



**The Sustainable
Science Academy
Employee Handbook**

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Welcome to the National Women In Agriculture Association's (NWIAA) Sustainable Science. This facility is a model center of quality in childcare and education. As an employee of The Sustainable Science Academy everyone will be expected to embody excellence, quality of service and care. By following the associate policy and procedures summarized in this handbook, combined with NAEYC Code of Ethics, you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. Everyone will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision making that concerns children.

MISSION STATEMENT

The Sustainable Science Academy is committed to providing your child with quality care experience by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through doing, they are building socialization and self help skills that build up their self-esteem, which is needed to succeed in all areas of life.

OUR VISION

Every child/family that comes through our doors will be treated with love and respect so that when they leave here they will be able to pass on the love and respect to others that they were shown.

OVERVIEW

This Employee Handbook has been developed to provide general guidelines about The Sustainable Science Academy policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including The Sustainable Science Academy's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by National Women In Agriculture Association at any time, without advance notice.

The personnel policies of National Women In Agriculture Association are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director. National Women

In Agriculture Association will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all National Women In

Agriculture Association employees. Further, National Women In Agriculture Association expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of National Women In Agriculture Association's Board of Directors, committees, membership, staff, and the general public.

VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with National Women In Agriculture Association, which provides differently, all employment at National Women In Agriculture Association is. That means that employees may be terminated from employment with National Women In Agriculture Association with or without cause, and employees are free to leave the employment of National Women In Agriculture Association with or without cause. Any representation by any National Women In Agriculture Association officer or employee contrary to this policy is not binding upon National Women In Agriculture Association unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

NAEYC GUIDELINES

All teachers are expected to follow the NAEYC GUIDELINES. All staff is expected to adhere to the NAEYC code of ethics at all times. The code is attached for review. Teachers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate early education. Direct Supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

State ratios are important indicators of quality. The center strives to keep state ratios at all times. Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches over limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the front desk for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places such as lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great childcare and education for our parents and children. Stay positive and focus on the needs of the children in your care.

CURRICULUM

At The Sustainable Science Academy, we want our environment to be an all-inclusive. The Sustainable Science Academy will use a state and nationally approved curriculum on a daily basis; which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children. Along with this we will also give teachers the freedom to create curricula and activities for the children using our Early Ivy Leaguer's Program.

ACCIDENTS

All accidents must be reported immediately to the Director/Assistant Director. Accident(s) reports must be written, signed by an administrator, given to parents, and copied for the child's file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. The Sustainable Science Academy strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

STATE LICENSING RULES AND REGULATIONS

All staff is expected to be knowledgeable in The Minimum Standards for Child Care. Failure to adhere to these policies may result in disciplinary action, up to and including termination. Staff in our childcare center must be at least 18 years of age and have a high school diploma or its equivalent.

Note: A 16 year old that attends school can work as childcare assistant.

Each staff member must have current training in first aid with rescue breathing and choking and CPR for infants and children.

Each staff member must provide a statement informing the facility about any of the offenses listed in Appendix II in the Minimum Standards Handbook or the Texas Controlled Substance Act. Each staff member in our facility must execute and submit a completed Texas Department of Protective and Regulatory Services Affidavit for applicants for employment.

POLICY AGAINST WORKPLACE HARASSMENT

The Sustainable Science Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child. (This will **not** be tolerated at all).

*Sexual harassment **will not** be tolerated in any way, shape or form.*

CHILD ABUSE PREVENTION POLICY

The mission of The Sustainable Science Academy is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time. When those who are employed at The Sustainable Science Academy engage in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

GROSS MISCONDUCT

All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation. Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Falsification of center records (**i.e. employment application, time clock, and your records**)
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited Areas
- Conviction of a felony for any offense committed while employed by the center.
- Fighting, threatening violence or boisterous or disruptive activity in the work place
- Leaving a child unattended (**inside or outside**)
- Inappropriate behavior toward parents.
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- **Insubordination** that show gross disrespect such as threatening, profanity, or yelling at the Directors.

- Unauthorized use of telephones, mail system, or other employer-owned equipment (**No** cell phones allowed in the center during work hours!)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about The Sustainable Science Academy.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the Director's discretion, violations may be followed by a warning, a **two day** suspension, and/or termination of employment.

*Note: Severe offenses may result in **immediate** termination!*

REPORTING ABUSE AND NEGLECT

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services of law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Note: Employers are **prohibited** from retaliating against caregivers who make reports in good faith.

EMPLOYEE STATUS

Full-time employees have a basic schedule between thirty-five (**35**) and forty (**40**) hours per week. **Part-time** employees have a basic schedule between ten (**10**) and thirty-four (**34**) hours per week.

STAFF SCHEDULES

All staff schedules are posted at the front desk. Hours of work are subject to change by Director to meet the needs of our families and Center. Any requests for days off must be given in writing **one week** in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available.

TIME OFF/ABSENTEES

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. The Sustainable Science Academy depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including discharge.

- Employees requesting leave related to any medical condition concerning the employee or family members **will be required to provide a physician's statement** verifying the condition, its beginning and expected ending dates, the need for the employee to be given.
- It is your responsibility to notify your Director personally **BEFORE** your starting time. State the reason for your lateness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

- Without a doubt, working in a childcare environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a “*stress free*” day off needs to be taken. The Sustainable Science Academy strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for **NEGLECTFUL SUPERVISION**. This action results in the employee not being allowed to work in child care again. Also, the employee's last paycheck will be mailed to the employee on the next pay period and may not be picked up at the Learning Center office. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.
- If any employee plans to terminate employment with The Sustainable Science Academy, a two-week notice in writing is required. If this procedure is followed, the employee's paycheck can be picked up at the Learning Center office. For to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested at least **7 days** in advance.

- Request for leave should be in advance for foreseeable events (at least 7 days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing on the **Employee Time-Off Request Form**. Request will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to The Sustainable Science Academy operations during the proposed period of absence. All requests must be approved.

Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.

- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before employee is scheduled to work. Even sooner if at all possible!

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require The Sustainable Science Academy to keep accurate records of time worked in order to calculate employee pay and benefits.

Time worked is all the time actually spent on the job performing assigned duties.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write-in calendar. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

OVERTIME/CLOCK IN AND OUT

Overtime is paid to non-exempt employees for all hours worked in excess of **40 hours** per Monday through Friday workweek. Overtime pay is one and one half times your regular hourly rate of pay and must be authorized by Director. It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly may result in a *delay* in payment of wages due.

ORIENTATION

All new employees are oriented to The Sustainable Science Academy policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers **first 30 days**. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The **90 day** review will evaluate an employee's performance of all expectations explained during orientation.

Any staff member may ask the mentor or director for further explanation or clarification of policies at anytime. It is each staff member's responsibility to uphold center expectations at all time. The orientation program covers all of the following:

- Review of Center policies.
- Training in emergency procedures, including the operation of fire extinguishers.
- First Aid procedures.
- Job responsibilities and any other duties as assigned.
- Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling body fluids.
- Schedule of The Sustainable Science Academy
- Review of child abuse and neglect laws and reporting procedures.

- The procedure for ensuring that all The Sustainable Science Academy employees know the children assigned to their care and their whereabouts at all times.
- Child management techniques.
- The integrity of children with disabilities into the program.
- Confidentiality policies.

TRAINING

A minimum 8 hours of pre-service training must be completed by new staff that does not have previous experience in a regulated childcare facility. All new staff must be oriented in the requirements in the **Minimum Standards Handbook**, the facility's child care policies, the procedures to follow in handling emergencies and exits, and the use and location of all fire extinguishers. Emergency Maps and Exits will be displayed throughout the Center. All staff must obtain at least **15 clock hours** of training annually, exclusive of CPR and First Aid, selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents
- Cultural Diversity
- Professional Development

*Note: It is the responsibility of each employee to **pay** for **any costs** that may result from these trainings (full or part-time).*

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. *The Sustainable Science Academy* uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or *The Sustainable Science Academy* may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a **written notice** to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (**90**) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If The Sustainable Science Academy determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be

extended for a special period. Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the Director of *The Sustainable Science Academy*.
- Failure to report to work or from lunch breaks.
- Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.

*Note: Such resignation will result in immediate termination, and will render the employee **ineligible** for rehire by The Sustainable Science Academy.*

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with The Sustainable Science Academy . **ALL** employees will be judged by the same performance standards and will be subject to The Sustainable Science Academy scheduling demands, regardless of any existing outside work requirements. If The Sustainable Science Academy determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with The Sustainable Science Academy.

Note: Further more you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at The Sustainable Science Academy.

COACHING You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally make mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following:

- Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the center's right to terminate at any time, with or without cause and with or without advance notice.)

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image The Sustainable Science Academy presents to parents and their children, visitors and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility

of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times.

All employees should wear appropriate tops, blue jeans, and comfortable shoes, such as: tennis shoes.

- **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- **Shoes** must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons. **(No Flip-Flops)**
- **Clothing** should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Jeans, shorts, or Capri's are allowed: however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel. (All employees must wear their The Sustainable Science Academy shirts on designated days and can be purchased upon hire.)
- **Smoking or Alcohol** is not permitted on the center premises at any time.

***Note:** Employees who report 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. Consult your Director if you have questions as to what constitutes appropriate dress.*

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At The Sustainable Science Academy every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

***Note:** All employees at The Sustainable Science Academy will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.*

PERFORMANCE EVALUATION

The following methods will be used to improve efficiency:

- *Daily Support-* Employees are strongly encouraged to discuss job performance and goals with the Director on an informational, day-to-day basis.
- *Coaching Meetings-* The Sustainable Science Academy will also support all employees with on-going and regular coaching meetings to address any

employment issues at which performance concerns may be addressed(on an as needed basis). These may also come in the form of staff meetings after regular work hours have ended. All employees are strongly urged to attend all staff meetings when announced.

- *Six Month Reviews*- Six month reviews are to be performed **twice a year** to measure individual performance of established objectives and personal growth goals for the coming six months.
- *Introductory Period Evaluations*- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (**90 Days**).
- *Formal Performance Evaluations*- Additional formal performance evaluations may be conducted to provide the Directors as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

VISITORS

A variety of visitors enter our building each day. All visitors must sign in at the front desk and wear an **identification badge** at all times. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children, employees should notice that all visitors have an identification badge. If a visitor is not wearing an identification badge, employees should politely inquire into the purpose of the visit and redirect the visitor to the front desk. Suspicious persons or activities should immediately be brought to the attention of the Director.

Staff Guests: ALL personal visitors should be scheduled during the employee's break time and restricted to lobby area until staff member is available. If an employee's child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent's classroom take precedent.

PAYCHECKS

Paychecks are distributed on **Thursday** of each week at The Sustainable Science Academy Your management team will distribute paychecks by noon or no later than the end of the day on the designated days. You do have an option for direct deposit, which will be deposited, in your bank account by the morning of payday.

*** (Pay dates may be subject to change depending on needs of Daycare) ***

PAY DEDUCTIONS

The law requires that The Sustainable Science Academy make certain deductions from every employee's compensation. Among these are applicable federal taxes. The Sustainable Science Academy also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

How Does This Works? The Sustainable Science Academy matches the amount of Social Security taxes paid by each employee. (If you have questions concerning why deductions were made from your paycheck or how they were calculated, your Director can assist in getting these concerns answered.)

ADMINISTRATIVE PAY CORRECTIONS

The Sustainable Science Academy takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday (**Thursday** of **each** week) by the end of each individual employee's work day. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

EMPLOYEE CHECK LOSS POLICY

If an employee loses his/her paycheck, The Sustainable Science Academy will put a **stop payment** on that check and will rewrite another check for the same amount minus a **\$25** deduction (to compensate for the \$25 stop payment fee that bank charges this facility.) It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

CHILDCARE BENEFITS

Full time hourly employees are **eligible** for a **25% discount** off the regular tuition for their own children. Enrollment will be offered as space allows within state ratio and group size.

***Note:** All staff parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or children must be the natural/adopted child or children of the employee, or must have legal guardianship to qualify.*

FMLA

See Director (Family Medical Leave Act)

PAID VACATIONS

Vacation pay is earned after a year of service. Vacations are paid to employees who work a minimum of **35 hours** per week and are considered full time. After the **first** anniversary date of hire, you earn **1 week (40 hours)** and after **second** Anniversary date of hire the employee earns **2 weeks (80 hours)**. All vacations must be requested on a leave authorization form and approved by administration.

***Note:** Any employee, who leaves in good standing with proper notification, can have pay in lieu of taking accrued time off. Leave of absence without pay may be granted when coverage is available.*

PAID HOLIDAYS

The Sustainable Science Academy grants holiday time off to all full time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. You

must work or have approved leave for the day before and the day after the specific holiday to qualify for holiday pay.

Note: These Holidays are paid only for employees who worked for one year.

SICK LEAVE

Sick leave provides employees with paid time off due to illness. Full time hourly employees are eligible for (two) days per calendar year. An employee may submit a physician's note and request additional days from the PTO sick leave bank when missing more than three consecutive days due to illness. The PTO will pay upon Director Recommendation, as funds are available.

MENTAL HEALTH DAYS

Up to two (2) sick days may be used as mental health days to reduce stress. Mental health days must be pre-approved by the Program Director after 12 months of service.

JURY DUTY

Jury Duty is considered part of your civic duty, and thus the center will pay the difference between your regular pay and jury duty pay. If the center has a hardship during your assigned time, you may be asked to take the teacher pardon with help from Director. Proof of Attendance and wage earned for jury duty attendance must be submitted for the pay subsidy.

FUNERAL LEAVE

Bereavement time will be paid to all full time employees for up to three continuous days for scheduled time lost due to death of an immediate family member, including parent, spouse, child, brother, sister or a spouse's parent.

USE OF TELEPHONE AND MAIL SYSTEM

Calls for or by you should be conducted either before or after a shift, or on a lunch break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Director and she will be happy to make other arrangements.

Note: This includes NO texting on the cell phone while in the classroom or while children are in your care.

Personal use of telephone for long-distance and toll free calls is **Not** permitted. There will be no personal phone calls while on duty at the Center. The Sustainable Science Academy's phone is for **business purpose only**. Our children should have your full attention at all times.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of postage paid by The Sustainable Science Academy for personal correspondence is **Not** permitted.

USE OF EQUIPMENT AND VEHICLE

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

SOLICITATION/DISTRIBUION

In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working. Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind while on Center premises.

EMPLOYEE CHILDREN (NOT ENROLLED)

ALL employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children up to age 12, may **Not** stay in any classroom or remain unsupervised at the Center. On planned school vacations, school age children (up to 12 years old) may attend The Sustainable Science Academy after school program, for a nominal fee, provided space is available and arrangements have been made with the Director.

MEALS

Your own meals are to be eaten in the lounge or in other areas where no children are present. You are to clock out for your lunch break unless otherwise authorized by the manager to work through the break. When the center is serving family style meals, staff is expected to participate by eating with the class during mealtime in order to model appropriate behavior, nutritional choices and manners. You are expected to only eat center food that is offered to all children in your care while in the presence of children. If you bring food from home or order out, please consume such food on your break away from the children. You would not want someone to eat something that smells delicious in your presence and not offer to share the food with you. Always avoid drinking hot beverages around the children to avoid possible burns. Any beverages other than those being offered to children must be consumed from a closed container and kept away from the children. (Please remember to keep respect for all of the children in your care.)