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**BUCHANAN COUNTY HEAD START
EMPLOYEE HANDBOOK**

Approved by Policy Council – July 19, 2017

2017-2018 Program Year

Buchanan County
Employee Handbook
Program Year 2017-2018
TABLE OF CONTENTS

Cover and Table of Contents	1-3
About Your Handbook	4
Purpose	4
Employee Classifications and Status	4
Section 1 – Authority.....	5
Section 2 – Purpose	5
Section 3 – Interpretation and Amendments	5
Section 4 – Equal Employment Opportunity.....	6
Positions and Responsibilities	6
Executive Director	6
Director	6
Other Positions	6
Job Descriptions	6
Recruitment and Hiring	6-7
Hiring Procedures	7-8
Nepotism.....	8
Employment of Former Employees.....	9
Evaluations, Promotions, and Layoffs.....	9-10
Disciplinary Action.....	11-13
Child Abuse	12
Procedures for Disciplinary Action	12
Lunch Periods and Breaks	14
Workplace Harassment Policy.....	14
Outside Play Time	15
Personnel Records	15-16
Computer System Use, Terms, and Conditions.....	16
Computer Policy	16
Drug Testing Policy.....	16-17
Wages and Salaries	17
Overtime Pay	17
Wage and Salary Increases	18
Unpaid Accrued Pay	18
Reimbursement Training Expenses	19
Group Life and Hospitalization	19
Continuing Insurance Coverage	20
Mileage Reimbursement.....	21
Sick Leave and Vacation	21-22
Annual and Sick Leave Policy.....	22
Work Schedule	23
Holidays.....	23

Video Surveillance Policy	24
Communication Procedures.....	24
Life Threatening Illness in the Workplace	24-25
Confidentiality	25
Funeral Days.....	25
Absenteeism and Tardiness	26
Leave Without Pay	26-27
Compensation for Assumption of Duties of Another Employee.....	28
Medication Administration.....	28
Emergency Leave	29-30
Training	29
CDA.....	30
Philosophy and Employee Training Etiquette	30
Training Needs Assessment.....	31
Training Methods	31
Legal and Illegal Employee Practices	32
Standards of Conduct.....	32
Professional Relationships.....	32-33
Excellence in Leadership.....	33
Progressive Counseling	34
Your Supervisor.....	34
Head Start Vehicle Accidents.....	34
Political Activity.....	34-35
Dress Code.....	35
Transportation – Bus Drivers	35
Field Trips.....	35-36
Bus Routes.....	36
Volunteers.....	36-37
Employees/Children	37-38
Volunteer Meals	38
Smoke Free Environment	38
Drug Testing Policy.....	38-39
Workplace Visitors	40
Property Returns	40
Conflict of Interest.....	40
Head Start Vehicle Use.....	40
Supervision of Children.....	41-41
Work Place Injuries	42
Worker’s Compensation.....	42
Procurement Policy.....	42
Grievance Policy	

ABOUT YOUR EMPLOYEE HANDBOOK

Purpose of Employee Handbook

This manual is prepared to help employee members be aware of and understand Buchanan County Head Start (BCHS) policies, practices, and procedures. It is the responsibility of all employee members to read and comply with the policies outlined in this handbook.

It is important to understand the manual contains only general information concerning BCHS policies, practices, procedures, and benefits. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For this reason, if you have any questions concerning BCHS policies, practices, procedures, or benefits, you should address your specific questions to your immediate supervisor. In any event, final interpretation of Agency policies and procedures is a right reserved by the BCHS Head Start Director and Head Start Executive Director. The policies, practices, procedures, and benefits described in this handbook may be modified or discontinued from time to time. It is intended for the use of BCHS employee members only. The handbook and the information it contains should be treated in a confidential manner.

The policies contained in this employee handbook supersede all employee handbooks and personnel policies and procedures related to hiring, terms and conditions of employment, and termination of employment. Any prior employee handbooks and any other statements of personnel policies or procedures, whether written or oral, are no longer in effect.

Employee Classifications and Status

BCHS employee positions are classified as follows:

- 1) Full—Time Employee – A full-time employee is an employee regularly scheduled to work 40 hours per week. These employees are eligible for benefits. These employees include the Director, the Education Manager, the Human Resource Manager, the Health/Disabilities Manager, the ERSEA Manager, and the Financial Assistant. Classrooms teachers, teacher assistants, bus drivers and all other personnel are regularly scheduled to work 35-40 hours per week and are eligible for benefits. All BCHS employee except for the Director, the Education Manager, the Human Resource Manager, the Health/Disabilities Manager, the ERSEA Manager, and the Financial Assistant physically work 9-10 months. Employees who physically work 9-10 months are paid for 12 months. Their salary for the year is divided into 12 months so they can receive pay during the summer when school is not in session. The 12 months' pay distribution also allows these employees to stay in the VA Retirement System with no break in service.
- 2) Substitute – A substitute is hired as an interim replacement in the classroom on an as needed basis. The substitute has no benefits, cannot work over 28 hours per week, and is paid minimum wage.

- 3) Volunteer – The term “volunteer” refers to an unpaid person who assists in implementing ongoing program activities on a regular basis under the supervision of an employee person.
- 4) Bus monitors – are part-time employees who work two to four hours per day with no fringe benefits. Pay rate is based on \$30 when monitoring, and minimum wage for training hours.

General Provisions

Section 1 – Authority

In accordance with the Buchanan County Head Start policy council’s authority to establish positions, employ personnel; establish guidelines and set salaries. These regulations and amendments are intended to cover all facets of a modern public personnel program for all employees of the Buchanan County Head Start Program (hereafter referred to as Program or BCHS).

Section 2 – Purpose

These personnel regulations are adopted to provide for the recruitment and development of the best available employees for each position. They provide for establishing orderly procedures for administering a personnel system in such a way to ensure:

- ✚ The employment in each position shall be made attractive as a career.
- ✚ That all appointments and promotions to positions shall be on the sole basis of merit and fitness, which, as far as is practicable, shall be ascertained by means of a fair evaluation of job performance and competitive job-related examinations where appropriate.

Section 3 – Interpretation and Amendments

These regulations are intended to cover most personnel problems and actions for which the Executive Director and Director are responsible. The Executive Director and the Director in keeping with the intent of these regulations, shall interpret those not specifically covered. The responsibility and authority to approve these regulations are vested in the policy council committee.

The policy will be reviewed from time to time by the policy council personnel committee, for maintaining fairness to all employees and to ensure compliance with all relevant statutes and laws. All amendments shall be submitted to the policy council for approval.

The Executive Director and the Director may issue Administrative Directives explaining or clarifying questions arising hereafter with same becoming a component part of this policy.

Section 4 – Equal Employment Opportunity

It is the policy of the program to provide equal opportunity for employment and promotion for all persons regardless of race, color, creed, national origin, gender, age, marital status, political affiliation, or disability status in hiring, promoting, demoting, or dismissing employees. It is the policy of the Program to comply with all applicable provisions of the American Disabilities Act of 1990 (ADA) and all amendments thereto.

Positions and Responsibilities

For Buchanan County Head Start to achieve the highest quality of services, every employee must share responsibility for implementing the standards that promote excellence,

Section 2 – Director

The Director is responsible for managing the daily operation of the Head Start Program. The Director shall work closely with the Board of Supervisors and the policy council in the management of the program. The Director reports to the County Administrator who is also Executive Director.

Section 3 – Positions other than Executive Director and Director

The policy council, through the personnel committee, authorizes the existence of all employee positions. The Director approves the qualifications, duties, and responsibilities for all positions other than his/her own.

Section 4 – Job Descriptions

A job description will be written for each position in the program. The description will include: name of position, pay scale, supervisor, qualifications, general requirements and duties and responsibilities.

Employment Practices and Performance

Section 1 – and 2 - Recruitment and Hiring

The Program is an “Equal Opportunity Employer” and will comply with all federal, state, and local laws and regulations concerning the same. All employees shall be classified and are specifically designed as “AT WILL.” This policy shall in no way create a contract of employment either expressed or implied. All applications for employment and requests shall be considered pursuant to the policies herein established.

All positions other than Executive Director shall be advertised both externally and internally. The Policy Council or its committee will review all applications. The Head Start Performance Standards, 1302.90 Personnel policies are as follows:

(a) *Establishing personnel policies and procedures.* A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to all employee.

(b) *Background checks and selection procedures.* (1) Before a person is hired, directly or through contract, including transportation employee and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check, and obtain one of the following:

(i) State or tribal criminal history records, including fingerprint checks; or,

(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.

(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,

(ii) Child abuse and neglect state registry check, if available.

(3) A program review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9838f©(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

(4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.

(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.

(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

(7) Each Head Start employee is required to report to his/her supervisor any suspicious or known sex offenders who may come around center locations, playground, buses, or any locations where children are in agency care.

Nepotism:

No immediate family members of BCHS Policy Council representatives or members of the Grantee Board will be considered for employment unless the Policy Council representative or the Director removes him or herself from the hiring process, to prevent any undue influence.

Immediate family members are defined as an employee's mother, father, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, sister-in-law, daughter-

in-law, son-in-law, grandparents, grandchildren, aunt, uncle, niece, nephew, step- parent or step-child.

Hiring Procedures

- ✦ Executive Director: The county administrator is hereby designated as the Executive Director. The Buchanan County Board of Supervisors shall hire the Executive Director.
- ✦ Director: Applicants for the position of Head Start Director shall be interviewed by the Buchanan County Grantee Agency, or its committee, and the Executive Director wherein a recommendation is made to the full policy council. The policy council will then approve or disapprove said recommendation. Upon the hiring or appointment of a Director, the Department of Health and Human Services shall be notified of the appointment as soon as possible.
- ✦ All Head Start managerial employee employed after July 2015, must have a four-year degree in a relevant or related field to which he is assigned.
- ✦ Center-Level/Home Base Employees: All applicants for employment in either center level or home base employment will be reviewed by the policy council personnel committee and certain employees of the managerial employee. The committee will then recommend the applicant they feel is most qualified for the position to the entire policy council for approval and employment.
- ✦ Non-Center Level Employment – All applicants will be reviewed by the PCPC followed by interviews with those deemed best qualified pursuant to the objectives herein set forth. The PCPC will then make recommendations to the full policy council. Upon selection of the successful applicant, the Director shall inform, by letter, the applicant of the terms and conditions of his employment. Copies of the letter shall be delivered to the employee's immediate supervisor and made a part of the employee's permanent personnel file.
- ✦ Individuals Not Eligible for Employment: The following individuals are not eligible for employment with the Program:
 - 1) representatives of the Grantee Board (Board of Supervisors) or members of their immediate families unless said representative resigns;
 - 2) members of the policy council or members of their immediate family unless seated council member resigns; and
 - 3) nuclear family members of current employees, while not disqualified from employment with BCHS, are precluded from acting in a position of direct supervision with each other.
- ✦ Temporary employees are those who are hired as interim replacements or to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Employment of Former Employees

Buchanan County Head Start allows former employees to be rehired provided there are no prior performance problems or policy violations. Employees rehired will be reinstated with their new date of hire. The following procedures will be followed:

- Former employees rehired will be required to use their new hire date. Benefits will be calculated using the rehire date as their first date of employment for eligibility.
- Former employees will be subject to a probationary period.
- Former employees shall not be given preference as job applicants for when rehiring.
- Former employees are subject to all pre-employment procedures as new employees.

Persons with Disabilities

Buchanan County Head Start will not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation benefits, or other employment related activities. The Agency complies with The Americans with Disabilities Act of 1990 (ADA) and ensures equal employment opportunity for qualified persons with disabilities.

Procedure

- 1) Employment opportunities will be afforded to persons with disabilities who are qualified to perform the essential functions of the job with or without reasonable accommodation. BCHS will seek reasonable accommodations that do not result in undue hardship on business operations for qualified individuals with disabilities.
- 2) Employees who experience a disability may be entitled to leave under the Family Medical Leave Act (FMLA) as a reasonable accommodation under the ADA. Questions regarding leave rights should be directed to the Human Resource Manager.

Section 3 – Evaluations, Promotions, and Layoffs:

-  Employee performance evaluation is designed to encourage improvement and development of employees with BCHS. The major objective is to encourage employees to enhance their job-related skills and to acquire additional skills required to become eligible for consideration and promotion as suitable vacancies occur.
-  Each employee will be evaluated by his immediate supervisor on an annual basis before the school year ends. The evaluator shall discuss each performance evaluation with the employees who are evaluated, except at the time of separation of an employee from service. If an employee disagrees with any statement in an evaluation he may submit, within ten (10) days following the conference with his supervisor, a written statement that shall be attached to the evaluation and forwarded

to the Executive Director. The employee shall be furnished a copy of the evaluation form.

- ✚ Performance evaluations are confidential and available only to the employee, his supervisor, the Director, Executive Director, Human Resource Department, and policy council. Performance evaluations shall be kept in the employees' personnel file.
- ✚ All employees are considered probationary for at least 3 months from the date of employment initiation.
- ✚ Employees in a training status will be evaluated by their immediate supervisor upon the completion of the 3-month anniversary of their employment. All employees must undergo background checks. If there is a founded issue during the background check, the employee will be terminated immediately. The same policy also applies to employees of long standing. If at any time during employment, any employee is found guilty of an offense, he will be immediately released from employment. Upon completion of the 3-month evaluation, one or more of the following recommendations will be made:
 - 1) placement on full-time or part-time status
 - 2) continuation of probationary/training status for a specified time not to exceed (3) months
 - 3) dismissal
- ✚ Vacancies in higher positions shall be filled, as far as practicable by promotions from within the Program. All employees are encouraged to apply for all positions of interest provided they have the qualifications. The Program reserves the right to advertise vacant positions both internally and externally to obtain the most competent and professional labor force available. The appropriate personnel will review all applicants with the committee and act as described herein. Employees enter the Program at entry level unless he/she has worked in that position prior to the transfer
- ✚ Layoffs and/or reduction in work force as are made necessary by available funding and a needs analysis shall be determined by seniority and be based upon employee performance over the preceding (3) annual evaluations when available. A review of employee performance will be made by all responsible supervisors within the service area. All other things being equal, honorably discharged veterans will be given retention preference.
- ✚ Individuals involuntarily separated due to reduction in the work force shall be recalled if their same position becomes available within six (6) months of separation and shall be notified of said opening by the Program. No employee shall be entitled to notification or recall if the position becomes open at any time after six months of separation.

Resignation: to resign in good standing, an employee must give in writing to his supervisor at least (10) consecutive working days prior notice. If an employee, after resignation, thereafter becomes a full-time employee, the prior period of employment shall be considered in computation of the employee's fringe benefits as defined herein.

Section 4 – Disciplinary Action

✚ Except as provided for by General Statutes of the Commonwealth of Virginia, the following provisions shall govern disciplinary actions affecting employees of the Program.

- 1) Dismissal: dismissals are discharges or separation from employment for delinquency, misconduct, insubordination, inefficiency, inability to perform work satisfactorily or other just cause. The Director shall give the employee written notice of his dismissal. The Director cannot dismiss anyone without prior approval of the policy council, including the reasons therefore and shall send a copy of said notice to the Executive Director and the appropriate personnel committee of the policy council.
- 2) Formal reprimand: upon the occurrence of an event described hereunder which is not sufficiently grave to merit dismissal, a written reprimand and warning shall be placed in the employee's permanent personnel file and shall be signed by the charged employee. If the conduct is thereafter repeated, or if the employee commits a different act or misconduct, said employee shall be permanently dismissed.

✚ Listed below are some of the reasons which might be cause for disciplinary action referenced above, however, disciplinary action is not limited to the offenses listed. The Director, in consultation with the policy council and the Executive Director, has authority to delineate and determine the severity of the misconduct and appropriate consequences:

- 1) being convicted of a felony, a misdemeanor involving moral turpitude (cheating, lying, or stealing), or a crime involving the abuse or neglect of children
- 2) insubordination
- 3) absent without leave
- 4) excessive tardiness
- 5) inefficiency
- 6) abuse or misuse of Head Start property
- 7) willfully giving false statements to supervisors, Director, Executive Director, policy council, public officials, or the public
- 8) abuse of prescription medication or use of controlled substances or alcoholic beverages while on the work site
- 9) any disgraceful conduct which reflects unfavorably on the Head Start Program

fifteen (15) days thereafter. The affected employee shall be promptly notified in writing.

the public

- 11) release of confidential material/information to unauthorized persons
- 12) violation of established rules and procedures for safety, health, security, and conduct
- 13) falsifying time sheets, mileage vouchers or other Head Start forms
- 14) failure to ensure the safety of children due to negligence – zero tolerance
- 15) use of cell phones while operating a Head Start vehicle or while supervising children is an immediate dismissal

CHILD ABUSE

Buchanan County Head Start must respond to known child abuse or sexual abuse whether it occurs inside or outside of the program. Each person within the Agency must report suspected child abuse and neglect in accordance with the provisions of applicable state or local law.

- ✓ Employees will preserve the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable state law.
- ✓ Each employee will cooperate fully with child protective service agencies.
- ✓ BCHS Employee is responsible for informing parents and other employee members of what state laws require in cases of child abuse and neglect.
- ✓ BCHS employee is responsible for informing families of what community medical and social services are available to them in an abuse or neglect situation.
- ✓ BCHS employee is responsible for reporting instances of suspected child abuse and neglect report able under state law on behalf of Buchanan County Head Start to the Department of Social Services.
- ✓ BCHS provides mandatory Child Abuse and Neglect for all employees.
- ✓ BCHS provides Child Abuse and Neglect for any interested parents.

✚ Procedures for disciplinary action:

- 1) Formal reprimand: upon the occurrence of an act of misconduct, requiring a formal reprimand, the employee's area supervisor, or the Director shall issue a written warning. The affected employee shall be given a copy of the warning and be required to execute the original in acknowledgement thereof. After discussion of the act of misconduct, a copy of the warning and reprimand shall be placed in the employee's permanent personnel file.
- 2) Dismissal: upon the occurrence of an act of misconduct warranting dismissal, the Director shall notify the employee and policy council of such dismissal and the reasons therefore.
- 3) An employee who is disciplined as provided above may, within five (5) days of notice address a request in writing to the personnel committee of the program. In the event of such a request the personnel committee shall investigate, and an

informal interview with the affected employee will begin.

Workplace Harassment Policy

BCHS recognizes that a policy addressing workplace harassment promotes a working environment of dignity and respect and helps keep the workplace healthy and safe.

The following behaviors are examples of workplace harassment: offensive or intimidating comments or jokes; bullying or aggressive behavior; displaying or circulating offensive pictures or materials; inappropriate staring; workplace sexual harassment; isolating or making fun of a worker because of gender identity; workplace sexual harassment includes unwelcome solicitation or advances from a manager, supervisor or another person who has the power to reward or punish the worker. Workplace harassment is sometimes known by other names. "Mobbing," "workplace bullying," "workplace mistreatment," "workplace aggression," and "workplace abuse," are all forms of workplace harassment. Workplace harassment includes different types of discrimination and acts of violation that are not confined to one specific group. The wide-ranging types of workplace harassment can be loosely categorized into emotional and physical abuse. These forms of workplace harassment target various groups, including women, racial minorities, homosexuals, and immigrants. If an employee has a complaint he/she should follow these steps: report the complaint to the Director; the Director will refer the complaint in writing to the immediate supervisor; the immediate supervisor will attempt to resolve the problem within seven (7) working days; the supervisor will report the status of the complaint to the Director within the seven (7) day time period; if the problem has not been resolved within seven (7) working days, the Director will intervene and attempt to solve the problem; a report will be given to the Policy Council within two (2) weeks; any complaint that cannot be resolved will be reported by the Director at the next Policy Council meeting; the Policy Council and the Director may opt to examine the issue and offer direction for bringing it to a close.

Lunch periods and breaks:

- 1) All full time regular employees are provided with a lunch period each day. The length of the lunch period may vary from center to center with the variation to be from 15-30 minutes in duration. Employee must work as a team and schedule lunch breaks to accommodate operating requirements.
- 2) Head Start teachers, teacher assistants and bus drivers will have lunch with the children in the classroom or in the school cafeteria. Employee must eat the same food as what is served to the children.
- 3) All teachers, teacher assistants, and bus drivers are provided with a fifteen (15) minute, daily break. This break is to be coordinated among the employee members and is not to be scheduled during playtime.
- 4) Classroom schedules and breakfast and lunch breaks will be developed by the Education Manager for each classroom.

Outside Playtime:

Playgrounds are to be inspected by bus drivers prior to children being allowed on playground. All employee members are required to be outside with the children during playtime.

Section 5 – Personnel Records

- ✚ Confidential personnel records will be maintained for each employee. Decisions as to what materials are included in the personnel records will be made by the Director in accordance with appropriate written regulations, as referenced in Administrative Directives.
- ✚ The Human Resource/CFO Manager maintains a personnel file on all Head Start employees. A separate file is maintained for health records. Both sets of files are kept in the Human Resource/CFO Manager's file cabinet and are locked and marked "Confidential."
- ✚ The personnel file contains the following information: sick leave forms; emergency contact; check release document, employee's job application, current job description, all payroll documents, confidentiality statement, criminal record check, CPS check, sworn disclosure, training sheet, annual evaluation. A copy of the employee's most current and educational background or transcripts is a requirement. Files are updated as needed. Information is tracked through PROMIS.
- ✚ The health record contains physicals, tuberculosis screenings, Hep B shots, CDL physical, FMLA documents, accident reports, and any doctor's excuses an employee may have been given. Physicals and other related records are to be submitted to the Human Resource/CFO Manager. Information is tracked through PROMIS.
- ✚ Each employee has the right to review his personnel record. No records may be taken from the Head Start Administrative Office.
- ✚ Employees, their supervisors, the Director, and the Human Resource Manager may request copies of the contents of the personnel file to be used for specific purposes. It is the responsibility of each employee to promptly notify BCHS of any changes in personnel data. Personal mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current always. If personnel data has changed, the employee should notify the Human Resource/CFO Manager immediately.
Employee medical examinations – to help ensure that employees can perform their duties safely, medical examinations are required. After an offer of employment has been made to an applicant entering a designated position category, a medical examination must be completed at the candidate's expense by a health professional of the candidate's choice. A physical examination is due every two years, and a tuberculin test every year.
- ✚ Employees should schedule such examinations at reasonable times and intervals to complement their work schedule.
- ✚ Criminal Record Checks, Pre/Post Employment, and CPS – Background checks are

- completed prior to employment and paid for by BCHS.
- ✚ BCHS’s Executive Director retains the right to request the above record check on an annual basis, unless funding sources or state law requires a more frequent review.
- ✚ Confirmation of employment – Each selected candidate shall receive notice of employment in writing, to include the title of the position, the date on which employment begins status of employment, reporting time, and starting salary.
- ✚ Employment reference checks – To ensure that individuals who join BCHS are well qualified and have a strong potential to be productive and successful, it is the policy of BCHS to check the employment references of all applicants.
- ✚ BCHS employees are required to furnish the Head Start Office an up-to-date Virginia Driver’s License Record. The expense of obtaining this record is to be incurred by the employee and should be submitted to the office at the beginning of the program year. This document is required for insurance purposes, and is to be submitted annually to the Human Resource Manager.
- ✚ The personnel department will respond in writing only to reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates and position held. No employment data will be released without written authorization and a release signed by the individual who is the subject of the inquiry.
- ✚ Head Start employees sign a “Terms and Conditions Agreement for acceptable use of the computer.” This signed document is kept of file in the Head Start Office.

Computer maintenance on BCHS Laptops and Desktop Computers

- Clean keyboard regularly
- No eating/drinking at computer station
- Clean mouse
- Clean monitor – Do not use glass cleaner
- Back up files regularly
- Delete files regularly if no longer needed
- Clean discs and defragment system regularly

Buchanan County Drug Testing Policy

Types of Employee Drug Testing

- ✚ **Pre-Employment Drug Testing.** Transportation applicants who are offered a job with the company will be tested for drugs as part of the pre-job offer employment screening process.
For cause Drug Tests. Employees may be required to submit to a drug test if the agency believes an employee may be under the influence of drugs or alcohol on the job, if unexcused absence from work or lateness is an issue, or if job performance appears to be impacted by drug or alcohol abuse.
- ✚ **Random Drug Testing.** Employees may be selected at random for drug testing at any time.

- ✚ **Post-Accident Drug Test.** Any employee involved in an on-the-job accident or injury may be tested for drug or alcohol use.

Any applicant or employee who tests positive for illegal drug use will not be hired or promoted, may be subject to disciplinary action and required to participate in substance abuse counselling, and may be terminated from employment job, if unexcused absence from work or lateness is an issue, or if job performance appears to be impacted by drug or alcohol abuse.

Any applicant or employee who tests positive for illegal drug use will not be hired or promoted, may be subject to disciplinary action and required to participate in substance abuse counselling, and may be terminated from employment.

COMPENSATION

Section 1 – Wages and Salaries

- ✚ All employees must submit monthly time sheets to the administrative office by 4:00 pm on the 15th of each month unless notified by the Human Resource Manager. The human resource manager has provided a copy of each employee's time sheet with his/her payroll identification number, name etc. by email and on a personalized flash drive. Only the individual's, personalized time sheet will be accepted. Time sheets are to be completed in black ink, with no white out. Incomplete or incorrect time sheets will be returned. Teacher assistants and bus drivers' time sheets must be signed by the classroom teacher. Each employee is responsible for his/her own time sheet.
- ✚ Direct deposit slips will be placed in envelopes marked "confidential:" and placed in classroom mailboxes. An employee can request that the direct deposit be mailed to them. Direct deposits are made on the 25th of each month or on Friday before the 25th if payday falls on a holiday. If an employee has a designee, then a signed document must be provided to the payroll clerk authorizing the designee to pick up the document.
- ✚ BCHS recognizes and makes standard and legal payroll deductions, e.g. federal state, and local taxes.

Section 2 – Overtime Pay

Overtime hours or extra hours worked must be approved in writing by the employee's immediate supervisor before any work is performed. No "extra" time will be approved without written *prior* approval of the supervisor. Documentation is to be submitted to the Human Resource Manager. No employee can work over 40 hours per week.

Safe Harbor Policy

It is the agency's policy to fairly, and accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report any errors. You also must not engage in off-the-clock or unrecorded work.

Section 3 – Wage and Salary Increases

- ✚ Cost of living increases may be granted based upon increases in program funding levels; therefore, cost of living (COLA) increases are not guaranteed.
- ✚ The salary scale will be reviewed and/or updated yearly by the administrative office prior to the beginning of each program year. COLA increases are implemented in salary scales when applicable.

Section 4 – Unpaid Accrued Pay

- ✚ Any unpaid accrued pay (wages and vacation) due at the time of an employee's death is paid to the person(s) designated by the employee to receive the benefits.
- ✚ Employees should ensure that this designee is always current.
- ✚ If no designation of a beneficiary is on file or if the designated beneficiary is not living, any balance due in accrued pay on the date of the employee's death will be payable to the first person or person(s) listed below that are alive on the date the payment arises.
 - ✚ 1) to the widow or widower
 - ✚ 2) if neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of each child
 - ✚ 3) if none of the above, to the parents in equal share, or the entire amount to the surviving parent
 - ✚ 4) if none of the above, to the duly appointed legal representative of the estate of the deceased employee, or if there is none, to the entitled thereto under the laws of the domicile of the deceased employee.
- ✚ BCCHS follows the county policy with 30 days maximum vacation/annual days, (no sick days) pay allowable under the accrued pay policy. The funds for the accrued pay are taken from the salary and fringe account. There are funds available in the salary and fringe account because of the amount budgeted for salaries and the actual amount spent for salaries due to retirement, employee turnover etc.
- ✚ BCCHS does not pay bonuses to employee.

Section 5 – Reimbursement Training Expenses

All employees will be reimbursed for approved expenses incurred while conducting the business of the Head Start Program. The policies concerning reimbursement are cited in the local travel and out-of-area directives by the area supervisor or the Director.

BCCHS will reimburse employees for reasonable business travel incurred while on

assignments away from the normal work location. The immediate supervisor must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their When approved, the actual cost of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by BCHS. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- 1) Air fare or train fare in coach or economy class or the lowest available fare when prior approval is given
- 2) Car rental fees for compact or mid-sized cars
- 3) Taxi fare if no other less expensive mode of transportation is available
- 4) Mileage for personal car if no other less expensive transportation is available
- 5) Cost of meals at \$50.00 per day or \$14.00 per meal. If travel destination is in an urban area, \$75.00 per day or \$25.00 per meal will be approved for meals.
- 6) Charges for telephone calls, fax and similar services required for business purposes
- 7) Employees who are involved in an accident while traveling on business for BCHS must promptly report the accident to supervisor. Vehicles owned, leased, or rented by BCHS may not be used for personal use without prior approval.

Employee Benefits

Law requires the Head Start Program to provide the following benefits to all employees: Social Security, Unemployment Compensation, and Workman's Compensation.

Section 1 – Group Life and Hospitalization

A group life insurance policy shall be paid for each full-time employee provided that the employee is considered eligible by the insurance company and is in a paid status for at least ninety-six (96) hours of the covered month, excluding per diem and seasonal employees. Insurance policy is through Anthem Life. Beneficiary information should be kept up-to-date in personnel file.

Section 2 – Hospitalization

BCHS currently provides a 100% single policy for all full-time employees. Any full-time employee who wishes to purchase additional hospitalization will be responsible for the difference between a family/single policy.

Any employee who drops below 96 hours per month (except winter months) must pay 100% of the policy premium if he wishes to continue his insurance under BCHS's group plan.

Any employee on sick leave may be allowed to continue his hospitalization policy with 100% of the premium paid by BCHS for thirty (30) days from the time all personal vacation and sick leave have been exhausted. Employees may remain on the policy after that time.

For an employee to maintain hospitalization (while on leave), he must show aa total of 12

days or 12 donated days, and other employees must show a total of 14 days or 14 donated days. If an employee is not FMLA, (Family Medical Leave Act) these days/hours must be maintained, (must equal a total of 96 hours).

Insurance coverage may be continued for 18 months if you meet any of the following criteria:

- 1) an employee dies while working for Head Start
- 2) there are children who reach dependent age limit for coverage under the parent's program
- 3) there are spouses or children who are no longer eligible for coverage because of separation or divorce
- 4) you chose Medicare as your primary carrier

YOU MAY CONTINUE YOUR COVERAGE FOR 18 MONTHS IF YOU

- a. Change from full-time to part-time employment and part-time employees cannot join the Boards program.
- b. Are laid-off or discharged (except for serious misconduct).
- c. Leave work voluntarily for any reason, including retirement.

Enrolled family members may continue coverage for 36 months if:

- a. An employee dies while working for the County.
- b. There are children who reach the dependent age limit for coverage under the parent's program.
- c. There are spouses or children who are no longer eligible for coverage because of separation or divorce.
- d. If Medicare is chosen as the primary carrier

Buchanan County Head Start follows the wellness endeavor policy adopted by the Buchanan County Board of Supervisors. Participation in the medical insurance plan will reduce the cost of the premium by five percent. If you wish to participate you will need to complete an annual physical exam between August and December. Failure to participate will result in a premium deduction of either \$25.00 per month for a single policy, and \$50.00 per month for a family policy.

The policy council now wishes to further clarify its policy concerning maternity leave or FMLA (Family Medical Leave Act):

In accordance with the FMLA of 1993 employees may be granted upon request, up to 12 weeks of medical leave during any 12-month period for the birth or adoption of a

child, or placement of a foster child, care of a seriously ill child, spouse or parents, or an employee's own serious annual leave before being placed on leave without pay, hereafter referred to (LWOP). If an employee has no annual or sick days, he will be placed on LWOP. If an employee qualifies for FMLA, all benefits will continue during the time the employee is on FMLA. Medical leave must be approved by the employee's immediate supervisor and the Director. A thirty (30) day notice of intent is required when possible, such as in the birth of a child, otherwise notice must be given as soon as possible.

Work Policies

BCHS provides a single hospitalization and dental plan for all full-time employees at the rate of \$650.31 per month. The dental policy is \$20.19 per month. Rates *may* increase each October when the insurance renewal contract renews.

Mileage Reimbursement

Head Start employees are to use agency vehicles when traveling locally or to travel to out of town meetings when feasible. When an employee must use his own vehicle for agency business, he will be reimbursed at the rate of .51 cents per mile. Mileage must be approved by the employee's immediate supervisor before it is submitted to the fiscal department for reimbursement. When an employee uses his own vehicle, mileage begins AFTER the employee reaches his work site not from his home.

Section 3 – Annual Sick Leave

- ✚ The Director will be notified of all annual leave or sick leave for elective surgery, professional appointments, court leave and administrative leave three (3) days in advance. Failure to comply with these regulations may place the employee in a non-pay status mode.
- ✚ BCHS teachers will receive fourteen (14) annual/sick leave days per program year. The Director and Service managers who physically work 12 months will receive 12 annual and 12 sick leave days per program year. Other service managers will receive eighteen days (18) annual/sick leave days per program year. Family service provider will receive thirteen (13) annual/sick leave days per program year. Bus drivers and teacher assistants will receive twelve (12) annual/sick leave days per program year. Teacher assistants/family service providers will receive 13 annual days per program year.
- ✚ Annual leave may be carried over from year to year. At termination of employment, employees will be paid for accumulated annual days up to but not exceeding thirty (30) days. No more than 60 days can be carried over from one year to another year.
- ✚ BCHS does not pay for inclement weather days. When the public school begins its school day one hour late because of inclement weather, BCHS employees will be on a one-half (1/2) hour schedule delay. If public schools are on a two (2) hour delay, BCHS will be on a one (1) hour delay. If the public schools are closed, BCHS will be closed.
Twelve months' personnel will work on inclement weather days as determined by

- the Director.
- ✦ During the summer months (when school is not in session) the Director will determine if all support office employee is needed or if the office needs to remain open on a five-day basis. The Director will determine what hours the office will be open during the summer months.
 - ✦ A full-time employee must be in a pay status at least ten (10) working days during a month to earn annual/sick leave days.
 - ✦ Newly hired full term employees shall earn no annual/sick leave during the three (3) months probationary training period, unless the policy council approves to go ahead and put the employees on full time.
 - ✦ Part-time employees do not receive sick or annual days.
 - ✦ For an employee to receive retirement and insurance, the employee must have worked 96 hours or annual time must add up to 96 hours.

Section 4 – Holidays

Paid holidays for all full-time employee will be as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Day and the day following
- Christmas Eve and Christmas Day
- Labor Day
- Good Friday
- Martin Luther King Day

If a paid holiday falls on a Saturday or Sunday, this day will be added to the end of the employee's time sheet. These dates are included on the yearly calendar.

Section 5 – Work Schedule

The Head Start Office hours are from 8:00 am until 4:00 pm Monday through Friday unless schedule changes are made and approved by the Director.

All other employees' normal work schedule is seven (7-8) hours per day, five days per week. Service area managers will advise employees of the times when their schedules will begin and end. Employee needs and operational demands may necessitate variations to starting and ending time as well as the number of total hours that may be scheduled each day and each week. Any schedule changes will be approved by the area managers, and if necessary, by the Director.

Video Surveillance Policy:

Buchanan County Head Start has video cameras in place in all the agency locations. Parents are informed that video and taping is in progress. Parents must sign a consent form that is kept on file in each classroom.

BCHS Communication Procedure:

Buchanan County Head Start promotes excellent communication between its employees, parents, family members and the community it serves. Communication is vital to an agency and must be ongoing. BCHS uses the following procedures in its effort to communicate effectively with all interested parties:

- Personal phone calls by employees
- Memos/BCHS webpage

- Conference/home visits
- One Call Now
- Facebook employee page
- Email/personal mail
- Pre-service/training
- Workshops

BCHS employees need to remember that all information whether it goes out in the form of a memo or as a post does reflect and represent the entire program. Correct grammar and punctuation is important in the endeavor to be professional and competitive. All memos are to be approved by the employee's immediate supervisor prior to distribution. All discussion that is work related must be approved by the employee's immediate supervisor prior to posting on a social networking site. If the immediate supervisor is not available, another manager may be consulted for memo/posting approvals.

Buchanan County Head Start has a private Face Book page. The page is accessible to Head Start Employee ONLY, and is for allowing information sharing and ideas that are not private or confidential. This page provides employees with a resource to share ideas, develop new ideas and projects, and preserve open communication.

Section 6 – Life Threatening Illness in the Workplace:

- ✚ Employees with life threatening illnesses, such as cancer, heart disease and AIDS often wish to continue their normal pursuits, including work to the extent allowed by their condition. BCHS supports these endeavors if employees can meet acceptable performance standards.
- ✚ In the case of other disabilities, BCHS will make reasonable accommodations in accordance with all legal requirements to allow employees with a life-threatening illness to perform the essential function of their jobs.
- ✚ Medical information on individual employees is treated confidentially. BCHS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and all other BCHS employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.
- ✚ Employees with questions or concerns about life threatening illness are encouraged to contact the Health Manager or the County Administrator's Office at 935.6500 to obtain information and resources available.

CONFIDENTIALITY

BCHS has information and policies which should not be discussed with anyone outside the Agency, except when required in the normal course of business. Activities and operations of the Agency, or its service recipients must be treated as confidential or on an as need-to know basis. Employees are required to sign an annual confidentiality statement that is kept on file.

PROCEDURE

1. All information relative to BCHS's clients is confidential and must not be discussed with or divulged to anyone, unless the performances of their official duties require access to the information.
2. If an employee terminates employment, the employee must surrender all items containing Head Start information in his/her possession, whether containing confidential information, including but not limited to, diskettes and other storage media, notebooks, reports, from any third party, or containing confidential information from BCHS.
3. Confidential information is to be used only about the legitimate functions of an employee's job duties. The release of confidential information other than in treatment of clients shall occur only with proper authorization. If contacted personally about confidential information, the employee should direct the inquiring party to their Supervisor or the Director. Client files should not be removed from the agency's offices.
4. All employee, family and/or children's records are to remain confidential, and personal information is not to be discussed or disclosed on social media sites.

Section 7 – Funeral Leave

- ✚ A maximum of three (3) days leave with pay per calendar school year will be granted. Funeral days are for immediate family. Immediate family includes: parents, spouse, children, grandparents, siblings, and mother/father in-law. Funeral days are not "annual" days and cannot be used for any purpose other than a funeral. Funeral days expire when work days are finished for the year and do not carry from one school year to the next school year.

Section 7A – Absenteeism and Tardiness

- B C H S is aware occasions arise when an employee must be absent from work. At the same time, it is important for employees to understand that punctuality and regular attendance are essential to insure optimal productivity and efficient delivery of client services. If an employee is unable to report to work, he is expected to notify his supervisor and co-workers and follow the procedures below:
 - 1) Report to work on time and on all scheduled workdays and during all scheduled work hours.
 - 2) BCHS management team will determine and assign individual work schedules.
 - 3) Employees may not change schedules without supervisor approval.
 - 4) An employee must notify his/her supervisor as far in advance as possible, but not later than 1 hour before work time.
 - 5) It is the responsibility of each employee to obtain a substitute when absent from

work. A substitute list is provided to employees at the beginning of the **Program year**.

- 1) Call and report your absence to: co-workers; supervisor, and Human Resource/CFO Manager; If you need to leave a voice mail message, Jennifer's direct line is 244.1361; Carol's direct line is 244.1365, Brenda's direct line is 244.1366; Pam's direct line is 244.1364; and Rhonda's direct line is 244-1369.
 - 2) Give the name of the substitute who is working in your absence
 - 3) Half days or whole days will be used for absenteeism. If you are absent for half a day, your substitute will need to report for a full day
 - 4) Failure to report absence in a timely manner to appropriate personnel may be subject to a written reprimand and placed in personnel file.
1. Authorized Absence – the employee notifies his supervisor in advance and obtains approval to be away from, or late to work.
 2. Unauthorized Absence – an employee not showing up for work, not calling in, and not having a valid reason for an absence, as determined by the supervisor.
 3. Unscheduled Absence – an absence and/or tardy that is unrelated to authorized time off.

Leave of Absence

Section 1 – Leave without Pay- LWOP

- ✚ A full-time employee who, by reasons of membership in the United States Military is authorized to attend a training period or encampment under the supervision of the US Armed Forces, or due to membership in the civilian Public Health Service Reserve Corps, is ordered by the appropriate authorities to participate in training or active duty, will be granted a leave of absence from his position without loss of pay or time on all working days not exceeding fifteen (15) working days in any calendar year during which he will be engaged in such activities. Proof of service must be presented upon return from the number of days absent.
- ✚ A leave of absence with pay will be granted to a full-time employee to perform jury duty. After jury duty, the employee must present certification of attendance for the number of days absent. If an employee receives a work day for jury duty, his/her jury reimbursement must be paid to BCHS.
- ✚ In certain circumstances, an employee may be granted a leave without pay. An employee who anticipates the need for a leave of absence without pay should request such a leave as soon as possible to allow for program adjustments and administrative action. Employees who have served a training period are eligible to apply for a leave without pay. A leave without pay may only be granted by the Director who will also request appropriate documentation.
- ✚ Return to work from a LWOP must be mutually agreed upon by the employee and the Director.
- ✚ A LWOP will be approved only if all the following conditions are agreed to:
 - 1) If the LWOP is requested because of non-work-related injury, illness or maternity, the employee must exhaust sick leave, and may use vacation leave without pay

- status.
- 2) If LWOP is requested for any other purpose, the employee must exhaust all accrued vacation time before entering a leave without pay status.
 - 3) The time limit for LWOP is as follows: LWOP may not be granted for more than three (3) calendar months at any one time.
 - 4) Since BCHS grants are awarded on a yearly basis, LWOP cannot be guaranteed beyond the end of a funding period.

Section 2 – Compensation for Assumption of Duties of another Employee

- ✚ When a regular employee has been assigned the duties of another full-time employee at a grade level higher than his own for at least five (5) or more consecutive working days, that employee will be eligible for a pay increase on the sixth (6) working day at zero level of the job he will be performing and his education, or a five (5%) increase in his current pay grade whichever is greater. The pay increase will remain in effect for as long as the temporary status continues and will be dependent upon fiscal and/or program funding.
- ✚ This situation does not apply if a regular employee is on vacation and another regular employee at a lower pay grade level temporarily assumes his duties.
- ✚ Should the full-time bus driver need to be absent, the teacher or the teacher aide who holds a CDL may fill in for the bus driver to allow the center to operate. This provision will be in force for absences or emergency situations ONLY. This provision also applies to any other Head Start employee who holds a CDL.
- ✚ Employees will work 7.5 to 8 hours due to duration. Please refer to your job description for work hours.
- ✚ Any employee who whose work hours are 7 or 7.5 hours and resumes a role of another employee.

Leave for Emergency Situations

Section 1 – General Rules

The authority to close any or all Head Start facilities rests with the Director and/or his designee. The authority may be delegated to another employee member for specific operations.

There are times when emergencies arise, for example, severe weather, fires, power failures or other related matters which disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event such an emergency occurs during non-working hours, telephone calls will be made to employee members notifying them of the decision to close the facility. A “One Call” will be made as quickly as possible to BCHS employees and parents.

If the decision to close a facility is made after the workday has begun, employees will receive official notification from their immediate supervisor. In both situations, time off from a scheduled work day will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

The Head Start Office will be closed on days when the public schools are closed unless there is a specific need for office employee to work.

Section 2---Medication Administration

All children who require medication at school must have a “Written Medication Consent Medication must be in the original container and clearly labeled by the pharmacist with child’s name, the date the prescription was filled, route of administration, physician’s name, and expiration date. Each center must also have a designated locked place for medication storage.

An employee, who has MAT training, (Medication Authorization Training), must administer the medication as stated by label directions. Employee will watch for allergic reactions when administering medicine. Parents will be asked to bring in a statement from the pharmacist stating the potential side effects of the medication. Medication must not be administered after the expiration date on the container.

The teacher will be responsible for administering, handling, and storing all prescription medication. If a teacher is absent, the classroom assistant will administer the medication. NO substitutes will administer or handle the medication. All full-time employees are MAT certified.

The employee will complete the “Log of Medication Authorization” each time a dose of medication is administered to a child. This includes the child’s name, medication, date, and time given, amount administered and the employee person administering the medication. If a child misses a dosage during the time medication should have been given, it must be documented (i.e. child is absent).

All medications will be taken with the child when field trips are planned. They will be kept out of reach of children always.

Training and Employee Advisory Committee

Section 1 – Orientation – New Employees

- ✚ Each new employee will be given a thorough orientation to the program and its activities. The Director and/or area managers will be responsible for ensuring that employees receive this orientation.
- ✚ New employees must complete all necessary personnel forms correctly.
- ✚ New employees must provide information and resources pertaining to Personnel Policies, Personnel Procedures, and Calendar.
- ✚ All new employees must have a physical, and a tuberculin screening, driving record, an exemplary background and CPS check.
- ✚ All new employees must have a photo and an identification badge which must be worn during working hours.
- ✚ A current orientation checklist will be completed for each new employee within his /her first thirty (30) days of employment. The completed form will become part of his/her personnel file.
- ✚ Transportation employees must have a pre-employment drug/alcohol screening.

Section 2 – Training

Employer paid training may include but is not limited to:

- 1) Individual training the agency requires of employees or law regulations required to secure a job or position.
- 3) Component funding may also allow for off-duty individual training in local educational institutions to assist employees to maintain or to improve skills that are directly related to their present jobs or positions.
- 4) Pre-service training will be conducted throughout the program year. Unless special consideration is given, all employee members must attend these sessions. Employee may be released from duties to attend other training appropriate to their positions without losing any accumulated time. The Director/area manager must give prior approval for other training.
- 5) All employees are mandated to receive a minimum of twenty-four (24) hours on the following issues but not limited to: training relating to Child Development/Care of Children; Health/Safety Issues (playground); Preventing/Reporting Child Abuse/Neglect; School Readiness; "CLASS" Classroom Assessment Scoring System; Creative Curriculum; Classroom Resources and Owl's.
- 6) Each center employee and certain other personnel will attend CPR, First Aid, and MAT and any other mandated trainings staying current with licensing.
- 8) Due to liability, employee is not to bring children to the worksite or training.
- 9) BCHS provides opportunities for staff to develop skills and knowledge through a range of training. This process is known as Practice Based Coaching. The process is a systematic way for staff to reflect upon their practices and make improvement resulting in increased positive child outcomes and the use of effective teaching practices.

Section 3 – Child Development Associate Certificate

The Child Development Associate or CDA is a program that provides the employee with the skills necessary to meet the needs of a group of children in a child development setting by nurturing children's physical, social, emotional, and intellectual growth by establishing and maintaining a proper child care environment, and by promoting good relations between parents and the child development center.

Any candidate who earns a CDA endorsement will hold an official document which professionals in the field of early childhood education/child development honor. This person is competent to work with children aged three to five in a group setting. The CDA credential is a professional award. It is not a license.

Section 4- Training and Technical Assistance

Philosophy and Employee Training Etiquette

In today's work environment, the training and retraining of employees is vital to any agency's success. Therefore, BCHS supports and encourages all employee members to be actively involved in training and development opportunities. Training leads to the delivery of high-quality services to families and children.

Employee training is an ongoing activity designed to increase the level of competence and expertise of employee and is responsive to employees' individual and program needs.

Attendance is required. A yearly calendar with training days is given to all employees.

Training days may change due to unexpected circumstances. However, employees will be notified of training changes ASAP.

Arrive Early. If this is not possible, arrive at the scheduled time. Never late. When arriving late, valuable information is lost as well as the opportunity to provide input.

Also, do not expect others to provide the missing information from the training.

Do not interrupt. Hold comments until the speaker asks for feedback, unless the speaker has encouraged open discussion

Silence cell phones!

Speak in Turn.

Be Patient and Calm.

Attend the Entire Meeting

Be Respectful of Coworkers and the Speaker.

Employee training and development serves the following purposes:

1. It helps individual employee members to pursue personal development goals while gaining knowledge and skills related to current positions.
2. It helps the program to achieve its defined goals.
3. It assists the agency in achieving compliance with federal Head Start Performance Standards.
4. It keeps the employees abreast of ongoing operations within the local agency and serves to update any new developments occurring on the Regional/National level.

Assessment of Training Needs:

The following are instruments used by BCHS in determining and planning ongoing training needs:

1. Classroom observations
2. Results of the annual program self-assessment and Community Needs Assessment
3. New developments in the field and/or new program instructions, i.e., Performance Standards, Information Memorandums, etc.
4. Annual employee performance evaluations
5. Requests by employee
6. Requirements for certification, CDA, licensure, etc.
7. Monitoring reports
8. Results of Program Review Instrument for System Monitoring of Head Start

Methods of Training:

Training methods include but are not limited to the following:

1. On-the-Job Training
2. Mentoring
3. Conference training
4. Self-Study
5. Job Rotation
6. Presentations by Employees
7. Packaged Training Programs
8. Consultants
9. Coaching
10. On-line resources
11. ECLKC (Early Childhood Learning and Knowledge Center)

Buchanan County Head Start utilizes PROMIS 12 for its data tracking system. PROMIS is a comprehensive management information system for Head Start Programs. BCHS employees are responsible for the following concepts in relation to the utilization of PROMIS 12:

- Employees have signed a confidentiality agreement about proper usage of data entered into the PROMIS.
- All service areas in the system will be maintained.
- Manuals are provided and are on line under the support feature.
- Trainings are online also under support.
- PROMIS accounts are to be used only by the authorized owner of the account for the authorized usage of the authorized database.
- All users must be timely with information, and teamwork is necessary for the system to be effective.

Legal and Illegal Employee Practices

- ✚ An employee may not hold outside employment which conflicts with his duties and responsibilities or contradicts the philosophy of the Head Start Program.
- ✚ An employee and members of his immediate family may not accept gifts, money, or gratuities from beneficiaries of the program, contractors or persons who are otherwise able to benefit from the actions of an employee.
- ✚ Political Activities Clauses (1) and (2), Section 1502(A) or Title 5, Chapter 15 United States Code).

Prohibited conduct: Administrative Policies and Procedures: Updated and approved by the policy council on February 21, 2012 and are as follows: BCHS employees sign a Rules of Conduct that is on file in the Human Resource Department of the agency.

- ✚ No employee shall solicit or accept money or other items of value for services performed within the scope of his official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an employee.
- ✚ Offer or accept any money or other items of value for or in consideration of obtaining employment, appointment, or promotion with any governmental or

- advisory agency.
- ✚ Willfully use for his own economic benefit or that of another party confidential information, which was acquired because of his position and which is not available to the public.
- ✚ Accept money, loans, bestows, favors, or services that might reasonably tend to influence one in the discharge of his duties.
- ✚ Accept any business or professional opportunity wherein the employee may gain a financial benefit under circumstances where he knows or should know that there is a possibility the opportunity is being afforded to him with intent
- ✚ BCHS has a policy that forbids employees from soliciting or accepting gifts, gratuities, or special favors of any kind from outside vendors, contractors, or companies with whom they do business on behalf of the agency. The agency's policy is to ensure that vendors, contractors, and other business associates are selected fairly and engaged only for appropriate business reasons. Accepting gifts and gratuities would tarnish a business relationship and cause the appearance of favoritism or conflict of interest.
- ✚ Gifts and gratuities may include, but are not limited to:
 - Cash rebates to an individual making a purchase on behalf of the agency. Item value cannot exceed \$25.00 and must be used for Program use only.
 - Free tickets to a sporting, cultural or entertainment event
 - Personal discounts
 - Personal commissions
 - Tangible items of value (such as liquor, securities, real estate, etc.).

Professional Relationships

Employees are to avoid or remove themselves from situations that may compromise their authority by making decisions favoring one's own gain or gain for personal friends or family members. The specific areas of concern include contract awards, accurate record keeping, hiring, or performance review and compensation decisions. Employees are to avoid circumstances that favor an individual rather than Buchanan County Head Start's interests.

Excellence in Leadership

Buchanan County Head Start expects all employees in a supervisory capacity to exemplify appreciative leadership in their associations with employees, clients, and the public. Furthermore, all supervisors are to be mutually supportive and to integrate their areas of responsibility, and policies and procedures with other throughout Buchanan County. Key elements of BCHS leadership are communications, teamwork, role modeling and accomplishments. Leadership responsibilities include:

- C o m m u n i c a t i o n s
 Recommending changes to policy through consultation with appropriate BCHS personnel

Regularly attending leadership development programs and supervisory briefings and training programs relating to employment issues
Interacting with other members of BCHS's community in a creditable manner
Communicating focus, goals, and services that will achieve BCHS's mission

- T e a m w o r k**
 - Promoting agency wide cooperation among employee
 - Mentoring newer members to BCHSto influence his conduct in the performance of his official duties.
 - Respecting and cooperating with policies of closely related entities that work-related entities that work with BCHS

- R o l e M o d e l i n g**
 - Understanding, sponsoring, and implementing the evolving changes necessary to continued success in service delivery to children
 - Supporting and implementing, in a proactive and constructive manner, all BCHS policies
 - Seeking professional development in both technical and managerial skills
 - Focusing on program, and business issues rather than on personal interests
 - Learning and practicing appreciative leadership as a management development process

- A c c o m p l i s h m e n t s**
 - Recognizing effort as well as results
 - Overcoming barriers by challenging oneself and others with new ideas
 - Assessing results critically and periodically
 - Linking goals and objectives of everyone to overall goals and objectives

Progressive Counseling

Progressive counseling is for providing employees an opportunity to improve their performance as soon as they have been notified that their performance is falling below a satisfactory level. When performance is below a satisfactory level, action plans will be developed for correction purposes. Progressive counseling promotes employee success by identifying causes and agreeing on methods for improving employee performance to a satisfactory level. Progressive counseling may take more than one session for the issues/issues to be resolved. Documentation of all progressive counseling sessions will be maintained by the supervisor and filed with the Human Resource Manager.

Some examples of performance-related issues that may require counseling include:

- Consistent errors in work
- Inability to perform assigned work
- Inconsistent performance
- Poor communications
- Adversely affecting others' ability to do work

Your Supervisor

Your supervisor is a very important person. When you have a problem, or need a question answered, you should go to your supervisor. Your supervisor will be keeping you up-to-date on information you need to do your job effectively. The goal of any supervisor is the ultimate attainment of organizational goals using people and materials.

Always feel free to discuss any problems you may encounter with your supervisor and the Director.

ACCIDENTS

Any vehicle accident must be reported to the proper law enforcement authority immediately. As soon as it is determined children, employee and volunteers are safe, the administrative office is to be notified. Any employee member having his license revoked for any reason is subject to dismissal. All pertinent paperwork must be submitted to the office.

An employee, child, parent, or anyone else in a Head Start classroom must complete an accident report and submit it to the Health Manager within three (3) days of the incident. Also, a phone call is to be made to Loretta Peck at 276.935.6505.

Political Activity

No employee will engage in any form of partisan political activity during working hours except to cast his own vote. Employees will never conduct themselves in any way as to discredit the Head Start Program, such as with a conflict of interest, or personal or family favoritism. (Example: hiring of relatives under their immediate supervision, friends, or disruption of the BCHS through private vendetta, acceptance of gifts or gratuities). These actions are grounds for dismissal.

No person shall hold a job while he or a member of his immediate family serves on a board or committee and who has authority over personnel actions affecting his job. No person shall hold a job while either he or a member of his immediate family serves on a board or committee, which, either by rule or by practice regularly nominates, recommends or screens candidates for the agency or program by which he is employed.

No person shall hold a job of immediate supervisory authority over any member of his family. (Example: parent, spouse, in-law, children, etc.).

In selecting board and policy council members and filling job vacancies, an effort will be made to safeguard the job of those already employed by not selecting a relative to fill a supervisory position.

Parents who are related to employee members may not serve on a committee which makes decisions affecting that employee position.

Dress Code

During the program year, all Head Start employee will observe the following dress code. Employees are required to wear photo identification name cards during working

hours. All employees will dress neatly. There will be no excessive body exposure, such as exposing the bosom, buttocks, etc. If BCHS has a classroom in the public-school facility, employees will follow the dress code defined by the school principal.

Personal appearance is considered an important part of professionalism and BCHS retains the right to require appropriate dress.

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image that BCHS wishes to present to visitors and parents. During work hours employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

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

Section 1 Bus Drivers

- ✚ Care and maintenance of BCHS vehicles will be the responsibility of each bus driver. Each driver must report any mechanical problems to the transportation manager on the bus maintenance report form. After receipt of the form, the transportation manager will inform the operator of the correct procedure to follow to repair the vehicle. All approved maintenance will be paid by BCHS.
- ✚ Unless otherwise approved, all bus maintenance will be performed at the county garage.
- ✚ Driver will not make any unnecessary stops during their bus routes.
- ✚ Drivers will not eat, drink coffee or other beverages, or use any form of tobacco while on assigned bus runs.
- ✚ Drivers must stay on planned routes unless notified by the transportation manager of a route change, or if there are inclement road conditions.
- ✚ Drivers will not transport children, or other individuals on bus routes.
- ✚ Drivers are to refuel their buses either before the morning run or after the last child is dropped off in the afternoon.
- ✚ In the event of an injury while on the bus, i.e.; nose bleed, bee sting, etc. the driver will report the incident to the teacher and to the Health Manager.
- ✚ All BCHS employees must wear seat belts while operating or riding an agency vehicle.
- ✚ Cell phone use is prohibited on bus runs and in the classroom except for emergency situations or during break time. Use of cell phones while operating a vehicle and supervising children will be cause for immediate dismissal.

Section 3 Bus Routes

- ✚ A parent or an adult must supervise children while waiting for the bus to arrive. When the bus arrives, the adult/parent will guide the child to the bus.
- ✚ The bus monitor will assist children into the bus and from the bus.
- ✚ There must be someone at home before child can be left. Documentation or an emergency procedure form must be on file for the designee to receive the child into his/her care. Parents should notify the center of an alternate designation where a child

can be left in case the parent is not home. The parent and the caregiver must sign a permission form. The alternate destination must be on the bus route.

- ✚ All Virginia laws must be followed.
- ✚ The bus driver must wait until the children are in the custody of an adult before continuing his/her bus route. The parent or adult must come outside and physically take custody of the child before he/she can be left.
- ✚ Adults will be allowed to ride the bus as space permits.
- ✚ Parents should notify the bus driver in advance if their children are not going to attend school. Employees ARE NOT to call parents to inquire if children will be riding the bus.
- ✚ A paid staff member must ride the bus always to assist the bus driver with the children. The assistant is responsible for ensuring that children stay seated always when the bus is in motion.
- ✚ The daily bus ride is a very important part of the educational plan. It is a time for children to socialize, learn and practice good safety rules, and to be aware of what is going on outside in the neighborhood.
- ✚ Simple, quiet, learning activities are to be carried out on the bus by the assistant, parent, or volunteer. Educational activities such as flash cards, songs, ABC's, nursery rhymes, etc. can be a part of the activities.

Section 4 – Field Trip Rules

- ✚ Parents are encouraged to participate in planning and participating in field trips. Employee will accompany and assist on field trips. Any educational field trip that is considered long distance must be approved by the Director and the educational manager.
- ✚ Children will eat breakfast at school on field trip days.
 - ✚ All children must have written permission from a parent or guardian before leaving home for any kind of field trip/doctor's appointment, dental appointment etc. This form is required *in addition to the emergency form*. The permission for the child to participate in a planned field trip activity must be on file before the trip can be taken. Field trips should be planned at least one week ahead to allow parents time to plan and rearrange their schedule if they so desire. Failure to comply with these rules will result in cancellation of the field trip.
 - ✚ Parents may transport children to and from field trips with the understanding that they are solely responsible for the children. BCHS will not assume any responsibility for the children in private cars. All parents of children who are transported in private vehicles must sign a release form to this effect.
 - ✚ Children not enrolled in BCHS will not be allowed to ride the bus or any BCHS vehicle or employee car on field trips. Parents who wish to attend field trips and wish to take a younger child will be responsible for securing transportation and will pay all expenses incurred for the younger child.
 - ✚ No public-school age children will be allowed on field trips.
 - ✚ One adult who must be a paid employee member, in addition to the driver

will ride the bus on field trips.

- ✚ Adults must not smoke on the bus during field trips or any other time.
- ✚ Parents can assist on field trips if they follow the guidelines below:

- 1) Parents and employee will travel with the bus on field trips
- 2) Parents will be responsible for assisting with the children when they enter and exit the bus
- 3) Parents should monitor the field trips and make sure that all phases of the trip are performed in an orderly manner
- 4) After notifying the teacher and bus driver, parents may take the children home with them when the field trip is over
- 5) No favoritism will be shown to children when dining
- 6) All adults will eat the same food as the children eat during a field trip Adults will not eat dessert unless the children also are served dessert. Non-Head Start children will follow the same procedure as Head Start children. Parents and volunteers will not purchase extra food for their children unless they purchase the same food for all children. An exception would be through written permission from a doctor.

Center Parent and Volunteer Procedures

Section 1 – Volunteers

Volunteers are an important part of our Head Start Program. Who are volunteers? Volunteers are mainly parents. They can also be students, retired citizens, local businessmen, teachers, health providers or any person interested in the progress of the Head Start Program. Volunteers may assist in the following ways:

- 1) Supervising children on outings
- 2) Recruiting families for the program
- 3) Renovating and decorating the center/bulletin board
- 4) Working on the center newsletter
- 5) assisting in cleanup/assisting in the cafeteria

All volunteers are required to wear an identification volunteer card while volunteering during Head Start hours. If a Head Start center is in the public-school facility, anyone who wishes to visit the center must check in with the principal at the school before going to the HS classroom. All school rules and regulations apply to Head Start parents.

Section 2 – Rules for Children, Employee, and Volunteer Meals

- ✚ During mealtime, children must be served first. All employee and volunteers will eat food served at the table. Any employee member eating breakfast or lunch with the children must eat the same as the children. They cannot bring packed lunches while eating with the children. An exception would be through a written statement from a doctor. Children cannot be served foods that are not listed on the menu. Special occasion parties planned through a parent meeting will take place after regular meals.

- ✚ Children must be served an 8-oz. container of milk with each meal. Adults may drink water or milk if available. These are the only accepted beverages. Any exceptions must be through written instructions from a doctor.
- ✚ Classroom employees will sit with children during meals. Classroom employees will take care of their own tables. Employee are to be active and engaged with children during mealtimes.
- ✚ Children will not be forced to eat. They should be encouraged to taste all foods. A small portion of food must be served to every child family style.
- ✚ If a child is on a diet prescribed by a doctor, the prescribed diet is to be followed.
- ✚ Food cannot be used as reward or punishment
- ✚ Mealtime should be a pleasant experience. Children should be engaged in conversation.
- ✚ If a child has a spill, encourage him to assist you with clean up without making an issue of the incident.
- ✚ When possible, let the children choose their own seats.

Smoke Free Environment

All facilities owned and operated by BCHS are smoke free environments. This includes employee offices and meeting rooms, classrooms, kitchens, hallways, outdoor play areas and vehicles used for transporting either children or adults.

Drug and Alcohol Use and Drug Testing **Buchanan County Drug Testing Policy**

Any applicant or employee who tests positive for illegal drug use will not be hired or promoted, may be subject to disciplinary action and required to participate in substance abuse counselling, and may be terminated from employment.

- ✚ BCHS is a drug and alcohol-free work place.
To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- ✚ While on BCHS premises and while conducting business related activities off BCHS premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job if the drug medicine does not impair an employee's ability to perform the essential function of his job effectively and in a safe manner that does not endanger other individuals in the workplace.
- ✚ Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/or mandated participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- ✚ Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor the Director or the Executive Director to receive assistance or referrals to appropriate resources in the community.

- ✦ Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through BCHS's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from the use of the substance, abides by all BCHS policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the agency any undue hardship.
- ✦ Under the Drug-Free Workplace Act, an employee who performs work for/on a government contract or grant must notify BCHS of a criminal conviction for drug related activity. The report must be made within five (5) days of the conviction.
- ✦ Employees with questions on this policy or issues related to drug or alcohol use should raise their concerns with their supervisor without fear of reprisal.
- ✦ Being under the influence of drugs or alcohol on the job poses serious safety and health issues. To help ensure a safe and healthful working environment, and when a reasonable suspicion exists, BCHS reserves the right to request position applicants and employees to provide body substance samples (such as urine or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing in a timely manner may result in exclusion from further consideration for employment, or, if already employed, disciplinary action up to and including termination of employment.
- ✦ It is the employee's responsibility to seek assistance from BCHS prior to reaching a point where his judgment, performance or behavior has led to imminent disciplinary action. A request for assistance after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Visitors in the Workplace

- ✦ To provide for the safety and security of employees and the facilities, only authorized visitors are permitted in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Employees are expected to escort visitors when in the office and are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the premises, employees should immediately notify their supervisor.

Return of Property

Employees are responsible for all property, materials, and written information used by them or in their possession or control. Employees must return all BCHS property immediately upon request or upon termination of employment. Where permitted by applicable law, BCHS may withhold from the employee's check or final paycheck the cost of all items

that are not returned when required. BCHS may also take all action deemed appropriate to recover or protect agency property.

Conflict of Interest

Should there be an internal dispute within the Buchanan County Head Start Program; the following steps are to be followed as outlined:

- ✚ Report the conflict to the appropriate supervisor
- ✚ If the conflict cannot be solved by the department supervisor within (7) working days, the supervisor will report the status of the complaint to the Head Start Director who will intervene and attempt to solve the complaint
- ✚ The Director will report any unresolved disputes to the policy council for informational purposes.
- ✚ The policy council and the Director will examine the issue and offer direction for resolution and closure to the dispute.

Use of Head Start Vehicles

The Head Start Program currently has four (4) four-wheel drive vehicles. The vehicles were purchased for use with home visiting and/or providing transportation to parents for medical or dental visits.

Head Start employees who use their vehicle for job use shall be compensated at the approved agency rate per mile. When available, BCHS employees are to use agency vehicles for agency business.

Supervision of Children

- A) Children shall always be within actual sight and sound supervision of employee, except that employee need only be able to hear a child who is using the restroom provided that:
1. There is a system to assure that individuals who are not employee members or persons allowed to pick up a child in care do not enter the restroom area while in use by children; and
 2. Employee checks on a child who has not returned from the restroom after three minutes.
 3. Depending on the location and layout of the restroom, employee may need to provide intermittent sight supervision of the children in the restroom area during this three-minute period to assure the safety of the children and to provide assistance to children as needed.
- B) During the center's hours of operation, one adult on the premises shall oversee the administration of the center. This will be the teacher. In the absence of the teacher, the assistant or designated substitute will be in charge.
- C) When employee is supervising children, they shall always ensure their care, protection, and guidance.

D. The following procedures to ensure that all children are accounted for before and after transitioning from one site to another (ex. bus, cafeteria, field trip site, or another environment).

1. Bus driver and monitor take daily attendance on the bus, upon arrival at the center where attendance is documented. Everyone (teacher, assistant, and bus driver) is aware of the number of children in their care. Number of children present will *be posted* (change as needed) in the classroom as a visual reminder of the number of children in care. All employee must know the number of children in their care always.
2. All employee (3) *must be present* during transitioning children from one site to another.
3. To ensure safety and security of the playground, bus drivers are to perform a daily safety monitoring checklist of the playground before the children can enter the playground.
4. Children will have a designated seat on the bus and in the classroom for monitoring.
5. The employee-to-child ratio: one employee member for every 10 children will always be maintained when children are in care.
6. Room or area sweeps will be performed when transitions have taken place. Teachers will sweep every area after children are loaded on the bus.

E. Safety policies and procedures will be reviewed at pre-service training and monthly at team meeting or employee training.

F. Monitoring visits and documentation will ensure the center employee is following the required procedures to assure all children are in actual sight and sound supervision. Employees who do not follow supervision procedures are at risk for dismissal.

Employees who receive college tuition through funds in the Head Start budget are responsible to sign a Promissory note that is kept on file in the Human Resource Department.

INJURIES IN THE WORKPLACE

Each time an incident occurs with an employee, parent, child, or classroom visitor:

1. Notify Health Manager immediately
2. Complete an accident report within 3 working days

WORK RELATED INJURIES

If an employee is injured, it is then the employee's responsibility to contact Loretta Peck at the County Administrator's Office (935-6505) to report an accident.

All BCHS staff will sign a Worker's Compensation Panel of Physicians document supplied by the county. The form is kept on file and changed/updated as needed.

Procurement

BCHS follows all federal guidelines and Buchanan County Board of Supervisors Procurement. Policy copies are on file by the billing clerk/purchasing agent and can be found on the county's website.

Grievance Policy

Buchanan County Head Start has a formal grievance policy in effect. The most effective accomplishment of the work of the BCHS Agency requires prompt consideration and equitable adjustment of employee grievances. It is the desire of BCHS to adjust grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, in the event that becomes an issue, the employee can obtain a copy of the grievance policy from the Head Start Office.

