to take disciplinary actions, which may result in the employee's termination.

16.2 Suspicions of Abuse

PROMISE employees and volunteers who observe or suspect that a child has been abused or neglected, will notify without delay their supervisor, and will report said concern to DHHS, per Title 22, 4011, MRSA. Staff should consult with their supervisor and/or a DHHS intake worker if they are unsure whether to make a report or not.

Following decision to report to Child Protective Services the staff reporting will consult with their Supervisor and Family Services Manager on whether to inform family of report so as to limit damage to relationship with family as well as ensure no increased threat exists to child as result of notification.

If a disagreement exists between the PROMISE employee involved and their supervisor as to whether or not a report should be made to DHHS, the individual has the right and the legal obligation if they suspect abuse to make a referral to the DHHS with no repercussions from their supervisor.

SECTION 17.

DRUG-FREE WORK PLACE POLICY

The Board of Directors of PROMISE recognizes that chemical dependency is a treatable disease. PROMISE supports and encourages treatment of this disease and accepts a share of the responsibility of that treatment. Left untreated, however, the disease may result in serious personal and family problems and also may affect an employee's job performance and ability to serve as role model for our students. PROMISE must address its responsibility to assure that job performance meets applicable standards and that a safe and healthy environment be maintained throughout the Agency. Accordingly, the following policy has been adopted applicable to all agency employees.

1. PROMISE employees and clients will work and receive services in an environment free from alcohol and illegal drug use. PROMISE will make a deliberate effort to preserve a drug-free workplace. Accordingly, the Agency expects all employees to report for work and to perform their duties in a manner that does not jeopardize the health, safety, and well being of co-workers and clients.
2. Any employee who suspects that he or she may have an alcohol or drug dependency problem is strongly encouraged to seek voluntary diagnosis and treatment. The PROMISE Executive Director will provide any employee with confidential referral services to an outside agency upon request and will assist the employee in determining the extent to which insurance coverage is available to help pay for such services.
3. All employees are strictly prohibited from a). Possessing, furnishing, or selling alcoholic beverages or scheduled drugs (as defined in Title 17-A, M.R.S.A. Section 1101 and/or as listed in Schedules I-V of Section 2202 of the Federal Controlled Substance Act) at any facility, on any property or vehicle owned or operated by the Agency, or at any Agency sponsored activity; b). Being under the influence of or using any such substance at any such place or event; c). Coming to work with alcohol on their breath; and d). Furnishing selling or assisting clients or minors in any way to obtain such substances at any time or location. Any illegal substance found at any such place or event will be turned over to the appropriate law enforcement agency and could result in criminal prosecution.
4. Any violation of the preceding paragraph shall constitute sufficient grounds for employee discipline, up to and including dismissal from employment. Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Disciplinary action may include the requirement that the employee complete a rehabilitation program judged as acceptable by the PROMISE Board of Directors. Referrals under foregoing paragraphs of this policy will not preclude such disciplinary action.

5. As provided, in part, in the Drug-Free Work Place Act of 1988, all employees are required to notify the Agency of any criminal or civil violation or drug statute conviction occurring at or off the workplace immediately. Additionally, all PROMISE employees are required to notify the Agency of any criminal or civil accusation that occurs at or off the workplace related to substance use and/or abuse.
6. Testing - An employee may be subject to, and required to submit to testing, including but not limited to blood, urine or other diagnostic tests to determine and detect alcohol or drugs in his/her system. Whenever the employee is involved in an on the job accident or the employee's behavior raises a reasonable suspicion of drug or alcohol use, random testing may also occur, as determined by the Agency, based on agency needs or perceived problems. Any employee refusing to submit to testing will be subject to an immediate dismissal.
7. Searches - The Agency will contact law enforcement to seize any illegal drugs in the possession of an employee at work.

SECTION 18.

MISCELLANEOUS POLICIES

18.1 Jury Duty:

Employees may be granted time off for required jury service. Such requests must be substantiated with presentation of the legal notice to serve. When jury duty necessitates the loss of work time, PROMISE will make no deductions in pay and benefits, i.e., vacation time. In addition, the employee may keep the juror fee and travel pay. Employees called to serve are expected to report for work before and after court sessions. Employees are responsible for informing their supervisor of upcoming jury duty immediately upon receiving their jury duty notice.

18.2 Change of Personal Status:

It is an employee's responsibility to provide accurate and up-to-date information to ensure the proper and timely receipt of all employee benefits, availability of emergency contact information, and for tax purposes. Therefore, any changes in the following will be reported to the Human Resources Manager:

- i. Name, address, home telephone number
- ii. Name of person to notify in case of emergency
- iii. Change of beneficiaries
- iv. Number of dependents for insurance coverage
- v. Exemptions for tax withholding

18.3 Community Relations:

Everyone who works for PROMISE is a representative for the Agency. What is said about the Agency on or off the premises, the way visitors are received, and how telephones are answered, create a definite impression of PROMISE in the public mind. With this in mind, employees are expected to represent themselves and PROMISE in such a manner that reflects positively on the values and mission of the Agency.

Employees should become acquainted with the total Agency so that they can accurately discuss it. All requests for information, etc., should be referred to the appropriate member of the PROMISE staff.

18.4 Ethical Standards and Confidentiality:

Clients of PROMISE programs have a right to expect that their need for services will be held in strictest privacy and that all staff will follow all federal and program eligibility regulations. It is the policy of PROMISE to uphold these client rights of confidentiality. Any unauthorized disclosure or falsification of records can be the basis for immediate dismissal of the employee. Staff and volunteers are required to sign the attached Confidentiality Rules and Statement as notice that they have received, read, and understand PROMISE's confidentiality policy.

The term "record" refers to any information that is stored, including computer files and disks. All records containing personal information about children and families are kept in locked file cabinets at the child's center or main office. Copies of enrollment information, health, disabilities, and other information needed to manage programs are kept with the appropriate manager at the main office at 269 Bates Street, Lewiston. At the end of the program year or when a child leaves the program, all records are sent to the main office. Records are retained for three to five years after the child has left the program. Records are then destroyed.

Staff members will share information when necessary to provide or coordinate comprehensive services for children and families. Information may be shared within their teams and with their supervisor and/or manager. If staff is unsure whether or not information should be shared, they will consult with their supervisor or a manager. Records can only be transferred or shared with other agencies or service providers with written permission from the parent or legal guardian unless otherwise mandated by law or HIPAA regulations. Certain demographic, statistical, or composite information is shared as required by law with auditors and State and Federal agencies.

All parents and legal guardians have a right to access information from their own child's records. Staff has the right to access information from their own records. Copies of information are obtained through a request in writing. A copying fee may be assessed.

Any information that is learned about a child, family, staff or potential staff member through participation in any classroom, program, function, committee, Policy Council or Board meeting is confidential information. This information will not be shared with other staff, parents, agencies, professionals, family or friends. If there is a need to discuss an incident or question an action, discussion with a manager will help determine whether further action is needed.

Staff who fail to comply with confidentiality requirements; or do not follow applicable federal or program regulations to determine enrollment eligibility will be subject the Agency's Disciplinary process (as outlined in Section 9 of Personnel Policies), up to an including immediate termination of employment.

18.5 Electronic Communications Systems:

PROMISE employees whose jobs provide access to and use of various electronic communications systems such as e-mail, voice mail, fax machine, telephone, cell phone, and the Internet are expected to adhere to the following guidelines about these tools:

- a. The e-mail, computer, voice mail systems, fax machine, telephone, cell phones, and the Internet are owned by PROMISE, are provided for business purposes, and may be monitored. Any personal use must be of an incidental nature, not interfere with business activities, not involve solicitation, and not be associated with any for-profit outside business activity.
- b. Because messages and information generated by these systems are for PROMISE business on PROMISE-owned property, employees should not expect that any

messages they exchange via company computers, or any uses of the Internet are in any way private or confidential. This information is subject to archival policies, and any scrutiny normally afforded to paper files and documents covering the same subject matter.

- c. Systems may not be used for any illegal or improper purpose or in any way that might potentially embarrass PROMISE, its employees, volunteers, Board/Policy Council members, or clients.

All staff and volunteers are required to sign the attached “Acceptable Use” forms which clearly state that they have received, read, and understand the policy regarding the (personal) use of all agency/PROMISE electronic communications systems.

18.6 Employment of Relatives:

The policy of PROMISE prohibits the hiring of immediate relatives (i.e., sibling, parent, in-law, child, etc...) of the Executive Director or Board members. Situations where one family member would be supervising another are also prohibited.

18.7 Policy on Outside Work:

PROMISE recognizes that some staff members may have a need to work outside the Agency. However, PROMISE does consider itself to be an employee’s primary employer, and with that in mind has developed the following guidelines related to outside employment:

- a. Outside work may not compete directly with PROMISE activities.
- b. Outside work must be conducted in a setting physically separate and at clearly separate times when PROMISE work is not scheduled.
- c. The demands of outside work cannot in any way infringe on PROMISE work activities.
- d. Employees are expected to inform their supervisor of any outside work that creates a potential conflict with their PROMISE responsibilities.

18.8 Tobacco Policy:

In the interest of the clients, we serve and the health of PROMISE employees and volunteers, tobacco use (smoking, the use of smokeless tobacco and all other tobacco products, including non-regulated tobacco products) is prohibited on PROMISE grounds, in buildings, and at agency events conducted at off-site locations. Employees and volunteers are asked to be mindful of the lingering odor of smoke on clothes and other personal items.

The Federal Law that bans smoking in all schools receiving federal funds also provides for smoke-free areas in childcare and early childhood development agencies. Maine Law prohibits school employees from using tobacco in school buildings or on school grounds. The U.S. Department of Health and Human Services Administration on Children, Youth and Families has issued an Information Memorandum on a Notice of Proposed Program Instruction requiring all Head Start Programs to provide a Smoke-Free Environment. The spirit of these laws, and the proposed regulation, is to provide a healthy, productive atmosphere for children, staff, parents and visitors.

There is no safe level of secondhand smoke around children - U.S. Surgeon General’s Report 2006. Smoking is prohibited in a motor vehicle by the operator or a passenger when a person who is under 16 years of age is present.

Smoking shall be prohibited in all agency buildings, grounds (including vehicles on the grounds), and agency-owned vehicles. Staff members may have tobacco in their possession, but this must be concealed and secure at all times.

Shared Buildings:

In those programs where we share buildings with other occupants, we shall work with them to establish a “tobacco-free zone” around our site. We will take whatever steps are reasonable and possible to reduce exposure to smoke from other sources in these buildings.

Home Visits:

When the program activity occurs within a home, we shall work with parents to establish a “tobacco-free zone” by requesting that all participants refrain from using tobacco products while the visit is taking place.

Transportation:

We will work with all those who provide transportation for our children to create a tobacco-free environment in all vehicles used for transporting children. Staff will provide reminders to parents about the law when appropriate.

All individuals on agency premises, and who participate in agency-sponsored activities and events, share in the responsibility for adhering to and enforcing this policy. Disciplinary measures are as follows:

- Staff -- Any violation of this policy by staff shall be referred to the immediate supervisor. Violations shall be dealt with accordingly based on PROMISE’s established policies and procedures for warnings, suspension and dismissal of staff.
- Families and Visitors --Those who are observed smoking or using tobacco products shall be asked to refrain from doing so on agency property or during program activities or functions. If the individual fails to comply, he or she will be reported to the Site Supervisor responsible for the area in the program in which the incident occurred. The supervisor will document and make a decision on further action.

Education:

- Staff -- will be informed about the tobacco-free childcare center policy through the following methods.
 - Signs posted at the entrance to the centers and in agency vehicles.
 - Personnel Policies
 - Onboarding and review of policy provided by Human Resource Manager.

Families and Visitors:

- Family and Visitors will be informed about the policy through the following methods.
 - Policy will be stated in the parent handbook
 - Signs posted at the entrance to the centers and in agency vehicles.
 - Signs will be posted on parent bulletin boards, announced in the agency newsletter, and if necessary, at other times during the year to assure compliance.
 - Policy guidelines will be attached to all field trip and home visit notifications.
 - Any communication mechanisms deemed appropriate by the management team.

18.9 Personal Appearance:

Personal appearance reflects Promise Early Education Center standards and demonstrates to clients, co-workers, and other professionals your interest and commitment to your job. In any business, cleanliness, neatness and properly fitting clothes are an absolute necessity. The business like dress of staff attests to the fact that you are here to do a professional job. In this regard, extremes of dress should be avoided.

- Shirts /tops must not have words or pictures that promote anything inappropriate for children and must also be professional in nature. Torso must be covered at all times. No cleavage can be showing. No low-cut top are allowed. No “so-called” muscle shirts are allowed.
- Appropriate undergarments are required. Clothing must cover all undergarments. Sports bras are considered undergarments and must be completely covered by a shirt or other acceptable item.
- Pants must be firmly secured.
- Tattoos which display inappropriate graphics/messages for children must be covered.
- **Jeans may be worn on Friday.**
- Leggings must be professional in nature (i.e. not the type worn to the gym) and be worn in conjunction with a long shirt (shirt must extend to at least fingertips when arms held down to one’s side).

Specifically for classroom/direct service staff (i.e. FSA’s, Teaching personnel and Family Educators):

- Pants or skirts must fit properly. Skirts must reach to the finger- tips of the extended arm.
- Shorts or skorts are acceptable. They must reach to the finger- tips of the extended arm.. Shorts must fit properly.
- Footwear must be secured. Heels or sandals without straps are not allowed. All shoes must have backs to ensure safety (flip flops are not allowed).
- Jewelry needs to be safe for infants, children and employees. Employees must use good judgment in wearing jewelry that does not pose potential hazards, such as dangling earrings or facial piercings necklaces, pins and some rings.

Specifically for kitchen:

When working in the kitchen special consideration should be taken with attire with regard to food safety. In addition, because Food Service staff travel from site to site, identifying clothing (Logo’s attire) should be worn. As such the following guidelines should be adhered to for all kitchen staff members:

- Pants or skirts and shorts dress code is the same as for the classroom. Clothing must be clean.
- Kitchen uniforms Shirts/aprons/coats (with Promise Logo) are provided and to be worn when working.
 - Coats shall be worn in main kitchen by Chef when preparing meals
 - Aprons shall be worn by kitchen staff when in any kitchen and should be removed before leaving the building
 - Logo’s shirts shall be worn by all kitchen staff at all times
- Street clothes will not be worn in the kitchen.
- Footwear must be fully enclosed and socks must be worn. Shoes must have non-skid soles for safety reasons.
- Hair restraint (i.e. hat or hair net) must be worn. Hair long enough to be pulled back or up needs to be braided or pulled back and a hat or hair net must also be worn. Personnel with facial hair must wear a beard restraint.

- Aprons must be worn. Aprons need to be removed and stored properly before taking out the garbage or using the restroom. A new, freshly washed apron must be worn daily.
- Nail polish and artificial nails are not allowed. Bracelets, watches, rings with the exception of a plain band cannot be worn.

Specifically for office (pertains to Site Supervisors and Managers also):

- Pants or skirts must fit properly. Skirts/dresses must reach to the finger-tips of the extended arm..
- Jeans may be worn on a day when “cleaning” has to be done and/or approved by the supervisor, or on Friday.
- Shoes must be worn.

Exposure to strong scents especially scents from tobacco products and fragrances in the environment can cause discomfort as well as directly impact the health of sensitive individuals. Scents from perfume, cologne, hairspray, lotion, etc. and tobacco products on clothing should not be noticeable by others due to triggered negative health effects, including allergic responses.

Supervisors have the option to make this ruling apply to volunteers in consideration of professionalism and safety.

18.10 Domestic Violence Safety Plan:

Employees may take reasonable and necessary leave from employment pursuant to Title 26 M.R.S.A. § 850, if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault or stalking.

18.11 Political Activity:

All PROMISE personnel:

- May be a candidate for public office in a nonpartisan election;
- May campaign for and hold elective office in political clubs and organizations;
- May actively campaign for candidates for public office in partisan and nonpartisan elections;
- May contribute money to political organizations or attend political fundraising functions;
- May participate in any activity not specifically prohibited by law or regulation.
- May not be a candidate for public office in a partisan election;
- May not use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;
- May not directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Hatch Act provision applies to employees of private, non-profit organizations which plan, develop and coordinate federal Head Start programs. Employees of certain private, non-profit, single purpose organizations which receive federal assistance may not solicit contributions or use official authority to influence or interfere with the outcome of elections or nominations. Among these are organizations which receive federal assistance under the Head Start programs.

18.12 Safe Driving:

In order to keep our staff and others safe, it is imperative that PROMISE’s Safe Driving rules are followed.

When driving any vehicle for agency business, employees are required to:

- Wear safety belts at all times (it is the law!)
- Cell phone use while driving is not allowed.
- When placing a call or sending a text message, pull over in a safe area. Use of any other electronic device while driving is also prohibited (i.e. laptops, palm pilots). It is not only the policy of PROMISE it is now the law. In 2009 a new law went into affect making it against the law to drive while distracted in Maine. The new law which sets fines of up to \$500 defines “distracted” as being engaged in an activity not necessary to the operation of the vehicle and impairs or could impair the ability to drive safely.
- If you receive a text message while driving, do not respond until you have pulled over in a safe area and the vehicle is stationary.
- Eating, drinking, or any other distracting activity should not occur while driving.
- Adhere to speed limit and road signs.
- Follow all motor vehicle rules and regulations.
- Maintain valid driver’s license and car insurance.

Driving safely MUST take precedence at all times. Keep your eyes on the road and hands on the wheel – and mind on your driving. The above guidelines must be adhered to while on agency business whether the cell phone is agency owned or your own personal cell phone.

18.13 Gifts and Gratuities:

PROMISE employees, agents, and members of the Board of Directors and Policy Council may not accept gratuities, favors, or anything of monetary value or promises of monetary gain from contractors or potential contractors.

18.14 Transfers:

Any employee may be transferred from one center to another in the same position in order to meet operational needs. Employees may also request a transfer to another center by submitting a transfer request form to their supervisor to be forwarded to Human Resources for discussion. Potential transfers are normally discussed with the person(s) involved within a reasonable time prior to the transfer. All changes must have the approval of the Manager and the Human Resource Manager. (Appendix F)

18.15 Longevity Pay:

Longevity Pay is 1% for every five years with the agency. Employees who are in the process of completing a Performance Improvement Plan for group B (still completing action steps) when they reach a five year anniversary will not be eligible for a salary increase until the action steps on the plan are complete and satisfactory performance is consistently maintained for a period of three months.

18.16 Additional Compensation:

MERIT -- Employee discretionary incentive compensation may be provided annually based on quality of performance and available financial resources to full and part time employees who have successfully completed their introductory period. Employees placed on a Performance Improvement Plan for group B (performance related items) during the time period in which Merit Bonuses is based upon will not be eligible to receive a Merit Bonus for that year.

SIGN-ON BONUS -- A sign-on bonus will be paid to new full and part-time hires as financial resources are available. The amount paid to employees will be determined by management and will not exceed \$2,000. An initial payment of 30% of the total sign-on bonus will be paid following completion of introductory period. A second payment of 30% of the total sign-on bonus will be paid after 6 months of employment with the final payout of 40% paid after one year of employment has been completed. This signing bonus is taxable, and all regular payroll taxes will be withheld.

INCENTIVE COMPENSATION -- An annual retention incentive program will be implemented with Board and Policy Council approval annually as financial resources allow for full, part-time, and per diem employees employed prior to July 1 of current year. Employees placed on a Performance Improvement Plan for group B (performance related) will not receive a retention payment while on an active improvement plan. The identification of annual payout amounts will be tiered based on length of employment and as noted above, available financial resources.

REFERRAL BONUS – A referral payment to be determined by management as resources allow and not to exceed \$1,000. Payment schedule to referring employee will be as follows: 30% following new hire’s successful completion of introductory period, 30% at six months, and 40% when employee completes one year of employment.

18.17 Worksite Lactation:

Promise Early Education Center acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010, which amends the Fair Labor Standards Act (FLSA), and the Maine State Labor Law 5MRSa Section 4643 amended in September 2009, and therefore provides breastfeeding employees the following lactation accommodations:

Lactation Accommodation Provisions

■ Reasonable Time to Express Milk at Work

Employees shall be provided reasonable time to express milk while at work for up to three years following the child’s birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible.

■ A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room may be a designated space for lactation, or a vacant office, conference room, or other small area that can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- Be in close proximity to the employee’s workstation when possible.
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public.
- Be well lit.
- Ensure privacy by covering any windows with a curtain, blind, or other covering.
- Contain at a minimum a chair and a small table, counter, or other flat surface.
- Include an electrical outlet and nearby access to clean water.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

This policy shall be communicated to all current employees and included in new employee orientation training. Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

Employee Responsibilities

Breastfeeding employees utilizing lactation support services will:

- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.
- Insure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk must be labeled with the mother's name and date expressed. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

Employer Responsibilities

Promise Early Education Center will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees prior to returning to work, following the birth of a child, of their rights under Maine State Labor Law and the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.

Resources: U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau; Maine Department of Labor, Maine WIC Nutrition Program

Websites: www.mchb.hrsa.gov/pregnancyandbeyond; www.maine.gov/labor; www.wicforme.com; www.workandpump.com; <http://breasrfeedinglaw.com/state-laws/maine/>

Approved by PROMISE Health Advisory Committee June 1, 2013

18.18 Nutrition & Physical Activity Policy:

Purpose and Rationale

To improve the health of children, families and staff by providing healthy food, beverage and physical activity options in the classrooms as well as at Head Start sponsored meetings, events and trainings. Improving nutrition and physical activity awareness through modeling and education can help to prevent the epidemic of overweight and obese populations along with associated chronic diseases. Supporting healthy food, beverage and physical activity options make it easy for everyone to make healthy choices.

Nutrition

PROMISE will offer, when able, foods that support the USDA's MY PLATE (such as lean meats, low-fat dairy, fruits, vegetables, and whole grains) as the basis of the nutrition policy at staff and family events. Food and beverages will follow nutritional standards set by CACFP/USDA, WIC and SNAP as well as the American Heart Association and American Dietetic Association. Efforts will also be made to offer dietary sensitive and culturally inclusive foods at all gatherings. Beverages will include a water option as well as no/low sweetened beverage. When appropriate, a variety of foods that are seasonally grown, locally harvested or purchased by local vendors will be offered - thinking globally and shopping locally.

Physical Activity

PROMISE will offer educational materials to all families and staff through the use of the Agency Newsletter, Classroom Curricula such as; 5210/IMIL/Color Me Healthy/Eat Well, Play Hard and other resources as they become available. Head Start staff will model and support classroom meals and activities by following the performance standards around nutrition as set by National Head Start. These standards can be viewed at <https://eclkc.ohs.acf.hhs.gov/hslc>. Family Educators and Classroom staff will promote the use and exploration of the Healthy Activity Kits available to all staff and families for "at home use". Kits can be demonstrated at center meetings so that parents/guardians fully understand the contents. Physical movement in the classrooms and outdoors will be promoted by staff on a daily basis, as per our licensing regulations and Head Start Performance Standards.

Team Wellness is a volunteer committee of staff who promote activities that enhance the well-being of employees and their families. Team Wellness supports the Food and Nutrition Policies by offering activities that promote overall health and well-being. Team Wellness links community opportunities for improving health and provides educational materials to all staff and centers such as handouts, posters and e-newsletters to support better life habits. Team Wellness sponsors events for the staff that encourage physical activities.

Team Wellness encourages all staff to avoid extended periods of continuous tasks (example no more than 30 minutes of continuous computer use at any time) by taking a short break (~2 min) or performing other tasks. The following are good break ideas:

- Move your printer to an area that requires you to stand up and walk to get your printout.
- Stand up for phone calls.
- Go to the restroom or get a cup of coffee/water.
- Alter your tasks (break up continuous computer time with checking phone messages, reading reports, etc.).

18.19 Attendance

Regular attendance is an essential responsibility of employees at Promise Early Education Center. Excessive absences and/or tardiness can place an undue hardship on fellow coworkers as well as have an impact on the quality of the education for the children we serve. Employee attendance is a critical factor in providing consistent quality programming and is directly correlated to child outcome scores.

As such, employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also to remain at work for their entire work schedule. The purpose of this policy is to

promote efficient operation of the Agency, minimize unscheduled absences, and define “excessive absenteeism”.

Prescheduled times away from work using accrued PTO days and absences protected by federal or state law are not subject to discipline and are not considered absences for the purpose of this policy. An absence occurs when an employee misses more than two hours of work within a normal workday outside of an approved schedule change request.

An absence of up to 3 consecutive days due to the same illness, injury or other incident will be counted as one absence for the purpose of this policy, only when accompanied by documentation from a Health Care Provider.

Supervisors are expected to meet with staff members once an employee reaches 2 absences before an individual is considered “excessively absent” in order to problem solve ways to avoid further absences. The agency reserves the right to terminate employment at any time for excessive absenteeism. The employee will be given a Final Notification before employment termination outlining expectations of employee to avoid employment termination.

Excessive Absenteeism is defined as follows:

- First Notification: 3 Absences in a 6 month period (July 1-Dec 31 and Jan 1- Jun 30)
- Second Notification: 5 Absences in a 6 month period (July 1-Dec 31 and Jan 1- Jun 30)
- Third Notification 6 Absences in a 6 month period (July 1-Dec 31 and Jan 1- Jun 30)

No-call/ No-show

Not reporting to work and not calling to report the absence is a no-call/no-show and the first instance will result in a final counseling. The second separate offense may result in termination of employment with no additional disciplinary steps. Any employee who is absent without notifying the Agency for three consecutive days will be considered to have abandoned their job and therefor voluntarily resigned their position at the Agency.

Schedule Change Requests

Promise and Childcare recognizes that there are times when appointments during work hours are unavoidable. In the event an employee would like to work hours outside of their normal work schedule (i.e. come in late, leave early, switch shifts with a co-worker) a request must be made in AOD (or by email if the request can't be made in AOD) and supervisors must provide prior approval. PTO time will be utilized in such circumstances and in most cases employees will not be permitted to “make up” time on another day.

18.20 Cell Phone Policy

Promise Early Education Center will provide identified positions with cell phones. The purpose of these cell phones is to provide a useful means of communication with agency personnel, ensure staff safety, and for communication with clients to improve customer services. These cell phones are for business use only and not intended for personal communication.

Operating and Security Procedures

Staff with a cell phone are encouraged to minimize the use of these phones as much as possible keeping conversations to a minimum. Staff should be selective in giving out their cell phone number.

Cell phones are not to be used when operating a vehicle. It is important to properly secure cell phones when not in use, and it is recommended to keep food and beverages away from them.

When communicating via text messages whether with agency personnel, community partners, or other party please remember no personal client information can be sent via text/media messages as these messages are not secure.

Phone minutes when needed are available in Finance from AP/AR Coordinator.

Loss or Damage

If cell phone is lost, stolen, or damages staff are to contact supervisor immediately. Supervisors are responsible to make arrangements to have phone replaced or repaired.

Site Cell Phone Procedures

An agency cell phone will be provided to all non-public school centers for use while out on the playground and in emergencies. Cell phones are to be kept charged and ready to use. Sites are required to have identified staff responsible to ensure phones are operational at all times and secured when not in use.

Staff will utilize cell phones according to agency procedures.

The purpose of on-site cell phones is to protect the safety of children and staff and to provide a useful means of communication with agency staff and families in emergency situations. Cell phones are provided for business use and not intended to be used for personal communication.

In order to ensure the safety and supervision of children employees' personal cell phones and devices are not to be accessible to staff while in the classroom or on the playground.

Administration Cell Phone Procedures

Administrative personnel responsible for staff safety and agency operations will be eligible to receive a nominal stipend of \$15.00/month for use of personal cell phones as long as they retain an active cell phone contract. Eligible administrative personnel generally include senior managers and supervisors. The Executive Director will determine staff eligible for a cell phone allowance and submit eligible employees' information to Finance upon initial identification and annually thereafter.

Employees receiving a cell phone allowance are expected to carry the cellphone on their person during work hours and respond in a timely manner when called for agency business. Employees are required to submit to Finance a copy of detailed billing statement prior to initial approval and annually thereafter for

verification. The Finance Director will be responsible to verify employee participation on an annual basis. Cell phone allowance will be paid on first pay period of the month.

Allowances received by employees will be allocated to programs based upon employee's salary allocation per pay period.

18.21 Social Media Policy

This policy governs the use of social media by employees of Promise. While this governs the actions of employees it also informs the activity of Board and Policy Council, as well as families and others affiliated with the agency. This policy is in addition to any regarding the use of electronic technology and the internet, as well as any associated policies governing communications. Recognize that one of the goals of social media is to further the mission to educate, engage, and empower families, one child at a time. Promise employees are subject to this policy to the extent they identify themselves as employees (other than as an incidental mention of place of employment in a personal blog on topics unrelated to Promise). This policy applies to all uses of social media, including personal use by employees, and others affiliated with the agency, recognizing that their position with the agency would be well known within the community. All uses of social media must follow the same ethical standards that Promise employees must follow, as stated in agency policies.

Confidentiality

It's perfectly acceptable to talk about your work, but it's not okay to disclose unauthorized or confidential information. Confidential information includes but is not limited to details about families and children, personal information about staff, or financial information about the agency.

Protect your own privacy

Should you choose a public summary setting your privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the Promise website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Transparent

Promise believes in transparency. Use your real name and identify that you work for Promise. If you have a vested interest in something you are discussing, point it out. Be smart about protecting yourself and your privacy. What you publish will remain online for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyrighted material owned by others, including any proprietary information related to Promise.

Respect your audience, Promise Early Education Center, and your coworkers

Don't say anything contradictory or in conflict with agency values. This includes not only the obvious (no ethnic slurs, personal insults, obscenity) but also proper consideration of topics that may be inflammatory—such as politics and religion. Be sure to make it clear that when expressing an opinion that you add a disclaimer indicating the views and opinions expressed are yours alone and do not represent the official views of Promise.

Protect families, community partners and others

Families, community partners and others connected to Promise should not be cited or referenced without their approval. Never identify a Head Start client, community partner or staff member by name without permission and never discuss confidential details of any Head Start engagement.

Think About Consequences

Always consider what might happen relative to social media postings involving Promise. It's important to use your judgment about anything posted on any blogs, Facebook, and any other social media accounts.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect. The Executive Director can provide you with applicable disclaimer language and assist with determining where and how to use that.

Don't forget your day job.

Make sure that blogging or social media usage of any kind does not interfere with your job or commitments to Promise and the families it serves.

Enforcement

Policy violations will be subject to disciplinary action, up to and including termination.

18.22 Influenza Vaccine Policy

This policy applies to all staff*, both part-time and full-time, interns, and students. Affiliation agreements and contracts should place the responsibility for this requirement on the school or agency. Please note that staff that work in partner locations will abide by the influenza policy set forth by that entity.

**For purposes of this policy, all persons affected shall be referred to as "employees" even though no employment relationship may exist. Regular volunteers, interns, and students of all kind must adhere to this policy.*

PROCEDURE:

A. All employees* are highly encouraged to receive an influenza vaccine annually and will be provided at no cost to employees each year at the October In-service Day.

B. Employees may choose to receive the vaccine from another provider, but should provide documentation of the vaccine to Human Resource by the October In-Service Day

C. Employees who are hired during the influenza season are encouraged to get a flu shot within 2 weeks of the first day worked.

D. When there is a confirmed case of the flu in a classroom, or when the employee that has not had the flu shot shows signs or symptoms of the flu, masks are encouraged. In general, masks should be worn for seven days after last know exposure or until symptoms in staff member are gone for 24 hours. All masks will be provided by Promise.

F. NOTE: Per the CDC, the flu is a viral infection of the respiratory system, which involves the nose, the throat, and the lungs. The droplets in a cough, sneeze or runny nose contain the flu virus. Other people then get the flu by breathing in these droplets or by getting them in their nose or mouth.

Most healthy adults are able to infect other people beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. Symptoms start 1 to 4 days after the virus enters the body. That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are

sick. Some people can be infected with the flu virus but have no symptoms. During this time, those persons may still spread the virus to others. The flu usually comes on suddenly.

People who have the flu often feel some or all of these Influenza like Illness (ILI) symptoms:

- Fever* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

Any employee with Influenza Like Illness: fever, shivering, chills, dry cough, loss of appetite, body aches and nausea, typically in connection with a sudden onset of illness, will not be allowed to work. Employees must stay at home until *at least 24 hours after they are free of fever* or signs of a fever without the use of fever-reducing medications. Employees who get the flu shot and still get the flu (as indicated by a doctor either by a clinical diagnosis or by prescribing an anti-viral medication) will receive one day of pay without having to utilize PTO.

In order to incentivize employees to get a flu shot, a drawing will be held after each In-Service day in October in which all employees that provide proof of a flu shot will be entered. Five winners will be chosen at random, and each will win a \$100.00 cash prize. In addition, entire sites in which 100% of direct service staff (Teachers, Teacher Assistants, Center Assistants, Family Educators, Family Advocates and Food Service Specialists) get their flu shot will get a prize for the entire group.

SECTION 19

AIDS POLICY

Purpose of the Policy - The purpose of the policy is to inform employees about Acquired Immune Deficiency Syndrome (AIDS), AIDS - related complex (ARC) and the virus that causes both AIDS and ARC - Human Immune Deficiency Virus (HIV) and how our agency may be responding to these health issues.

The Executive Director, Program Managers and the Board of Directors shall be responsible for the overall implementation of this policy. Others such as our health Advisory Committee, physician consultant, legal consultant and Maine State health officials may become involved if any questions arise regarding this policy.

Definition of HIV - The umbrella term HIV for human immunodeficiency virus is the virus that causes AIDS or ARC.

Infection Control - Universal precautions will be practiced by all staff in this agency. All programs of this agency will adhere to recommendations published by the Center for Disease Control (federal) and the Maine State Bureau of Health (Director of Office on AIDS and Director of Division of Disease Control.) Agency administration will maintain timely updates of the recommendations and distribute same to all programs.

Although epidemiologists have indicated that a person who is positive for HIV (i.e. a carrier) can infect other persons only through sexual blood borne or perinatal routes it is advised that we all **must** regard the blood and body fluids of anyone as potentially infected and should use precautions to minimize the risk of exposure.

Aids Screening and Testing - In the absence of an accidental exposure, the Center for Disease Control of the U.S. Public Health Service does not recommend the use of tests to screen for the presence of the HIV virus in either employees or applicants for employment. In addition, current Maine law prohibits the use of such tests. The Agency will not conduct or require viral antibody testing for either staff members or applicants. We will not ask questions regarding whether a person has AIDS, ARC, or is infected with the HIV virus. Also, persons will not be asked any questions concerning their personal lifestyles.

Equal Employment Opportunity - Our Agency does not discriminate against persons who have AIDS, ARC or who have been infected with the HIV virus.

Continued Employment for Employees with AIDS - Employees who have any medical condition, including AIDS or ARC, will remain employed providing that they are able to meet acceptable performance standards and medical evidence indicates that their medical conditions are of no threat to themselves or to others. These employees are to be treated fairly and consistently as with other employees.

Refusal to Work - Employees may not refuse to work with any fellow employee or enrolled child solely on the basis of HIV-infection status. Such refusal will result in disciplinary action. Appropriate information on an outgoing basis in response to concerns employees may have about contact with infected persons will be provided.

Records and Privacy - The Agency will not routinely keep records of employees' HIV antibody status or HIV infection status. However, when such conditions become known to the Agency, any employee's *HIV antibody status or HIV infection status will be kept confidential with the following exception: when the employee gives specific release of information to any recipient they deem appropriate.* An employee may not be required to give such a release of information as a condition of continued employment.

Policy Amendments/Supplements - This policy may be amended as necessary to reflect new or additional information that is learned about AIDS and its related aspects.

SECTION 20

INFORMAL COMMUNICATIONS

In order to maintain an environment that supports a spirit of teamwork. PROMISE tries to provide a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere. By communicating with each other directly, we can continue to minimize any difficulties or misunderstandings and develop a mutually beneficial relationship. PROMISE will try to inform employees of general activities, other information of interest, or information that may affect their employment on a timely basis. Employee comments and suggestions are welcomed and encouraged. If an employee has an informal complaint or suggestion, it typically should be presented first to his/her immediate supervisor. If for some reason an employee believes that the immediate supervisor is not the

best resource, the suggestion or complaint should be presented to the next level of management. Each supervisor and employee has an obligation to make reasonable efforts to resolve problems informally and promptly as they arise.

SECTION 21

FORMAL GRIEVANCE PROCESS

It is the policy of PROMISE to provide a formal, fair, and equitable process by which employees can address job-related problems and/or complaints arising in the workplace without threat or fear of reprisal. In situations where informal efforts at problem resolution have failed, regular employees may make use of the formal grievance process. Employees in their introductory period and temporary employees are not eligible to use the formal grievance process unless the reason for their grievance is an allegation of illegal employment discrimination or sexual or other unlawful harassment.

21.1 Grievable Issues:

Issues that may be addressed through the formal grievance process include any complaint by an employee on a matter concerning promotion, assignment, illegal discrimination, performance warning or interpretation or application of PROMISE rules, policies, or procedures controlled by the ASHCC management. General levels of wages, fringe benefits, or other broad areas of financial management and staffing are not grievable issues. No decision may be made at any step of the grievance process that conflicts with or modifies an approved policy or administrative regulation of PROMISE.

21.2 Procedure Outline:

Step One-

- A. If the employee is not satisfied with the outcome of the informal procedure, they may submit within five working days of said conference, a formal written grievance (Appendix C) to the next supervisory level, i.e. Manager or Director.
- B. The Manager or Director shall discuss the grievance with the employee within 5 days of receiving written notice of the grievance. This discussion may, at either party's request, be attended by a support person of their choosing whose sole purpose will be to observe and support the griever. The focus of this meeting will be to attempt to reach a mutually satisfactory resolution.
- C. The Manager or Director shall provide the grievant with a written decision within 5 days of the conference (Appendix D).

Step Two-

- A. If not satisfied with the decision rendered by the immediate supervisor, the employee may appeal, within 5 days of receiving the supervisor's response, present the grievance in writing to the Chairperson of the Board of Directors, or if unavailable, the Vice Chair. The Chairperson or Vice Chair shall refer to the Grievance Committee within ten working days of the receipt of appeal.
- B. The composition of the Grievance Committee shall be chairperson of the Board of Directors or Vice Chair; Chairperson of the Policy Council; and a third member to be a neutral party and agreed upon by the Chairpersons of the Policy Council and Board of Directors (a total of three members).

- C. The Grievance Committee will conduct a hearing with the employee within ten working days of its appointment. Employees may have a representative of their choice present at their own expense to advise them during such proceedings, but this representative cannot actively participate in the proceedings. It will submit its findings and recommendations to the Board of Directors within five working days of the hearing. (Appendix E)

Step Three-Board of Directors

- A. The Board of Directors will review the findings at their next scheduled Board meeting. It will render its decision and reasons in writing to the employee within five working days of the meeting.
- B. The decision of the Board of Directors will be final.

21.3 Meetings and Representation:

All grievance meetings shall be conducted privately and attended only by directly involved parties and witnesses. A fellow employee or an immediate family member whose role may be to support, but not speak for, the grievant may assist the grievant.

21.4 Confidentiality of Proceedings:

All discussions occurring in such meetings shall be treated as strictly confidential and no records, correspondence, or communication concerning the grievance aside from the decision regarding the grievance shall be included in the personnel file(s) of the employee(s) involved. When gathering information pertinent to the grievance, the grievant and all parties concerned with the grievance shall observe all policies and rules regarding confidentiality of employee records.

21.5 Use of Work Time for Grievance Preparation:

Grievance preparation is to be done on the grievant's own time. Time spent preparing a grievance outside the grievant's regular scheduled work time will not be counted as time worked.

SECTION 22 EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity of Promise Early Education Center is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chair.

It is the intent of Promise Early Education Center to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Promise Early Education Center and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Promise Early Education Center will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Promise Early Education Center, or of another individual or entity with whom Promise Early Education Center has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. Promise

Early Education Center will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Promise Early Education Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

SECTION 23

SUCCESSION PLAN

Promise Early Education Center's Succession Plan is designed to ensure the seamless transition of leadership. Succession planning can mitigate the effects of a sudden or unanticipated vacancy in a key position. It can be costly and time consuming to replace a leader with highly specialized knowledge or competencies. To minimize these risks, efforts will be made to identify and develop potential leaders from both inside and outside the organization.

It is the policy of PROMISE to regularly assess the leadership needs of the agency in order to ensure an adequate pool of qualified individuals who possess the competencies, skills and motivation required to maintain the agency's mission and strategic objectives following transition of key leadership. For the purposes of this policy, key leadership will be defined as the Executive Director, Financial Director, Financial Officer and Human Resource Manager.

**PROMISE EARLY EDUCATION CENTER
SUPPORT FOR EDUCATION (Appendix A)**

Name: _____ Address: _____

Phone: _____ Job Title: _____ Center: _____

Supervisor: _____

Hire Date: ____ / ____ / ____ Today's Date: ____ / ____ / ____

This is to verify that I have applied for outside funding through: FAME, VA, Maine Roads scholarships via public or private institutions. Copy of my application is attached. Amount received or will be receiving \$ _____ per year, per semester.

Where applied: _____ Amt. requested \$ _____
_____ Amt. requested \$ _____

Date: _____ Signature: _____

COURSE INFORMATION

| Course No. | Course Title | Credit Hours | Tuition |
|------------|--------------|------------------------|----------|
| _____ | _____ | _____ | \$ _____ |
| | | Fees (please specify): | \$ _____ |
| | | Book fees: | \$ _____ |

Name and Address of Institution:

Location of Course: _____ Days and Times of Course: (Example: Tu & Th – 3 to 5 p.m.)

Date Class Begins: ____ / ____ / ____ Date Class Ends: ____ / ____ / ____

Copies of grades must be submitted to Human Resource Office within one week of receipt.

Please explain how this course fits into your professional goals: _____

I have read and I understand the provisions of the Tuition Assistance Plan. I further understand that failure to comply with this policy will result in the amount advanced being due and payable to Promise Early Education Center within 30 days after the end of the semester or close of conference or seminar. If I fail to remit the full amount advanced in accordance with the general provisions of the Tuition Assistance Plan, or if I terminate employment before grades are received, the amount advanced will be deducted from my paycheck. In addition, I agree to teach or work in the agency for a minimum of three years after completion of the course for which financial assistance has been provided or I will repay the total amount of financial assistance received. I verify that I have received a copy of the General Provisions of the Tuition Assistance Program and a copy of this application.

Employee's Signature: _____ Date: ____ / ____ / ____

EMPLOYEE FORWARD TO IMMEDIATE SUPERVISOR

FOR AGENCY USE ONLY

Supervisor's Recommendation: [] Approved [] Denied

Please comment on above recommendation:

Supervisor's Signature: _____ Date Signed: _____

Approved [] Denied Human Resource Manager on: ____ / ____ / ____

Amount authorized to be advanced \$ _____ OR College will bill \$ _____

OR

Letter sent to Employee regarding educational support. Date: ____ / ____ / ____

Human Resource Checklist: Employee Grade: _____

If less than a "B" grade, "Incomplete" or "Fail" payment due _____
Date

Human Resource Manager sent letter _____
Date

MEDICAL LEAVE REQUEST (Appendix B)

Employee: _____

Home Mailing Address: _____

Home Phone _____

Please check reason for leave of absence:

Own serious health condition (not work related): _____

Care for newborn/placed child: _____

Pregnancy: _____

Care for parent/spouse/child with serious health condition: _____

Work incurred injury: _____

Other: _____ Explain: _____

Requested start date: _____ Anticipated Return to Work Date: _____

Intermittent or reduced work schedule (describe):

A Family Medical Leave of Absence may consist of leave without pay and/or paid leave (vacation or sick leave).

I wish to use leave as estimated below:

| | Hours | From | Through |
|-------------------|-------|-------|---------|
| Sick time | _____ | _____ | _____ |
| Vacation time | _____ | _____ | _____ |
| Leave without pay | _____ | _____ | _____ |

Employee signature and date: _____

**PROMISE EARLY EDUCATION CENTER
GRIEVANCE FORM (Appendix C)**

(To be completed by aggrieved person and one copy given to Manager and Executive Director.)

Aggrieved Person _____

Home Address _____

PROMISE site (job location) _____ Position _____

Date of Hire at PROMISE _____

State informal procedure used (including person's name who aggrieved spoke to (Step 1) and date:

State result of informal procedure:

Statement of grievance:

Action requested:

Signature of Aggrieved

Date presented

**PROMISE EARLY EDUCATION CENTER
GRIEVANCE FORM (Appendix D)**

(Executive Director/Manager will provide decision in writing within 5 days of conference with employee.)

Aggrieved Person _____

Date of Formal grievance presentation _____

Date conference held by Executive Director/Manager _____

Date of decision: _____

Decision by Executive Director and reasons:

Signature of Executive Director

Aggrieved person's response: (To be completed within 5 working days of decision by Executive Director)

_____ I accept the above decision of the Executive Director.

_____ I appeal the decision and forward this to the Chairperson or, if unavailable, Vice Chair of the Board of Directors.

Date or response

Signature of Aggrieved

**PROMISE EARLY EDUCATION CENTER
GRIEVANCE FORM (Appendix E)**

(To be completed by Grievance Committee – and submitted to Board of Directors for final approval.)

Aggrieved Person _____

Date of Formal grievance presentation (from Step 2) _____

Appeal to Promise Early Education Center Grievance Committee for hearing.

Date of referral to Grievance Committee: _____

Signature of Grievance Committee chairperson: _____

Date of Hearing by Grievance committee: _____

Submit findings to the Board of Directors (within 5 days): _____

Next scheduled Board meeting: _____ Date
(for recommendation).

Date of decision: _____

Decision of Board and reasons: (to be forwarded to employee within 5 working days)

Signature of Board chairperson

Date

TRANSFER REQUEST FORM (Appendix F)

Name _____ Today's Date _____

Present Position _____

Present Location _____

How Long in Present Position and Location _____

Where are you requesting transfer? _____

Reason for Request for Transfer:

Employee's Signature: _____

Present Supervisor's Signature: _____ Date: _____

Supervisor's Comments _____

Manager's Signature: _____ Date: _____

Manager's Comment: _____

After discussion with all parties involved, decision is to: Approve Disapprove
(Circle One)

Forwarded copy to Human Resources for change sheet, if applicable: _____ (Date)

Transfer to: _____ Effective Date: _____

Notice to employee by Supervisor _____ (Date)

HEAD START AGENCY RULES (Appendix G)

The orderly and efficient operation of the Agency requires that staff maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all staff and children, to maintain uninterrupted services and jobs, and to protect the goodwill and property of the agency. Staff who fails to follow and adhere to proper standards of conduct and agency policies or who violate any of the following rules shall be subject to disciplinary action up to and including dismissal.

1. **Attendance**
Staff must be at their regular appointed workplaces, ready to work, at the regular starting time--and shall remain at such work places and at work until the end of their scheduled work day, unless given prior permission from their supervisor.
2. **Continued Operations**
Where the operations are continued beyond normal closing time for any reason, staff will remain at work until they are replaced or until they are relieved by their supervisor.
3. **Personal Business**
Any personal business conducted during working time, including phone calls use must be of an incidental nature, not interfere with business activities, not involve solicitation, and not be associated with any for-profit outside business activity.
4. **Safety**
Staff must at all times utilize protective equipment provided and immediately report any injury or accident to themselves or others, violating any safety rules.
5. **Safeguarding Property**
Staff shall be responsible for all supplies, equipment and property assigned to or requisitioned by him/her or in his/her custody and care.
6. **Removing Property**
Staff shall not remove agency's records, materials or other property from the premises without permission from their supervisor.
7. **Reporting Expected Absence**
If any staff is unable to work due to justifiable cause, they must report the reasons for such inability to work to their immediate supervisor as soon as possible.
8. **Personal Data**
Staff must notify their supervisor and Human Resources in writing, immediately, of any change in personal data.
9. **Job Responsibility**
Staff shall not restrict operations or interfere with others in the performance of their duties or engage or participate in any interruption of services, work or operations.

10. Posting of Notices
No notices may be posted or distributed on agency premises with the exception of those directly related to agency activities or required by law.
11. Weapons/Unauthorized Drugs
Bringing firearms, weapons of any kind or unauthorized drugs or alcohol into the premises will result in termination for the first offense.
12. Documentation
Staff found to have falsified any reports or records, including personnel, absence, sickness, service and operational files; also, altering any record except your own shall be subject to disciplinary action up to and including dismissal.

In addition, unlawful or improper conduct off the premises or during non-working hours which affects staff's relationship to his/her job, to his/her fellow staff, to his/her supervisors, or to the agency's services, property, reputation or goodwill in the community may be grounds for immediate dismissal.

The foregoing rules are not intended to be all inclusive of the required discipline, job responsibilities and standards of conduct that staff must observe at all times.

Compensation Plan (Appendix H) **Exempt Positions (Salaried)**

| Exempt Ranges | | | |
|----------------------|-------------------|-----------------|---|
| Grade | Low | High | Classification/ Position |
| Grade 3 | Negotiated | | Exempt |
| | | | Executive Director |
| Grade 2 | \$55,450 | \$76,050 | Exempt |
| | | | Finance Director |
| | | | Child Development Director |
| | | | Human Resources Manager |
| | | | Comprehensive Services Director |
| | | | Family & Community Engagement Manager |
| | | | Program Supervisor |
| | | | Early Interventionist |
| Grade 1 | \$43,300 | \$54,915 | Exempt |
| | | | Site Supervisor |
| | | | Culinary Specialist/Food Service Supervisor |

* Starting salaries based on education, experience and responsibilities

* All Annual Salary amounts are based on hourly wages at 40 hours per week and 52 weeks per year

* Employees who are in the process of completing a Performance Improvement Plan for group B (still completing action steps) will not be eligible for a salary increase until the action steps on the plan are complete and satisfactory performance is consistently maintained for a period of three months.

| Non Exempt (Hourly) Ranges | | | | |
|-----------------------------------|-----------------|----------------|----------------|---|
| Grade 3 | \$21.30 | | \$27.14 | Non Exempt |
| | | | | Curriculum Coach |
| Grade 2 | \$ 18.00 | \$20.06 | \$23.86 | Non Exempt |
| | | | | Teacher |
| | | | | Facilities Technician |
| | | | | Finance Coordinator |
| | | | | CACFP Coordinator |
| | | | | Language Facilitator |
| | | | | Family Educator |
| | | | | Family Advocate |
| | | | | Enrollment Coordinator |
| | | | | Teacher Assistant/Ed Tech (ECE or related degree) |
| | | | | Admin Asst/HR Coordinator |
| | | | | Finance Associate |
| | | | | Cook |
| Grade 1 | \$15.50 | | \$16.37 | Non Exempt |
| | | | | Teacher Assistant/Ed Tech (Non ECE degree) |
| | | | | Teacher Assistant (needing CDA) |
| | | | | Substitutes |
| | | | | Food Service Specialist |

- Starting salaries based on education, experience, and responsibilities.
- Employees who are in the process of completing a Performance Improvement Plan for group B (still completing action steps) will not be eligible for a salary increase until the action steps on the plan are complete and satisfactory performance is consistently maintained for a period of three months.
- Upon completion of an Associate’s, Bachelor’s, or Master’s degree employees will be eligible for a one-time 2% increase or moved to appropriate pay range.
- Staff completing a CDA will be eligible for a .75 increase.
- Staff working in extended day/childcare classrooms will be eligible for an hourly wage adjustment (openers/closers .75, all others .50)

New Employee Information Sheet Appendix I

New Employee Name: _____ **Date of Hire** _____

Pre-Employment:

- Job Application
- SBI
- DHHS Check
- Drivers Check (if applicable)
- Two references for T.A.'s three written references for Teachers
- TB Screening
- W-4
- 1-9
- Declaration Form

Within One Week of Hire:

- Maine Rules for Licensing of Child Care Facilities
- Personnel Policies
- Operations Manual
- Emergency Procedures (yellow book)
- Code of Conduct
- Confidentiality Agreement
- Key Agreement
- ID Badge Agreement
- Safe Driving Policy

Within 30 Days of Hire:

- Benefits Enrollment Forms
- Onboarding Passport Completed and Returned

Within 90 Days of Hire:

- Mandated Reporter Training
- TSG Training
- MED 101 Training
- CPR and First Aid Certification
- Maine Roads to Quality
- College Transcripts
- Proof of Physical
- Proof of Immunization (MMR, dTap)

I understand that all of these tasks/items must be completed in accordance with the schedule above. Failure to comply with all applicable tasks may result in discipline up to and including suspension or termination of employment.

Employee Signature _____ Date _____

Appendix L

Promise Early Education Center

Acceptable Use Policy

| Approval History | |
|--------------------|------------------|
| Board of Directors | October 27, 2017 |
| Policy Council | October 28, 2017 |

Overview

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Promise Early Education Center in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Promise Early Education Center provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with agency policies and protects the agency against damaging legal issues.

Scope

All employees, contractors, consultants, temporary and other workers at Promise Early Education Center, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by Promise Early Education Center, or to devices that connect to a Promise Early Education network or reside at a Promise Early Education Center site.

Information Security must approve exceptions to this policy in advance through Executive Director, Betsy Norcross Plourde.

Policy Statement

General Requirements

All employees are responsible for exercising good judgment regarding appropriate use of Promise Early Education Center resources in accordance with Promise Early Education Center policies, standards, and guidelines. Promise Early Education Center resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic per Personnel Policies (Electronic Communications Systems). Devices that interfere with other devices or users on the Promise Early Education Center network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

System Accounts

All employees are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

All employees must maintain system-level and user-level passwords.

All employees must ensure through legal or technical means that proprietary information remains within the control of Promise Early Education Center at all times. Conducting Promise Early Education Center business that results in the storage of proprietary information on personal or non- Promise Early Education Center controlled environments, including devices maintained by a third party with whom Promise Early Education Center does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by Promise Early Education Center, or its customer and partners, for company business.

Computing Assets

All employees are responsible for ensuring the protection of assigned Promise Early Education Center assets that includes the use of computer cable locks and other security devices. Laptops left at Promise Early Education Center overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of Promise Early Education Center assets to your direct supervisor.

All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Employees must lock the screen or log off when the device is unattended.

Devices that connect to the Promise Early Education Center network must comply with the Electronic Communication Systems Policy (Personal Policies).

Do not interfere with corporate device management or security system software, including, but not limited to, antivirus, Advanced Monitoring Systems, Panda Antivirus, Symantec Antivirus, and Windows Firewall Settings.

Network Use

All employees are responsible for the security and appropriate use of Promise Early Education Center network resources under your control. Using Promise Early Education Center resources for the following is strictly prohibited:

Causing a security breach to either Promise Early Education Center or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.

Causing a disruption of service to either Promise Early Education Center or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.

Introducing honeypots, honey nets, or similar technology on the Promise Early Education Center network.

Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.

Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.

Use of the Internet or Promise Early Education Center network that violates the Acceptable Use Policy, Promise Early Education Center policies, or local laws.

Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and key loggers.

Port scanning or security scanning on a production network unless authorized in advance by Information Security.

Electronic Communications

The following are strictly prohibited:

Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Promise Early Education Center policies against harassment or the safeguarding of confidential or proprietary information.

Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.

Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Use of a Promise Early Education Center e-mail or IP address to engage in conduct that violates Promise Early Education policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a Promise Early Education Center e-mail or IP address represents Promise Early Education Center to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

References

- Personnel Policies
<https://promiseearlyeducation.org/staff-login/>

Enforcement

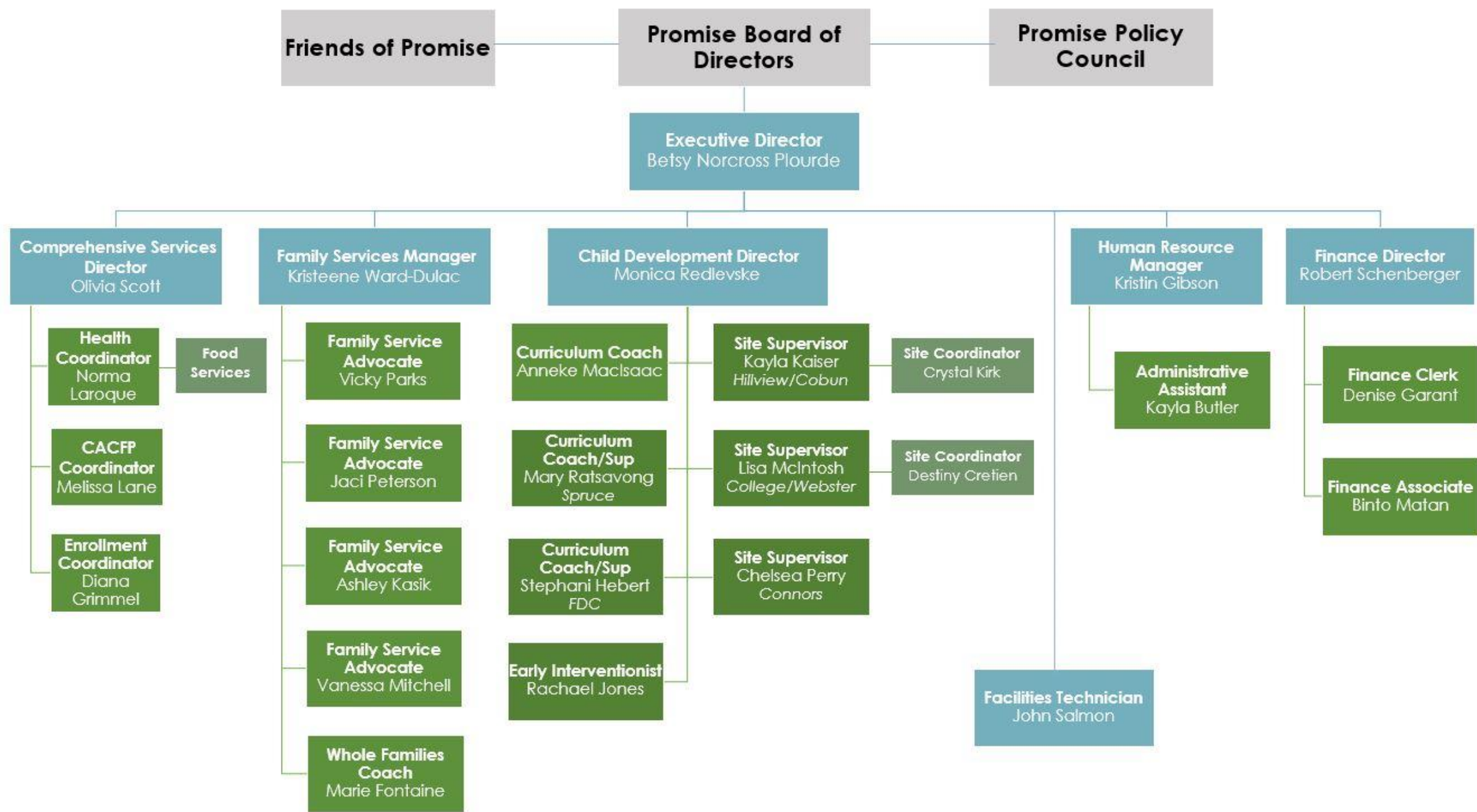
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with Promise Early Education Center.

Definitions

| Term | Definition |
|----------------------------|---|
| honeypot, honey net | Network decoys that serve to distract attackers from valuable machines on a network. The decoys provide an early warning for intrusion detection and detailed information on vulnerabilities. |
| Spam | Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant. |

Revision History

| Date of Change | Responsible | Summary of Change |
|----------------|--------------|-------------------|
| July 2017 | Zach Stewart | Policy Created |
| | | |



Children and Families