

Parent Child Development Corporation



2022 - 2023

Employee Handbook

Dear Staff:

Welcome to the Parent-Child Development Corporation (PCDC). We are pleased to have you as a member of our team.

At PCDC, we believe that each staff member is an important partner in our mission, and each contributes unique talents and skills to form a professional, efficient and effective team. As a member of our team, it is important that you understand who we are and what we do.

This guidebook is a resource that provides information regarding your employment at PCDC and is intended to help you carry out your job responsibilities. It contains a summary of PCDC's personnel policies and procedures. A complete set of personnel policies and job descriptions is available for your review in the administrative offices. Updates, revisions, and additions will be provided to you throughout the year. Please use your immediate supervisor and management staff as resources to assist you if you have any questions.

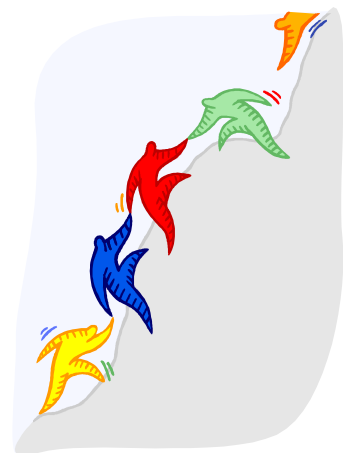
You do make a difference!

Sincerely,

Nicole Agee

Nicole Agee
Interim Executive Director

"You Make A Difference!"



Parent-Child Development Corporation Mission Statement

The mission of the Parent Child Development Corporation (PCDC) is to empower families to improve the quality of their lives through educational and self-help programs, family support services, and advocacy activities in partnership with the community. Our goals are:

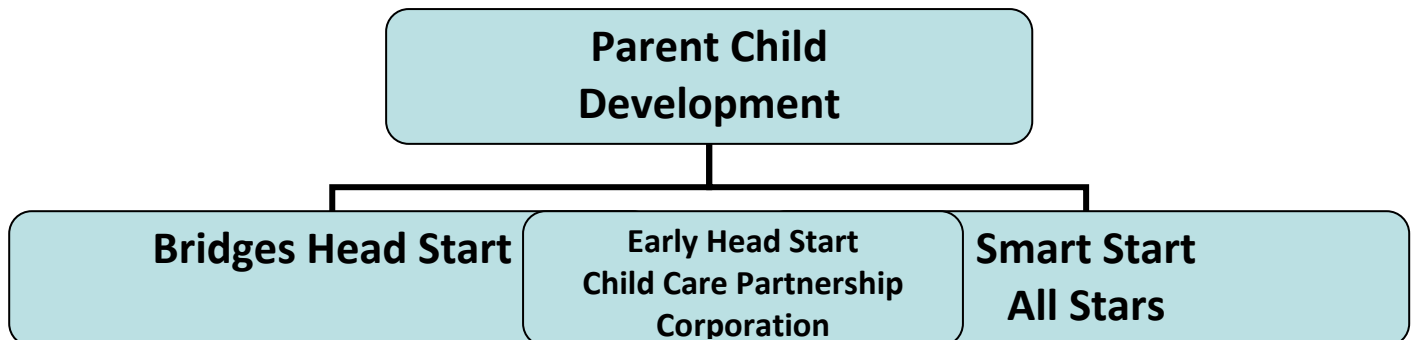
- To develop the potential of preschool children physically, socially, emotionally, and intellectually in order to enable them to succeed in public school and life;
- To provide a safe and nurturing care environment for children of parents who are working or are in training;
- To educate and support parents and caretakers of young children in parenting and childcare skills in order to lessen, and eventually eliminate, actual or potential child abuse and neglect;
- To provide on-site support and outreach services to support those in need
- To partner with the public and private communities to strengthen systems and services which support all families.

Our Vision

Parent-Child Development Corporation will be a leader in comprehensive preschool programs, childcare services, and family supportive services. PCDC will provide direct services; coordinate regional and interagency service delivery systems for children and families; and advocate for programs and services which promote the welfare of all children and families in the community, state and nation. PCDC will forge partnerships with communities and organizations to effectively and efficiently utilize both public and private human and financial resources.

Our Structure

PCDC is comprised of three distinct, but equally important, programs: Bridges Head Start, Early Head Start Child Care Partnership and Smart Start/All Stars. The Bridges Head Start and EHS-CC program is a federally funded program that serves low income children and families in the Town of West Point and the surrounding counties of King William, New Kent, Gloucester, Mathew, Middlesex, Charles City, and King and Queen. Smart Start is an early learning center that provides a safe and nurturing educational environment for children aged 6 weeks to 13 years old. Smart Start is a fee-for-service program.





Parent Child Development Corporation Fact Sheet, 2019

- The PARENT CHILD DEVELOPMENT CORPORATION (PCDC) was established in 1971 by a group of community volunteers who were committed to improving the quality of life for area families. These dedicated volunteers were concerned about the high degree of inter-generational illiteracy and social isolation of many children and families in the Middle Peninsula region. To break the cycle of poverty, the founders of PCDC provided a cadre of educational and self-help programs to strengthen the family as a whole.
- With funding from public and private grants, fees, cash and in-kind contributions, and fund-raising projects, PCDC has expanded its service area to include seven Virginia counties: Mathews, Middlesex, Gloucester, King and Queen, King William, New Kent, and Charles City, along with the Town of West Point. PCDC is eligible to receive tax-deductible contributions as a 501© (3) nonprofit community-based educational and family support agency.
- PCDC is governed by a volunteer board drawn from leaders in the counties it serves. Board members generously lend time, financial support, and various kinds of expertise to direct the agency's mission, engage with community partners, and implement the vision of the founders.
- Children and their families currently are being served through the following PCDC programs: The Bridges Head Start program conducts comprehensive kindergarten-readiness classes in 12 locations for 216 three- and four-year-old children from disadvantaged families.
- The PCDC Early Head Start Program is currently funded for 72 children and their families in Charles City, King and Queen, King William, Gloucester, Mathews, Middlesex, and New Kent counties in Virginia. The program operates five days per week in all centers, Monday through Friday.
- The Smart Start program offers full-year, full-day preschool and child care at PCDC's Tri-Rivers Center for children from six weeks to five years of age.
- The All Stars program provides structured before- and after-school activities at the Tri-Rivers Center for children in kindergarten through fifth grade.

Mission and Vision



Mission Statement

Our mission is to empower families to improve the quality of their lives through educational and self-help programs, family-support services and advocacy activities in partnership with the community

Our Vision

The PCDC will provide regional leadership in holistic educational programming and childcare services for all young children.

- We will **model** exemplary practices through direct service delivery.
- We will foster **collaborative partnerships** with public, private, for, and non-profit early childhood educators and childcare providers to assure the most effective use of our tangible and intangible resources.
- We will promote **parents'** roles as primary educators, nurturers, and advocates for their children in all aspects of our services and collaborations.

A PROGRAM OF PARENT-CHILD DEVELOPMENT

Fact Sheet 2021 - 2022

Who We Are

Advances school readiness by promoting the social and cognitive development of birth – 12 years old. We provide educational, health and nutritional, social, and other services to enrollees and their families. The program also engages parents in their child's learning and helps them to make progress toward their own literacy, educational, and vocational goals. The Parent Child Development Corporation, a 501(c) (3) not-for-profit organization, is grantee for Bridges Head Start.

Whom We Serve

PCDC EHS-CCP and Head Start is federally funded to serve approximately 288 children in the rural Virginia counties of Mathews, Middlesex, Gloucester, King William, King and Queen, New Kent, and Charles City, along with the Town of West Point.

We operate state licenses centers full day in partnership with public school systems: four in Gloucester, two in King William, and one each in Mathews, Middlesex, New Kent, and Charles City counties operates EHS-CCP in West Point and with private childcare partners. Two additional centers are located at the Parent Child Development Corporation's Tri-Rivers Center in West Point, where full-day, full-year services are available to qualifying children. Our Smart Start Program has a pre- school as well as an after school program.

The program enrolls children who live at or below the federal poverty level. At least ten percent of these children have diagnosed disabilities. Individualized instruction is provided for children with needs.

Our Staff

An Executive Director/Head Start Director, Assistant Executive Director, two full-time service area coordinators, a human resources and fiscal manager, two administrative assistant, eight family advocates, twelve lead teachers, and thirteen teaching assistants staff Head Start and Early Head Start. As well as contracted service with five child care facilities within our service area.

All staff members are committed to continuous professional development, the pursuit of lifelong learning, and participation in ongoing training to enhance their skills and competencies. Staff members collaborate with community professionals for referrals and crisis intervention.

Curriculum and Assessment

EHS-CCP and Head Start utilizes the High/Scope Curriculum as a framework for its literacy-rich preschool education program. The trauma informed Conscious Discipline program supplements this curriculum and social-development children are taught problem solving and conflict-resolution skills.

Healthy habits, nutritional guidance, and safety education are integrated into the daily routine. The Early Screening Instrument and Child Observation Record are used to provide a quality, individualized learning experience for each child. We also use the Pre-K Pals Screening Tool, an instrument recognized by area school divisions. The Child Outcomes Report demonstrates children's progress and an annual Program Information Report shapes short- and long-term goals.

A summer enrichment program provides continuing activities for children ready to begin kindergarten. Follow-up monitoring evaluates the child's progress after beginning kindergarten. As part of its commitment to quality improvement, Head Start conducts an annual self-assessment to determine strengths and weaknesses in its program and management systems. An on-site federal monitoring review is held every three years.

Family Development Partnerships

Parents whose children are enrolled in Head Start have many opportunities to participate in training activities, which may include governance, leadership, and parenting skills. Parents are encouraged to volunteer in their child's classroom and may train to become substitutes. Twenty-five percent of our staff members are current or former Head Start parents.

Head Start parents are encouraged to develop their own literacy skills to support their child's education. The Families Reading Every Day (FRED) project promotes at-home reading for parents and children. We also participate in the Reading Is Fundamental (RIF) program and stress the value of ongoing learning through summer transition reading activities.

The Policy Council, composed of Head Start parents and community representatives, provides governance as it develops and approves policies, procedures, budgets, grant applications, and personnel recommendations.

Staff members work with parents to identify family strengths and needs. Families are encouraged to set goals that will help them to achieve their dreams.

Health and Nutrition

In partnership with parents, Bridges Head Start seeks to have all children medically insured, with a medical and dental “home,” up-to-date immunizations, and physical and dental screenings. We work with parents and providers to schedule necessary follow-ups and treatment.

Mental health services are provided to children and their parents in collaboration with private and public providers.

Children are served wholesome breakfasts, lunches, and snacks daily in accordance with USDA and Head Start guidelines.

Funding and Budget

We are federal funded and supplemented by a local non-federal share. The non-federal share is provided through support from school system transportation, classroom space, and parent and community volunteer hours.

Head Start program budget year is February 1 through January 31.

The current federal budget for the Early Head Start Program consists of federal funded, supplemented by a local non-federal share.

Early Head Start – CCP program budget year is July 1 through June 30.

Parent Child Development Corporation

Board of Directors

Sandra Willis - Chairperson

Deborah Ball – Treasurer

Cathy Bray - Secretary

Terry Hall- Director

Lynette Waddey- Director



Parent Child Development Corporation

Personnel Policies and Procedures

Employee Summary

August 2021

TABLE OF CONTENTS

Introduction.....	1
General Personnel Information.....	2
New Employee Orientation.....	2
Provisionary Period.....	2
Personnel Records.....	2
Non-Discrimination	2
Separations.....	3
Employee Performance/Code of Conduct	3
Job Descriptions.....	3
Performance Evaluations	4
Disciplinary Process.....	4
Drug Free Workplace.....	5
Smoke Free Workplace.....	5
Solicitation on Premises.....	6
Gifts/Gratuities.....	6
Attendance/Absences	6
Substitutes	7
Dress Code	7
Code of Conduct	8
Harassment.....	9
Child Abuse/Neglect Reporting.....	9
Investigation for Child Abuse/Neglect	9
Confidentiality	10
Conflict of Interest	10
Outside Employment	10
Compensation	10
Work Week	10
Full Time/Part-Time Positions.....	10
Exempt/Non-Exempt Employees.....	11
Wages/Salaries	11
Overtime	11
Compensatory Time.....	11
Deductions from Wages.....	12
Pay Periods.....	12
Distribution of Paychecks	12

Annual Leave	14
PTO Leave	14
Holidays	15
Bereavement Leave.....	15
Jury Duty.....	15
Maternity Leave	15
Leave Without Pay.....	15
Employee Leave Request Procedure	15
 Benefits	 16
 Professional Growth and Development	 16
Professional Development Plan	16
Education/Tuition Assistance	16
Orientation	16
Training.....	17
Children of Employees.....	17
 Safety/Emergency Procedures	 17
Employee Safety	17
Employee Accidents	17
Client/Visitor Accidents.....	17
Fire Drills/Emergency Evacuations	17
Playground Safety.....	18
Field Trips.....	18
Release of Children.....	19
Inclement Weather	19
Children Arriving Late.....	19
Child’s Absence When Attending Other Programs	19
Identifying Children’s Location at All Times.....	20
Lost, Missing, Injured or Ill Children	20
Illness/Injury Report	20
Bite Report.....	21
Injury Prevention Report.....	21
Visitors in Workplace	21
 Transportation.....	 22
Agency Vehicles	22
Use of Personal Vehicles	22
Parking	23
Vehicle Accidents	23

Communication.....	23
Staff Communication	23
Staff Meetings.....	24
Suggestion Program.....	24
Communication with Parents.....	24
Communication with Communities	24
Telephones	24
Fax Machines	24
Cell Phones	24
E-mail.....	25
Guidebooks/Handbooks.....	25
Website	25
Computer/E-mail/Internet Use Policy.....	25
Calendars.....	26
Annual Calendars.....	26
Pay Calendar	26
Financial Resources/Procedures	26
Purchasing.....	27
Out-of-Pocket Expenses.....	27
Petty Cash	27
Discretionary Fund.....	27

INTRODUCTION

The following personnel policies and procedures are included as a part of the Staff Guidebook as a resource and a reference guide. They are a summary of the critical elements of the personnel policies and procedures of PCDC. A copy of the complete personnel policies for our agency is available for your review at the administrative offices.

Agency personnel policies are approved by the PCDC Board of Directors and the Head Start Policy Council. The Executive Director of PCDC is the Chief Personnel Officer, and is responsible for the implementation of these policies. The Executive Director is assisted by HR Manager in the monitoring and oversight of all policies and procedures.

Please review this material and keep it with your Staff Guidebook. Changes to existing policies and/or procedures will be sent to you following appropriate approval.

If you have any questions regarding this material, please contact your immediate supervisor.

GENERAL PERSONNEL INFORMATION

New Employee Orientation

Each new employee and volunteer will participate in orientation training during his/her 90 days provisionary period. Information provided and reviewed will include job description; program and licensing regulations; health, safety and emergency procedures; confidentiality; procedures for pick-up and release of children; applicable employment benefits; and payroll information.

All staff and volunteers will also be given orientation in agency and program philosophy and goals.

Provisionary Period

All new employees have a provisionary period during which they are evaluated on their performance and suitability for their position. The length of the provisionary period is three months for all staff, beginning with their first day of work. An immediate supervisor may, with approval from the Executive Director, extend this provisionary period for up to 30 days for additional training and/or observation. Leave and other fringe benefits are not available during this period. Prior to the last day of the period, your immediate supervisor will complete a provisionary assessment and make a recommendation to the Executive Director that the employee be retained. If the performance appraisal is unsatisfactory, the employee will be release from employment. The employee may resign from their position during the provisionary period without negative impact on their employment record.

Personnel Records

A personnel file will be maintained on each employee as required by licensing and/or program regulations. It is essential that this information be kept up-to-date. If there are changes in your name, contact information, or insurance you must notify the human resource office immediately. Education and training information is also maintained on each person. Documentation of courses, degrees, certificates, workshops, seminars, etc. should be forwarded to the human resource office. An employee may have access to her personnel file during normal business hours. These files may not be removed from the human resource office.

Non-Discrimination

The Parent-Child Development Corporation is an equal opportunity employer. No employee will be discriminated against on the basis of race, color, creed, national origin, gender, age, disability status, religion, or any other protected class under federal, state or local laws.

Separations

In accordance with the statutes of the Commonwealth of Virginia, the Parent-Child Development Corporation is an employment “at-will” agency. Employees have the ability, by law, to resign at any time. Likewise, the employer may discharge an employee at will, with or without cause and without notice at any time. When it is necessary to terminate employment, PCDC will provide the individual with written confirmation.

It is understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing and signed by the Executive Director of PCDC.

Professional employees are requested to give one month’s notice of their intent to terminate employment. Paraprofessional employees are requested to give two weeks notice. Annual leave may not be used during the notice period. PCDC may waive the notice at its discretion and require an employee to vacate her position prior to the end of the notice period.

An employee may be discharged from employment by and approval by the Executive Director, and, if applicable, the Policy Council, for delinquency, misconduct, insubordination, inefficiency, inability to perform work satisfactorily, willful or continued violation of these rules or other PCDC operating rules, or other just cause. Written confirmation will be provided to the employee from the Executive Director, and a copy retained for the employee’s personnel file.

EMPLOYEE PERFORMANCE/CODE OF CONDUCT

Job Descriptions

A job description will be developed for each position within the agency. The job description will include position title, education and experience requirements, supervision exercised and received, and a description of the general duties and responsibilities for that position.

The job description is intended to provide general information for the position, and a summary of job functions. It is not intended to be an all-inclusive, specific listing of tasks. Job descriptions will be reviewed on an annual basis, and revised as necessary to reflect changes in responsibilities and agency organization.

Employees will be given a copy of their job description upon employment. A copy, signed by the employee, will be placed in the personnel file.

Performance Evaluations

Each employee will receive a performance appraisal/review by his/her supervisor at least once each year. The appraisal process should be a positive growth experience for both the employee and your immediate supervisor. The appraisal will be discussed with and signed by the employee, a copy placed in the employee's personnel file, and a copy given to the employee.

If an employee receives an unsatisfactory review, she will be reviewed again within three months by immediate supervisor. If the employee's performance remains unsatisfactory, the employee may be terminated.

Employee Complaints

If a conflict arises with other staff members or with agency policies and procedures, employees have a right to have their complaints heard and addressed. The first step in resolving any conflict is to contact your supervisor and discuss the issue. If the problem is not resolved, PCDC has a formal procedure to ensure that all parties receive fair and equal hearing by the parties responsible for resolving issue.

Employees are advised that conditions of employment, law and policy established by the Board of Directors are not grievable. Wages, salaries and fringe benefits are also not grievable.

The procedure is a step-by-step process to be followed in sequence over a specified period of time. Contact your immediate supervisor if you have any questions or wish to initiate the process.

See complete procedure following these personnel policies.

Disciplinary Process

Certain behaviors are clearly unacceptable and are subject to immediate disciplinary action by your immediate supervisory. Subject to the approval of the Executive Director, and the appeal rights of the employee, in addition to termination, a supervisor may use any of the following alternatives for disciplinary action: oral reprimand, written reprimand, demotion, suspension and dismissal.

A conference between the employee and the immediate supervisor is the first step in the disciplinary process. The supervisor will try to reach an understanding of the cause for the offense, and provide the employee with suggestions for correcting the problem. The employee will be given an opportunity to discuss the situation with the immediate supervisor. No formal written record is kept of oral reprimands; however, the immediate supervisor will keep dated anecdotal notes regarding the oral reprimand. If the oral reprimand does not produce improved behavior, or more definitive measures are called for, the next step is a written reprimand.

The written reprimand should contain an explanation of the offense, previous efforts to address the issue, and may define possible future actions if the matter is not resolved. The employee will be given a copy of the reprimand, and one copy will be placed in the employee's personnel file. The employee may provide a written response to the reprimand, which will be attached to the copy for the personnel file.

Demotion of an employee may occur if the supervisor determines an employee's performance is unsatisfactory, dismissal is not warranted, and that the employee should be retained by assigned less demanding responsibilities. The Executive Director and the Policy Council when appropriate must approve demotions in writing.

Suspension of an employee may occur when temporary separation from employment is required for disciplinary purposes, but the situation is not sufficiently grave to merit dismissal. Suspensions are leave without pay and must be approved in writing by the Executive Director. No single suspension may exceed thirty (30) working days. Any suspension that would have the effect of exceeding thirty (30) working days in one calendar year will be considered as an involuntary termination for cause. With the approval of the Board of Directors, the Executive Director may suspend an employee for a longer period, pending the investigation or trial of any criminal or civil charges that may be lodged against the employee. Acquittal of the charge will not necessarily mean that the suspension or other disciplinary action will be revoked.

The Executive Director may discharge by and subject to review and approval an employee, and, if applicable, the Policy Council, for any of the reasons stated in the Work Rules, or for any other cause. (See Separations section)

The Executive Director will investigate alleged violations of law or agency regulations to ascertain the true circumstances regarding the alleged offense. A copy of any written complaint against an employee will be forwarded to the Executive Director. A written statement from the employee may also be included.

An employee who has been suspended, demoted or dismissed and considers himself aggrieved may initiate, within five (5) working days of the disciplinary action, the steps of the grievance procedure and thereafter shall be subject to the provisions of those rules. (See Grievance Procedure following these personnel policies.)

Drug Free Workplace

The Parent-Child Development Corporation has a strong commitment to its employees to provide a safe and secure workplace and to establish programs promoting high standards of employee health. It is our intent to provide a drug-free work environment.

Employees are prohibited from participating in the unlawful manufacture, distribution, possession, transportation, sale or use of unauthorized or controlled substances on PCDC property, in agency vehicles, or while conducting agency business off-site. Unauthorized substances include illegal drugs or drug paraphernalia, as well as alcohol. The abuse or misuse of prescription or over-the-counter medications while on PCDC property, in agency vehicles, or while conducting agency business off-site is strictly prohibited.

Employees who violate this policy can expect immediate and serious disciplinary action, including possible termination of employment.

Smoke-Free Workplace

In keeping with our intent to provide a safe and healthful work environment, all facilities, grounds and vehicles of the Parent-Child Development Corporation are designated as smoke-free environments. Employees, clients, visitors, etc prohibit smoking in any of these areas.

Violations of this policy will result in disciplinary action.

Solicitation on Premises

In order to minimize distractions and intrusions, and avoid actual or perceived expectations or conflicts, no employee may solicit or distribute literature to any other employee for any purpose whatsoever during the scheduled work time of either employee, or at any time in any work area.

No non-employee may solicit employees or distribute literature on PCDC property at any time, for any reason.

Gifts/Gratuities

It is our intent to maintain a standard of conduct that minimizes potential conflicts of interest. No employee shall accept gifts, money, services or other gratuities from clients, vendors, contractors, and all other persons conducting business with our agency.

Attendance/Absences

The Parent-Child Development Corporation expects all employees to follow their assigned work schedule. It is essential that employees report to work on time. Repeatedly reporting to work late or leaving early may result in disciplinary action. Leaving the work site without permission during scheduled work hours will be considered a voluntary termination of employment.

In the event of illness or emergencies, an employee must notify her supervisor as soon as possible, preferably prior to their scheduled work time. An absence of two consecutive days without notification to PCDC will be considered a voluntary termination of employment.

Employee Time Sheet Procedures

- All employees must complete a time sheet. Time sheets are located on the staff portion of the PCDC website. Use the appropriate time sheet for your position.
- All leave taken during scheduled work time for the pay period must be indicated on the time sheet in the appropriate column. Leave should be taken in half-day increments. **An approved leave form must be attached to the time sheet to account for all time not present at your work site. This includes PTO leave, PTO leave without pay, etc.**
- All hours worked should be indicated in quarter-hour increments. Ten minutes or more worked is counted as a quarter hour. Less than ten minutes is not counted.
- Time sheets must remain at the work site until submitted to your immediate supervisor. The only exception is an employee that has more than one work site, i.e. staff member, who may keep their time sheet with them. Supervisors should know where your time sheet is kept, in the event that you are not at work the day time sheets are due.
- It is recommended that you sign your time sheet as soon as you begin the new pay period. Unsigned time sheets will be rejected and may cause a delay in processing your pay.
- Time sheets must be submitted to your immediate supervisor according to the calendar prepared and distributed at the beginning of each program year.

Substitutes

If a substitute worker is required for an absent employee, immediate supervisor will arrange for an appropriate substitute.

Substitutes must complete a time sheet designated for them. The timesheet must indicate the work location as well as the staff member for whom they were substituting. Substitute time sheets should remain at the school location with the teacher to ensure they are submitted according to the payroll schedule.

Dress Code

Employees are expected to present a neat, professional appearance, and dress appropriately for their position. We feel our image is important and request that our employees maintain standards of dress and appearance appropriate to your individual position responsibilities. Certain items of clothing, such as biker shorts, short shorts, sweat pants, and t-shirts with offensive or explicit graphics are not acceptable. Shorts should reach to the fingertips of the extended arm. Shoes that are acceptable; tennis shoes, closed-toe and closed heel. If you question whether an outfit is appropriate, more than likely it is not.

If an employee's workplace is a location other than PCDC property, such as a school site, the employee is expected to follow the rules and regulations applicable to that site. If there is an apparent conflict between PCDC and site regulations, the employee should contact their immediate supervisor for guidance in resolving the conflict.

Remember that children sometimes grab at earring and that some rings can scratch skin. Please consider this when preparing for work. Shoes that are not acceptable may not be worn because of the potential to slip, trip or injure one's toes/feet while interacting with children.

Employees who come to work in attire that is not acceptable will be sent home to change clothes and will not be paid for the time missed.

Code of Conduct

PCDC employees are expected to act responsibly and professionally at all times, during scheduled work hours, attending work-related events, and when representing the agency in the community.

In addition to unsatisfactory job performance, certain activities and/or actions are unacceptable. Activities, which may subject an employee to disciplinary procedures, including possible suspension or termination, include, but are not limited to the following:

- Violation of the Code of Conduct
- Repeated absenteeism or tardiness;
- Working or reporting to work under the influence of alcohol or other controlled substances
- Possession, use or consumption of drugs or alcohol on PCDC property at any time;
- Violation of safety rules;
- Willful or negligent destruction of PCDC property, supplies or equipment;
- Taking PCDC's or another employee's property without authorization;
- Insubordination, or failure to carry out supervisor's instructions;
- Willful or repeated damage to coworkers' property;
- Repeated garnishments on more than one debt;
- Failure to immediately report on-the-job accidents or injuries, regardless of severity;
- Intentional omission from or falsification of PCDC documents or records;
- Violation of PCDC policies regarding solicitation, sexual harassment or equal employment opportunity;
- Defrauding or attempting to defraud PCDC;
- Dishonesty
- Causing Disharmony in the work place
- Doing other than PCDC work during scheduled work time;
- Any act of misconduct, or conduct contrary to the best interests of the agency;
- Conviction of a felony or misdemeanor involving turpitude;
- Incarceration;
- False statements on personnel records;
- Willfully giving false statements to supervisors, co-workers or clients.

Harassment

PCDC provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion or any legally protected characteristic are strictly prohibited and will not be tolerated. Harassment complaints should be reported to an employee's immediate supervisor immediately.

Harassment may be defined as, but is not limited to:

- Hostile or demeaning verbal and/or physical conduct toward an individual because of his/her sex, race, age, ethnicity, religion, disability, veteran status, or any legally protected characteristic.
- Conduct that creates an intimidating, hostile, or offensive work environment unreasonably interferes with the individual's work performance or otherwise adversely affects their employment opportunities.

Child Abuse/Neglect Reporting

Employees of the Parent-Child Development Corporation are required by law to report any suspected child abuse or neglect to the authorities. All employees working with children and families in agency programs should be knowledgeable regarding signs of child abuse and neglect, and will participate in training provided by PCDC or other human services agencies. Agency policies and procedures provide a comprehensive description of the appropriate process to follow when child abuse or neglect is suspected.

The immediate supervisor shall report **immediately** to the Executive Director any reports of suspected child abuse/neglect. In absent **only** of the Executive Director, the immediate supervisor shall contact the Assistant Executive Director.

Investigation for Child Abuse/Neglect

Any employee accused of alleged abuse will be immediately placed on administrative leave until the investigation by proper and appropriate authorities is completed. If the charges are unfounded, the employee will be reinstated in their position with no adverse consequences or documentation in their file. If the charges are founded, the employee will be terminated.

Confidentiality

Policies and procedures have been established to insure confidentiality of information for children, families and employees of PCDC, whose dignity and privacy will be respected and protected at all times in accordance with law.

All records and/or statistical information pertaining to services provided by PCDC to any individual shall be strictly confidential and shall not be disclosed except to authorized persons.

All payroll and personnel information for staff and volunteers shall be strictly confidential and shall be provided only to authorize persons as directed by the Executive Director.

All staff members are required to sign a statement indicating they have read and understand the confidentiality policy. Violation of this policy will subject the employee to disciplinary action.

Conflict of Interest

It is the policy of PCDC that all directors, officers, Policy Council members, contractors, consultants and employees will avoid personal transactions or situations in which their personal interest will or will appear to conflict with those of PCDC.

A former employee shall not serve on the Policy Council or board or a committee of PCDC if that board or committee has authority to order personnel actions, until ten years have elapsed since their separation from PCDC employment.

No person shall hold a salaried job with PCDC while he or a member of his immediate family serves on a board or committee of PCDC with authority to order personnel actions affecting his job.

No person shall hold a job over which a member of her/his immediate family exercises supervisory control.

Outside Employment

PCDC recognizes there may be a need for supplemental employment. However, no staff member shall engage in employment outside the agency that interferes with the fulfillment of their PCDC job responsibilities, causes a conflict of interest, or violates personnel policies and/or the code of conduct. If outside employment, in the judgment of the supervisor of Executive Director, creates any of these issues, the employee and immediate supervisor will discuss the situation and decide upon a mutually agreeable resolution that is in the best interests of the agency.

COMPENSATION

Work Week

The agency work week shall begin at 12:01 a.m. Monday and end at midnight on Sunday. This schedule is used for determining total hours worked, and, if applicable, overtime hours worked.

Full Time/Part-Time Positions

Employees are classified as full-time or part-time. The definitions of each classification are dictated by the specific program in which the employee works, as well as agency policies.

Management/Support Staff - A full-time position is defined as forty (40) hours per week, twelve months per year. A part-time position is any position working less than forty (40) hours per week or less than twelve months per year.

Head Start Program - A full-time position is defined as a minimum of thirty-five (35) hours per week, ten months per year. A part-time position is any position working less than thirty-five (35) hours per week.

Smart Start Program - A full-time position is defined as forty (40) hours per week, twelve months per year. A part-time position is any position working less than forty (40) hours per week or less than twelve months per year.

Exempt/Non-Exempt Employees

Certain executive, administrative and professional employees, depending on position and responsibilities, may be classified as exempt employees. An exempt employee is a salaried employee not entitled to overtime pay. Established salary covers all hours worked. There may be times when exempt employees are expected to work additional hours beyond their usual work schedule to fulfill their responsibilities.

A non-exempt employee is eligible to receive overtime pay for hours worked beyond forty (40) hours per work week. They may be hourly or salaried.

Employees will be informed at the time of their employment whether they are classified as exempt or non-exempt.

Wages/Salaries

Employees of the Parent-Child Development Corporation are compensated fairly and in accordance with federal and state wage laws. The Executive Director will review salaries of all employees annually. Recommendations for changes in salary will be made to the PCDC Board of Directors, based on available funds, and approved by the Policy Council when applicable. Compensation plans may vary by program.

Overtime

The nature of the duties and responsibilities of some employees may occasionally require overtime hours. Overtime work should be considered an exceptional situation and applies to non-exempt employees only. If overtime is necessary, it must be approved in writing, in advance, by the employee's immediate supervisor and final approval by the Executive Director. If prior approval is not possible, approval will be obtained as soon as possible. The signed approval form should be attached to the employee's timesheet and indicate the reason for the overtime. Whenever possible, personnel should coordinate with their immediate supervisor to adjust their hours to avoid incurring overtime.

Overtime hours will be paid at the rate of one and one-half times the employee's regular hourly compensation, as prescribed by wage and hour regulations. Salaried exempt personnel are not eligible for overtime.

Compensatory Time

In compliance with federal wage and hour regulations, the Parent-Child Development Corporation does not award compensatory time ("comp time") for hours worked over and above the employee's normal work schedule. As indicated elsewhere in this handbook, and in the agency's personnel policies, overtime for hourly employees will be paid with Executive Director approval. Salaried exempt employees are not eligible for overtime.

Deductions from Wages

Payroll deductions will be made for applicable taxes as required by law. Additional deductions may be made for insurance or contributions to the retirement plan as selected by the employee.

Pay Periods

All salaried and hourly employees will be paid twice a month, on approximately the 15th and 30th of each month. A direct deposit system is available for any employee. An employee may sign up for this service at any time during the year by contacting the human resource office.

Direct Deposit

All employees are strongly encouraged to enroll in direct deposit. Direct deposit is the easiest and most efficient way to receive your pay. Once you enroll in direct deposit, it may take up to two payroll cycles to take effect.

Distribution of Paychecks

Paychecks will not be delivered to work sites. Employees may pick up their checks on payday at the administrative office. No other person may pick up a check for an employee. Any checks not picked up by the close of business on payday will be mailed.

PTO (Paid Time Off)

Paid Time Off (PTO) Policy

Effective 9/1/2017

PTO Policy Year:

- September 1 through August 31

Accrual Rate:

- 1/12th of PTO will be earned each month of the policy year using schedule below.
- PTO balance can only go negative by 1/12th of your annual balance unless it is the last month of the policy year in which case the 1/12th negative balance will be earned over the month of August and no PTO will be paid during the month of August.
- If PTO is requested for more than your available balance + 1/12th of your annual balance, it will not be paid.
- No PTO balance can be negative as of 8/31. If a negative balance should occur as of 8/31, the negative balance will be deducted from your 8/31 paycheck in full.

Policy Year 1 Rate:

- The accrual for the first policy year of employment will begin on the first full calendar month after hire date.
- No proration will be given for any partial month worked.

Accrual Rate Change:

- Accrual rate will increase at the beginning of each new fiscal year. In other words, if an employee start date is 9/15/2017 and the upcoming fiscal year starts 9/1/2018, he or she has not met their one-year requirement.

Termination of employment:

- PTO will be paid up to the payout amount listed in the schedule below for time earned and not paid at date of termination. There will be no proration on the annual payout days listed in the schedule below for partial year worked. For example: If you have earned 10 days of PTO at date of termination and have worked for more than one full calendar year, the maximum of PTO paid will be 5 days.
- No PTO will be earned for any partial calendar month worked prior to termination.

Annual Payout:

- Payout will be calculated based on 8/31 wage amount
- Payout will be paid in the 9/30 paycheck

THERE IS NO CARRYOVER ALLOWED BETWEEN POLICY YEARS

Catastrophic Event:

In the event that an employee has a catastrophic event, leave can be donated to an employee by another employee.

- **Only** the Executive Director or the Board of Directors can approve the donation of leave from one employee to another.
- **Only** the Executive Director or the Board of Directors can approve the number of hours that can be donated to an employee
- Employees can only donate leave that they have already earned and not taken
- The employee being donated the leave will receive the hours of leave paid at their wage amount not the donor's wage amount.
- No more than 40 hours per week of donated PTO will be paid to the recipient.

Annual PTO Earned and Payout Schedule:

	<u>PTO Days</u>	<u>PTO Payout</u>
<u>SALARIED</u>		
0-1 Year	10	0
2-4 Years	20	5
5-9 Years	29	5
10-19 Years	31	5
20+ Years	33	5
<u>Hourly FT-12 Month Employees</u>		
0-1 Year	10	0
2-4 Years	15	5
5-9 Years	24	5
10-19 Years	26	5
20+ Years	28	5
<u>10 Month Employees* Head Start Teacher, Teachers Assistants and Head Start and Family Advocates</u>		
0-1 Year	5	0
2-4 Years	8	5
5-9 Years	10	5
10-19 Years	13	5
20+ Years	15	5
<p align="center">*PLEASE NOTE THAT Teaches are paid for Holidays with in their Salary just as Salaried employees</p> <p>Advocates and Teacher Assistants WILL NOW BE PAID FOR 10 HOLIDAYS IN <u>ADDITION</u> TO PTO</p>		
6/2018		

Unused PTO leave may be paid out the next fiscal year.

Paid PTO leave must be approved in advance by the Executive Director or her/his designee. Procedures and restrictions may be established as necessary to insure satisfactory program operations. PTO leave must be coordinated with the employee's immediate supervisor.

Holidays

Specific holidays for staff may vary between programs. The agency management team will approve program calendars each year. See Calendars Section of Staff Guidebook.

Bereavement Leave

An employee may be excused from work for up to three consecutive days for a death in their immediate family. Immediate family is defined for this policy as spouse, mother, father, mother-in-law, father-in-law, sibling, child, grandchild, grandparent, stepparent, stepchild, stepbrother or stepsister. Bereavement leave may be taken during the provisional period. This leave will be without pay. An employee may request limited time off without pay to attend a funeral of a person not in the immediate family. The Executive Director will consider the request, depending on the individual circumstances.

Jury Duty

Employees called for jury duty will be excused from work on the days on which they serve. Employees must show the summons to serve on a jury prior to the time that she/he is schedule to serve to the immediate supervisor and a copy to the Human Resources Office. If they have completed their provisional period, the employee may be paid the difference between their daily rate and the amount received for jury duty. They must present proof of service and amount received to the Human Resources Office. If the provisional period has not been completed, the employee will be excused from work without pay.

Maternity Leave

In accordance with federal law, female employees will not be discriminated against because of their pregnancy. They may continue to work as long as they are physically able to do so and their physician certifies them able to work and copy forward to Human Resources Office. Requests for time off before and after delivery will be considered on the same basis as requests for personal leaves of absence. Requests must be made in writing to the employee's immediate supervisor and forward to Human Resources Manager prior to the beginning of leave. Their position will be held open to the same extent that jobs are held open for employees on sick or medical leave.

Leave Without Pay

Leave without pay (leave of absence) may be granted at the discretion of the Executive Director. Employees will not earn sick days or annual leave while on approved leave of absence.

Employee Leave Request Procedure

All absences from work during an employee's scheduled work hours must be documented. An Employee Leave Request must be completed in advance to request leave. In the case of sick leave, the employee should complete the leave request as soon as they return to work and forward to Human Resources Manager.

Requests for PTO leave must be made in writing and approved by the immediate supervisor. The leave is not authorized until the approved form is returned to the employee. The form should then be attached to the employee's time sheet.

If the leave request form is not attached to the time sheet, the employee may not be paid for the leave.

The leave form must indicate all dates of absence being requested, and whether the request is for a full day or half day. Leave will be approved only in full or half day increments.

If the employee is requesting sick leave, but does not have a sufficient number of hours accrued to cover the requested leave, the employee will be paid only for the hours they have accrued. The remaining time will be unpaid leave.

PTO leave may be used for personal illness, and illness in the immediate family, as defined by the personnel policies. It may also be used for appointments with doctors, dentists and other health care providers.

BENEFITS

The Parent-Child Development Corporation operates a variety of programs with funding sources ranging from service fees to grants. PCDC offers benefits to employees based on available funding for the program in which they are employed. Eligibility for benefits varies between programs. Employees will be informed when beginning employment of the benefits for which they are eligible. See the Benefits Summary for more specific information.

PROFESSIONAL GROWTH AND DEVELOPMENT

Professional Development Plan

Each employee will have a professional development plan, defining his or her professional and educational goals, and the strategies to achieve them. The employee and their immediate supervisor will work in partnership to implement this plan. It will be reviewed and revised semi-annually. A copy of the plan will be placed in the employee's personnel file.

Education/Tuition Assistance

The Parent Child Development Corporation believes in lifelong learning and encourages all employees to continue their education. If an employee is enrolling in a course related to their field of employment, they may request tuition assistance in the form of reimbursement. The amount of assistance is dependent on the availability of funds and is at the discretion of the Executive Director.

Orientation

All new employees will participate in orientation training before beginning work. This orientation will include a review of their job description, agency mission/vision, program operating schedules, policies and procedures, organizational charts, and other pertinent information. The employee and supervisor will sign and date the orientation training form, and a copy will be placed in the employee's personnel file as documentation of training.

Training

PCDC encourages all employees to take advantage of opportunities for personal and professional growth. These opportunities may include in-service workshops, off-site seminars, and program related training events. Employees will be required to participate in certain training events, in compliance with licensing and program regulations.

Children of Employees

Employees will receive a 50% off discount for children that incur childcare charges through our program. Effective immediately, there will no longer be a discount given for field trips or registration fees.

SAFETY/EMERGENCY PROCEDURES

Employee Safety

PCDC strives to provide a safe environment for all children, families and staff. Any strangers, unauthorized persons, or other unrecognized visitor should be questioned regarding the nature of his/her visit. Former employees are not permitted on the agency's premises without prior permission. If this occurs, it should be reported to a supervisor immediately, and the former employee may be asked to leave the premises. Any unusual or suspicious activities should be brought to the immediate supervisor's attention immediately and then immediate supervisor will inform the Executive Director immediately.

Employee Accidents

If an employee is injured on the job, he/she must report the incident to their immediate supervisor immediately. The employee must complete an accident report, signed by the supervisor, and submit it to the human resource office as soon as possible. One copy of the accident report will be submitted to the appropriate insurance company if medical treatment is or may be required. One copy of the accident report will be placed in the employee's personnel file to provide information on claims processed. If work time is lost due to the accident or injury, the employee and the employee's supervisor must notify the Human Resources office to determine payment for lost time.

When medical treatment is received, the health care provider must be notified that the claim will be filed under Worker's Compensation. The hospital should bill the insurance company directly.

Client/Visitor Accidents

Accidents involving children, parents or visitors are to be reported to the immediate supervisor immediately. They must also be reported to the finance/personnel office for filing of insurance information. Staff members are required to complete accident/injury reports for any incidents.

Fire Drills/Emergency Evacuations

In compliance with licensing regulations, fire drills are conducted and documented at each childcare site monthly. The site coordinator will determine the meeting area for children and staff outside, and will check the building to ensure total evacuation. Staff will take a head count

of all children to ensure the safety of each child. **If a child is missing, staff will notify the Executive Director immediately**, as well as state and local police. All staff should be familiar with the process for conducting these evacuations. An evacuation plan is posted at each site indicating emergency exits. Staff will receive training in emergency procedures.

Playground Safety

Staff shall supervise children at all times on the playground and maintain adult/pupil ratio as indicated in licensing regulations. Staff will position themselves as indicated on the playground safety plan and follow written safety procedures in order to ensure the safety of the children at all times. At times when the children are spread out and it is not possible to provide a staff member for each area, the supervising teacher should move about the playground as necessary. A first aid kit should also be available while outside and should include gloves, band-aids, and gauze pads at the very least.

The playground equipment will be examined daily by the supervising teacher(s) each time the children go out to play. If a piece of equipment is found to be unsafe it will either be discarded or removed from the play area until it can be repaired. It is the responsibility of the supervising teacher(s) to inform the Program Coordinator of any needed repairs or dangerous equipment on the playground.

Six inches of resilient material will be kept under the playground equipment at all times. The Program Coordinator or designated person will measure several play areas on the playground at least once a month. If less than six inches is measured in an area, enough resilient material will be placed in that area to bring it back up to the six-inch mark.

Field Trips

Staff shall be familiar with policy and procedures pertaining to field trips. Parental permission is required for all trips. Emergency information for children and first aid kits will be taken on all trips. Head counts will be taken when leaving, returning, and at all times when children are moved from location to another. The teacher will keep of a list of all children participating.

Release of Children

Staff will release children only to their parents or designated persons authorized by the parents to pick up the children. This authorization must be indicated in the child's file.

If the name of a person picking up a child, other than a parent, is on the authorized list, but unknown to the staff, the staff will require appropriate photo identification before releasing the child. If there is any question regarding the individual, the staff person should contact the parents before releasing the child.

In custody issues, if both parents have custody, either parent may pick up the child. If one parent has sole custody, and does not wish the other parent to have access to the child, they must provide court papers indicating the custody arrangement. A copy of these papers will be placed in the child's file. All appropriate staff should be made aware of such arrangements.

Any incidents involving unauthorized attempts to pick up a child shall be reported to the supervisor immediately.

Inclement Weather

Head Start Program - If weather conditions dictate closing of a school system, Head Start centers located within that school system will also close. Official notification of closing will be made by the supervisor. However, in questionable weather conditions, staff should listen to local radio and TV stations for announcements. Missed days will be made up later in the year. There will be no adjustment in wages for salaried personnel for days closed. Hourly employees will not be paid for closed days, as they will receive wages for the make-up days when they are worked. Make-up days will be scheduled to coincide with school schedules or will be planned by the supervisor. All program staff is expected to work on make-up days.

Corporate Office/Head Start Office - Staff in corporate or Head Start offices will report for work, even though other programs may be closed due to weather conditions. A delayed starting time may be indicated by the Executive Director. However, staff are not expected to take unnecessary risks in order to report to work on these days, and may elect to take paid leave, if eligible, or unpaid leave. Staff must notify their immediate supervisor of their intention.

West Point Center – If weather conditions dictate closing the program, official notification will be made by the Executive Director. However, in questionable weather conditions, staff should listen to local radio and TV stations for announcements. If West Point schools are closed, the Tri-Rivers Center will be closed. Staff will not be paid for days closed.

Children Arriving Late

If a child arrives late, the supervising teacher will greet the child and welcome him/her to participate in the current activity. Should the child arrive after his/her class has left for a field trip, the supervising teacher will leave word with the designated supervisor that the child should be integrated into the next age appropriate classroom. The supervising teacher will explain to the child and parent the circumstances as to why the child is being placed in another classroom.

Child's Absence When Attending Other Program(s)

If a child attends another program outside of PCDC, it is the parent's responsibility to inform staff of any absences. If a child does not arrive as expected, the supervising teacher will contact the child's parents/emergency contacts to confirm the child's absence or late arrival.

Identifying Children's Location At All Times

The supervising teacher will take attendance after breakfast each morning. He/she will always be aware of the number of children in the classroom or on the playground at all times. When a child leaves for the day or leaves but will return the teacher will inform his/her coworkers of the child's absence and/or return. When dropping off and picking up a child, parents are required to make eye contact or other means of confirming the presence or absence of a child. Children will be allowed to use the restroom as needed, however, must let a teacher know he/she will be in the restroom.

Lost, Missing, Injured or Ill Children

If a child is lost or missing, the supervising teacher will secure all other children immediately, maintaining a calm, controlled atmosphere. He/she will take roll to confirm the absence of a child. If confirmed, the teacher will quickly engage the rest of the children in an age appropriate activity. If he/she is the only teacher with the group, he/she will seek help from other staff members as appropriate to the situation. He/she will designate a staff member to supervise the classroom, as well as designate a staff member to assist in the search for the missing child. The supervising teacher should report the missing child to immediate supervisor before assisting the other staff members in searching the surrounding areas to include classrooms, offices, bathrooms, and outside areas. If the child is not located the immediate supervisor will then call the proper authorities to report the missing child and the Executive Director. The immediate supervisor will then contact the child's parents and/or emergency contacts. The immediate supervisor will inform the Executive Director first before provide the authorities with descriptive information regarding the child. During the search, all other children will be kept in a secure location until further notice.

Should a child become injured in the classroom, playground or on a field trip, the supervising teacher will assess the situation and take charge as necessary. If it is a minor injury the teacher will take care of it as determined by the type of injury. For example, scrapes, cuts and bruises can be cared for with the materials in the portable first aid kit. The child should be calmed and cared for as appropriate to the situation. The supervising teacher will complete and "Illness/Injury Report".

If the injury requires immediate medical attention, the supervising teacher will quickly engage the rest of the children in an age appropriate activity and then seek assistance from other staff members as appropriate to the situation. He/she will designate specific jobs to each assisting staff member to include caring for the rest of the children and providing appropriate first aid to the injured child. The supervising teacher will notify the immediate supervisor of the incident. The Program Coordinator (or designee) will further assess the situation and call the proper authorities if further medical treatment is necessary, as well as contact the injured child's parents and/or emergency contacts. The immediate supervisor will provide the authorities with any needed medical information regarding the child. During this time, all other children will be kept in a secure location until further notice.

Illness/Injury Report

Each time a child is injured or becomes ill the supervising teacher will complete and "Illness/Injury Report." This report shall include the time, date, nature of illness/injury, the action staff took to treat illness/injury and any future action(s) to prevent recurrence of illness/injury. If more than one child is involved, staff will not include names of other children on the form in an effort to maintain confidentiality. A separate form will be completed for each child. A copy of the completed report will be given to the immediate supervisor and the parent of the injured child.

Bite Report

In the event of one child biting another, the supervising teacher will complete a “Bite Report.” This report shall include the date, time of incident, children involved, a brief, objective description of the incident, the action staff took to treat all children involved, and how parents were informed. Children’s names can be used in this document as it is to be used for agency information only. Due to PCDC’s confidentiality policy, this form should not be shared with anyone outside of the agency. The purpose of this form is to assist in the tracking of biting behavior. The completed report will be given to the immediate supervisor.

Injury Prevention Report

The immediate supervisor will review the “Illness/Injury Reports” every three months. The following questions will be considered:

1. Did a great deal of accidents occur in any particular area?
2. Did a great deal of accidents seem to occur at a particular time?
3. Is there any particular piece of equipment, room, teacher etc. that always has a high number of incidents?

Based on the findings of the review, the immediate supervisor will devise a plan to prevent accidents from occurring in the future. The findings, as well as preventative plans will be shared and discussed with staff members during regularly scheduled staff meetings.

Visitor in the Workplace

The Parent Child Development has a strong commitment to its employees and to the children enrolled in Agency programs and their families to provide a safe and secure workplace and to establish policies promoting high standards of safety and security in all Agency facilities. It is our intent to make sure that only authorized Agency staff, properly escorted visitors, vetted volunteers and enrolled children are allowed in Agency classrooms and facilities and that contractors, volunteers and other authorized visitors are appropriately cleared and supervised at all time during and after regular hours of operation.

PCDC recognizes the need for on-sight presence of contractor has and volunteers whose effects contribute to the efficient workings of the Agency programs and operations. PCDC also recognize that visitors will be on-site occasionally for a variety of reasons. It is the intent of this policy to ensure appropriate oversight and monitoring of all non-Agency personnel who spend time at Agency facilities during and after regular hours of operations.

- **Volunteers** – All uncompensated personnel who work on a regular or part-time basis with Agency personnel in a value-added capacity to help achieve Agency goals in the classroom, in the Agency’s main office and/or elsewhere (i.e.: field trips). Volunteers are subject to the same screening requirement as are regular employees. It is the responsibility of the Human Resources Manager to make sure that all volunteers are appropriately vetted, screened and that current documentation of screening is maintained

as part of the volunteer's personnel file. In addition, we will follow Head Start policies and procedures concerning volunteers.

- **Visitors** – Include all other non-staff, non-contractor and non-volunteer who may visit the Agency's main office or classroom facilities on authorized business. All visitors must be approved and cleared by the Human Resources Manager. Once cleared and authorized, all visitors must sign in with and be monitored by designated Agency staff for the facility. Such visitors may include delivery personnel, parents or other family members, local government and business leaders with an interest in Agency operations, and/or potential donors. Family members of Agency personnel **are not permitted** in offices and/or classrooms beyond a brief period in the main, supervised reception area of an Agency facility.

- **Contractor** – Are those entities and their staff who are working under a written agreement to achieve a specific purpose and provide documented deliverable to the Agency. All contractor personnel working on-site must be cleared per existing requirements regarding security and background checks before they commence on-site work. Contractors must check in with designed Agency (Primary Contact) person on schedule work days and confirm that no changes have been made to the list of cleared contractor personnel. Contractor must notify the Primary Contact in advance if any previously unscreened person is to be added to the contractor's work crew and the Primary Contact will take necessary steps to ensure previously unclear personnel are vetted according to Agency and Head Start requirements.

PCDC recognizes the difficulties and delays involved with clearing and vetting in advance those individuals who are not members of the regular staff, student body and will endeavor to facilitate clearance and minimize wait-times and/or any inconvenience. For the safety of the children and according to national rules and regulations by which PCDC must abide, no visitor will be left unsupervised in the company of any child while on-site at an Agency office or facility.

TRANSPORTATION

Agency Vehicles

In order to reduce the necessity of using personal vehicles, PCDC has several vehicles available for staff use when conducting agency business. A request for use of an agency vehicle should be made to the transportation coordinator.

Rules for use are in each vehicle, and include recording of mileage, reporting of accidents, no smoking, removal of trash, refueling, etc. Vehicles are to be used for agency use only. Staffs are to only transport PCDC clients and not family members in an agency vehicle. Vehicles must be

turned back in to it designated parking space each day. If vehicles will have agency gas cards for use. Receipts for gas must be turned in at the end of the month with the vehicle mileage logs.

All agency vehicles will be equipped with a first aid kit, jumper cables and a flashlight.

Use of Personal Vehicles

If an agency vehicle is unavailable, and a personal vehicle is used for agency travel, an employee may submit a request for mileage reimbursement to the Executive Director for approval. The mileage reimbursement claim must include the employee's name, starting and ending odometer reading for trip, miles traveled each date, starting point and ending destination, and the purpose of travel.

The mileage reimbursement claim will be attached to the time sheet and processed with the regular payroll cycle. Mileage is reimbursed at the current GSA POV mileage reimbursement rate.

Use of personal vehicles for transporting clients and/or children is strongly discouraged.

Parking

All employees located at a school site or other facility not owned by PCDC, will follow parking regulations issued by the school or facility.

Employees located at the Tri-Rivers Center will park only in designated staff parking areas to allow sufficient, accessible parking for parents picking up and dropping off children.

Vehicle Accidents

If an employee driving an agency vehicle is involved in an accident, they are to notify police and obtain necessary information from other drivers. This information includes names, addresses, phone numbers, and insurance information. They must also report the accident to the transportation coordinator. Agency insurance information is kept in the glove box of agency vehicles.

COMMUNICATION

An effective communication system is an essential element in any successful organization. Information must flow efficiently between staff, administration, management, parents, and community. PCDC uses many varied methods of exchanging information,

Staff Communication

Management will communicate with staff through immediate supervisors, memos, publications, and bulletin boards. Staff members are encouraged to communicate with management by offering helpful suggestions, asking questions, discussing problems, and participating in staff meetings.

Staff Meetings

Program staff meetings will be held periodically to review programs, address program issues, and exchange information. They are an opportunity for all staff to ask questions and discuss any concerns they may have. There will be times when these meetings must be held after normal working hours. These meetings are important communication tools, and staff is expected to attend. Personal cell phones must be turned off or set on vibrate during meetings.

Suggestion Program

Constructive suggestions from employees regarding procedures, services or innovative ideas are welcome. Suggestions may be anonymous, and should be given to their supervisor. Management will review all suggestions and feedback will be provided to staff periodically. Employees may receive special recognition for an outstanding suggestion.

Communication with Parents

Parents play an important role in our programs. We need their support and their involvement. They must be kept informed about their child's progress as well as program issues. All staff should strive to create an environment where parents are comfortable asking questions, making suggestions and participating in their child's preschool experience.

Communication with Communities

Communicating through local radio and TV stations, as well newspapers, is an excellent way of making the community aware of who we are and what we do. The Executive Director should send press releases to the administrative office for approval and submission. Throughout the year, special community awareness activities are conducted by PCDC. Employees are encouraged to participate in these activities whenever possible.

Telephones

Phones are located in each center. These phones are for program use only. Staff is not to make unauthorized long distance calls, and personal calls must be kept to an absolute minimum. Below are additional means of communicating within the program. All staff members are expected to become familiar with the use of these methods. Staff members are encouraged to utilize technology for effective and efficient communication.

Fax Machines

Each center and all offices will be equipped with a fax machine for communication with other centers, the corporate office and Head Start office, as well as community resources and professional contacts. Please see the PCDC Directory for agency fax numbers.

Cell Phones

Cell phones will be available for staff to enable close communication with families and other staff while away from the office or work location. Phones will be assigned to key personnel for PCDC business. Additional phones are available for temporary use during field trips, travel, etc. Cell phone use is monitored.

E-mail

E-mail is an important part of PCDC's communications system given the large geographic area that the agency covers. Upon employment, all staff is assigned a PCDC e-mail account. Program coordinators and administration communicate frequently with staff via e-mail. It is important that you check your e-mail on a regular basis, even daily, to ensure you are up-to-date on business information. Personnel will only use the PCDC e-mail for business purposes.

Guidebooks/Handbooks

In order to keep staff informed about personnel policies, financial procedures, regulations, and other program information, new employees will be provided with a staff guidebook during orientation. Updates for this guidebook will be provided to all staff as necessary.

Service area specific handbooks will also be provided with pertinent information for staff members' respective service areas.

A complete set of personnel policies, financial procedures, service area plans, and operating procedures will be available at the corporate office for review by employees.

Website

PCDC provides a staff website for staff to access a variety of information including forms, publication, learning tools, etc. Please visit www.pcdcva.org for more information. Log-on instructions may be obtained from administration.

COMPUTER / E-MAIL / INTERNET USE POLICY

Use of the agency's computers, networks, and Internet is a privilege and may be revoked at any time for inappropriate conduct including, but not limited to:

- Engaging in private or personal business activities;
- Misrepresenting oneself or the Company;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Infringing in any way on the copyrights or trademark rights of others;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the agency's networks or systems or those of any other individual or entity

If you violate these policies, you could be subject to disciplinary action up to and including dismissal.

Ownership and Access of E-Mail, Computer Files, and Internet Use

PCDC owns the rights to all data and files in any computer, network, or other information system used in the agency. PCDC reserves the right to monitor all computer, internet, and e-mail usage, both as it occurs and in the form of account histories and their content. Employees must be aware that the electronic mail messages sent and received using PCDC equipment are not private and

are subject to viewing, downloading, inspection, release, and archiving by PCDC officials at all times. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate agency official.

E-mail Etiquette

Users are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the PCDC and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further PCDC's mission, to provide effective service of the highest quality to the PCDC's internal and external clients, staff, and community partners, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

This Computer/E-Mail/Internet Use Policy is awaiting approval by the governing bodies.

CALENDARS

Annual Calendars

Each program will establish an annual operating calendar. This calendar will indicate staff workdays, in-service days, teaching days, and closings. The calendar will be distributed to staff and clients at the beginning of the year.

The annual calendar for Head Start will follow the school division's calendar as closely as possible.

Pay Calendar

A calendar indicating submission dates for timesheets and designated pay dates will be established at the beginning of each fiscal year. The calendar will be distributed to all employees. See Calendar section of Staff Guidebook.

FINANCIAL RESOURCES/PROCEDURES

The Parent-Child Development Corporation provides programs and services with a variety of funding sources. A portion of PCDC's revenue comes from contributions from individuals, churches, civic groups, grants and businesses.

The Head Start Program is a federally funded, comprehensive preschool program. PCDC is the Grantee for the program, and receives the allocated federal funds annually, based on the number of children and families enrolled. The agency also receives federal funds for Head Start training,

salary and benefit enhancements, and COLA. PCDC may also have opportunities to apply for funds to expand its Head Start Program. The budget year for the Head Start Program is February 1 through January 31. Application for continuation of funding must be submitted each year by November 1.

The Smart Start program is a fee-for-service program supported primarily by fees paid by private citizens for child care and preschool services. In addition, some fees are subsidized by the Department of Social Services.

Purchasing

Employees are not authorized to make purchases without prior approval from the Executive Director. Requests for any purchase must be submitted on the appropriate requisition form to the immediate supervisor. The request will then be processed through the administrative/finance office. The complete purchasing process is defined in the agency's Financial Procedures Manual available for review at the administrative office. Any purchases for \$5,000 or higher must be submitted to the Executive Director along with board approval.

Out-of-Pocket Expenses

Any out-of-pocket expenses must be approved in advance, in writing, by the employee's immediate supervisor and the Executive Director. This type of purchasing by employees is discouraged. There are alternative means of purchasing available. If the purchase has been authorized, the employee must then submit receipts for the purchase indicating the date, items purchased, where they were purchased, and the total amount paid. In most cases, the reimbursement will be added to the employee's next paycheck.

Petty Cash

Head Start - Each lead teacher in the Head Start program will be provided with a small petty cash fund at the beginning of the year. This fund is to be used only to pay for parent lunches at school. No receipts are required. Parents must sign the summary form when receiving meals. When the fund is nearly depleted, the teacher will submit a summary of expenses and request reimbursement to return the fund to its full balance.

Discretionary Fund

Each lead teacher in the Head Start program will be provided with a discretionary fund for purchasing small items for the classroom as needed. Teachers will receive \$50 on September 1 and \$50 on February 1. Receipts are to be maintained for these purchases and submitted at the end of each month with a summary of expenses. These funds will not be replenished during the year except as noted above.

Parent Child Development Corporation

Benefits Summary

August 2019

The majority of PCDC's benefits are managed through third party administrators (TPAs). You should receive a benefits package shortly before the end of your provisionary period. If you do not receive a package by the end of your provisionary period, please contact Human Resources. Open enrollment is in February of each year.

SECTION 125 PLANS

The Capitol Group has designed a Section 125 plan that offers the following benefits to Head Start employees:

Health Insurance – Anthem Healthkeepers

Health insurance is available to full-time employees. Full-time employees become eligible for health and insurance when they have completed their provisionary period. PCDC will pay 75% of employee's premium and the employee pays 25%.

Dental Insurance – Delta Dental

Dental insurance is available for full-time employees. Full-time employees become eligible for dental insurance when they have completed their provisionary period. PCDC will pay 100% of employee's premium plus 50% of the employee's dependent coverage (if selected).

Supplemental Term Life Insurance - Allstate

Supplemental Term Life insurance is open to all regular employees. The employee pays 100% of the premium. Employees may enroll upon eligibility or during open enrollment.

Cancer Insurance - Allstate

Cancer Insurance helps cover expenses during cancer illness and treatment. Cancer Insurance is open to all regular employees. The employee pays 100% of the premium. Employees may enroll upon eligibility or during open enrollment.

Short/Long Term Disability – Allstate

Short/Long Term Disability Insurance provides supplemental income in the event of an off-the-job injury. This coverage is open to all regular employees. The employee pays 100% of the premium. Employees may enroll upon eligibility or during open enrollment.

Flexible Spending Accounts

Flexible Spending Accounts allow you to put money from your paycheck aside, pre-tax, to pay for certain types of eligible expenses. Employees currently have the option of a Medical Reimbursement Account and/or a Dependent Care Reimbursement Account. These accounts are open to all regular employees. The employee funds 100% of the account value. Employees may enroll upon eligibility or during open enrollment.

Accident Insurance - Allstate

Accident Insurance covers medical expenses and living costs if you get hurt unexpectedly off-the-job. This benefit is open to all regular employees. The employee pays 100% of the premium. Employees may enroll upon eligibility or during open enrollment.

Contributions to these plans are made through payroll deduction.

LIFE INSURANCE – ANTHEM LIFE

A \$10,000 Life Insurance Policy is available to full-time employees. Full-time employees become eligible for life insurance when they have completed their provisional period. PCDC will pay 100% of employee's premium.

RETIREMENT/ANNUITY -VOYA

PCDC offers a 403B annuity plan to all employees. Enrollment in this plan is voluntary. Employees may contribute a designated amount through payroll deduction (pre-tax). Following the completion of one year of service, PCDC will make a matching contribution of \$.50 for each dollar the employee contributes, up to 6% of the employee's gross salary. Employees may enroll in this plan at any time. For more information, please contact Human Resources Office

WELLNESS MEMBERSHIP

Employees of the Parent-Child Development Corporation are encouraged to pursue a healthy lifestyle. PCDC recognizes that the overall health of an employee can affect their productivity, attendance, and health insurance costs.

In order to promote healthy life choices, PCDC will implement an employee wellness plan. This plan may include, but is not limited to the following:

- reimbursement to employee of 50% of wellness memberships, i.e. Riverside Wellness, Curves, YMCA, etc.; not to exceed \$25 per month.
- the provision of exercise equipment in the Head Start office, which staff may utilize during lunch breaks and before/after work hours;
- a walking club, encouraging walking as an effective means of exercise with incentives for participation;
- promoting healthy nutrition choices, including serving healthy food and snacks at all PCDC sponsored activities, meetings, and training events;
- providing stress management workshops during the year for staff;
- a resource library of health-related books, magazines, videos and CD's;
- a monthly newsletter with health and wellness articles and information;
- resources and referral information for counseling.

COBRA

Under federal law, the Comprehensive Omnibus Budget Reconciliation Act (COBRA), employees may be eligible for extension of their health, dental, and life insurance benefits at group rates under certain circumstances, such as termination or reduction in hours worked. The premium for the continuation benefits would be paid entirely by the employee. Following separation from employment, employees will receive a COBRA information packet from the agency's benefits administrator.



This document is to acknowledge I have received, and read **Parent Child Development Corporation** employee handbook.

Employee Name (Printed)

Employee Signature

Date

cc: Personnel File