Human Resource Policies And Practices

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# TABLE OF CONTENTS

## A. INTRODUCTION

- Responsibility .................................................. 4
- Notice of Employment ............................................. 4

## B. GENERAL RULES

- Confidentiality .................................................. 5
- Open Door Policy .................................................. 5
- Reference Inquiries ............................................... 5
- No Solicitations ................................................... 5
- Resignations ...................................................... 5

## C. EMPLOYMENT

- Nondiscrimination ............................................... 6
- Harassment Policy ................................................ 6
- Employee Classifications ....................................... 6
- Probationary Period .............................................. 7
- Personnel Records ............................................... 7
- Termination of Employment .................................... 7

## D. OPERATION OF OUR FACILITIES

- Working Hours ................................................... 9
- Meal & Rest Breaks .............................................. 9
- Children & Closing ............................................. 9
- Dress Code .......................................................... 9
- Attendance and Punctuality ................................... 9
- Outside Employment ............................................. 10

## E. COMPENSATION

- General Compensation Policy .................................. 11
- Overtime and Compensatory Time ............................. 11
- Split Shift .......................................................... 11
- Wage Reviews ...................................................... 11
- Paydays .............................................................. 11
- Payroll Deductions ............................................. 12

## F. EMPLOYEE BENEFITS

- Protection for Your Future .................................... 13
- Section 125 Flexible Benefits Plan .......................... 13
- Health Insurance .................................................. 13
- Life Insurance ...................................................... 13
- Retirement and Savings Plan ................................ 13
- Vacation/Sick Days ............................................... 14
- Personal Days .................................................... 14
- Holidays ............................................................ 14
- Tuition Reduction ................................................ 15
- Jury Duty ........................................................... 15
- Comprehensive Omnibus Budget Reconciliation Act (COBRA) ........... 15

(continues)
INTRODUCTION AND PURPOSE

Responsibility
The Executive Director of Cincinnati Early Learning Centers Inc. (CELC) has responsibility for administering written personnel policies, which have been approved by the Board of Directors. To handle situations not covered by written policies, the Executive Director may take problem-solving action without Board approval, keeping the Board informed of any significant outcome which may indicate need for future development of formal policies.

Each employee with supervisory responsibility is expected to be familiar with these personnel policies and should consult with the Executive Director or Associate Executive Director on questions of interpretation before decisions are made or actions are taken. All employees will receive a copy of these personnel policies.

Notice of Employment
This Summary of Policies, including other matters addressed in it, is presented only as a matter of general information. This is not a contract of employment. Your employment with Cincinnati Early Learning Centers Inc. (CELC) is an employment-at-will relationship. Any individual may voluntarily leave employment or may be terminated by CELC at any time for any reason or without reason. Any oral or written statement or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. Statements in this handbook, specifically including but not limited to those concerning discipline or reasons for discharge, are only general guidelines used by CELC. CELC may take disciplinary action other than that outlined in a particular case and may discipline or discharge an employee for reasons not listed in this handbook.

In addition, certain employee benefit plans are defined in legal documents such as insurance certificates or plan documents. Such legal documents are controlling. Should there be any conflict between this handbook and the certificate, plan, or other legal document, the legal document governs and not the descriptions contained in this handbook or in any other description or notice provided by CELC. This handbook and/or any policy or provision contained herein may be revised, modified, altered or revoked by CELC at any time with or without notice.

GENERAL RULES

Confidentiality
Records of all children are confidential and only staff and referral agencies may have access. A file may not leave the Directors office without approval. An employee may be dismissed for discussing children outside of the school, staff, or referral agencies.

Open Door Policy
An open door philosophy is an essential part of maintaining strong communication and a positive work environment. We are interested in knowing our employees’ ideas, questions, suggestions, problems or concerns.

In most instances, your immediate supervisor is the person best qualified to solve a problem or answer a question. Therefore, we urge you to initially contact your supervisor and discuss anything that is on your mind. Give your supervisor the first opportunity to resolve any questions or conflicts you may have before taking it to the next level of supervision.
However, there may be times when you wish to discuss a concern or problem with someone other than your immediate supervisor. You are encouraged to bring these matters to another member of the management. Where feasible, you should still advise your immediate supervisor that you wish to meet with another member of management.

Reference Inquiries
All reference inquiries about current or past employees must be forwarded to the Executive Director. This is the only person authorized to share employee reference information with anyone outside the company. A current or ex-employee must provide a signed release for reference information to be shared with another party.

No Solicitation
In order to avoid interruption of your work and to protect you from unnecessary annoyance, solicitation and/or distribution of literature on CELC premises is limited to the following rules:

- Non-employees of CELC have no right to distribute materials or solicit our associates on CELC property at any time.
- Employee-to-employee solicitation, distribution or acceptance of literature by employees during work hours and in work areas is prohibited. Work time does not include time before or after employees scheduled work hours, meal periods, or paid break periods.
- This policy includes solicitation and distribution of literature for all purposes, such as lotteries, raffles, charitable or political organizations and the like. The Executive Director of CELC must make any exceptions to this policy.

Resignation
If you choose to resign your employment, it is requested that you submit a written two-week notice.

EMPLOYMENT

Nondiscrimination
Cincinnati Early Learning Centers Inc. recognizes our employees as one of our greatest assets. We are committed to provide equal employment opportunity to all qualified persons, consistent with applicable federal, state and local equal employment opportunity laws prohibiting discrimination based on race, gender, age, handicap and/or disability, religion, ancestry, sexual orientation, marital status, color, or national origin.

These opportunities include, but are not limited to, recruitment, hiring, training, promotion, compensation, benefits and all other terms and conditions of employment.

Harassment
It is CELC's policy to maintain a working and learning environment free from all forms of harassment or intimidation including, but not limited to, race, gender or religion. This policy pertains to employees, supervisors, students, parents, suppliers and other non-employees. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature are serious violations of our policy and will not be condoned or permitted. Not only is sexual harassment a violation of our policy, but it may violate Title VII of the Civil Rights Act and other federal and state laws.
If you are subjected to sexual harassment or intimidation, you should contact your supervisor, any other supervisor, or any member of management with whom you feel comfortable, for immediate help. All complaints of sexual harassment will be promptly and confidentially investigated and appropriate action will be taken against anyone found to have violated this policy. No employee who reports unlawful harassment or who assists in any investigation by CELC will be subjected to retaliation of any sort, and such retaliation will not be tolerated and is itself a violation of CELC policy. Submission to such unwanted conduct will never constitute a condition of employment. Any employee violating this policy will be subject to disciplinary action up to and including termination; sexual harassment of CELC employees by parents may result in the child being dismissed from the center; harassment by suppliers or other outside parties may result in termination of business relationships with CELC and will also be addressed in accordance with applicable state and federal laws.

**Employee Classifications**

Every employee is classified appropriately for the purpose of determining uniform standards for benefits, conditions of employment, and compliance with applicable wage and hour laws.

**Non-exempt (hourly) positions** are paid on the basis of “pay for work performed”. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws.

**Exempt positions** are paid on a salary basis due to the nature of their position. Such employees are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

**Full-time** employees are those who are regularly scheduled to work 35 hours or more a week and are considered to be eligible for full employee benefits.

**Part-time** employees are those who are regularly scheduled to work between 10 and 34 hours per week on a regular basis and will be eligible only for reduced vacation benefits and holidays.

There may be times, or even periods of time when CELC permits a part-time employee to work more than part-time hours during a workweek. This does not change an employee’s part-time status or their eligibility for certain benefits. An employee keeps their part-time status until CELC specifically notifies the employee in writing that it has changed.

**Unclassified** employees are those regularly scheduled to work less than 10 hours per week or workers hired as interim replacements to temporarily supplement the work force, to assist in the completion of a specific project, or in a seasonal position. Employment assignments in this category may be of a limited duration. Unclassified employees are paid under the company’s normal payroll system and must adhere to the company rules and policies. Unclassified employees are not eligible for benefits.

**Probationary Period**

Your first ninety (90) days of employment is considered a probationary period. During your first ninety (90) days, your director/supervisor will provide information regarding your job duties and responsibilities. You will also receive feedback on your job performance throughout this period. If any performance problems develop during the probationary period, you may be counseled. If at any time during the probationary period it becomes obvious to either the employee or CELC that the employment relationship is unsatisfactory, separation from employment will occur, without regard to reason.

**Licensing Requirements**

All employees must meet current Ohio Department of Jobs & Family Services child care licensing requirements for their positions. For example: current medical exam every three years.
Personnel Records

Your personnel record contains information pertinent to your employment. Generally, your file contains such things as your application, resume, tax forms, and performance appraisals/development plans. The file is confidential and is the property of the organization. If you would like to see your file, contact center director/department head.

Termination of Employment

Certain circumstances, depending on the seriousness of the offense, may result in a final written warning, suspension or a termination without any prior notice or corrective counseling. Certain types of conduct are offensive to our employees and children and cannot be permitted. The following examples illustrate some (but not all) types of conduct that may result in immediate dismissal without warning:

- Direct refusal to comply with legitimate request from a supervisor.
- Flagrant discourtesy to a child, parent, or employee. This includes, but is not limited to, fighting, or inciting a fight, using obscene or abusive language, or threatening an employee, parent, or child.
- Immoral, indecent or illegal conduct reflecting negatively on the company or violating the rights of the employees or children.
- Reckless conduct resulting in injury or harm.
- Falsification of any company records, such as employee records, timekeeping records, activity reports, etc.
- Misuse or unauthorized removal of company, employee, or children’s records, or confidential information of any nature.
- Unauthorized use, blatant misuse, destruction, removal or embezzlement of property or money belonging to CELC, its employees or the children.
- Possession, sale, distribution or use of alcohol or illegal drugs while on work time or company property.
- Possession or storing of firearms, weapons, ammunition, or explosives on company property.
- Violation of the company harassment policy.

OPERATION OF OUR FACILITIES

Working Hours

Teaching Staff—Employee’s hours will be set upon hiring. Schedules will change according to enrollment and all teachers are required to sign in and out each day. If an employee should be late for any reason, he/she must call the center to notify staff as early as possible. Employees are required to attend all staff meetings and are expected to attend parent meetings when scheduled, along with any activities to improve parent-teacher relationships. When staff meetings are scheduled after shift hours, non-exempt employees will be compensated for this time in accordance with applicable wage/hour laws. All employees are required to have time sheets signed and approved by their supervisor or Center Director.
Administrative/Management Staff—CELC currently maintains a regular scheduled workweek of 35 hours or more for full-time employees. Employee’s hours will be set upon hiring. Individuals may adjust their scheduled daily hours only by prior agreement with their supervisor.

Meal and Rest Breaks
If you are a non-exempt employee and you work 4 hours but less than 7 hours, you are entitled to a paid 15 minute rest break. When you work at least 7 hours, you will receive a paid 30 minute break. Break time is to include meals and/or rest. Break time is calculated from the time you stop performing assigned tasks until the time you resume them.

Children and Closing
It is the closing employee’s responsibility to confirm that all children have been picked up before leaving the building. Two employees must always be present when a child is in the center. In the event that a child is not picked up at the closing of the center, the remaining employees will follow these guidelines:

If attempts to reach parent at work and home are unsuccessful, call emergency contact number.

If attempts to contact emergency contacts are unsuccessful, contact the director immediately.

YOU ARE A PROFESSIONAL: AT NO TIME MAY YOU TRANSPORT A CHILD OR LEAVE A CHILD UNATTENDED.

Dress Code
All employees are encouraged to wear comfortable clothing. A professional appearance must be maintained at all times. An employee reporting to work in inappropriate clothing may be asked to go home and change before returning to work.

Attendance and Punctuality
CELC employees are expected to be on the job, on time, on a regular basis. Our work schedules are based upon the understanding that all employees will be at work and at their workstations on time. We recognize that on occasion, it may be necessary for an employee to be tardy or absent from work due to illness or personal problems; however, absence or tardiness can hamper or prevent others from performing their jobs properly. Repeated or chronic tardiness will subject an employee to discipline (up to and including discharge) at the discretion of CELC.

If you are unable to come to work on a scheduled or regular work day, you must give notice to your supervisor or director as soon as you are aware that you will be absent. If your absence is due to illness, injury, or other personal reasons, you must call in as soon as possible. If you know that you will be absent for more than one day, you must advise your supervisor or director of that fact and the expected duration of your absence. Otherwise, you must call each day of your absence.

Subject to the provisions of the Family/Medical Leave Act, the Americans with Disabilities Act, or other applicable laws, any employee who is absent more than 15 days in a calendar year, whether for reasons of illness, injury, personal reasons or otherwise, will be subject to discharge. In the case of serious illness or injury, unpaid leave may be granted at the discretion of the Director, however, no such leave will exceed 30 days and any employee who is absent for more than 30 days for any reason shall be subject to discharge.
Outside Employment
While employed at CELC you may decide to seek employment outside of your regular working hours at your center. CELC has no objections to this type of work, provided it does not interfere with your assignments and responsibilities at CELC. Furthermore, you cannot be employed by a competitor of CELC that would create a conflict of interest in your employment.

At times the families enrolled in the program request teachers to provide child care in their homes after program hours. This is not encouraged or endorsed by CELC. Each parent and teacher is asked to sign a disclaimer releasing CELC of any liability if they enter into an arrangement.

COMPENSATION

General Compensation Policy
Our goal is to attract, retain, and reward competent employees. To accomplish this we will provide you with a series of potential rewards, including competitive pay and competitive benefits. The CELC compensation program is competitive within the early childhood education profession and the local markets within which we conduct business. Increases to compensation will be based on the individual employee's performance and the overall performance of the company.

Overtime

Exempt Salaried Employees are paid the same pre-determined amount for each period that they perform any work. The salary is paid for the work done, not for the number of hours worked. Therefore, these employees are exempt for overtime pay.

Non-Exempt Hourly Employees who work in excess of the normal workweek, which has been previously assigned or approved by their supervisor, will be compensated accordingly. Any work in excess of 40 hours will be compensated at 1-1/2 times the hourly rate. Sick leave, personal days, vacation, or other non-worked time off are not to be used in calculating hours worked per week.

Compensatory time can be authorized under special circumstances for work which cannot be done within the usual working hours. Non-exempt hourly employees must first have approval by their supervisor. Final approval shall be with the Executive Director. Accrued compensatory time may not exceed 40 hours, unless approved by the Executive Director for extraordinary circumstances. At time of termination, there is no cash reimbursement for unused compensatory time.

Pay for overtime is included in the semi-monthly payroll. Overtime must be authorized in advance by the supervisor.

Split Shift

Split shift is a schedule where an employee agrees to work a minimum of eight (8) hours and where those hours are divided with at least a two (2) hour break. (Example: 7 a.m.–1 p.m. and 3 p.m.–5 p.m.) Employees will earn an extra two dollars ($2.00) per hour for working a split shift when it is not a standard or regular work schedule.

Wage Reviews
Wages are reviewed at least annually and will be based on individual and/or team performance and external market conditions. Your individual supervisor can provide more information on wage reviews.
Payday

Employees are paid on a semimonthly basis, on the 15th of the month and the last day of the month. Payment on the 15th of the month will cover the period from the 1st to the 15th of the month for salaried exempt employees and for the period from the 16th to the last day of the previous month for hourly employees. Payment on the last day of the month will cover the period from the 16th to the last day of the month for salaried exempt employees and for the period from the 1st to the 15th of the month for hourly employees. If the 15th or last day of the month falls on a holiday or weekend day, pay will be issued on the last workday before the holiday or weekend.

For your protection, your paycheck or direct deposit stub will be released only to you unless you provide advance written authorization. The person picking up your check will be required to present photo identification proving his/her identity.

Your paycheck is confidential; you should never show it to, or discuss it with, another employee. To do so will be considered a violation of confidentiality. Questions or concerns should be discussed with your supervisor. You should inform your supervisor of any possible errors in your paycheck. CELC reserves the right to adjust subsequent checks if an error is discovered.

Payroll Deductions

Federal and state laws require that certain deductions be withheld from the pay of all employees. Among these are Social Security and Medicare taxes, federal income tax, and state and local taxes, where applicable. Should your wages be legally garnished or other court ordered deductions be required, the payroll function will reduce your pay as required.

When eligible, you may authorize the following deductions:

- Benefits (i.e. medical, dental, life insurance, etc.)
- Charity (i.e. United Way, etc.)
- Savings (maximum $150 direct deposit)

EMPLOYEE BENEFITS

Protection For Your Future

At CELC, we strive to offer you a comprehensive and competitive benefits package. The company offers plans that are available to assist you in preparing for your future. You can join the plans after satisfying the eligibility requirements designated for each plan.

Section 125 Flexible Benefits Plan

CELC offers a Section 125 Flexible Benefits Plan. This plan allows employees to have payroll deducted health, dental and other insurance premiums deducted from their paychecks on a pre-tax basis. This allows employees to have their taxable income reduced by the amount of these deductions.

Health Insurance

Employees who regularly work 35 or more hours per week as a permanent schedule are eligible for paid health insurance. CELC offers quality health care plans to eligible employees to ease the burden of costs associated with illness. New employees will become effective on the first billing

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**DIRECTOR’S RESOURCE 10-1 (continued)**

*date after becoming eligible with completion of 30 days of employment.* Should an employee choose other than standard coverage or to include other family members, all costs above the employee’s basic cost will be the obligation of the employee through payroll deduction. (Single standard plan costs are paid by CELC.)

The design of our health-care plans is guided by:

- A commitment to make cost-efficient health care possible
- An expectation that employees are responsible for personal health as a function of lifestyle, prevention, dietary habits, and self-care, taking responsible precautions to ensure good health
- A cooperative effort to work toward influencing external factors to control health-care costs
- A review of health-care plans on a continual basis to satisfy the needs of CELC and its employees

**Life Insurance**

*Employees who regularly work 35 or more hours per week as a permanent schedule are eligible for paid life insurance and accidental death & dismemberment benefit coverage.* CELC provides eligible employees with financial protection through term life insurance for their families in case of the employee’s death or amputation or loss of a body part (dismemberment).

*New employees will become effective on the first billing date after becoming eligible with completion of 30 days of employment.* The plan provides each employee with coverage of $50,000. Plan coverage is provided at no cost to the employee.

**Retirement Savings Plan**

The company participates in a 403(b) Retirement Savings Plan. All employees are immediately eligible to participate in the plan on a voluntary basis. You may contribute on a pre-tax basis between 1–20% of your gross salary each calendar year up to an annual maximum set by the federal government. Your taxable income is reduced by the amount you save through your pre-tax deferral.

**Vacation/Sick Days**

Each employee may take vacation/sick days with full salary at such time is mutually agreed upon by his or her supervisor. The eligibility for paid vacation/sick days is based on the status of employment and length of continuous service.

*Full-time staff employees* After thirty (30) days of employment they will receive three (3) vacation/sick days to be used in his/her first year of employment. After six (6) months of employment, they will receive four (4) additional vacation/sick days to be used in his/her first year of employment. After one year of employment, vacation/sick day entitlement is as follows:

- Upon 1st year anniversary: 10 days
- Upon 2nd year anniversary & forward: 12 days

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Part-time staff employees  After thirty (30) days of employment they will receive two (2) vacation/sick days to be used in his/her first year of employment. *(Part-time employees are to be paid only the number of hours they would regularly be scheduled to work. For example, a part-time employee regularly scheduled to work four (4) hours would be paid four (4) hours for the vacation/sick day.)*

Upon 1st year anniversary & forward  5 days

Full-time management employees  After thirty (30) days of employment they will receive six (6) vacation/sick days to be used in his/her first year of employment. After three (3) months of employment, they will receive six (6) additional vacation/sick days to be used in his/her first year of employment. After six (6) months of employment, they will receive fifteen (15) additional vacation/sick days to be used in his/her first year of employment. After one year of employment, vacation/sick day entitlement is as follows:

Upon 1st year anniversary & forward  27 days

An employee may accumulate up to a maximum of ten (10) vacation/sick days that may be carried over into the next benefit year based on their service anniversary to be used to cover planned medical reasons. Proper physician authorization is required. Unused accumulated vacation/sick days will be paid out upon termination of employment.

Personal Days

After thirty (30) days of employment each full-time staff employee (excluding full-time management employees) will receive one personal day each month. The director or scheduler will schedule these days no more than three (3) months before, and no less than one (1) month before. The center reserves the right under special circumstances to reschedule personal days. An employee may save up to three (3) personal days per year to be used as paid time off. They must be used within the same year. *These days are not accrued vacation and no paid compensation will be due to staff that resign or are terminated.* If, due to a staffing shortage, an employee elects to forfeit a personal day within twenty-four (24) hours of their scheduled day off, and they come in to work, they will be paid time and a half for the hours worked.

Holidays

*Eligible full-time and part-time* employees are paid for the following recognized holidays where it is a regularly scheduled work day for them: New Years Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Part-time employees are to be paid only the number of hours they would regularly be scheduled to work. For example, a part-time employee regularly scheduled to work four (4) hours would be paid four (4) hours for the eligible holiday.

Tuition Reduction

Center employees may be granted a reduced tuition rate as follows:

*All full-time employees: 20% tuition reduction*

Reduced tuition slots are limited based upon available accommodations and management’s discretion. Tuition under this policy must be paid with employee payroll withholding.

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**Jury Duty**

Jury duty is considered a civic duty; therefore, no deduction from salary will be made for time actually served, subject to the procedures as indicated following. As a full-time employee and once you have completed your 90-day introductory period, you will receive your regular pay for each regularly scheduled work day you are on jury duty. You must show the court summons to your supervisor before commencing jury duty leave. Any income received for jury duty will be returned to the agency. You will be required to furnish a court prepared work statement or similar documentation form the court to authorize your request to receive your regular pay. Upon completion of jury duty for the day or after being excused from any service for the day, the employee must call their supervisor to determine whether they must report for work for the remaining period of the day. Should an employee not call to allow their supervisor to make such determination and it is found that they did not complete a full day of jury duty, they will no longer be eligible to receive regular pay for each regularly scheduled work day they are on jury duty.

**COBRA**

CELC reserves the right to treat any leave as a triggering event as defined under the Comprehensive Omnibus Budget Reconciliation Act (“Cobra”) and to notify the employee of his/her right to continue any group health insurance coverage at the employee’s cost for the duration of such leave.

Subject to the provisions of the Americans With Disabilities Act, the Family and Medical Leave Act, or other applicable state or federal laws, time spent on leave of absence shall not be counted as actual service time for purposes of calculating such items as vacation or sick time accrual, or any other fringe benefits. Further, an employee on leave of absence may not engage in any form of gainful employment or occupation without prior written approval from the Director. Violation of this policy will result in cancellation of the leave and termination of employment.

**LEAVES OF ABSENCE**

**Medical Leave**

For absences due to serious personal illness or injury that exceed 5 days in length, an employee may be eligible for medical leave of absence. Any employee, full or part-time, who has completed 90 days of service, is eligible. To initiate a medical leave, the employee must submit a doctor’s note that indicates the nature of the situation and the expected dates of leave to their supervisor. The supervisor will notify the Executive Director as soon as possible. The Executive Director is responsible for final approval of medical leave requests.

Generally, a medical leave may not exceed 13 weeks, including any portion that would be covered by vacation pay, sick pay, personal days, or unpaid leave. Should the employee reach an unpaid status during the leave, the employee must submit payments for insurance premiums that would normally be deducted from pay in order to keep the coverage intact.

Every effort will be made to hold the employee’s position open during the leave. Should business conditions require that the position be filled, every effort will be made to restore the employee to a position of similar pay and status upon return to work. In no event shall the employee be replaced without first being notified. A doctor’s note releasing the employee to return to work may be required for any illness of 5 days or more. Failure to return from scheduled leave will be considered a voluntary resignation.

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Family & Medical Leave Act (FMLA)

Pursuant to the Family and Medical Leave Act of 1997, employees may be entitled to up to twelve (12) weeks of unpaid leave per year under certain circumstances as set forth in the Act. During leave taken under the terms of the Act, medical insurance and certain other benefits in which the affected employee is a participant will be maintained on the same basis as for active employees. While the employee does not continue in "active service" for purposes of accruing vacation, retirement or other benefits related to length of service, leave taken pursuant to the Family and Medical Leave Act does not constitute a “break in service” for such purposes. At the completion of leave taken pursuant to the Act, the employee will be restored to his or her former position or, if necessary and appropriate in light of the needs of CELC and at CELC’s sole discretion, to a position substantially similar in terms of pay, benefits, and conditions of employment.

Under the Family and Medical Leave Act, employees who have been employed by CELC for at least twelve (12) months and who have been credited with 1250 hours of active service during the year immediately preceding the requested leave period are eligible for this leave.

The Act provides that eligible employees may take up to twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following: (1) birth of a child of the employee, in order to care for such child; (2) placement of a child with the employee, either through adoption or foster care; (3) to care for the employee’s spouse, child or parent with a serious health condition; (4) a serious health condition of the employee that makes it impossible for the employee to perform the functions of his or her employment.

Leave taken pursuant to the Act will be offset by paid or unpaid leave otherwise available to the employee, i.e., accrued vacation, personal, medical and/or sick leave must be used as the first part of the twelve (12) week maximum leave period.

In the event of the birth or placement of a child, the employee’s entitlement to leave to care for such child expires twelve (12) months after such birth or placement. Further, if a husband and wife are both employed by CELC, the maximum leave for both spouses combined will be twelve (12) weeks in any given year for the birth or placement of a child or the care of a parent with a serious health condition. Under the Act, any employee requesting leave must give CELC thirty (30) days advance notice if the need for the leave is foreseeable. Otherwise, notice is required as soon as practicable. An expected date of return shall be determined prior to the commencement of any leave, and may be extended for good cause but in no event past the maximum leave period allowed by the Act. If the leave is requested because of serious health condition, certification signed by a bona fide health care provider shall be provided and a request for a second opinion may be required at CELC expense. CELC may also require re-certification on a reasonable periodic basis. During any such leave, the employee shall be required to check in with his or her supervisor on Monday of each week to determine the employee’s status and to discuss possible changes in the employee’s expected date of return.

While the employee is on leave under the Act, CELC will continue group health coverage on the same basis as though the employee continued to be in active service. If the employee fails to return to work after the leave period has expired for reason other than a continuing serious health condition or other circumstances beyond the employee’s control, CELC will be entitled to recover from the employee the cost of any health coverage provided during the leave period. Employee co-payments or contribution for such coverage will be required to keep coverage in force during leave under the Act.

Consult with your supervisor or the Director for more details about the terms and procedures applicable to leaves under the Family and Medical Leave Act.

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**Personal Leave**

An employee may be eligible to take a leave without pay for personal reasons, other than those covered by medical leave or the Family and Medical Leave Act. Any employee who has completed 90 days of service is eligible. The employee must submit a written request to the supervisor stating the reason for the request and the proposed dates of leave. The supervisor will notify the Executive Director as soon as possible. The Executive Director is responsible for final approval of personal leave requests. A personal leave may be approved for up to 13 weeks. Every effort will be made to hold the position open during the leave. In no event shall the employee be replaced without first being notified. Eligible accrued time off available to the employee, i.e., accrued vacation, personal, medical and/or sick leave must be used first as part of the requested leave period. When taken in conjunction with a medical leave, vacation, or other paid time off, the total time away from work may not exceed 13 weeks. When the employee is on unpaid status, he/she must submit payments for the employee's portion of insurance that would normally be deducted from pay in order to keep coverage intact.

**EMPLOYEE DEVELOPMENT**

**Performance Development Requirements**

Regardless of their previous education or experience, employees will be expected to continue studies of and training in early childhood education practices in order to keep abreast of new developments in the field. This continued study and training may take place on the employees own time outside of regular working hours, and as recommended by the director. Methods employed may include, but are not limited to, in-service training classes at the center, attendance at a recommended professional conference or meeting, membership in a professional organization and attendance at its monthly meetings, and/or enrollment in pertinent courses offered by local colleges and universities.

**Child Development Training**

Each non-degreed (ECE) employee must complete a minimum of fifteen (15) hours of child development training each year. Also, associate teachers must be enrolled in a Child Development Associate (CDA) credential program after one year of employment. Each degreed employee must complete a total of six (6) hours of annual training, four (4) of which will be child development topics. These requirements may be waived by the Director if the employee is taking a university credit course of one (1) to three (3) hours.

In certain circumstances, management may require employees to take other courses or training that broaden their knowledge and help them further contribute to the goals of the corporation.

**In-Service Training**

Two (2) days each year, typically on Good Friday and the Friday after Thanksgiving, the center will be closed for in-service training. The in-service days will consist of training and individual time for planning, goal setting, etc. Every employee must attend. If someone misses due to illness they must make this time up on a Saturday and replacement training will be at their own expense. This in-service must be made up within thirty (30) days of it being offered/scheduled.
Corrective Counseling
CELC recognizes that on occasion it may be necessary to discuss specific areas of an employee’s performance or conduct that are below the expected standards. These discussions are designed to help the employee correct whatever problem may exist. The corrective counseling may range from a verbal discussion to written warnings to termination.

Recruitment
Applications are always to be accepted and filed. The center works with local universities and vocational schools to provide placements for students in teacher training programs. When a position becomes available within the corporation, employees are notified and can be considered for the position if qualified.

Performance Appraisal
Employees are evaluated on an annual basis. Details regarding these procedures are included in the Orientation Manual.

Position Descriptions
Job descriptions are reviewed with the employee at the time of hire and a copy of their job description will be maintained in their personnel file. Job descriptions can be revised by the Director/Supervisor with the approval of the Executive Director.

Promotions and Transfers
Upon notification from an employee of his/her interest in another position or transfer to another location, the Director/Supervisor over the position or location will determine the eligibility for promotion and/or transfer. The employee must meet the following criteria to be eligible:

- Minimum of six (6) months in current position.
- Current job performance is satisfactory, meeting expectations or above.
- No pending corrective counseling or disciplinary warnings in effect.
- Recommended for the position by their current Director/Supervisor.

Once the above criteria are met, the employee can be interviewed for the open position or transfer opportunity. The receiving Director/Supervisor will make final determination on the promotion and/or transfer.

STANDARDS OF CONDUCT

Arrest, Indictment, or Conviction
If you are arrested, indicted or convicted, you must notify your supervisor as soon as possible and we will consider all available facts before taking action.

You may be:

A. Allowed to continue employment until conviction. If you are convicted, your employment status will be reviewed by management at that time.
B. Suspended because your presence at work could cause substantial disruption to the workplace.
C. Terminated from employment.

(continues)
The termination decision will be made on an individual basis and may be based on the following:

A. You are unable to return to work due to incarceration.
B. Your presence at work could cause substantial disruption.
C. The crime for which you are accused is of such a grave nature that it adversely affects our legitimate business interests.
D. The nature of the crime is such that allowing you to continue to work results in a “good faith” probability of future harm to your co-workers, our customers, visitors, or business interests.

If you are exonerated, consideration may be given to reinstatement.

If you have information of a co-worker's arrest, indictment or conviction, you should immediately inform an appropriate supervisor.

It is CELC’s policy that all employees obey local, state, and federal laws.

Confidentiality

All business information, practices and records, including any that pertain to customers and employees, are considered confidential. The release of confidential information to unauthorized persons could result in disciplinary action and possible termination from employment. If someone asks you for information and you are unsure whether to give it or not, ask your supervisor first.

Smoking

In keeping with our intent to provide you and our children with a safe and healthful work environment, smoking by employees, visitors, or any parties, is prohibited within our facilities.

Substance Abuse Control

We are committed to providing a healthful and safe workplace for everyone. Consistent with that commitment, we have established a policy which promotes a drug and alcohol-free work environment. We understand that some problems related to drugs and alcohol are more than one person can handle. Therefore, we encourage you to talk with your supervisor should you need help.

We expect you to report to work in the mental and physical condition necessary to perform your job in a satisfactory manner. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and safely.

The use, possession, sale, or transfer of illegal drugs or alcohol are prohibited on company premises, while using company vehicles, or while you are taking part in any company business.

Under the Drug-Free Workplace Act, you must notify the company within five days of any criminal conviction for drug-related activity occurring in the workplace.

If any supervisor has reason to suspect that you may be:

1. under the influence of alcohol or drugs while at work or your job performance is being adversely affected by the possible abuse of drugs or alcohol, or
2. keeping drugs or alcohol on your person, in your desk, locker, or other personal belonging or company area

(continues)
We may ask you to:

1. open the area for inspection
2. consent to be tested
3. leave the premises

If you are found to be in possession of illegal drugs or alcohol, refuse to consent to testing or leave the premises if requested, or test positive, you may be disciplined up to and including termination of employment. Pre-employment and post-employment drug testing may also be conducted.

Use of Company Property
Use company property for business only. Do not use company property for personal reasons. Also, office supplies and other company property must never be taken from the facility (unless authorized to do so). This shall include all business and computer related files and/or records.

CONFLICT RESOLUTION PROCEDURE

Employee Questions, Concerns or Complaints
CELC, Inc. acknowledges that circumstances may arise about which an employee may desire to seek formal assistance in resolving questions or concerns about employment. CELC wishes to provide all employees with considerate supervision and fair treatment. To that end, the following conflict resolution procedure has been adopted to resolve such questions or concerns.

1. Every employee question or complaint should first be discussed with the director within three (3) days of the occurrence of the cause of the complaint. (If the director is the cause of the complaint, the employee may begin at Step 2.) It is hoped that a satisfactory resolution of the complaint can promptly be reached between the employee and the director. In any event, what the director proposes shall be given in writing to the employee with a copy sent to the Executive Director and the Associate Executive Director.

2. If the employee is not satisfied with the resolution of the complaint proposed by the director, the employee may appeal his or her complaint in writing to the Executive Director and the Associate Executive Director. They will jointly render a written decision within ten (10) working days after the filing of the appeal.

3. The decision of the Executive Director and the Associate Executive Director shall be final and binding on all parties and not subject to any further appeal. They shall keep the President of the Board informed of personnel concerns involving such formal complaints.

4. In the case of a complaint either against or by a management employee, including the Associate Executive Director, the Executive Director shall hear and review evidence presented by the complaint. In the case of a complaint either against or by the Executive Director, the President of the Board shall hear and review evidence presented by the complaint; if deemed necessary by the President of the Board, he/she shall appoint a committee of the Board to hear the complaint. If this committee fails to satisfy the parties involved, an appeal may be made in writing to the President for a hearing before the entire Board. Decision by the Board will be final.

(continues)
The Associate Executive Director and the Executive Director shall maintain an "open door policy," in which any employee may, in private, present a complaint or other agency concern.

EMPLOYEE’S ACKNOWLEDGMENT

I have received and read the “Cincinnati Early Learning Centers Inc. Human Resources Policies and Practices.” I expected to be guided by the policies contained therein. I further understand and agree that my employment with Cincinnati Early Learning Centers Inc. (CELC) is at will and may be terminated by me or CELC at any time for any reason or without reason. I understand that nothing in the Human Resources Policies and Practices or in any oral statement or representation by any employee or representative of CELC shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. I also understand that any or all of the provisions contained in the Human Resources Policies and Practices may be modified, amended, or eliminated by CELC at any time with or without notice.

____________________________
Print Name

____________________________  ________________
Signature                          Date

____________________________
Employee SSN

____________________________  ________________
Director/Supervisor Signature     Date

____________________________
Employment Location

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