



EMPLOYEE HANDBOOK

2024 – 2025 PROGRAM YEAR

Business Operations

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INTRODUCTION

Whether you have just joined our staff or have been at Regina Coeli Child Development Center for a while, we are confident that you will find our company a dynamic and rewarding place to work, and we look forward to a productive and successful association. We consider the employees of Regina Coeli Child Development Center to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Business Operations department. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will do our best to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Regina Coeli Child Development Center employees and others affiliated with Regina Coeli Child Development Center whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Regina Coeli Child Development Center, and I understand that I should consult my supervisor or Business Operations regarding any questions not answered in the handbook. I have entered into my employment relationship with Regina Coeli Child Development Center voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Regina Coeli Child Development Center can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that no one, including the Executive Director, manager, supervisor or representative of Regina Coeli Child Development Center has any authority to enter into any agreement for employment other than at will.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Regina Coeli Child Development Center. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Regina Coeli Child Development Center, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Regina Coeli Child Development Center Board of Directors, in concert with the Policy Council, has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Regina Coeli Child Development Center is employment at will, which may be terminated at the will of either Regina Coeli Child Development Center or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Regina Coeli Child Development Center or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

The Personnel Handbook is reviewed with all staff annually with signed acknowledgement done via Netchex.

Adopting and Amending Policies

It is the responsibility of the Executive Director to administer the Personnel Policies and Procedures and to review them annually in order to make recommendations for changes to the Regina Coeli Board of Directors and Policy Council.

Recommendations for change to the Employee Handbook should be directed to the Director of Business Operations. Employees making suggestions for changes/additions to this manual are required to submit their suggestion in writing, including their name and position so the administration can discuss the suggestion as needed with the employee. Employee suggestions should be delivered to Business Operations to be presented to RCCDC Personnel Committee.

Code of Ethics

Regina Coeli Child Development Center is committed to providing an environment conducive to open communication regarding the organization's business practices and to protecting all employees, volunteers, and families from unlawful retaliation and discrimination for their properly disclosing or reporting of illegal or unethical conduct. Therefore, it is important that all staff, consultants and volunteers are properly trained to ensure that they abide by the program's standards of conduct as outlined in the Federal Performance Standards 45 CFR) 1302.90 (c)(1)(i-v) and Personnel policies as outlined in the Employee Handbook. All employees and volunteers are expected to govern their conduct and behavior in a manner consistent with the guidelines set out herein:

1. I will respect and promote the unique identity of each child, family and staff member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I will follow program confidentiality policies concerning information about children, families, and other staff members.
3. No child will be left alone or unsupervised while under my care.
4. I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve restraining (excluding Handle with Care holds for those trained in HWC), isolation, the use of food as punishment or reward, or the denial of basic needs. Regina Coeli has a zero-tolerance policy for mistreatment or abuse of children in our care.
5. I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
6. I will not engage in any conduct or behavior that compromises the safety and/or well-being of children, families, or staff.
7. I will ensure that I am not left alone with a child or a group of children.

If a violation of the above Code of Ethics is witnessed by any employee or third party, it must be reported immediately to the supervisor or contact Business Operations directly via phone (985)318-8800 ext. 0 or in writing. If reported to the supervisor, the supervisor shall contact Business Operations for assistance. All findings will be kept in secured files to be maintained by Business Operations.

All reports will be taken seriously and addressed promptly, discreetly, and professionally. Reports may be submitted anonymously or the person submitting the report may request to remain anonymous. Discussions and documentation regarding reports will be kept in strict confidence to the extent appropriate or permitted by policy or law. All findings of merit will be reported to the Policy Council and Board of Directors to address further investigations or action needed to protect the organization or individuals from further harm.

This Code of Ethics will be reviewed with all staff semi-annually.

This manual has been adopted by the Board of Directors and approved by the Policy Council of the Regina Coeli Child Development Center. The Board of Directors of Regina Coeli Child Development Center reserves the right to adopt, amend and delete any policy herein at any time and without notice in the best interest of Regina Coeli Child Development Center.

DIVERSITY

Equal Employment Opportunity Statement

Regina Coeli Child Development Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Regina Coeli Child Development Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to, but is not limited to, the following terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Regina Coeli Child Development Center expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Regina Coeli Child Development Center employees to perform their expected job duties is not tolerated.

An employee who may have a question about any type of discrimination at work should speak with his/her supervisor immediately in order to initiate an investigation and resolve the issue. If the Supervisor cannot resolve the issue, the employee should contact the Business Operations Department for assistance.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Regina Coeli Child Development Center to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Regina Coeli Child Development Center. Contact the Business Operations department with any questions or requests for accommodation.

USDA Nondiscrimination Policy

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that

administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax: (833) 256-1665 or (202) 690-7442;
email: program.intake@usda.gov

This institution is an equal opportunity provider.

Anti-Harassment Policy

Regina Coeli Child Development Center recognizes that all employees should have the opportunity to work in an environment free from all forms of discrimination, including sexual harassment or harassment based on the race, color, religion, national origin, age, or special disabilities of the employee. Sexually offensive speech and conduct are wholly inappropriate to the employment relationships and necessarily lowers morale, but more basically, it is illegal. Therefore, the agency will treat sexual harassment and other illegal harassment as any other form of serious employee misconduct- it will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Regina Coeli Child Development Center (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by any policy or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor. However, if an employee is not comfortable reporting an incident to the supervisor, it may be reported to any supervisor in the chain of command, the Director of Business Operations or the Department Director. Reports of harassment against the Executive Director shall be made to the Board President. Details of the report of harassment shall be made in writing and signed by the employee making the report.

When possible, Regina Coeli Child Development Center encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Regina Coeli Child Development Center recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Regina Coeli Child Development Center encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the Director of Business Operations or the Department Director. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Results of any investigation will be given to the Personnel Committee as to whether the Harassment/Sexual Harassment Policy has been violated. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

EMPLOYMENT

Regina Coeli Child Development Center strives to employ people who are the best qualified to meet the needs of the agency. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievement, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will encourage you to remain with the program. Likewise, the employer may discharge an employee at will with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and signed by an authorized executive of Regina Coeli Child Development Center.

Period of Employment

The period of employment for each employee is one program/grant year which ends May 31 of each year. Rehiring from one grant year to the next is not automatic. No employee of Regina Coeli Child Development Center shall earn tenure or have a contract for employment, either written or implied.

Job Description

Regina Coeli Child Development Center maintains job descriptions for all positions within the organization. Each job description outlines the following: job requirements as related to education, experience, and abilities needed to perform the job; the nature of work and time required by the position; specific job duties and responsibilities; job classification as related to compensation.

Job descriptions are used to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

It is the responsibility of the Business Operations Department to develop new job descriptions and make needed revisions with input from management staff members.

Employee Recruitment, Screening, and Selection

Recruitment

All position vacancies shall be posted on RCCDC's application website.

All applicants, including current employees, must complete an agency application online, submit proof of qualifications and complete and/or submit all other necessary paperwork.

Each applicant will be given a copy of the job description for the position for which she/he is applying.

The Business Operations Department will do the following:

- Check all applications for completeness and qualifications for the position being sought, with particular attention given to the applicant's education, related experience, and prior involvement with Head Start as a parent volunteer or employee.
- Determine qualification of applicants based on completeness of applications, education, credentials, related experience.

Interviews

The hiring supervisor will select Candidates for an interview from the applications received for the position. Candidates may be interviewed by a team composed of:

- A parent, member of Policy Council and/or member of the Board of Directors (member of Board of Directors required for Key Positions).

- The Supervisor of the position being hired.
- The Content Area Manager of the position being hired.
- The applicable Department Director and/or Executive Director.
- Business Operations personnel.

Positions deemed for internal candidates only will be clearly identified in the job position narrative.

Regular appointments must go thru the panel interview process for selection and appointment. Temporary appointments can be selected from qualified candidates by the supervisor.

All temporary and regular appointments for Administrative Team level positions will follow the panel interview process.

An employee working in a temporary assignment may be considered for a regular appointment in the same position and same center if the employee has demonstrated to the supervisor the required abilities, skills, and knowledge. The supervisor, content area manager and/or a parent or member of the Policy Council/Board will interview the employee. This policy is not a guarantee that a current employee (or parent) will be promoted/transferred or hired to fill the vacant position. -

Selection

Upon making the final decision, the Supervisor will complete a written recommendation to the Business Operations Supervisor. Director of Business Operations will provide a list of those recommended for employment to the Board of Directors and Policy Council for review.

For the position of Executive Director, the Board of Directors will form a search committee which may include Board, Policy, and staff representatives as deemed appropriate by the Board of Directors. The Board President must notify the ACF Regional Office of the vacancy. The Board of Directors shall spell out timelines and procedures for the advertising, recruiting and selection for the position. The search committee will make a recommendation for appointment of the Executive Director to the Board of Directors and Policy Council for approval. For key positions including Executive Director, Head Start Director, EHS Director, and Director of Business Operations, information regarding the qualifications and the criteria for selection of the candidate must be submitted to the ACF Regional Office.

Regina Coeli Child Development Center strives to employ persons who are the best qualified to fill the needs of the agency and will make every attempt to hire the best-qualified applicant in accordance with the qualifications and essential job functions listed on the job descriptions. It is incumbent on the Business Operations Department and each Supervisor to meet this goal. It is the responsibility of the Director of Business Operations to ensure that recruitment, selection and hiring processes follow internal policy, performance standard requirements and local, state, and federal laws.

Should applicants for a position be equally qualified with regard to education, experience, and other relevant qualifications relating to the position as outlined in the job description, preference in hiring will be given to Head Start staff and Head Start parents in the following order: (1) current staff, (2) current parent, (3) former staff, or (4) former parent. This does not imply that staff or parents will automatically be hired, but it means they will be given preference if equally qualified when considering education, credentials, experience, and references.

All job offers are contingent on successful completion of Child Care Criminal Background Check, physical, TB test, verification of 3 references and acceptable driving record (if applicable).

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employee employment status and benefit eligibility. These classifications do not guarantee employment for any

specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Regina Coeli Child Development Center.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and will be eligible for overtime in accordance with the FLSA.

Exempt employees are generally director and supervisor level who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Regina Coeli Child Development Center has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the assigned full-time schedule of 35-40 hours per week, based on the needs of the program. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Temporary:** Employees who are hired as interim replacements exceeding 2 weeks to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Substitute:** A person employed for a daily and/or weekly period to fill a vacancy created by the absence of an Employee. Substitutes will not be eligible to participate in Regina Coeli Benefits.

AND

- **Full Year Employee:** A person who is employed for [52] weeks per year.
- **Part-Year Employee:** A person who is employed for less than [52] weeks per year.

Trial Period

An employee will serve a 90-working days trial period of employment when initially hired or placed in a new position. During the trial period, Regina Coeli Child Development Center will evaluate the employee's performance to determine if she or he meets the standards set by Regina Coeli Child Development Center

Employees in the initial trial period shall not be eligible to use paid sick leave, vacation, personal, or any other form of paid absence excluding designated holidays.

The trial period may be extended up to 90 days, in consultation with the Director of Business Operations and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's trial period, the supervisor must submit a performance appraisal and the reason for extension and the length of extension that is recommended. The employee will also be given a performance improvement plan that will consist of detailed objectives and a timeline. Requests for extension cannot be submitted after the trial period concludes.

Upon successful completion of the trial period, the supervisor will recommend retention of the employee. A completed evaluation performance form must accompany the recommendation. Upon receipt of documentation, the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees of the same classification.

Should the employee not be recommended for regular status, the employee would be terminated no later than the last day of the provisional period or any extension thereof.

Employment may be terminated at any time during the provisional period with or without cause with Business Operations' approval. Unsuccessful completion of the provisional period is not open to the Employee Grievance Policy and Procedures.

The employee must provide all employment documentation required prior to receiving regular employment status.

Transfers/Promotions/Demotions

When a job opening becomes available within the RCCDC organization, a current employee may submit an application. All applicants must complete an agency application online, submit proof of qualifications and complete and/or submit all other necessary paperwork This policy is not a guarantee that a current employee will be promoted or hired to fill the vacant position.

Employees will be assigned to a position for which they are qualified, based on the needs of the agency and in an effort to provide services of the highest quality and efficiency, and to maintain compliance with Louisiana Early Learning Center Licensing Regulations and Head Start Performance Standards. Regina Coeli Child Development Center will make Employee Assignments in its sole discretion. An employee's assignment includes, position, pay, scheduled hours and location.

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, Regina Coeli Child Development Center reserves the right to change an employee's assignment at any time in order to meet the needs of the agency and to maintain compliance with Louisiana Early Learning Center Licensing Regulations and Head Start Performance Standards. Employees will be required to work overtime, or alternate schedules as assigned by a Supervisor, Department Director, Executive Director and/or Owner. Employees will be given as much notice as possible when a change must be made to the normal work schedule. Head Start promotes continuity of care for the children and families whenever possible. Changes to the classroom that may have an impact on the program will be made at the discretion of Regina Coeli management.

Employees who refuse re-assignment will be subject to disciplinary action up to and including termination.

Lateral Transfers

When a job opening becomes available within the RCCDC organization, a current employee may request a transfer to fill the position either in the same position at another RCCDC location or for a similar position within his/her own center and which is classified at the same level of pay in the compensation plan. This is considered a lateral transfer and should only be considered when the employee meets the requirements for the new position.

The Director of Business Operations and/or Business Operations Supervisor will communicate, in writing, all lateral transfer requests to both the current supervisor and the potential supervisor prior to any transfer approval. The current employee must have a favorable recommendation for the transfer from the current Supervisor. If the current Supervisor recommends the employee for the transfer, the appointment may be treated as a transfer and the regular Recruitment, Interview, and Selection processes outlined above will be waived. If more than one employee submits, an application to transfer to the same position the receiving Supervisor will conduct interviews with all internal candidates. Lateral transfers and interviews are not guaranteed.

Employees will be allowed to transfer once within each program year; however, if the position the employee is requesting would provide a salary increase, then the employee will be allowed to apply for the new position.

Demotion

Employees may be demoted to a position of lesser responsibility and salary by either voluntary or involuntary action.

Voluntary demotion: occurs at the request of the employee when the employee meets the job description qualifications.

Involuntary demotions: an action taken by management that is in the best interest of the agency, program and employee.

Requests for demotions, when there is a job opening, must be submitted to Business Operations with recommendation by the current supervisor. Requests are completed online by completing an agency application online, submit proof of qualifications and complete and/or submit all other necessary paperwork.

Involuntary demotions must be substantiated by documented, pertinent factual data showing evidence of incompetence in the performance of the assigned task. Supervisors should first work with the employee in question to ensure that he/she has received all the possible training that he/she needs in order for him/her to perform his/her assigned job before they consider demotion. Involuntary demotion should be considered an adverse action, and is appealable, if not agreed upon by the employee. As in all cases, the regular status employee has the right to appeal under the Employee Grievance Procedures.

Promotion within Same Position

When an employee has obtained the required credential to move from one level to another in the same position, a request must be submitted in writing to the Business Operations Department. The request must be accompanied by an official copy of a college transcript, a CDA credential, or some other official document supporting the credential used as the basis for promotion and a payroll data form.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

•**Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Employees are encouraged to give 10 working day notice of the intent to resign. Notice must be given in writing to

the supervisor. Employees may not be absent from work for any reason during the notice period. Neither paid holidays nor leave days are counted or defined as working days in relation to this policy.

Employees who give the 10 **working** day notice, return all agency property in their possession, are not absent from work during the notice period and participate constructively in the exit interview will be entitled to payment of accumulated vacation and personal leave time.

Employees who fail to meet the above requirements will forfeit payment of any accrued leave time. Employees who resign and use leave time more than their accrued leave will have their last pay docked for the amount of un-accrued leave.

•**Retirement:** Employees who wish to retire are required to notify their supervisor and the Business Operations department in writing at least one (1) month before the planned retirement date.

It is the practice of Regina Coeli Child Development Center to give special recognition to employees at the time of their retirement. Employees who have been employed with Regina Coeli Child Development Center for twenty-five (25) years or who have reached the age of 62 will be paid for any unused leave (vacation, personal and/or up to 240 hours of sick leave) upon retirement from RCCDC.

•**Job abandonment:** Any employee absent from his/her place of work for one day without approval for such absence is deemed to have vacated his/her position and shall be considered to have abandoned their job unless a leave request is subsequently determined to be applicable and is granted in accordance with RCCDC's Leave of Absence Policies. Employees who are separated due to job abandonment are ineligible for rehire. Job abandonment is considered resignation without notice.

•**Termination** with or without cause: Employees of Regina Coeli Child Development Center are employed on an at-will basis, and the company retains the right to terminate an employee at any time. RCCDC employees may be terminated without cause when it becomes necessary due to shortage of funds, the abolition of a job/position, material changes in the program, or other related reasons and causes which are outside the employee's control and which do not reflect on the service of the employee. Employees shall be notified in writing of such termination, spelling out the applicable circumstances.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

Health insurance coverage terminates on the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided after the termination has been processed through payroll. An employee is required to pay their share of the dependent health and dental premiums through the end of the month.

Reemployment

Former employees who left Regina Coeli Child Development Center in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Business Operations Department thru the online application portal, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

After successfully completing 90 days, the employee can request in writing to receive credit for past years of service in a regular appointed position. Past years of service will only affect vacation accruals and 401K vesting. Compensation is based on most recent rehire date.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for reemployment.

Employment References

It is the policy of Regina Coeli to provide limited reference information on current or former RCCDC employees to prospective employers including dates of employment and job position. Only the Business Operations department will provide reference information. Anyone outside Business Operations who provides reference information will face disciplinary action up to termination.

If a former or current employee is required to provide a prospective employer with additional reference information, the employer must submit the request in writing and include a consent form signed by the current or former employee.

If you are asked to provide a reference in a personal capacity (e.g., as a friend) you must make it clear that the information given is based on your personal opinion and not as an employee of Regina Coeli. Under no circumstances is Regina Coeli letterhead to be used for personal references.

Nepotism, Employment of Relatives and Personal Relationships

Regina Coeli Child Development Center seeks to ensure agency practices do not create situations such as conflict of interest or favoritism. This extends to practices involving employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Stepchild	Grandmother
Brother	Stepparent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Any person residing in the employee's immediate household		

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position over the other party, that person is required to inform management and Business Operations of the relationship immediately.

Regina Coeli Child Development Center reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

No person shall be employed while she, he, or a member of her or his immediate family serves on the Board of Directors or Policy Council.

Driving Record Checks

New Employees

Regina Coeli will check the motor vehicle records of any job applicant when driving is an essential job function or when a rental car may be needed for business travel purposes. The applicant's job offer is contingent on satisfactory eligibility by our insurance company. The motor vehicle record check will include a review of all states listed on the individual's employment application.

If the applicant does not have a valid driver's license or has a driving record that falls at or below the criteria required by our insurance carrier the applicant will not be hired for positions where driving is an essential job function.

Current Employees

Regina Coeli's insurance carrier will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for business travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a company vehicle or drive on Regina Coeli business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

If an existing employee has a valid driver's license but the employee's driving record falls at or below the criteria required by our insurance carrier, the employee will be placed on probationary status and will be subject to the requirements of that status until the end of the probation. If a subsequent periodic motor vehicle record check reveals further violations, Regina Coeli will review the specific circumstances and determine appropriate action.

Job categories requiring motor vehicle record check as required by our insurance carrier are:

All staff assigned to Grantee
Family Advocates
Center Managers
Assistant Center Managers
Center Manager Assistants/Site Supervisors
Bus Drivers
Food Service Managers
Food Service Assistant/Techs who drive RCCDC vans

Child Care Criminal Background Checks

Federal performance standards (45 CFR Chapter XIII, Subchapter B, Subpart I, 1302.90 b) and Louisiana licensing regulations (CCDF Bulletin 137, Chapter 18) mandates Regina Coeli Child Development Center to obtain a fingerprint-based Child Care Criminal Background Check (CCCBC) determination on all employees from the Louisiana Department of Education prior to employment and every 5 years thereafter.

Ongoing employment and/or any offer of employment is contingent on a Determination of CCCBC Eligibility by the Louisiana Department of Education.

The Louisiana Department of Education shall determine a person is either eligible, provisional, or ineligible for childcare purposes.

New Employees:

1. Prior to employment Regina Coeli will request a determination of eligibility from Louisiana Department of Education.
2. Any offers of employment are contingent on receiving an eligible for employment determination.

3. Any person receiving an ineligible for employment determination cannot be considered for employment with Regina Coeli.
4. Any person receiving a provisional determination will fall under the Regina Coeli's CCCBC monitoring guidelines.
5. It is the responsibility of the employee to comply in a timely manner with all instructions from the Department of Education to clear their provisional determination.

Current Employees:

1. Every five years from initial CCCBC, determination Regina Coeli will request a new determination for current employees.
2. Any employee receiving an ineligible for childcare determination will be immediately placed on administrative leave without pay and recommended for termination. (CCDF Bulletin 137, Chapter 18, 1819 A).
3. It is the responsibility of the employee to inform the immediate supervisor or the Business Operations Director of any of the following:
 - o final conviction or a plea of nolo contendere to any of the crimes listed in R.S. 15:587.1(C), or those of a jurisdiction other than Louisiana which would constitute a crime under the provisions cited in R.S. 15:587.1(C);
 - o becoming registered or required to register on the Louisiana sex offender and child predator registry, any other state sex offender registry, or the national sex offender registry; or
 - o having name recorded on the Louisiana state central registry of child abuse and neglect or any other state registry of child abuse and neglect.
4. It is the responsibility of the Center Manager to provide written notice to the licensing division within 24 hours of notice of any occurrence under statement 2 or 3 written above.

Monitoring Guidelines:

A provisionally-employed staff member may be counted in the child to staff ratios but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
- b. The center must designate a monitor for each provisionally-employed staff member present at the center.
- c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
- d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able to intervene at any time if intervention is needed.
- e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
- f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
- g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
- h. The center shall have a log or other written documentation of the monitoring of provisionally employed staff members identifying each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

Regina Coeli Child Development Center also reserves the right to conduct a background check and mvr check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Immigration Law Compliance

Regina Coeli Child Development Center employs applicants who are United States citizens or who are aliens legally authorized to work in the United States. In accordance with the Immigration Reform and Control Act of 1986, every new employee at RCCDC is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

Employee Physical Examination

Federal performance standards require all employees at Regina Coeli Child Development Center obtain a physical examination and tuberculosis (TB) screening prior to employment. The offer of employment is contingent upon receipt of the completed Physical Examination Document in which a licensed health care provider indicates fitness for duty. The licensed health care provider may not be an immediate family member of the employee as defined by the Nepotism Policy. Proof of TB vaccination may be accepted in lieu of a TB screening.

As a condition of continued employment, all employees, other than bus drivers, are required to obtain a Physical Examination upon hiring and every three years thereafter. Bus Drivers will be required to obtain an annual physical examination meeting specific requirements for the job of driver. Bus Drivers will also be required to pass a drug and alcohol screen prior to acceptance for employment.

Employees may be required to submit additional Physical Examination/Certifications as needed to reasonably accommodate an employee's disability or to determine eligibility for leave or to return to work from any medical/disability leave.

The position description with the essential job functions is a critical part of the Physical Examination. A copy of the position description is attached to the Physical Examination and/or Fit for Duty Form, which must be reviewed and completed by the licensed health care provider at the time of examination. Detailed physical and mental abilities for each position will be listed on the job description. These essential job functions will be discussed with you at time of hire and from time to time during your employment. The Agency reserves the right to amend and change these essential job functions at any time based upon the needs of the agency. Employees will be required to execute an acknowledgment of the essential job functions prior to employment and at other times during their employment.

New employees resigning from his/her position within 90 days of employment will reimburse Regina Coeli Child Development Center the cost of the Physical Examination, TB screening and Criminal Background check through the deduction of their last paycheck.

All information about medical conditions or history is considered by Regina Coeli to be highly confidential and will be maintained as a part of the employee's medical information file, which is a part of her or his personnel record.

Employee Vaccination

All employees are encouraged to receive vaccinations as determined by the Louisiana Department of Health and Hospitals. Regina Coeli will provide either onsite access to the vaccines or a list of locations to assist employees with access to the vaccines.

All employees will be paid for time missed to receive vaccinations. For offsite vaccinations employees will consult their supervisor to schedule an appropriate time to receive vaccinations.

Training and Professional Development

Regina Coeli Child Development Center will provide opportunities for employees to participate through supervision, in-service training, employee meetings, and attendance at special training programs, conferences, and workshops.

All Employees attending training outside of Regina Coeli are required to complete a Request to Fund Training Form. Training and Technical Assistance (T&TA) funds are available to assist employees who are pursuing the required degrees or credentials. T & TA funds are limited, and the Business Operations will make priorities and approval of funding request.

Employee training opportunities generally fall into three categories: new employee training, annual training for all employees, and continuing education and training for approved employees. The Business Operations Department is responsible for the planning, implementation, and monitoring of training opportunities.

Any employee who does not complete the required number of training/professional development hours as required by Head Start Performance Standards and Louisiana Early Learning Center Licensing Regulations will be subject to disciplinary action up to and including termination.

Onboarding

All new employees, including substitutes, are required to receive training prior to beginning employment. Regina Coeli Child Development Center has a 7-day Onboarding process for all New Hire employees. The schedule is as follows:

- Day 1-3 are conducted by the Business Operations Department. During this time, RCCDC policies and procedures are reviewed and discussed. Mandated Trainings are also completed such as Mandated Reporter, Louisiana Believes Modules and CPR/FA.
- Day 4-5 are Job Specific Training days completed with the Content Area Specialists including any training required prior to assuming responsibility for a group of children. Staff members responsible for transporting children will receive specific transportation training on these days.
- Day 6 is designated as a Peer Training day with a current staff member who has experience in that job role.
- Day 7 new staff report to their work location to complete a Center Orientation with their supervisor as well as shadowing in their job role.

Any current staff member and subs moving to a new position will begin attending on Day 4 of this plans. New site managers will continue to receive training and support through our Onboarding Assistance Plan for 90 days. Regular center volunteers will follow the same orientation as new staff employees. Any special visitors (ie firefighters, librarians, etc) will be accompanied by a paid staff member at all times. Therapists and other service providers receive an orientation at the center level.

Annual Training

All employees must receive annual training. Center Managers and Site Managers are responsible for conducting and documenting the following annual training: center policies and practices, health and safety procedures, emergency and evacuation plan, supervision of children, discipline policy, individual needs of children enrolled, current Louisiana Early Learning Center Licensing Regulations, recruitment policy, driver policy, and confidentiality of information regarding children and their families.

Supervisors are responsible for conducting and documenting annual training on detecting and reporting child abuse and neglect, personnel policies and procedures, standards of conduct, and diversity/tolerance training on job descriptions and duties.

The staff person conducting and coordinating the training is responsible for documenting the training including providing agendas, training topics, and sign-in sheets for all staff in attendance. This information must be forwarded to the Business Operations Department.

Continuing Education and Training

Employees will have the opportunity to attend additional training throughout the program year. Some training will be mandatory, whereas other training will be optional to address the needs and career development plans of individual employees.

Required Clock Hours of Continuing Education and Training

All employees are required to complete at least 15 clock hours of training each program year in job-related subject areas. Food service employees will receive at least 3 clock hours of Child Adult Care Food Program training and custodians will receive at least 3 clock hours of training each program year in job-related subject areas. All substitutes and volunteers who work more than ten days in a program year are required to receive 15 clock hours of training.

Training in CPR and Pediatric First Aid

Supervisors are responsible for assuring that 100% of the employees (including substitutes) at each center have current infant/child/adult CPR and pediatric first aid certification. All supervisors are responsible for ensuring that staff that visit a center have current infant/child/adult CPR and pediatric first aid certification.

Training Records

Center Managers will keep a record of each employee's training and educational activities attended at each center. The employee, licensing agents, Federal Head Start reviewers, or others having an allowed interest in employee training hours may review training records. The Training coordinator will maintain an electronic copy of training records at the Grantee office.

Professional Development Meetings

A professional development (PD) meeting gives individual employees and their supervisor an opportunity to review performance, work content, and reflect on what has been achieved during the past year to establish and set future professional goals. It is also the time an employee can agree on goals, and any learning and development requirements which may help meet these goals.

The PD meeting system is designed to:

- Be a positive process.
- Raise the quality of services provided by motivating.
- Increase job satisfaction.
- Identify appropriate training and development requirements.

RCCDC recognizes that employees perform most effectively when they have clear expectations of their job role and purpose.

The process aims to ensure that employees:

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.
- Receive continuous feedback which aims to improve and develop performance and recognize their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

Timing: Ongoing – completed at a minimum of twice per year (mid year and end of year)

Career Development Plans

In accordance with the Head Start Act of 2007, every employee who provides direct services to children will create a Career Development Plan. The plan will be developed and/or reviewed semi annually during

the professional development meeting process, with both the employee and the Supervisor giving input into the plan. The plans will identify staff training and professional development needs and assist each staff member in improving his or her skills and professional competencies.

Career Development Plans will be regularly evaluated for their impact on employee effectiveness. RCCDC and the employee will implement the plan to the extent feasible and practicable.

For RCCDC purposes, employees who provide direct services to children will be defined as Head Start Teachers, Early Head Start Teachers, and Teacher Assistants.

Annual Rehiring

Prior to the end of the Program year each Supervisor shall determine which employees under her/his supervision will be recommended for rehiring, based performance documentation throughout the year and the employee's ability to continue performing the job duties and responsibilities required of the position as established by the expectations of the Supervisor. On a form provided by the Business Operations Department, each employee will be notified that he/she will be: 1) rehired without condition, or 2) rehired on a clearly outlined probationary status, or 3) not rehired for the coming year.

Review of Evaluations and Recommendations

Within the last 30 days of the program year, each Supervisor will be submit a list of recommendations for rehire each employee. The Personnel Committee will review all relevant documentation presented by the Supervisor and make a decision to support or reject the recommendations based on documentation reviewed. All information reviewed shall remain confidential within the Personnel Committee.

After review and approval of the Supervisor's recommendations, the Personnel Committee will make recommendations to the Board of Directors and Policy Council as to which employees will be eligible for rehire, who will not be eligible for rehire, and who will be eligible for rehire on probationary status. The Board of Directors and Policy Council will meet in separate settings and vote to approve the recommendations of the Personnel Committee.

If the Board of Directors and Policy Council do not agree on the recommendations, the Board President shall appoint an ad hoc committee made up of three representatives from each group to review the recommendations. This committee will bring a recommendation to both bodies for approval. If after a reasonable attempt at reconciliation, the two bodies still disagree, the Board President shall implement the Impasse Procedure, which has been approved by the Board of Directors and Policy Council.

For the position of Executive Director, the RCCDC Board of Directors will assume the role of the Supervisor in this process. The Board of Directors will make the decision and recommendation to the Board of Directors and Policy Council regarding rehiring of the Executive Director based on the relevant documentation presented.

Written Notification

All employees will receive written notification of the decisions by the Business Operations Department by May 31 clearly stating the employee's status for the coming year.

Employee Progressive Discipline

POLICY:

Regina Coeli's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of Regina Coeli's progressive discipline policy and procedures. Regina Coeli reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Regina Coeli and its employees.

PROCEDURES:

Coaching/Counseling Opportunity

The intent of the coaching/counseling step is to address an issue with an employee before it becomes more serious and to work with the employee to find a solution.

- This is an opportunity for the supervisor to discuss with the employee performance or conduct that is minor in nature but nonetheless unacceptable, as well as the expectations for improvement.
- Signature of employee is not required.
- This does not need to be sent to Business Operations unless the issue escalates to a written corrective action.
- Examples:
 - Tardiness
 - Attendance
 - Failure to meet deadlines
 - Concerns noted on Monitoring Reports for the first time

Written Warning

The purpose of the written warning is to formally address an issue with an employee that has continued despite a verbal warning or that is serious enough to warrant skipping the verbal warning, with the intent of stressing the need for the employee's conduct or performance to improve.

- The written corrective action will clearly describe the deficiency in the performance or conduct and will cite the policy, licensing regulation or procedure violated.
- The supervisor should complete a written warning form outlining the reason for the disciplinary action, the corrective action required, and the consequences if improvement is not made or if additional infractions occur.
- Use Written Warning Form
- Examples:
 - Continued Tardiness
 - Failure to follow Critical Incident Guidelines
 - Failure to report important information
 - Failure to meet payroll deadline
 - Continue concerns noted on Monitoring Reports

Final Warning

When performance or conduct issues continue despite prior warnings or when immediate action is necessary due to the severity of an employee's conduct, a final warning is the next step, with a temporary suspension. The purpose of the final warning is to clearly inform the employee that the employer will not tolerate any further infractions and that the employee is being provided with a last chance to correct their performance or behavior before being terminated.

- The final warning will clearly describe the deficiency in the performance or conduct and will cite the policy, licensing regulation or procedure violated.
- The Supervisor will discuss the final warning with the employee; counsel with the employee in ways that the behavior or performance may be improved. Employees are required to sign receipt of a last chance agreement.
- Use Written Warning Form and Performance Improvement Plan
- **Performance Improvement Plan (PIP)** - The employee shall be placed on a three (3) day administrative leave without pay and a Performance Improvement Plan (PIP).
 - Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization.
 - As part of the PIP, the employee will provide 2-3 professional goals that will help progress improvement toward the performance issues.
- Examples:
 - Continued Tardiness
 - Continued violation of company policies
 - Insubordination
 - Violation of Critical Incident Guidelines
 - Violation of Child Release Procedures
 - Violation of Adult Conduct Policy

Recommendation Termination

If the employee fails to meet the expectations as described in the final warning or PIP or the violation is serious enough to warrant termination, a recommendation of termination should be initiated.

- At this point, the employee should be fully aware of their performance or conduct issue(s), and the termination decision should not come as a surprise.
- Examples:
 - Theft
 - Job Abandonment
 - Violation of Code of Ethics
 - Violation of Behavior Management Policy & Procedures
 - Violation of Responsive Care Policy & Procedures
 - Violation of Active Supervision Procedures
 -

The goal of the employee progressive discipline process is to address any issues and concerns at the lowest level to help all staff be successful in their roles.

WORKPLACE SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to report all injuries to their direct supervisor immediately. An Accident and Incident Report must be completed for each safety and health incident that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, a person assumes the responsibility of organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

It is the responsibility of each supervisor to ensure that their center and/or work environment is free of health and safety hazards.

Employee Responsibilities

While performing the outlined job duties, the employee is responsible for maintaining their personal safety in accordance with RCCDC policy. This is to ensure a safe workplace environment for the employee and those around them. The employee must:

- Maintain an awareness of their surroundings at all times.
- Only use appropriate ladders and step stools for out of reach products. Standing on chairs, tables, or other items not intended for that purpose is not allowed.
- Properly use all equipment and supplies
- Protect oneself against blood borne pathogens by means of gloves, eye shields, or any other personal protective equipment.
- Maintain a safe walking speed.
- Abide by any restrictions given to them by a physician so as not to further aggravate an existing injury.
- Abide by all traffic laws when traveling for work.

Drug and Alcohol-Free Workplace

Regina Coeli Child Development believes in and is committed to providing a safe workplace. We seek to achieve this by establishing policies promoting high standards of health and safety. In keeping with this objective, it is RCCDC's intent to maintain a drug and alcohol-free workplace and workforce.

Drug and alcohol testing of employees is a management safety tool. Employers must furnish for employees a place of employment free from recognized and unrecognized hazards that are causing or are likely to cause death or serious harm to the employees. Employees are answerable for complying with all safety and health standards issued under state, federal and local jurisdictions that apply to their actions and conduct on the job.

All employees are expected to report to work in a physical and emotional condition that allows them to perform their assigned tasks in a competent and safe manner. Therefore, the use, abuse, presence in the body or reporting to work under the influence of alcohol, drugs or other impairing substances,

including prescription medication, by an employee is strictly prohibited. These scenarios limit the ability of the user to exercise good judgment, to react properly in unexpected situations or to perform tasks safely and efficiently. They endanger not only that employee, but also coworkers, the public and property. RCCDC has implemented this policy to eliminate these problems and to achieve the policy's other purposes.

Everyone shares responsibility for maintaining a safe work environment. Employees with drug or alcohol problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. It is the responsibility of the company's supervisors to alert management and to confront employees when changes in one's performance or behavior suggest substance abuse. Coworkers should encourage anyone with a drug or alcohol problem to seek help. The goal of this policy is to provide a safe, productive, and healthful working environment for employees of RCCDC while maintaining our respect for individual privacy rights and confidentiality.

Drug and Alcohol-Free Workplace Procedure

At any time employees are on company premises or on company business/time, the following activities are strictly prohibited: the illegal use of any drug, narcotic or controlled substance; the possession, transit, transfer or purchase of illegal or unauthorized drugs; the use, abuse, presence in the body or reporting to work under the influence of drugs/alcohol or other intoxicants; the sale of illegal or unauthorized drugs or substances or drug-related paraphernalia. Any employee in violation of this policy is subject to disciplinary action, including immediate termination. Depending on the circumstances, other actions, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

Circumstances for Urine, Blood or Other Workplace Drug and Alcohol Testing

Regina Coeli Child Development reserves the right in certain circumstances to require employees, as a condition of employment and/or continued employment, to submit to urine, blood or other drug and alcohol tests to determine the presence of illegal or unauthorized drugs/alcohol or other substances prohibited by the policy. Each employee so tested will be required to provide written consent prior to testing. All urine and blood sampling will be performed with concern for each employee's personal privacy, dignity and confidentiality. A Medical Review Officer will make the final determinations of all test results. The test results will be disclosed on a need-to-know basis to administer the policy or as may be legally required. These unannounced tests may be exercised under the following situations:

For Cause/Post-Incident Testing.

When there is reasonable cause to suspect that a working employee's behavior, performance, error in judgment, accident or incident or unsafe actions are related to substance abuse; when there is an accident or near accident involving personnel in which injury to persons or damage to property has occurred or potentially could have occurred, it will be a condition of continued employment for said employee to submit to a requested drug or alcohol screening.

Post-Accident Testing.

If an employee suffers an occupational on-the-job injury requiring treatment from a doctor; causes injury to a coworker requiring treatment from a doctor; or receives injury due to the employee's failure to wear required personal protective equipment, drug and alcohol testing will be required within 24 hours of injury.

Random Testing.

All (or specified) employees are subject to routine drug and/or alcohol testing in order to prevent and detect substance abuse. As used in this Policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Regina Coeli Child Development has no discretion to waive the selection of an employee selected by this random selection method.

Post-Treatment/Counseling/Rehabilitation or Return-to-Work Testing.

A condition of reinstatement to employment upon completion of a drug and/or alcohol treatment or counseling program or any other return-to-work established procedure, will be submission to a drug-screening test.

Other testing.

Bus and Van Drivers are also required to submit to DOT drug testing as a condition of employment (pre-employment), annually, at random, and following an accident.

Notice of Grounds for Termination or Disciplinary Action for Violations of Drug Free Workplace Policy.

The company reserves the right, at any time, to inspect or search any person, place or thing on company premises to enforce this policy. Any preliminary investigation of a policy violation may require placing an employee on administrative leave without pay pending review of the surrounding circumstances, facts and final determinations of test results.

Inspections

Regina Coeli Child Development Center reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Employee Request for Help.

No employee's job will be placed in jeopardy, nor will any employee be subject to disciplinary action for voluntarily requesting help for alcohol and other drug addictions. However, a request for assistance will not excuse an employee from a policy violation immediately prior to or while an actual drug or alcohol screen, blood sample, search or inspection is being conducted on company premises or after the urine drug screen or sampling has been completed.

Failure to Comply/Refusal.

Failure to comply with the provisions of this policy, including refusal to submit to any required medical or physical examinations or tests when requested to do so, constitutes a policy violation and will be considered grounds for termination. In the event of a drug and/or alcohol screen, the employee has 4 hours upon entering the clinic to produce a sample. Failure to produce a sample within this time frame will be considered a refusal. Termination or administrative leave without pay may occur even for a first offense, except as otherwise provided in this policy.

Positive Test Results

If an employee tests positive on an initial screening test, the employee will be placed on unpaid administrative leave while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including termination.

If an employee is terminated with cause for a violation of this policy, the employee is strongly encouraged to participate in a drug or alcohol rehabilitation program. A list of Sources of Help for Drug Abuse may be found through the Employee Assistance Program. The employee will provide for any charges associated with the program. Upon successful completion of the rehabilitation, the employee may apply for reinstatement according to the procedures for reinstatement set forth in these personnel policies and procedures.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Counseling/Rehabilitation/Employee Assistance Programs.

Employees with drug/alcohol problems are encouraged to seek early assistance from an approved counseling/ rehabilitation program. Participation in an approved counseling/rehabilitation program is voluntary and completion of the program is the responsibility of the employee. Any employee participating in such a program will be expected to maintain satisfactory job performance. Confidentiality, in accordance with RCCDC's policies, will be followed regarding a rehabilitation program. If an employee must sustain treatment under a prescribed rehabilitation program, absences will be handled according to existing policies regarding disability, sick leave or leave of absence. Counseling/rehabilitation programs are to be offered to the employees at their own expense.

Crimes Involving Drugs

Regina Coeli Child Development Center prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Tobacco-Free Policy

Purpose

Regina Coeli Child Development Center recognizes the hazards caused by tobacco use on the health of our children, families and staff; we shall implement the following policy to provide a tobacco-free environment for all employees and visitors on any property owned, leased, or operated by Regina Coeli.

Policy

Tobacco use is prohibited on all property owned, leased, or operated by, including parking lots of Regina Coeli. This policy covers any vehicles owned or leased by the Regina Coeli and is inclusive of the interior and exterior of the vehicle. The policy is applicable to all employees on Regina Coeli property whether they are employees of the Regina Coeli or other agencies, visitors, volunteers, vendors, and contractors. The policy applies use of tobacco products including smoking of cigarettes, cigars, pipes or the use of chewing or spit tobacco, electronic smoking devices (i.e., e-cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking.

Accountability

Employee

It is the shared responsibility of employees to enforce the tobacco-free environment by encouraging colleagues, visitors, and others to comply with the policy. Employees should communicate the policy with visitors with courtesy and respect. Should the employee encounter difficulty with enforcing this policy, they should contact their supervisor.

Supervisors

Supervisors are responsible for implementing and enforcing a tobacco-free environment among employees. This includes ensuring employees are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

General Policy Provisions

Employees and visitors shall be notified of the policy through signs posted throughout all property owned, operated, or leased by. Employees who violate the Regina Coeli Child Development Center tobacco-free policy may be referred to the Louisiana Quit-Line (1-800-QuitNow), which is a free counseling service for tobacco cessation.

Workplace Bullying

Regina Coeli Child Development Center defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when netting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Regina Coeli Child Development Center considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Regina Coeli Child Development Center resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Regina Coeli Child Development Center treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Business Operations, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Business Operations department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Regina Coeli Child Development Center will not retaliate against employees making good-faith reports. Regina Coeli Child Development Center is committed to supporting victims of intimate partner violence by providing referrals to Regina Coeli Child Development Center’s employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Regina Coeli Child Development Center will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Regina Coeli Child Development Center will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Regina

Coeli Child Development Center may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Regina Coeli Child Development Center encourages employees to bring their disputes to the attention of their supervisors or Business Operations before the situation escalates. Regina Coeli Child Development Center will not discipline employees for raising such concerns.

Employee Assistance Program (EAP)

RCCDC maintains an Employee Assistance Program that provides help to employees and their families who suffer from drug/alcohol abuse. Each employee is responsible for seeking assistance from the EAP before such problems lead to disciplinary actions. If a violation of this policy occurs by an employee and he/she then voluntarily seeks EAP help, the use of the EAP will not necessarily lessen disciplinary action. Use of the EAP after a violation may have no bearing on the determination of appropriate disciplinary action.

An employee's decision to seek prior assistance from the EAP shall not be used as the basis for disciplinary action. All information regarding the use of illegal/unauthorized drugs by an employee obtained in the EAP shall be strictly confidential. Such information shall not form the basis of any investigation or inquiry into violations of this policy. However, using the EAP will not be a defense to imposition of disciplinary actions where facts constituting a violation of this policy are obtained outside of the EAP. As such, the purposes and practices of this policy and the EAP are not in conflict but are distinctly separate in their applications.

RCCDC, through the EAP, may provide appropriate assessment, referral to treatment and treatment of drug/alcohol abuse subject to the provision of RCCDC's health insurance plan.

Staff Mental Health Policy

Policy:

It is the goal of RCCDC to offer support and resources to prevent and address mental health issues among the employees. The purpose of this policy is to support employees and create a healthy and happy workplace.

According to Head Start Performance Standards: 1302.93 Staff health and wellness.

“(b) A program must make mental health and wellness information available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.”

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g., hereditary, family conflicts, general health.). However, there are also work-related reasons for mental health concerns.

To every extent possible, the leadership of RCCDC will work to recognize and address cases of workplace pressures that contribute to mental health issues.

Internal Policies

The following policies are designed to prevent or respond to employee distress:

- Workplace Bullying
- Violence in the workplace
- Paid and unpaid leave
- Anti-Harassment Policy and Complaint Procedure
- Drug and Alcohol-Free Workplace
- Counseling/Rehabilitation/Employee Assistance Programs
- Employee Grievance

This list is not exhaustive. These policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All supervisors and Business Operations must ensure the employees adhere to these policies.

Employee Assistance Program (EAP)

In addition, a voluntary Employee Assistance Program (EAP) is available. The EAP may provide appropriate assessment, referral to treatment and treatment of drug/alcohol abuse subject to the provision of RCCDC's health insurance plan.

Insurance package

RCCDC offers employees a health care insurance package that covers mental illness (treatment, counseling) and substance-use disorders. The Business Operations Department is responsible for explaining this package to employees and answering questions.

Procedures:

All employees are expected to report to work in a mental and emotional condition that allows them to maintain a safe and positive environment for children. It is the responsibility of the employee to notify their immediate supervisor if they are unable to safely care for children prior to reporting to work or immediately if conditions change during the workday.

Each supervisor is expected to check in daily with their staff to ensure the wellbeing of each staff member and their ability to safely perform their assigned tasks in a competent and safe manner.

RCCDC will raise mental health awareness and combat the stigmas associated with them by offering the following:

- **Host information sessions** for managers and employees explaining important elements of mental health.
- **Compile helpful resources.** Establish a periodic staff wellness newsletter, a repository of articles, videos and infographics about mental health, health, nutrition, and safety.
- **Provide Wellness Days** to promote positive mental health strategies and promote team building.
- **Provide Personal and Sick Leave** available to be used for mental health purposes.
- **Conduct Semi Annual Employee Wellness Surveys**
- **Provide Paid Weekly Staff Wellness time**
- **Conduct Staff Mental Health check ins**

Incidents and accidents:

Incidents or accidents at work can significantly and negatively affect the mental health and wellbeing of our staff. RCCDC will provide mental health supports to employees who are affected by critical incidents related to death, serious injury, and serious incidents.

Employee recognition and development

One way to prevent our employees from excessive stress is to recognize their work and invest in their personal growth. For this reason, we offer:

- Recognition programs
- Mentorship and coaching programs
- Professional development opportunities

Compliance with the law

It is the policy of Regina Coeli Child Development Center to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Regina Coeli Child Development Center. Contact the Business Operations department with any questions or requests for accommodation.

EMPLOYEE EXPECTATIONS

Confidentiality

Respecting the privacy of our families, children, staff, volunteers and of the Regina Coeli Child Development Center (RCCDC) itself is a basic value of Regina Coeli. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Regina Coeli may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Regina Coeli that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including termination.

Outside Employment

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Employee Attendance and Punctuality

Regular and punctual attendance is a critical aspect of every position. In order to plan for routine absences and arrange adequate cover for unscheduled absences, employees must ensure their supervisor is aware of their whereabouts.

General Expectations:

- Employees are expected to work their full, approved schedule as directed, report to work on time each day and be ready to work at the start of each shift.
- Whenever possible, employees should attempt to schedule routine medical appointments at the beginning or end of the workday, or in the manner, that causes the least disruption to company operations.

Scheduled Leave Requests:

- Requests by an employee to modify his/her schedule, to work additional hours, or to take leave with pay or other leave—including leave without pay—should be requested and approved by their supervisor in advance.
- Whenever possible, employees should submit requests for leave to their supervisor through the Netchex system at least two weeks in advance. Leave may only be taken once approval is received from the employee's supervisor. If the supervisor has not responded, it is the employee's responsibility to follow up and ensure the request has been received and approved. It is the responsibility of the supervisor to approve or deny leave requests in Netchex by the end of pay period.
- Leave with pay may be granted at the supervisor's discretion, based upon operational needs.
- Leave without pay requests will follow the Leave without Pay guidance.

Unscheduled Absences:

- Unscheduled absences, whether sickness, lateness or other reason, must be reported according to the following procedures:

- Employees must contact their supervisor no later than 1 hr. prior to their scheduled start time.
- Employees must contact their immediate supervisor. If the immediate supervisor is not available, the employee should leave a message, including a number where the employee can be reached, then continue to call or text up the chain of command. Contacting a co-worker does not meet the conditions of these procedures. If the supervisor has not responded, it is the employee's responsibility to follow up and ensure the request has been received and approved.
- For unscheduled absences of more than one day, the employee must follow these procedures for each day of absence, unless documentation has been submitted informing the employee's supervisor of the duration of absence.
- Failure to follow the procedures as set out may lead to the time being deemed as unauthorized leave without pay, and subject to discipline, up to and including termination.
- For unscheduled absences, the leave request must be entered thru the Netchex system as soon as possible but no later than the end of day upon return to work. It is the responsibility of the supervisor to approve or deny leave requests in Netchex before the end of the current pay period for that request.

Leave Verification:

- The company reserves the right to request medical verification of an employee's request for sick leave, which demonstrates the employee's incapacity to report to work or necessity to be absent.
- When an employee calls in sick after being denied vacation or personal leave for the same day(s), medical verification is always required.
- Failure to submit medical verification as directed may result in the time being deemed as unauthorized leave without pay, and subject to discipline, up to and including dismissal from employment.

Disciplinary Action:

Regina Coeli makes every effort to accommodate leave and absence requests that are submitted according to company policy and procedure. However, employees are expected to take responsibility for the appropriate use of company leave benefits. Excessive absences, tardiness, abuse of leave, failure to report or call-in pursuant to company policy will not be tolerated and may result in disciplinary action, up to and including dismissal from employment.

Supervisors have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock-in or clock-out and determine whether to count the incident as an occurrence. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Absences for certain types of job-protected leave, such as Family and Medical Leave Act (FMLA) leave or leave taken as part of an approved job accommodation, will not be counted against an employee's attendance record.

Not reporting to work and not calling to report the absence is an absence without authorized leave and may be considered job abandonment as described in "Separation of Employment".

Personal Appearance & Dress Code

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. Employee's dress should reflect an appropriate professional image to the children, families, and communities served. Modes of dress, grooming and personal cleanliness standards all contribute to that image and to the morale of co-workers. All articles of clothing must be of adequate size and should be worn in a manner that covers the employee's midriff, chest, and back while performing all required job duties. All articles of clothing must be free of rips and tears. Leggings and tights may be worn under tunic tops or skirts that are fingertip length or no more than five (5) inches above the knee. Biker shorts are not allowed.

All articles of clothing should be free of slogans, symbols, tags, marks, and advertisements (examples: beer, drugs, political statements, obscene gestures, etc). Hair bonnets, and du-rags are prohibited. No rollers allowed.

Employees should limit the use of perfumes and other fragrances as other employees and/or children may be allergic to them or may find them offensive. Any employee with a concern about scents or odors should contact his or her supervisor or the Director of Business Operations.

All employees working with children are prohibited from wearing jewelry that hangs, as it presents a safety risk to the employee as well as to the children. This includes any earphones, earbuds, fans, etc both wired and wireless.

Wearing proper footwear is a key part of accident prevention. All employees are expected to wear safe well-fitting footwear. "Flip-Flops", athletic slides or other beach-style sandals are prohibited. Wearing proper footwear is a key part of accident prevention. All employees are expected to wear safe well-fitting footwear. Staff working in the classroom must wear shoes that secure around the foot when children are present.

The following positions must abide by the shoe dress code below:

- Maintenance staff are required to wear a closed toes/closed heel steel toed shoes while in the field.
- Bus Drivers are required to wear a closed toes/closed-heel with slip resistant soles while driving
- Custodians are required to wear closed toe/closed-heel shoes with slip resistant soles while performing their custodial job duties.
- All staff entering the kitchen are required to wear closed toe/closed-heel shoes with slip resistant soles

Food service staff must abide by the following when working in the kitchen:

- Use appropriate hairnets.
- Wear a clean apron each day.
- Wear gloves while preparing food.

Failure to follow personal appearance and dress code guidelines can result in employee being asked to leave work until she/he can return properly dressed or groomed. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance.

A Regina Coeli identification badge with name, photo and department will be issued to you on your first day of employment or first day in a new position. Everyone is required to wear an ID badge in plain view at all times.

If your identification badge is lost or stolen, you must obtain a replacement. Replacement IDs are issued at a cost of \$5 for basic IDs, \$20 for Prox IDs and \$50 for Key Fobs. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to Business Operations.

Centers will be issued ID badges without a photo for use by substitutes and volunteers. These badges will remain at the center and must be checked in and out each day.

Regina Coeli Child Development Center is not responsible for damage to or loss of an employee's articles of clothing, jewelry and/or accessories.

Violation of this policy will result in disciplinary action up to and including termination.

Communication and Internet Use

Regina Coeli Child Development Center provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software, fax machines and copiers. As a condition of providing this technology, RCCDC enforces certain restrictions on its workplace use and restricts such use to company business purposes.

This policy must be followed in conjunction with other RCCDC policies governing appropriate workplace conduct and behavior. RCCDC complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of Regina Coeli Child Development Center. All messages and files created, sent, received or stored within the system should be related to company business and will remain the property of the company. Company wide distribution of e-mail or other electronic messages (announcements, bulletins, etc.) requires approval of executive management.

RCCDC reserves the right to retrieve and review any message or file composed sent or received. Although a message or file has been deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although e-mail and voice mail may use passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, all employee passwords are known to and accessible by the company even in the absence of an employee.

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Employees are not permitted to send or receive personal e-mail on Regina Coeli Child Development Center computers or e-mail accounts.
- Employees are only permitted to utilize agency computers or internet access for educational purposes.
- Employees are required to provide Internet access passwords, usernames and PINs to Regina Coeli Child Development Center for any account/website accessed on an agency computer. Passwords, usernames and PINs should be written down and submitted to their supervisor.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
- When communicating with fellow employees, professional colleagues, parents, vendors, and/or independent contractors, employees are required to be professional, courteous and respectful at all times. E-mail messages must be composed using proper grammar, complete sentences, and appropriate punctuation and must avoid the use of slang. E-mail correspondence should be signed with the employee's full name, position and agency name. For example: Respectfully, Ms. Jane Doe, Lead Teacher Bambi Room, Regina Coeli Child Development Center
- When sending electronic communication concerning a specific employee, family or child, employees must maintain strict confidentiality.

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. Regina Coeli Child Development Center routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Conflict of Interest

A conflict of interest with regard to Regina Coeli Child Development Center is defined as an activity or interest, which is inconsistent with or opposed to the legitimate best interest of Regina Coeli Child Development Center. It is the policy of Regina Coeli Child Development Center that all Board of Directors, 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 Regina Coeli Child Development Center. For the purpose of this policy, a member of an immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Stepchild	Grandmother
Brother	Stepparent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Any person residing in the employee's immediate household		

A conflict of interest occurs whenever an employee permits the prospect of direct or indirect personal gain to influence her or his judgment or action when acting on behalf of Regina Coeli Child Development Center. The following examples are representative but not inclusive of potential conflicts of interest:

- No employee, board member, officer, or agent of RCCDC shall do business with a member of her or his immediate family on behalf of Regina Coeli Child Development Center, unless the circumstances of the proposed relationship have been clearly reviewed by the Executive Director and has been deemed to have no potential or inherent conflict of interest qualities.
- All employees, board members, officers, or agents of RCCDC must deal with suppliers, contractors, customers, and all other persons doing business with Regina Coeli Child Development Center in the best interest of Regina Coeli Child Development Center without favor or preference based on personal consideration.
- No employee, board member, officer, or agent of RCCDC shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for any reason other than agency purposes.
- No employee, board member, officer, or agent of RCCDC shall deal with Regina Coeli Child Development Center or with one of Regina Coeli Child Development Center clients or suppliers as a representative of another firm or for her or his own account.
- No employee, board member, officer, or agent of RCCDC shall participate in the selection, award or administration of a contract where to her or his knowledge she, he, or her or his immediate family has a financial interest.
- No employee, board member, officer, or agent of RCCDC shall solicit, accept or offer gratuities, favors, or anything of substantial monetary value or unsolicited personal items of nominal value from other employees or persons receiving benefits or services or from contractors or potential contractors for personal gain or inherent conflict of interest. Substantial monetary or nominal value for these purposes is defined as items having a fair market value of \$25.00 or more. Unsolicited items donated by vendor or contractors which can be used by the organization shall be placed in the inventory of supplies or equipment entered in the accounting records as in-kind contributions and utilized for the benefit of RCCDC.
- An employee shall not serve on the board or a committee of Regina Coeli Child Development Center if that board or committee has authority to order personnel action

Telephone and Cell Phone Policy

Purpose

The purpose of this policy is to promote a safe and productive work environment that maintains the agency's high-quality services and ensures the safety of the children and families of Head Start and Early Head Start programs. This policy outlines the use of personal cell phones at work, the personal use of business phones (including business cell phones) and the safe use of phones by employees while driving.

Scope

This policy applies to all employees, parents, and volunteers. Supervisors are expected to serve as role models for proper compliance with the provisions below and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Telephone and Personal Cell Phones

RCCDC telephones shall be used for purposes, which benefit Head Start and Early Head Start programs/children/families. While at work, employees must exercise the same discretion in using personal cell phones as for the use of Company phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity and be distracting to others. All employees who are not traveling should be contacted at the center where they work or are scheduled to work. - Employees are asked to make personal calls during breaks and meal periods (unless meal period is during time with the children) and to ensure that friends and family members are aware of this policy.

The personal use of a cell phone is to be limited at staff-meetings, as this is a disruption and these meetings are mandated and necessary for staff development. Cellphones and other electronic devices shall not cause disruptions during meetings. All employees are expected to engage and participate in meeting and trainings.

The company assumes no liability for loss or damage to employees' personal property, including cell phones or other electronic devices carried on company equipment or left on company property. Employees assume the risk of loss or damage to cell phones or other electronic devices carried by employees during their workday.

Furthermore, if an employee has an extenuating circumstance, he/she should notify the immediate supervisor or another administrative staff of their particular situation and may request necessary accommodations. Failure to adhere to the above policies regarding personal cell phones will result in disciplinary action.

Cell Phones when Children are Present

The children will be carefully supervised by classroom/transportation staff at all times. Therefore, all staff included in the daily routine of the classroom/center/transportation will refrain from the use of personal cell phones or other electronic devices during daily hours that the children are awake and active in the Head Start and Early Head Start classroom/bus/center including outdoor learning. Furthermore, cell phones or other electronic devices must be set in silent mode and must be put away during times that the children are awake and active.

Company-provided cell phone and electronic devices

Where job or business needs demand immediate employee access, a business cell phone, or other electronic devices RCCDC will provide the device. The personal use of such equipment is not permitted. Phone records may be audited for compliance. If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their supervisor.

Failure to report such use may result in disciplinary action up to and including termination. Employees in possession of Company equipment such as cell phones or radios are expected to protect the equipment

from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

Cellphones and Driving

Employees whose job responsibilities include driving and who must use a cell phone for business use are expected to refrain from using a cell phone or other electronic device while driving. Employees will be held personally and financially responsible for all damages and litigation in the event of an accident involving company-owned equipment resulting from employee use of cell phones or other electronic devices. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

In situations where employees drive and accept phone calls, state law, as well as this policy, requires the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Any violation of this policy will be subject to disciplinary action up to and including termination.

Social Media—Acceptable Use

Regina Coeli understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

The same principles and guidelines found in our Code of Ethics and Adult Conduct Policy apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow coworkers or otherwise adversely affects Regina Coeli may result in disciplinary action up to and including termination.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Post only appropriate and respectful content

-Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

-Employees are expected to respect the privacy of co-workers, families, and vendor.

-Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

-Express only your personal opinions. Never represent yourself as a spokesperson for RCCDC. If RCCDC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of RCCDC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Regina Coeli Child Development Center."

-Children's photos will be used for the purpose to document classroom activities. RCCDC employees are not permitted to post any photos or videos of children on personal social media accounts. Occasionally, photographs will be used for social media in the form of news articles, announcements, or

the use of the company website. A permission form must be completed and signed by the parent or guardian of the child, allowing or denying photos or videos of the child to be released for publications, which could be used on the internet.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use Regina Coeli email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media contacts

Employees should not speak to the media on Regina Coeli's behalf. All media inquiries should be directed to the Executive Director.

Regina Coeli Child Development Center may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

Adult Conduct Policy

One of the primary goals of Regina Coeli Child Development Center is to teach children to recognize, understand, and accept standard rules of social conduct and behavior. A large part of this teaching occurs through the "modeling" of appropriate behaviors by adults who come in contact with the program. For adults, as well as children, some behaviors are unacceptable. The adults in our program shall have a clear understanding of what behaviors are unacceptable. They shall also be aware of the consequences for exhibiting unacceptable behaviors.

The Adult Conduct Policy applies to all staff, parents, visitors, etc. while on RCCDC properties, sponsored activities or RCCDC business.

1. Adults shall comply with all Regina Coeli Child Development Center (RCCDC) Policies.
2. Adults shall not use vulgar language while at a RCCDC facility or while participating in a RCCDC sponsored activity at or away from the center.
3. Adults shall not drink alcoholic beverages while at a RCCDC facility or while participating in a RCCDC sponsored activity away from the center, including field trips. Adults shall not appear at any RCCDC facility, or RCCDC sponsored activity, under the influence of alcoholic beverages or controlled substances. The sale or use of such substances is prohibited on RCCDC property and at RCCDC sponsored activities, including bus stops.
4. Adults shall not fight, cause injury, or take part in any acts of physical violence while at a RCCDC facility or while participating in any RCCDC sponsored activity.
5. Adults shall not threaten, belittle, or treat discourteously children, families, employees or the public while at RCCDC or while participating in a RCCDC sponsored activity, including field trips and bus stops. Adults shall not make false statements about, defame, or injure the character of another RCCDC parent, child or employee. Adults shall treat others with respect, even in times of conflict and disagreement.
6. Adults shall not use physical punishment of any form on any enrolled child while at a Head Start program or while participating in a RCCDC sponsored activity, including field trips and at bus stops.
7. Adults shall not steal anything, regardless of its value, from the RCCDC program, employees or other persons working or volunteering at the center,
8. Adults shall not falsify information on child applications or at the time of enrollment. Nor shall they falsify information on travel or any reimbursement forms.
9. Adults shall not bring weapons onto any RCCDC facility or to any RCCDC sponsored activity away from the center, including, but not exclusively, firearms and knives.
10. Adults shall dress appropriately while at the center or at center sponsored activities. Appropriate dress includes wearing shoes and clothing that is not:
 - a. offensive,
 - b. revealing,
 - c. containing profanity, or
 - d. Promoting the use of alcohol, drugs, or weapons.
11. Adults shall not engage in any sexual activity at a RCCDC facility or while participating in any RCCDC sponsored activity.

Active Supervision

According to "The Office of Head Start (OHS) ... all Head Start and Early Head Start program leaders [are to] remind staff to prioritize children's safety by providing continuous supervision...Grantee staff must ensure that "no child will be left alone or unsupervised while under their care" (45 CFR1304.52 (i)(1)(iii))" 1302.31 Teaching and the learning environment.

Keeping children safe is Regina Coeli Child Development Center's first priority. In order to provide supervision of children in RCCDC's care, staff must focus their attention and intentionally observe children so that no child is left unsupervised. Careful observations, supervision, and participation by the staff are necessary if the outdoor learning is to be a safe learning environment. The most severe accidents happen in the outdoor learning setting. All staff must make an effort to minimize the number and severity of accidents that happen to children during outdoor learning activities. This policy shall be used to ensure that all children enrolled in Head Start/ Early Head Start are supervised while in RCCDC's care.

SUPERVISION OF CHILDREN

It is essential that all staff take full responsibility for all children in the Head Start/Early Head Start classrooms through direct visual and auditory supervision, including restrooms, rest times and all classroom and outdoor activities.

MONITORING

The Active Supervision Policy will be monitored by center managers, assistant center managers, site supervisors, content managers, mentor teachers, and center support staff. Center Managers will monitor ongoing, education content managers and mentor teachers will monitor during site visits, support staff will monitor as assigned by center managers or designee. These procedures will be monitored in-person or via video recordings. **Training on this policy will be provided twice a program year.

PROCEDURES

*** All Transitions inside and outside must have a third person -support staff/ grantee managers/mentor teachers/ other assigned staff - to count and confirm and to sign the RCCDC Transition Roster.**

- Teacher/teacher assistant will implement a buddy system for the classroom (does not apply to infants)
- Staff will position themselves to see and reach children at all times.
- Staff will anticipate children's behavior and give extra support if children wander, hide, run away, or lag behind

Transition out the classroom:

- Teacher/teacher assistant will post the following on a Transition Board in their classroom, and on the outdoor learning wall
 1. Date: _____
 2. # _____ children present
 3. # _____ children with therapist, resource assistant or other staff
- The teacher will call for a 3rd person to assist with counting
- The teacher will gather children using the buddy system/walking rope (HS only)
- The teacher will call each child's name and mark the RCCDC Transition Roster
- The teacher/ teacher assistant and 3rd Person/ will physically point/touch each child as they **count and confirm aloud** with each other the number of children transitioning

- The 3rd person will sign off on the RCCDC Transition Roster
- The 3rd person will check the classroom and bathroom, open the bathroom door, check for any children, and turn bathroom lights off
- The teacher/teacher assistant and children will proceed down the hallway to their destination
- The 3rd person will be the last person to leave the room, turn classroom lights off and close the door
- The 3rd person may return to their workspace
- When the teachers and children reach their destination, the teacher will call each child's name, and mark the RCCDC Transition Roster
- Each teacher, teacher assistant will physically point/touch each child as they count and confirm aloud with each other the number of children transitioning
- The teacher will write the number of children transitioning on the Outdoor Learning Transition Board
- The children will play

Transition from Outdoor Learning:

- The teacher will contact the 3rd person/ via walkie talkie
- The teacher will gather children and prepare for transition: children will stand next to his/her buddy. (does not apply to infants)
- The teacher will call each child's name and mark the RCCDC Transition Roster
- The teacher/ teacher assistant and 3rd Person/ will physically point/touch each child as they **count and confirm aloud** with each other the number of children transitioning
- The 3rd person will sign off on the RCCDC Transition Roster
- The 3rd person will check the outdoor learning area thoroughly to ensure no child is left behind
- The teachers and children will proceed down the hallway to their destination
- The 3rd person will be the last person to leave outdoor learning
- The 3rd person may return to their workspace
- When the teachers and children reach their destination, the teacher will call each child's name, and mark the RCCDC Transition Roster
- Each teacher, teacher assistant will physically point/touch each child as they count and confirm aloud with each other the number of children
- The teacher will check the Transition Board to ensure the count is accurate
- The children may proceed to the next activity

End of the day departure:

- Preparing for departure: children will stand next to his/her buddy (does not apply to infants)
- The teacher will call child's name and mark the RCCDC Transition Roster
- The teacher/ teacher assistant, and 3rd person will physically point/touch each child as they **count aloud and confirm** with each other the number of children transitioning
- The last center staff to leave the room will check the classroom thoroughly, open bathroom doors and turn bathroom lights off, close classroom door and sign the RCCDC Visual Check of Classroom form
- **Assigned center staff will re-check** the classrooms and bathrooms to ensure no child is left behind
- Center will sign the RCCDC Visual Check of Classroom form verifying no child is left behind

AM Bus Loading & Arrival

- Morning bus loading: The Bus Monitor will check off the child's name on the Bus Daily Passenger Log after the child has boarded the bus
- Upon arrival at the center, the Bus Monitor will
 - confirm the arrival time with the receiving center staff
 - inform Center Manager or designee the number of children on the bus
 - assist children off the bus

- Car riders **will not** will not be signed-in while buses are unloading
- Teacher or Teacher Assistant will sign children in as they arrive in the classroom

PM Bus Loading & Return:

- Evening bus loading: children will stand next to his/her buddy (does not apply to infants)
- The teacher will call each child by name, and the Bus Monitor will check off the child's name on the Bus Daily Passenger Log after the child has boarded the bus
- Car riders will not be signed-out while buses are loading
- Once the bus is loaded, the Bus Monitor and the other center staff on board will count the children and confirm number with each other
- The Bus Monitor will ensure the count matches the number of children on the RCCDC Passenger Boarding Log
- Bus Return: Bus Monitor will:
 - confirm the arrival time with the receiving center staff
 - inform Center Manager or designee the number of returning children on the bus

Fire Drills

- The buddy system **will not** be use when children are exiting the classroom in an emergency, however:
- Children must be counted and confirmed before leaving the classroom.
- Roll call and a physical count must be done as soon as the teachers get to the safe place

Field Trips

- Staff must follow the Transition Policy on all fieldtrips (see RCCDC Field Trip Policy)

Responsive Caregiving

According to the OHS, observation is the first step in providing the kind of individualized, responsive care for infants and toddlers that builds relationships, supports attachment, and promotes healthy brain development. A center-based and family child care program must ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skills growth aligned with the Head Start *Early Learning Outcomes Framework: Ages Birth to Five* including children with disabilities. (1302.31 Teaching and the learning environment).

Responsive caregiving sends children the message that they are important, that their needs will be met, and their unique temperament and characteristics are respected. When a caregiver is attuned to a child and responds consistently, the child feels safe and supported.

Monitoring

The Responsive Caregiving Policy will be monitored by center managers, assistant center managers, site supervisors, content managers, mentor teachers, and center support staff. Center Managers will monitor ongoing, education content managers and mentor teachers will monitor during site visits, support staff will monitor as assigned by center managers or designee. These procedures will be monitored in-person or via video recordings. **Training on this policy will be provided twice a program year.

Strategies

KNOW YOURSELF

Staff must recognize that their feelings shape their interactions. Being aware of your feelings will help you to form relationships and respond to children individually. Staff will take a few minutes each day to take care of themselves so that they will have the focus and energy needed to give the children their full attention.

BUILDING RELATIONSHIPS

Staff will use their knowledge of child development and individual children's strengths and needs to build trusting, responsive relationships with and among children.

PROMOTING CHILDREN'S SELF-REGULATION

Staff will help young children express their feelings and regulate their behavior in acceptable and appropriate ways.

RESPONDING TO CHILDREN'S BEHAVIORS & CHALLENGING BEHAVIORS

Staff will offer strategies to manage children's behavior and inevitable challenging behaviors. (Physical aggression, temper tantrums, biting, etc.) In addition, staff will immediately respond to children's cries for help by providing verbal and or physical assistance. For example, if a child is crying, soothe him or her, if a child has fallen, assist him or her, if a child is crying for a parent, reassure him or her.

GUIDING CHILDREN'S LEARNING

Staff will help children to learn by engaging with them as they play, encouraging them to try new skills.

ADAPT DAILY ROUTINES TO MEET INDIVIDUAL NEEDS

Staff will be consistent with providing time and support for transitions. Staff will also make daily routines into learning opportunities.

OBSERVE CHILDREN CLOSELY TO HELP YOU DECIDE HOW TO RESPOND

Staff will give children their full attention. They will observe the child's facial expressions and body language. Staff will respect each child's style of interaction—some children jump into activities immediately, while others need time to watch and may need some gentle encouragement.

Child Abuse/Neglect Reporting Policy

POLICY

"As mandated reporters, staff members working for Head Start and Early Head Start programs are legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency" (ACF-IM-HS-15-04).

Staff members are required to report incidents where there is a reasonable suspicion that abuse or neglect has occurred, or there is a substantial risk that abuse or neglect may occur, in the care of a Head Start agency or outside of the program. It is not the responsibility of the staff person or the Head Start program to investigate whether abuse or neglect actually occurred, but rather to report probable incidents. Attempts by staff members to investigate reports can jeopardize the accuracy of the official investigation conducted by law enforcement and/or child protective services.

All RCCDC employees, substitutes, volunteers, Foster Grandparents and any other staff member are considered mandated reporters of child abuse and neglect in the state of Louisiana (LA CHC 603 (17)).

Definition of Abuse/Neglect:

As defined in the Louisiana Children's Code, abuse is "the infliction by the caretaker of physical or mental injury or the causing of deterioration of a child." Neglect is defined as "the failure by a caretaker to provide for a child the proper or necessary support or medical or surgical or any other care necessary for the child's well-being."

Types (taken from Louisiana Child Welfare Information Gateway):

Physical abuse is non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person who has responsibility for the child. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, by a parent and/or guardian is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

Neglect is the failure of a parent, guardian, or other caregiver to provide for a child's basic needs.

Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision)
- Medical (e.g., failure to provide necessary medical or mental health treatment)²
- Educational (e.g., failure to educate a child or attend to special education needs)
- Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs)

Sexual abuse includes activities by a parent or caregiver such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

Emotional abuse (or psychological abuse) is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, rejection, as well as withholding love, support, or guidance. Emotional abuse is often difficult to prove, and therefore, child protective services may not be able to intervene without evidence of harm or mental injury to the child.

Abandonment is now defined in many States as a form of neglect. In general, a child is considered to be abandoned when the parent's identity or whereabouts are unknown, the child has been left alone in circumstances where the child suffers serious harm, or the parent has failed to maintain contact with the child or provide reasonable support for a specified period of time. Some States have enacted laws—often called safe haven laws—that provide safe places for parents to relinquish newborn infants.

Substance abuse is an element of the definition of child abuse or neglect in many States.

Circumstances that are considered abuse or neglect in some States include the following:

- Prenatal exposure of a child to harm due to the mother's use of an illegal drug or other substance
- Manufacture of methamphetamine in the presence of a child
- Selling, distributing, or giving illegal drugs or alcohol to a child
- Use of a controlled substance by a caregiver that impairs the caregiver's ability to adequately care for the child

PROCEDURES

Making the Report:

If the alleged perpetrator resides outside of the home, a report should be made to law enforcement in the jurisdiction in which the suspected incident of abuse or neglect occurred.

If the alleged perpetrator resides within the home of the child/ren indicated in the report, the report is to be made to the Department of Children and Family Services (DCFS).

- Reporters can make non-emergent reports on the DCFS website at www.dcfslouisiana.gov.
- The following types of reports are **not** allowed through the online reporting portal, and **must** be called in to the Hotline at 1-855-4LAKIDS (1-855-452-5437):
 - o death of a child
 - o drug exposed newborn
 - o human trafficking
 - o life-threatening injuries
 - o safe haven
 - o sexual abuse with access to the alleged perpetrator in the home
 - o emergency situations requiring immediate assistance

Dual reporting (reporting to both DCFS and law enforcement) is both permissible and encouraged. If a foster child is the focus of an abuse report, the child's DCFS caseworker **must** be notified.

If a mandated reporter makes an oral report to the DCFS Hotline, the reporter **must** follow with a written report within five (5) days, which can be done through the online reporting portal.

According to Louisiana Administrative Code, Title 28, Part CLXI, Bulletin 137, Louisiana Early Learning Center Licensing Regulations, ... "an early learning center **shall not** delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and an early learning center **shall not** require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline." However, reporters can choose to call upon their Center Manager and/or appropriate content area Specialists, if desired.

All reports are to be made as quickly as possible, following the reporter becoming aware of the incident. Reports should be made within three hours after the initial observation and/or disclosure of child abuse and/or neglect.

Staff shall make reports on borderline situations to allow DCFS to make the final decision to investigate. It is not the role of the reporter to question the action or inaction of DCFS or Law Enforcement; it is merely the staff's role to report every incident of suspected abuse or neglect. It is **not** the role of the reporter to initiate an investigation or collect evidence including taking pictures or questioning the child.

If a reporter feels that a child/ren are in immediate danger, this concern **must** be conveyed to DCFS and/or Law Enforcement.

The report shall contain the following information, if known:

- The name, address, age, sex and race of the child
- The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse or neglect to this child or the child's siblings
- The name and address of the child's parent(s) or other caretaker(s)
- The names and ages of all other members of the child's household
- The name and address of the reporter (use Head Start address) – reports can be anonymous, however
- An account of how this child came to the reporter's attention
- An explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person
- The number of times the reporter has filed a report on the child or the child's siblings
- Any other information that the reporter believes might be important or relevant.
- Any incidents occurring while the child is at the RCCDC center

Penalties for Failure to Report (Children's Code art. 609; Rev. Stat. 14:403(A)(1)):

Violation of the duties imposed upon a mandatory reporter subjects the offender to criminal prosecution.

Any person who is required to report the abuse or neglect of a child and knowingly and willfully fails to do so shall be fined no more than \$500 or imprisoned for no more than six months, or both.

Any person who is required to report the sexual abuse of a child, or the abuse or neglect of a child that results in the serious bodily injury, neurological impairment, or death of a child and knowingly and willingly fails to report shall be fined no more than \$3,000, or imprisoned with or without hard labor, for no more than 3 years, or both.

Any person who is age 18 or older who witnesses the sexual abuse of a child and knowingly and willfully fails to report the sexual abuse to Law Enforcement or to DCFS as required by law shall be fined no more than \$10,000 or imprisoned, with or without hard labor, for no more than 5 years, or both.

False Reporting (Children's Code art. 609; Rev. Stat. 14:403(A)(3)):

The filing of a report that is known to be false may subject the offender to criminal prosecution.

Any person who reports a child as abused, neglected, or sexually abused to DCFS or Law Enforcement knowing that such information is false shall be fined no more than \$500 or imprisoned for no more than 6 months, or both.

Child Release Policy

PURPOSE

In keeping with Louisiana Early Learning Center Licensing regulations, Regina Coeli Child Development Center (RCCDC) will ensure a daily attendance record for children to include the time of arrival and departure of each child and the name of the person to whom the child was released.

POLICY

Regina Coeli Child Development Center (RCCDC) is committed to ensuring the safety and well-being of all enrolled children as they leave the care and responsibility of trained RCCDC staff. A child shall never be released to anyone unless authorized in writing by the parent/guardian. A child may be released to a legal parent (as indicated on the birth certificate) or guardian (as indicated on custody agreements) with the following exceptions:

1. A child shall not be released to a non-custodial parent as indicated by a legal document in the child's master file, or
2. A child may not be released to a parent for whom there is a restraining order on file as issued by a law enforcement agency.

Picture identification shall be required for **ANY** person receiving a child from the center or bus and compared to the child release form. If persons under seventeen are listed, legal parents/guardians must bring them to the center for approval by the Center Manager. No child will be released to a non-parent under the age of thirteen. Picture identifications must have the person's clear picture and full name. Digital picture identifications are permitted if they are presented thru an official, state designated digital app (i.e., LA Wallet).

The procedures developed herein shall be in effect for all children whether released from RCCDC centers, from buses owned and/or operated by RCCDC, or from staff vehicles in the rare instances when staff transport children home.

CHILDREN LEFT OR RETURNED TO CENTER

In the event that children are left at the center or returned on the bus, the staff person in-charge shall contact everyone listed on the child release form. After all efforts are exhausted to contact someone listed on the child release form, the Center Manager or the designated staff member in-charge shall call the local police department and explain the situation and ask for assistance from the police in locating the child's parent/guardian and/or getting the child home safely. Subsequently, on the next working day, a report shall be made to the Department of Children and Family Services Service (child protective services) regarding the incident, which is deemed child "neglect".

Critical Incident Reporting Policy

POLICY

Regina Coeli Child Development Center (RCCDC) will respond to, report, and review all incidents/accidents in order to protect the health and safety of and minimize risk of harm to children receiving services. The response will be quick and effective based on the Head Start Performance Standards and Louisiana Licensing guidelines.

"Incident" is defined as an occurrence which involves a person and requires the program to make a response that is not part of the program's ordinary provision of services to that person, and includes:

According to Head Start Performance Standards:

"1302.102 Achieving program goals 1302.102 (d)(1)(ii) (d) Reporting.

(1) A program:

(ii.) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

- (A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;
- (B) Incidents that require classrooms or centers to be closed for any reason;
- (C) Legal proceedings by any party that are directly related to program operations; and,
- (D) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation."

According to Bulletin 137 – Louisiana Early Learning Center Licensing Regulations: "An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care.

1. death
2. serious injury or illness that required medical attention;
3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center."

What is considered a serious injury/illness or other significant event?

- any injury from the neck up
- any incident/accident involving private parts such as buttocks, penis, vagina, etc
 - any child with an infectious disease found on this link (<https://ldh.la.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/Surveillance/sanitarycode.pdf>)
- any concern regarding supervision and/or neglect of a child or children
 - lacerations involving injuries to tendons or organs and those for which complications are present;
- irreversible mobility or avulsion of teeth;
- injuries to the eyeball;
- ingestion of foreign substances and objects that are harmful;
- heat exhaustion or sunstroke
- incidents/accidents that require medical attention (hospitalization, ER visit, etc)
- incidents of inappropriate behavior management techniques (known or alleged)
- alleged or known incidents of child abuse or neglect (physical, sexual, emotional, or substance).

- incidents that require third-party intervention (e.g. Fire Department, DCFS, Police Department), and Law Enforcement
- unauthorized release of a child
- lack of supervision

Here are some examples of Critical Incidents. This list does not include all examples of Critical Incidents:

- **Child injuries that require either hospitalization or emergency room medical treatment**, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.
- **Inappropriate discipline**, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.
- **Potential child abuse and maltreatment**, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.
- **Lack of supervision** while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.
- **Unauthorized release** where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Staff members are required to report all incidents involving children to the Center Manager or In-charge staff member immediately.

PROCEDURES

Reporting:

Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.

It is the responsibility of the Center Manager or trained In-Charge staff member to ensure the following steps are completed, in order, in accordance with the Incident Reporting Guidelines:

First and foremost, ensure the safety and well-being of all individuals involved in the critical incident (e.g. responsive care provided, first aid, etc)

1. Collect Incident/Accident Form.
2. Contact Parent/Guardian within five minutes of notification.
3. Contact Director of Center Operations, Director of Business Operations Operations, and Executive Director preferably via email or text. If contact is verbal, a written follow up must be sent as soon as possible.
4. Collect written statements from all staff members involved. Use the Witness Statement and Supervisor/In-Charge Statement forms.
5. Review and save all video camera footage related to the incident/accident
6. Complete Critical Incident Report and submit to licensing by end of workday

7. When applicable, complete DCFS Report and submit to DCFS by end of that workday. If multiple children are involved, DCFS report must be submitted for each child. See Child Abuse Neglect Reporting procedures.
8. When applicable, complete notification of Louisiana Department of Health (LDH).
9. Complete Critical Incident Cover Form and submit with all documentation attached to Executive Management Team.
10. On the next business day, complete the Supplemental Form and submit to Licensing. Email the Director of Center Operations, Director of Business Operations, and Executive Director the Supplemental Form with a follow-up to include the status of the child- health, returned to school, etc, and parent/guardian response.
11. Email all other pertinent information as it is received (e.g. Licensing and DCFS reports).
12. Complete Critical Incident Closeout form and email to Director of Center Operations, Director of Business Operations and Executive Director.

Reminders:

- Always ensure the safety and well-being of the child.
- Contact parent/guardian **within five minutes** of critical incident notification
- Any communication with the parent concerning the critical incident must be documented
- All Critical Incidents must be reported to Licensing
- Critical Incidents related to the well-being of children must be reported to DCFS (e.g. neglect, lack of supervision, children receiving medical care as result of accident, use of inappropriate behavior management techniques etc. If in doubt, consult the Director of Center Operations.
- When in doubt report it as a Critical Incident
- COVID-19 Outbreaks must be reported to Louisiana Department of Health.

Family Support:

Incidents or accidents at Head Start can significantly and negatively affect the mental health and well-being of the family unit. Head Start provides both children and families with the necessary skills to cope with adverse and stressful events, as well as assist families during times of need or crisis. RCCDC contracts with mental health and counseling agencies within our community; and provides referrals for both children and their family members for these beneficial services. RCCDC will provide mental health supports to children and families who are affected by critical incidents related to death, serious injury, and serious incidents that affect the well-being of the child. RCCDC will offer medical insurance for accidents that require medical attention.

Training:

When an incident occurs, relevant additional training will be provided to staff within 72 hours of the incident (e.g. behavior management training, responsive care, child abuse and neglect training).

Internal Review:

Conducting a review of incidents and emergencies

1. The review will be completed by the Executive Director, Director of Center Operations, and Director of Business Operations.
2. The review will be initiated within 24 hours of the incident.
3. The review will ensure that the written report provides a written summary of the incident.
4. The review will identify trends or patterns, if any, and determine if corrective action is needed.
5. The reviewers will notify the Director of Education, Director of Monitoring and Compliance, and Director of Behavior Health of additional training needed. Safety concerns will be routed to the Director of Facilities and Transportation.
6. When corrective action is needed, a staff person will be assigned to take the corrective action within a specified time period.

Additional Reporting:

The Executive Director is responsible for ensuring that all critical incidents are reported to the Regional VI OHS Program Specialist, Policy Council, and Board of Directors. The Executive Director will communicate critical incidents that are reported to DCFS, in which RCCDC staff are the listed perpetrators and critical incidents that require medical attention, to the Board of Directors, Policy Council President, and Regional Office within 24-36 hours. The Policy Council and Board of Directors will receive a monthly Critical Incidents Reports Log outlining all critical incidents, actions taken, and follow up.

Employee Personnel Files

A confidential file will be maintained on each employee containing all employment related documents such as the employment application, resume, job and salary history, performance appraisals, disciplinary action, general correspondence and other documents that pertain to employment with Regina Coeli Child Development Center. To comply with the Americans with Disabilities Act, Regina Coeli Child Development Center keeps all medically related information in a separate confidential file.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

To comply with Louisiana Early Learning Center Licensing childcare licensing regulations, current personnel files with required documentation shall be maintained at the center level/location for all licensed center employees. This includes but not limited to job application, letters or reference, annual performance reviews, background check, SCR form, health screening, TB, training documentation and any forms as directed by licensing regulations.

All personnel files shall be maintained confidentially under lock and key and available only to the Employee's supervisor, Executive Director, Program Director, and Business Operations. An employee may have supervised access to her or his file during normal business hours upon request to Business Operations. Employees are prohibited from removing any documents from their personnel file. Employees may only add documentation to their personnel file with the permission of the Business Operations Supervisor

Employee requests for copies of the documents contained in the personnel file must be made in writing to Business Operations. Employees will be charged .25 per page for photocopying. Copies of Personnel Records will only be released to the Employee and/or their Attorney at Law. Attorneys at Law must present a Letter of Representation in order to receive a Personnel Record.

Personnel Data Changes

It is the responsibility of both employee and Supervisor to ensure that information in personnel files is accurate and current and that the Business Operations Department is notified promptly of any changes including address, phone number, marital status, dependents, emergency contacts, education achievements, credentials obtained/renewed, etc.

COMPENSATION

The Agency recognizes four parts to an employee's compensation package: base wage, increases for education credentialing, cost of living raises, and employee benefits. It is the intent of Regina Coeli Child Development Center to pay comparable and equitable wages and provide for increases for education credentialing/or cost of living increases as well as maintain the various employee benefits; however, the ability to do is subject to available funds.

Compensation Plan

The primary purpose of Compensation Plan is to establish and maintain a framework to achieve consistent pay practices, comply with federal and state laws, provide an empathetic and equitable treatment of employees, and offer competitive salaries within the labor market to the extent possible based on available resources.

Employee Compensation Structure

Each position is assigned to a base pay that commensurate with the job classification. The base pay allows the agency to recognize the skills, experience, and competencies that the individual brings to the job as well as to set an appropriate baseline for future pay decisions. It is the policy of RCCDC that no employee will be paid below the base pay.

Starting Pay for Position

New employees will be assigned to the base pay for that job classification with consideration for educational credentials as stated in the agency's compensation chart. The agency may grant appointments above the base pay based on exceptional qualifications and the needs of the organization.

Pay rates for current employees moving to another position during the program year will be determined by calculating the salary differential from the minimum base pay to the current base pay and using that percentage to apply to the minimum base pay of the new position.

Calculation for Salary Differential: $(\text{Curr Pay} - \text{Min Pay}) / [(\text{Curr Pay} + \text{Min Pay}) / 2] \times 100$

Example Teacher 1 (with AA degree) who has over 20 years of service with the agency has requested a voluntary demotion to a Teacher Assistant 2 (with credential).

Current Base Pay for Teacher 1 = \$16.27
Minimum Base Pay for Teacher 1 = \$13.23
Minimum Base Pay for Teacher Assistant 2 = \$9.01

The salary differential % = 20.61% → $(\$16.27 - \$13.23) = \$3.04 \div \$14.75 = 20.61\%$
New proposed Pay rate = \$10.87 by applying 20.61% to \$9.01 (min base pay of TA)

New employees will be assigned to the base pay for their job classification. Current employees moving from one position to another via transfer, promotion or voluntary demotion will retain their salary differential when moving to their new position.

Overtime

Nonexempt employees must receive prior authorization from the Executive Director to work overtime. Supervisors shall notify the Executive Director immediately if overtime work is necessary or required for the safety of children or for other reasons that benefit RCCDC. Otherwise, it is expected that hourly employees will work the number of hours prescribed in their "Statement of Hours and Times to be Worked" form, which was signed and approved by the Supervisor on the first day of work. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary action.

Rate Increase for Education Credentials

When an employee has obtained the required credential to move to the next pay level in their current position (example EHS Teacher I to EHS Teacher II) a request must be submitted to the Business Operations Department. The request must be accompanied by an official copy of a college transcript, a CDA credential, or some other official document supporting the credential used as the basis for advancing to the next pay level.

The request will be review the request to determine if funds are available for the increase in pay. If funds are available, the request will be processed. If funds are not available the request will remain pending until funds are available. Rate increases will go into effect on the first day of the current pay period in which approval was received. The Board of Directors will not entertain an individual's request for an increase in pay.

Effective Dates

Any pay rate adjustments due to job changes and market adjustments are effective on the effective date of appointment in that position. Retroactive salary adjustments will require senior management approval.

Annual Furlough

It is the Agency's policy to furlough appropriate staff annually. Furloughed employees are not eligible to be paid Agency holidays occurring during the furlough period.

Furloughed employees cannot accrue or use sick leave, vacation, or personal leaves during furlough. If an employee does not return after the furlough period, without prior approval and notification to the immediate supervisor, her/his employment with the Agency will be terminated.

Employees Assuming Significant Additional Responsibilities

Employees who are instructed to perform a significant number of additional responsibilities outside their regular job description in addition to performing their regular job duties will be compensated at the discretion of the Executive Director. The Director of Business Operations will review the request to determine if funds are available for the increase in pay. If funds are available, the request will be processed. If funds are not available, the request will remain pending until funds are available. Additional duties compensation will be granted as stated on the compensation chart. This increase is specifically intended to be temporary and used only during the period the employee assumes significant additional responsibilities. This increase in no way constitutes a regular salary increase. Employees may not begin performing additional duties until approved by Executive Management.

Wage Comparability Review

The Director of Business Operations will conduct a wage comparability survey in the program's target area at least once every three years per Head Start Act Section 653. The wage comparability survey will be presented to the Personnel Committee with recommendations for any needed adjustments. The Executive Director and Director of Business Operations will consult with the Finance and Personnel Committees on availability of funds for adjustments to the compensation plan. The Board of Directors and Policy Council must approve any adjustments to the compensation plan.

Payroll Procedures

Pay Period

Employees will be paid semi-monthly on the 10th and 25th of each month. Paychecks will be issued as followed:

Pay Period	Paycheck Issued
1st – 15th of the month	25th of the current month
16th – last day of the month	10th of the following month

Paychecks will be issued on a day designated on the annual calendar if the date of payment falls on a holiday, Saturday or Sunday.

Direct Deposit

RCCDC has mandatory, direct deposit of paychecks for all employees. Employees may elect to have their paychecks deposited to any bank or credit union of their choice in the continental United States. An Authorization Agreement Form for Direct Deposit must be signed and submitted to Payroll upon hire.

If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit form and submit it to Payroll.

Any fees incurred due to returned direct deposits will be withheld from any wages owed.

Changes to Payroll Record

Changes to payroll information must be submitted on an Employee Payroll Data Form. All Supervisors must ensure that the Employee Data Form is completed and submitted to the Business Operations Department by the stated deadlines. No changes in payroll deductions will be made without this form and required approvals. All changes are subject to conditions spelled out under Payroll Deductions.

Wage Garnishment

Wage garnishment is a legal procedure in which a person's earnings are required by court order to be withheld by an employer for the payment of a debt such as child support. Title III of the Consumer Credit Protection Act (CCPA) prohibits an employer from discharging an employee whose earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it.

Title III protects employees from being discharged by their employers because their wages have been garnished for any one debt and limits the amount of employees' earnings that may be garnished in any one week. It does not, however, protect an employee from discharge if the employee's earnings have been subject to garnishment for second or subsequent debts.

Title III applies to all individuals who receive personal earnings and to their employers. Personal earnings include wages, salaries, commissions, bonuses, and income from a pension or retirement program, but do not ordinarily include tips.

Employment and Wage Verifications

Regina Coeli uses The Work Number® to provide automated employment and income verifications for our employees.

The Work Number from Equifax is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events including obtaining credit, financing a home or automobile, obtaining a housing lease or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

When asked for proof of your employment or income, please follow these two simple steps:
Provide the Employer Code **110730** and **your SSN**
Direct the verifier to **www.theworknumber.com**

Additionally, the employees who work for organizations that contribute information to The Work Number can access one (1) free Employment Data Report (EDR) each year through www.theworknumber.com. The EDR provides complete historical employment and income information, as well as a listing of verifier requests for the past two years.

For additional information about The Work Number or accessing your Employment Data Report, please visit www.theworknumber.com/employees and use the [login information below](#).

For Regina Coeli employees, the default ID and PIN scheme is:

ID: SSN

PIN Scheme: Last 4 of SSN + 4-digit year of birth

Time Keeping Procedures

All employees (exempt and nonexempt) are required to use the time clock system to record hours worked. Employees are required to clock in and out for payroll and attendance purposes. When non-exempt employees leave the job for any approved personal reason, including illness, lunch, etc., she/he shall clock out and clock in upon return.

It is the responsibility of both the supervisor and the employee to verify all work time and leave requests are accurate in Netchex prior to the payroll deadline. Failure to enter the correct work time or leave time will result in late payment of wages and a Request to Pay form will need to be submitted. Requests to Pay will be paid at the next scheduled payroll date (if payroll processing timelines allow). This applies to both exempt and non-exempt employees.

Statement of Hours and Times to be worked

The number of hours that non-exempt employee work has been budgeted each program year based on the program's needs. Each employee will be informed of her/his workday by the Supervisor on a "Statement of Hours and Time to be Worked" form. This form will be maintained in the employee's personnel file.

Request to change an employee's schedule and/or hours worked which could impact the agency, must be approved by the Policy Council and Board of Directors.

Missed Punches and Edits

If there is a problem with the time clock, employees will complete an edit form with the actual time, which must be approved by their supervisor. The supervisor will manually enter the employee's work hours via the manager time clock portal. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

Prohibited Time Clock Actions/Stealing Company Time

Employees may not clock in or clock out another employee. Employees who have lost or forgotten their clock in information can reset through the time keeping system.

Employees should clock in no sooner than 7 minutes before or after the scheduled work hours and clock out no later than 7 minutes before or after the scheduled shift.

Employees are required to clock out for non-productive time periods. A non-productive time period is defined as a period which employees use for personal reasons. The non-productive period will not be included in the total hours of work per day and is not compensable. Employees are to be completely relieved of all job duties while on non-productive time periods and must clock out.

Enforcement

Supervisors are free to use discretion in disciplinary actions when employees have various, although repeated, offenses to the timekeeping procedure. Situations include when employees have missed time clock entries in addition to working unscheduled overtime.

Meal/Rest Periods

The scheduling of meal periods at Regina Coeli Child Development Center is set by the employee's immediate supervisor with the goal of providing the least possible disruption to company and center operations.

Meal Period

Employee meal periods are important to company productivity and employee health. Non-exempt employees do not have to clock out for a work-productive meal. A work productive meal is defined as a period of time when an employee continues to carry out Supervisor prescribed functions while eating lunch. Training provided during meals also qualifies as a work productive meal.

Employees are required to clock out for non-productive meal periods. A non-productive meal is defined as a period of 30 minutes or more, which employees use, for personal reasons such as eating, going to get food, and any other function not related to work. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on non-productive meal breaks and must clock out.

Rest Breaks

Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable. Rest breaks are scheduled in 15 minute increments unless otherwise specified by the employee's supervisor. Taking extended breaks or unscheduled breaks is considered stealing company time and can lead to disciplinary action including termination.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Regina Coeli Child Development Center has designated specific rooms at each location for this purpose. The break room refrigerators will have a reserved location for the specific storage of breast milk. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must inform their supervisor. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Employee Travel and Reimbursement

Employee travel is classified in one of two categories. The first is “Work Day Travel” defined as mileage that an employee spends traveling between work locations, home visits, and/or travel to an approved training. Employees will be compensated and reimbursed for mileage in connection with approved travel. Mileage will be reimbursed for the shortest round-trip distance between the employee’s regular assigned location and the location of the business function being attended.

Employees who leave from or return to somewhere other than their assigned worksite must deduct their normal daily commute miles.

The second is “travel from home to assigned worksite or commute miles.” Mileage to and from an employee’s home and work (commute miles) is not a reimbursable expense. Therefore, if an employee does not report to the normal worksite on a given day due to approved travel to an alternate location, the reimbursed mileage will not include the mileage the employee would normally have incurred in traveling from home to the normal worksite.

Non-Exempt (Hourly) employees assigned to the administrative office and who travel to different centers are to clock in and out at the center nearest en route for that day’s work assignment Mileage will be paid from the clock-in site to work assignment site minus the employee’s normal commute to the administrative office.

Exempt employees assigned to the administrative office and who travel to different centers are to clock in at the assigned worksite for that day. Mileage will be paid from the starting driving point to work assignment site minus the employee’s normal commute to the administrative office.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided.

Employees must document their travel on the RCCDC Travel Reimbursement Form.

Examples

An employee travels from the main office to a meeting at Hubbs Center. The employee then stops for lunch on the way to another meeting at Rondo Library. Finally, the employee returns to the main office. The entire mileage for this trip can be reimbursed.

An employee travels from home to a conference and back to home again. The total trip (RT) was 65 miles. The employee’s normal commute (RT) is 10 miles. In this case, 55 miles can be reimbursed.

An employee travels from the main office to attend meetings at several locations and then returns home. The normal commute is 5 miles one-way. Mileage reimbursement would be 25, 22 miles, which is calculated as follows:

- | | | |
|--------------------------------------|----------|------------|
| ➤ Trip 1 – main office to location A | 10 miles | reimbursed |
| ➤ Trip 2 – location A to location B | 15 miles | reimbursed |
| ➤ Trip 3 – location B to home | 2 miles | reimbursed |
| ➤ Normal commute | -5 miles | |

Allowable Mileage Expenses

Examples of allowable business purposes include:

- Meetings
- Conferences/Presentations
- Travel between RCCDC sites
- Site visits
- Work-related errands (post office, office supply store, etc.)
- Classes and workshops if job related and approved by the supervisor

Unallowable Mileage Expenses

Examples of unallowable business purposes include:

- Commuting between home and the work site
- Elective continuing education

Procedure

Timing

A complete and accurate RCCDC Travel Reimbursement Form must be submitted monthly. Reimbursement forms must be submitted the month immediately following the month that the mileage is accrued.

Approval

Forms will be reviewed by the employee's supervisor and submitted to the Accounting Department

Documenting the Location

Enter the location name in the "to" and "from" columns:

- If the location is an RCCDC site, then no further information is necessary.
- If the location is an infrequent destination, then enter the address or street intersection and the city;
- If the location is a frequent destination, then enter the program name only and provide the address in the "purpose of travel" section of the RCCDC Travel Reimbursement Form.

Cellphone Reimbursement Policy

Regina Coeli Child Development Center recognizes that some employees hold positions that include the need to use their personal cell phone for work purposes after normal business hours. Employees that are required to use their personal cell phones for work purposes after normal business hours may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones.

Personal Cell Phone Reimbursement

Employees who are issued a Regina Coeli cell phone will not receive reimbursement for use of their personal cell phone. The employee will be given a new phone number with the Regina Coeli cell phone, thus replacing their personal number on the calling list.

Employees who are issued an allowance, through miscellaneous reimbursement, for business use of their personal cell phone are reimbursed at 50% of the service plan cost (this does not include taxes, equipment, extra fees, etc)

To request reimbursement, employees must submit a Miscellaneous Reimbursement Form each month and overview page of cell phone bill each January and June.

Employee Responsibilities

The Employee will be responsible for notifying their supervisor of any changes in their personal cell phone number. Personal cell phone contracts, equipment, and accessories are the employee's responsibility and may be changed at any time with or without notice to Regina Coeli. However, if a plan is terminated for any reason, notification must be given immediately to Regina Coeli.

Reimbursement for business use of cell phone will cease and an alternative telephone contact number must be provided. Employees are not required to report minutes used for business purposes unless.

Violations

Violation of these procedures may warrant employment action up to and including termination, depending on the severity of the violation. Any reasonable suspicion of violation of Regina Coeli policies should be reported to an employee's Supervisor and/or the Business Operations Department. Reports may remain anonymous as far as practical.

PAID & UNPAID LEAVE

PAID LEAVE

Holiday Pay

Employees will be paid for RCCDC holidays based on holiday schedules approved annually by the Personnel Committee and listed on the annual calendar issued to employees at the beginning of the program year. Regina Coeli Child Development Center recognizes 31 paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Birthday
- Mardi Gras Holiday (5 days)
- Spring Break (6 days)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (5 days)
- Christmas (9 days)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

The following conditions apply to the Agency's holiday pay policy:

- All Employees must work the day before and the day after a holiday in order to be eligible for holiday pay, unless on approved paid leave.
- Non-Exempt employees must work a minimum of 50% of their daily schedule or be on approved paid leave.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at the individual employee's base rate of pay.
- Holiday pay will not be paid to employees on any leave without pay greater than 3 days. Employees on leave without pay of 3 days or less must still meet all other holiday pay conditions listed above.
- Employees requesting leave prior to a holiday must use any accrued paid leave before any leave without pay.
- Holidays falling within an approved scheduled paid leave will be recorded as holiday pay.
- The Executive Director, or designee, may approve exemptions to these conditions based on unforeseen circumstances on a case-by-case basis.

Emergency Disaster Leave

According to the RCCDC Emergency Closing Policy the Executive Director determines program closures and, if funds are available, employees will be paid as follows:

1. Part Day Closure: Employees who work until the announced closing time will be paid through the end of their shift (example: Because of inclement weather it is decided to close operations at 12noon. The employee's shift ends at 2:30pm. The supervisor will edit the employee's time at 2:30pm so the employee receives a full day's pay). If an employee leaves before the scheduled closing, the employee will be paid up to the closing time and may request personal or vacation leave for the balance of the regular scheduled hours (if time is available). The Executive Director, or designee, may approve alternate schedules on a case-by-case basis.
2. Full Day Closure for a Center Specific Emergency (i.e., gas leak, power outage, etc.): If school is cancelled for a full day, employees who were scheduled to work that day will be paid for the full day. Employees who had previously requested sick, personal, vacation, or leave without pay will be paid as requested and will not receive Emergency Disaster Leave.

3. In the event of a natural disaster/extreme weather, event and operations will be closed for an undetermined number of days employees will receive Emergency Disaster Leave pay (the Executive Director will determine an appropriate number of days for Emergency Disaster Leave Pay, and when it is safe to return to work). If an employee had previously scheduled/requested personal, vacation, sick, or leave without pay (3 days or less) during the closure the employee will not be charged for the leave. If an employee is on Leave without Pay (in excess of 3 days) or is on FMLA during the closure, the employee will not receive Emergency Disaster Leave pay. If an employee is scheduled to return to work during the closure, that employee will receive Emergency Disaster Leave pay from the day they are scheduled to return.
4. Return to Work After Emergency: When an emergency closure ends, all employees are expected to return to work as scheduled. Should an employee be unable to return to work as scheduled, the employee will be allowed to use personal or vacation up to the amount of time they have available. When the leave hours are exhausted the employee must request Leave without Pay. The approval of time off is also at the discretion of the employee's supervisor and every attempt must be made by the employee to return to work as soon as possible.

Hourly employees that must report to work during an emergency disaster and/or holiday closure will be paid for the emergency disaster leave plus time worked or granted alternate emergency disaster/holiday leave.

Vacation Leave

All regular full-time, full year employees (exempt and non-exempt) are eligible for vacation leave benefits. Vacation leave will be accrued for qualifying employees during the program year.

New Hires - Employees hired during the current program year will begin accruing vacation leave during their 90 (ninety) day probationary period and will not be allowed to use vacation leave until successful completion of their probationary period and awarded in the payroll system.

Existing Employees – all employees will begin to accrue vacation time on the first day of the new program year based on the number of years of service, according to regular appointment date.

The following schedule shows how many hours an employee will earn over 6 (six) pay periods.

Years of Service	Amount of Vacation	Hours earned per pay period
1 – 5 years	5 days	6.67
6-10 years	10 days	13.34
11 – beyond	15 days	20

Vacation Leave does not apply to employees temporarily appointed into 12-month positions to serve the program needs. (See Personal Leave Policy).

The scheduling of vacation leave shall be approved by the employee's Supervisor. Vacation leave shall be taken at a time which will not be detrimental to RCCDC program operations. Unused vacation can be carried to the following program year up to the maximum amount of vacation earned based on the schedule above. Exempt employees must take vacation leave in 8-hour increments. Non-exempt employees can take vacation leave in 30-minute increments.

Vacation hours will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

At the end of the program year (May 31st), employees will be allowed to carry-over unused vacation hours up to the maximum vacation hours they are eligible to earn during the year. Example: Employee who earns 1 week (40 hours) can only carry-over 1 week (40 hours).

Terminated employees, who meet all resignation requirements, will be paid for accrued, unused vacation leave earned through the last day of active employment. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Personal Leave

All non-exempt, regularly appointed employees that work less than 12 months, are eligible for personal leave. Unused personal leave will not be carried over to the next program year when a new accrual cycle begins. In years where funds are available, unused personal leave may be paid out (4 hours minimum).

Personal Leave accrual hours for each classification:

	Less than 11mo (3 Days)	11 Month (4 Days)
8 Hour Employee	4.00 Hours (24 Hours Total)	5.34 Hours (32 Hours Total)
7.5 Hour Employee	3.75 Hours (22.50 Total Hours)	5.00 Hours (30 Hours Total)
7 Hour Employee	3.5 Hours (21 Hours Total)	4.67 Hours (28 Hours Total)
6 Hour Employee	3.00 Hours (18 Total Hours)	4.00 Hours (24 Hours Total)
5 Hour Employee	2.50 Hours (15 Total Hours)	3.34 Hours (20 Hours Total)
4.5 Hour Employee	2.26 Hours (13.5 Hours Total)	3.00 Hours (18 Hours Total)
4 Hour Employee	2.00 Hours (12 Hours Total)	2.67 Hours (16 Hours Total)
3 Hour Employee	1.50 Hours (9 Hours Total)	2.00 Hours (12 Hours Total)
2 Hour Employee	1.00 Hours (6 Hours Total)	1.34 Hours (8 Hours Total)

The accrual rates above will allow an employee to earn the total number of personal hours for their position after 6 (six) pay periods.

Employees temporarily appointed into a 12 month position for program needs will received an additional 2 days of personal leave rather than vacation.

New Hires – Employees that are hired during the current program year will accrue personal hours during the first 90 (ninety) days of employment (probationary period). Upon successful completion of their 90 (ninety) days, employees may begin to use the hours accrued during that time and awarded in the payroll system. Employees hired between March 1st and May 31st will not accrue personal leave (less than 90 days remain during this time period).

Returning Employees - In subsequent program years, all non-exempt employees will accrue the appropriate number of hours for their position upon their return to work. Employees may begin using their personal time as soon as hours are available.

Terminated employees, who meet all resignation requirements, will be paid for accrued unused personal leave earned through the last day of active employment. In the event of the employee's death, earned unused personal time will be paid to the employee's estate or designated beneficiary.

Sick Leave

All regular appointed employees accrue sick leave beginning with the first full month of employment. However, sick leave can only be taken when the employee successfully completes the initial trial period of ninety days. Substitutes and temporary employees are not entitled to sick leave. An employee will be granted sick leave at the beginning of the program year in accordance with the following schedule:

Number of Scheduled Daily Hours	Hours Earned per Pay Period
Admin Level Positions*	4
8	2.80
7.5	2.63
6	2.10
4	1.40

*Admin level positions include content area assistants, coaches, managers, supervisors and directors.

Sick leave is to be used solely for a personal illness or injury, for care of an ill or injured immediate family member or mental health need. Sick leave is not intended to be used as a means to replace or supplement personal leave or vacation time.

Sick leave is also contingent upon employees giving proper notification to their Supervisor. Employees must give notice of their absence no later than one hour prior to their scheduled starting time, unless prohibited by emergency. Otherwise, it may result in ineligibility for sick leave and appropriate disciplinary action being taken, including dismissal. Exempt employees must take sick leave in 8-hour increments. Non-exempt employees can take sick leave in 30-minute increments

Sick leave may not be used before accrual. If sick leave is exhausted, the employee in its place should request any available vacation or personal leave hours. Sick leave requests in excess of three (3) consecutive workdays must be supported by the attending physician's certification of illness and/or disability. Sick leave may be denied in the absence of acceptable proof.

Sick leave is not a vested right. Therefore, it has no cash value upon termination of employment. Furthermore, if an employee is terminated while on sick leave, all sick leave privileges cease immediately upon termination even though on such a date the employee may have been receiving paid sick leave. Sick leave, up to 240 hours, will be paid out in the event of retirement, as described in the Separation of Employment section of this handbook. In the event of the employee's death, earned unused sick time will be paid to the employee's estate or designated beneficiary.

Any misrepresentation or failure to cooperate in establishing an employee's sickness or fitness for duty is grounds for disciplinary action up to and including termination. Additionally, failure to timely provide requested information or documentation, which is always the employee's responsibility, may disqualify an employee from receiving sick pay.

Sick Leave Buy Back Program

Eligible hourly employees who are re-hired for the following program year have the option to buy back a portion of their sick leave balance at the end of each program year (subject to the availability of funds) and will be deducted from the available balance as of June 1 of the next program year. Employees may sell up to two weeks (10 days) of sick leave according to the following:

Amount Paid per day	Minimum hours to participate
Full Time Employees \$50	130 hours
Part Time Employees \$ 30	65 hours

Leave buy-back hours will be subtracted from the employee's unused, accrued balance as of June 1. Payment for leave will be made during the month of August when employees return to work the following program year. Requests for participation in the Leave Buy Back Program must be made by May 31, on a form provided by the Business Operations Department.

Bereavement Leave

Employees will be allowed up to 3 days of paid bereavement leave in the death of an immediate family member including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable. For other deaths, or for time beyond the three-day period, employees must request paid leave or leave without pay. The employee's Supervisor must approve bereavement leave. Bereavement Leave must be used within two weeks of the death of the immediate family member. Documentation of death and relationship is required (ie. obituary, death announcement, etc).

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury employees must notify their supervisor and provide him/her with a copy of the jury summons.

RCCDC will pay regular and temporary appointed employees for time off for jury duty or in instances where the employee represents RCCDC.

If the services of an employee subpoenaed for jury duty are not required by the court for more than one half day, the employee must return to work.

For any other court appearances by employees unrelated to jury duty or representation of RCCDC, employees must request personal leave, vacation leave or a leave of absence without pay in order to comply with a subpoena.

Wellness

All regular and temporary appointed employees are eligible to receive wellness time. Wellness time is granted at the discretion of the Executive Director. Wellness time is not a vested right. Therefore, it has no cash value upon termination of employment. It cannot be carried over and must be used in the year in which it was granted (new hires in the month of April and May will be allowed to carry over any wellness time received during the onboarding process).

RCCDC grants one hour of wellness each week to employees on a designated day for each location. Employees must be present at work that day to receive the wellness hour. Employees not present for the day will forfeit the wellness hour for that week.

Workers' Compensation Benefits

RCCDC's Worker's Compensation Insurance Policy will cover every employee. This benefit protects employees from medical costs, loss of earnings, and other disadvantages as a result of injury or illness caused by her/his work in accordance with the Worker's Compensation laws in effect at the time of the disability. The employee pays nothing for Worker's Compensation coverage. All employee accidents or injuries shall be reported to the supervisor immediately.

Employees injured while on duty may be eligible for Workers Comp compensation. Workers Comp does not pick up wages until the employee has been out of work for at least seven days. Employees will be paid two-thirds of their wages for any work missed after the seventh day.

Days 1-7 employees should enter paid leave or unpaid leave. After day 7, if the employee is still on leave, the supervisor will approve "Unpaid Leave" and in the comments they will note Workers Compensation. The employee will then be paid directly by LWCC.

Any employee who has an accident or injury on the job and draws benefits under the Worker's Compensation laws shall continue to receive group insurance coverage for himself or herself and will be required to submit employee's share of premiums for insurance benefits for a period of six months following the injury. At the end of the six months, the employee will be placed on inactive status and offered Cobra benefits.

Every attempt shall be made to place that employee who has the on-the-job injury back into his or her former position, light duty work, or if not into the original position, if no longer in existence, in another at a similar level of responsibility and pay as soon as such position is available. In the event the attending physician has issued a back-to-work authorization, and a position is available, and the employee fails to report to work, automatic dismissal of employment will occur per RCCDC's Absence without Authorized Leave policy.

UNPAID LEAVE

Leave without Pay

RCCDC recognizes that, in certain instances, an employee may wish to have extended leave for personal reasons and that the program could benefit from the return of said employee.

Leave without pay may be granted for up to one (1) year for various reasons. Leave without pay will not be granted beyond the end of the program year. Any employee desiring such leave shall present his/her request in writing to their immediate supervisor, stating clearly the reason and purpose. Approvals for Leave without Pay must be submitted according to the following schedule:

Leave without Pay Request	Approval
0-3 Days	Employee Direct Supervisor
4 days but less than 20 days	Director of Business Operations
Beyond 20 days	Executive Director

FMLA related leave without pay will follow the approvals set by the FMLA procedures.

When an Employee is given a leave without pay, RCCDC agrees to reserve a position for the employee at the end of the specified leave time. However, employees are responsible for arranging payment of all benefit premium deductions through the Business Operations Department to ensure there is no lapse in benefits.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Employees who intend to return from leave for health reasons must provide a "fitness for duty" report from the doctor to confirm the ability to perform essential job duties. The fitness for duty report must describe any limitation on the employee's ability to perform essential job duties so RCCDC can determine whether there are any reasonable steps RCCDC can take to enable return to employment.

Extensions of leave will only be considered on a case-by-case basis. Job performance will all be taken into consideration before a request is approved. Please contact Business Operations for more information on request procedures.

Military Leave of Absence

Regina Coeli Child Development Center is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action

because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Business Operations.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Business Operations to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures, and forms on the company intranet site at www.rccdc.org or contact Business Operations.

Family and Medical Leave Act (FMLA)

Upon hire, Regina Coeli Child Development Center provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact Business Operations at in writing.

General Provisions

Under this policy, Regina Coeli Child Development Center will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where the company within 75 miles of that office or work site employs 50 or more employees. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for a newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- 4) A serious health condition (as described below) that renders the employee incapable of performing the functions of her/his job.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Director of Business Operations.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying Exigency Leave

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- o In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- o in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave

Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term covered service member means:

- o A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- o A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

- o In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- o In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Benefits Coverage during Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current policy, the employee is responsible for paying her/his portion of health care premiums.

Paid leave: RCCDC will continue to make payroll deductions to collect the employee's share of the premium.

Unpaid leave: the employee must continue to make payment for benefits. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. RCCDC will provide 15 days' notification prior to the employee's loss of coverage.

Use of Family and Medical Leave will not result in the loss of any employment benefit that accrued prior to the start of the leave. Employees will not accrue paid leave while on a leave of absence. Employees may continue to participate in other benefits, as permitted by the particular benefit plan, by making arrangements in advance to make any required contributions or premium payments.

Use of Paid and Unpaid Leave

Employees may use Vacation Leave, Personal Leave, Sick Leave or Leave without Pay while on FMLA. Request for leave must be entered into Netchex as part of the FMLA request process. All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Types of Certifications

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide their supervisor or Director of Business Operations with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Business Operations Department will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Director will provide the employee with a written response to the employee's request for FMLA leave.

Return from FMLA Leave

When the employee seeks to return to work following an approved Family and Medical Leave for a serious health condition, she/he must provide a fitness for duty report from the doctor to confirm the ability to perform essential job duties. The fitness for duty report must describe any limitation on the employee's ability to perform essential job duties so RCCDC can determine whether there are any reasonable steps RCCDC can take to enable return to employment.

When an employee returns to work following a Family and Medical Leave, she/he will typically be assigned to the former job or to an equivalent job with the same pay, benefits and working conditions.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of family leave or medical leave due to the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the employee's supervisor. This written request must be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

Fraud - Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

BENEFITS

Regina Coeli Child Development Center provides a wide range of employee benefit programs to eligible employees. Certain legally required benefits cover all employees in the manner required by Federal or state laws. Other benefits are voluntary on the part of the employee.

Medical Insurance

The company currently offers regular full-time employees, as defined in the Affordable Care Act (ACA), which are those who are regularly scheduled to work a minimum of 30 hours per week. Enrollment eligibility in the group medical insurance coverage is on the first of the month following 60 days of full-time employment.

Group Plans

All Medical, Dental, Vision, Life and other Voluntary Benefits are offered annually during the benefit open enrollment period that is designated each year. Selections become effective June 1 and cannot be changed during that calendar year unless a qualifying “change in family status” event occurs. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Business Operations department to determine if a family status change qualifies under the Plan document and IRS regulations.

The Business Operations department is available to answer benefits plan questions and assist in enrollment as needed. For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Business Operations department.

Group Voluntary Benefits

Regina Coeli Child Development Center sponsors programs that allow employees to purchase benefit products through outside vendors on a payroll deduction basis. The advantage of these types of programs is based on the number of employees with the agency and the value that can be obtained by purchasing for a large group.

Vision & Dental: A voluntary vision and dental plan is offered with varying coverage for eligible dependents. Annual choices are made for enrollment in the voluntary dental plan, and changes through the year are only allowable if an eligible change in family status occurs.

Basic/Supplemental Life Insurance: The Company offers regular full-time employees who have been employed by Regina Coeli Child Development Center for 90 days an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Basic Life generally pays \$30,000(as defined in the Plan document) and offers optional coverage for Spouse and Child/Dependent. Supplemental Life Insurance can also be purchased at varying coverage amounts.

Other Voluntary Benefits:

- Short Term Disability
- Long Term Disability
- Critical Illness Coverage

COBRA Benefits

Any employee who was covered by the health plan prior to termination may elect to continue participating in the RCCDC group health plan for up to 18 months in accordance with the terms of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). A terminated employee electing COBRA coverage shall pay RCCDC, monthly, the full cost of current premiums plus a 2% administrative fee.

401(k) Plan

The company offers a voluntary pretax salary reduction plan in which regular full-time and regular part-time employees (scheduled for and working a minimum of 20 hours per week), who are 18 years of age or older, may elect to participate beginning with the first payroll period after one year of employment. Regina Coeli's 401k plan is offered through The Standard (www.standard.com).

Eligibility

All employees are eligible to participate in the plan except for the following:

- Leased employees
- Non-resident employees with no US source income
- Substitutes and temporary staff
- Residents of Puerto Rico

Service Requirements: 1 year
Minimum Hours (per period): 0 hours
Minimum Age: 18 years of age
Entry Dates: Quarterly
Eligibility will be based on: An elapsed 12-month period, based on employment anniversary.

Vesting Schedules

Vesting Schedules are indicated for each type of Employer Contribution:

Years of Service	Non-Safe Harbor	Profit Sharing
0	0%	0%
1	0%	0%
2	25%	25%
3	50%	50%
4	75%	75%
5	100%	100%

Further details about the Plan, including 401K loans and Hardship withdrawals may be obtained from The Standard.

Louisiana Pathways

School Readiness Tax Credit

Regina Coeli will assist all qualified employees enroll in the Louisiana Pathways Early Learning Center Career Development System. "Louisiana Pathways Early Learning Center Career Development System is committed to improving the quality of child care throughout the State of Louisiana. This is accomplished by supporting early childcare professionals in furthering their careers and by providing the recognition they deserve. Pathways provides this support by providing scholarships for training and education, tracking training received by child care professionals and by recognizing their achievements."

More information on Louisiana Pathways can be found at <https://www.nsula.edu/pathways/>

Tuition Assistance

Eligibility Requirements

Based on the availability of funds, tuition assistance will be made available to employees who enroll in an undergraduate program through an accredited college, technical college, or vocational school. To be eligible for tuition assistance, employees must have successfully completed the 90-day trial period and be enrolled in coursework that will benefit RCCDC and the employee in the performance of current job duties or provide opportunities for the employee's promotion. In addition, the employee's enrollment in such coursework may not interfere with her/his ability to perform in the employed position at RCCDC. Requests for tuition assistance should be completed on the prescribed form and submitted to the Business Operations Department. The Business Operations Department shall approve all requests for tuition assistance prior to registering or enrolling for any class/program.

Other Terms and Conditions

Employees who accept tuition assistance are expected to complete the course with at a grade of "C" or higher. Proof of grade and credit received must be submitted by the employee to the Business Operations Department immediately upon completion of coursework. If the grade requirement of "C" or higher was not met, or if the employee dropped the class for any reason, the employee will be required to reimburse RCCDC the amount paid by in tuition assistance. RCCDC will only pay for tuition and will not pay for books, or any other materials connected with the coursework.

Limitations

The amount of tuition assistance provided for any one employee will be limited to \$500.00 per employee, per academic period (semester or quarter). The Personnel Committee may authorize higher limits for teaching staff that are completing course work to meet the requirements of the Head Start Act of 2007.

Service Payback Requirement

As a condition of the continuing education tuition assistance program, employees must agree in advance and in writing, as part of the application/approval process, to work for Regina Coeli Child Development Center for a period of three years upon completion of a degree program. In the event the employee terminates his/her employment before completing a degree program the employee will be responsible for repaying the amount of tuition received within the year prior to his/her termination date. The repayment obligation will be prorated to take into account any partial completion of a service payback requirement. This payback agreement will not be enforced in situations where the employee's position is eliminated.

Upon accepting tuition assistance, an employee expressly authorizes his or her employer to withhold any repayment amounts required under this policy from any amounts owed to the employee, including but not limited to the employee's final pay including vacation or personal leave pay. If the employee fails to make any required repayment and RCCDC takes legal action to recover the repayment obligation, the employee agrees to pay the legal fees incurred by RCCDC in pursuing recovery.

Any questions or comments should be directed to the Business Operations department.

Public Service Loan Forgiveness

As a non-profit organization all Regina Coeli regular appointed employees are eligible for the Public Service Loan Forgiveness (PSLF) program. Regina Coeli will assist employees with verification of employment for using any documented work history on file. Employees can find more information on the PSLF program at <https://studentaid.gov/pslf/>.

Employee Assistance Program (EAP)

Through the employee assistance program (EAP), Regina Coeli Child Development Center provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Regina Coeli Child Development Center by Work Life Matters.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to Regina Coeli Child Development Center only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Employee Assistance Program

WorkLifeMatters

Balancing your work and home life is not always easy. With WorkLifeMatters, your confidential employee assistance program, you don't have to face life's challenges alone. WorkLifeMatters provides support and guidance for matters that range from personal issues you might be facing to providing information on every day topics that affect your life. This program is made available by your employer through The Guardian Life Insurance Company of America and Integrated Behavioral Health.

WorkLifeMatters can offer support with:

Education

- Admissions testing & procedures
- Adult re-entry programs
- College planning
- Financial aid resources

Dependent Care & Care Giving

- Adoption Assistance
- Before/after school programs
- Day care & Elder care
- In-home services
- Parenting support
- Senior housing options
- Special needs care

Legal & Financial

- Basic tax planning
- Credit & Debt
- Immigration
- Legal Forms
- Personal legal
- Retirement planning
- Will making

Lifestyle & Fitness Management

- Anxiety & depression
- Divorce & separation
- Drugs & alcohol
- Grief & loss
- Health & well-being
- Pet care
- Relationship issues

Working smarter

- Balancing work and home life
- Career development
- Effective managing
- Relocation
- Training development
- Workplace diversity

Support and guidance is just a phone call away.

You have unlimited access to consult with a professional counselor via telephone, Face-to-face counseling sessions are available, if needed. Up to 3 sessions are free of charge as part of WorkLifeMatters. When you call 1-800-386-7055, the counselor will arrange a session with a professional who is part of the IBH network providers.

For legal and financial topics, you can receive a free initial 30 minute office or telephone consultation with an attorney or seasoned financial professional and certified public accountant (CPA). Local referrals are available for more complex legal or financial planning uses for a fee.

A variety of training resources-webinars, video and PowerPoint presentations are also available to help you manage your quality of life.

Connect to a counselor for free support services:

1-800-386-7055

Available 24 hours a day, 7 days a week

Visit www.ibhworklife.com

(User name: Matters Password:wlm70101)

WorkLifeMatters Program services are provided by Integrated Behavior Health, Inc. and its contractors. Guardian does not provide any part of WorkLifeMatters Program services. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purpose only. It is not a contract. Only the Administration Agreement can provide the actual terms, series, limitations and exclusions. Guardian and IBH reserve the right to discontinue the WorkLifeMatters Program at any time without notice.

EMPLOYEE GRIEVANCE POLICY & PROCEDURE

Purpose

Regina Coeli recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that employees receive a fair and unbiased review of workplace concerns.

Procedures

Employees shall be treated equitably in all respects. Any employee who has passed the original trial period and who feels that she/he has been subject to inequitable treatment shall have the right to present her/his grievance for prompt consideration and fair decision.

Employees recommended for termination excluding non-rehire shall only have the opportunity to file a grievance prior to Board of Directors and Policy Council approval of the action. Employees not recommended for rehire based on end of year evaluations shall not have the right to file a grievance.

Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss options to address the issue.

Employees are asked to follow the chain of command when attempting resolve a possible grievance. If an employee does not feel comfortable speaking to their supervisor regarding a possible grievance, she/he can request to speak to Business Operations to discuss the matter.

For a grievance to be valid, it must be formally submitted to the immediate supervisor within ten working days of the act or omission that is the subject of the grievance or within ten working days of the employee's learning of that act or omission. No response is the same as a denial at any step in the process. Time limits may be extended upon mutual agreement of the parties (in writing). If the grievance is denied by the immediate supervisor, the employee may direct the formal statement to the next person in the chain of command. This must be done within five working days.

The written statement must include:

- a) A description of the problem within the guidelines as described in the definition.
- b) Supportive information.
- c) A description of the remedial action sought; and is forwarded to the immediate supervisor with a copy to Business Operations

Step 1: Written complaint to supervisor

The employee must submit a written complaint within five days to his or her immediate supervisor to include:

- The nature of the grievance.
- Detailed information including evidence of the issue, witnesses, related policies, etc.
- The remedy or outcome desired.

The immediate supervisor will have five working days to respond to the employee in writing.

If the employee complaint is regarding illegal harassment, discrimination or retaliation, the employee should submit the written complaint directly to the Business Operations department.

Step 2: Written complaint to Director of Business Operations

If the employee is not satisfied with the response from the immediate supervisor, the employee may submit a written complaint to the Director of Business Operations. The request for review should include:

- An explanation of the grievance and details of all previous efforts to resolve the issue.
- A copy of the written complaint submitted to the immediate supervisor.
- A copy of the immediate supervisor's written response to the employee's complaint.
- Detailed information regarding the employee's dissatisfaction with the immediate supervisor's response.

The Director of Business Operations will consult with the employee's immediate supervisor and any other relevant parties to evaluate the grievance and provide a written response to the employee within five days. If the Director of Business Operations cannot resolve the grievance to the satisfaction of the employee, it will be referred to the Executive Director.

Step 3: Written complaint to the Executive Director

If the employee is not satisfied with the previous responses, the employee may submit a written complaint to the Executive Director for review. All contents of the grievance file will be made available to the Executive Director who will have ten (10) working days upon the receipt of the Grievance File to review and submit a written reply to the employee. If the Executive Director cannot resolve the grievance to the satisfaction of the employee, it will be referred to the Personnel Committee.

Step 4: Personnel Committee

After receiving the Grievance File from the Executive Director, the Personnel Committee will have ten working days to review the material, interview persons concerned with the grievance (if applicable) and submit a written response to the employee regarding their decision. All evidence and information will be kept confidential. If the Personnel Committee cannot resolve the grievance to the satisfaction of the employee, it will be referred to the Grievance Committee.

Step 5: Grievance Committee

The Grievance Committee composed of Board of Directors and Policy Council members will schedule a formal Grievance Hearing. Hearings will be presided over by the Chairman of the Grievance Committee. The hearing will be informally conducted, and technical rules of evidence will not apply. The employee will have the right to present statements, evidence, and call witnesses consisting of anyone with relevant information to the grievance. The Grievance Committee will have the right to ask questions and to call its own witnesses. If the employee fails to appear for the scheduled Grievance Hearing, a decision will be made on the evidence presented in the Grievance File. The Grievance Committee will render a decision to the employee in writing within fifteen working days of the Grievance Hearing.

The decision of the Grievance Committee shall be considered final.

Recordkeeping

Business Operations will maintain records of the grievance process confidentially and securely.

CENTER DIRECTORY

<p style="text-align: center;">Bogalusa Head Start</p> <p style="text-align: center;">1202 Erie Avenue Bogalusa, LA 70427 (985)-735-5668 & 735-5669 Services: Pre-K, Early Head Start & Pregnant Women</p>	<p style="text-align: center;">Central Tangipahoa Head Start</p> <p style="text-align: center;">728 E. Railroad Avenue P.O. Box 472 Independence, LA 70443 (985)-878-9856 & 878-9881 Services: Pre-K & LA-4</p>	<p style="text-align: center;">Covington Head Start</p> <p style="text-align: center;">73134 E. Stadium Drive Covington, LA 70433 (985)-893-0053, 893-2792, 892-8638 & 892-8626 Services: Pre-K, Early Head Start, & Pregnant Women</p>
<p style="text-align: center;">Franklinton Head Start</p> <p style="text-align: center;">531 Hilltop Drive Franklinton, LA 70438 (985)-839-5422, 839-9554, 839-2798 Services: Early Head Start & Pre-K</p>	<p style="text-align: center;">Hammond Early Head Start</p> <p style="text-align: center;">1500 Phoenix Square Hammond, LA 70403 (985)-542-0057 & 542-0198 Services: Pre-K</p>	<p style="text-align: center;">Lacombe/Mandeville Head Start</p> <p style="text-align: center;">60366 S. 24th Street Lacombe, LA 70445 (985)-882-5610 & 882-7094 Services: Pre-K</p>
<p style="text-align: center;">Livingston Head Start</p> <p style="text-align: center;">25753 Walker South Road Denham Springs, LA 70726 (225)-665-8629 & 667-2156 Services: Pre-K</p>	<p style="text-align: center;">North Tangipahoa Head Start</p> <p style="text-align: center;">63508 Roch Road Roseland, LA 70456 (985)-748-5196 & 748-3858 Services: Early Head Start & Pre-K</p>	<p style="text-align: center;">Pearl River Head Start</p> <p style="text-align: center;">63631 Hwy 11 Pearl River, LA 70452 (985)-863-3660 & 863-3681 & 863-3681 Services: Pre-K</p>
<p style="text-align: center;">Robert Head Start</p> <p style="text-align: center;">22476 Hwy 190 East Robert, LA 70455 (985)-318-8812 Services: Early Head Start, Pre-K & Pregnant Women</p>	<p style="text-align: center;">SLU Head Start</p> <p style="text-align: center;">125 Lion Lane Hammond, LA 70401 (985)-277-1516 & 277-1519 Services: Early Head Start & Pre-K</p>	<p style="text-align: center;">Slidell Head Start</p> <p style="text-align: center;">61260 Airport Road Slidell, LA 70460 (985)-605-5070 Services: Early Head Start, Pregnant Women and Pre-K</p>
<p style="text-align: center;">Springfield Head Start</p> <p style="text-align: center;">31100 Carter Cemetery Rd Springfield, LA 70462 (225)-294-5811 & 294-2764 Services: Pre-K</p>	<p style="text-align: center;">St. Helena Head Start</p> <p style="text-align: center;">77 Greensburg Street P.O. Box 88 Greensburg, LA 70441 (225)-222-4500, 222-6115 Services: Pre-K & Early Head Start</p>	<p style="text-align: center;">Shirley Cross Temple Head Start</p> <p style="text-align: center;">1151 C. B. Temple Rd Kentwood, LA 70444 985-247-4500 Services: Pre-K</p>
<p style="text-align: center;">Administrative Offices</p> <p style="text-align: center;">22476 Hwy 190, Robert, LA 70455 (985)-318-8800</p>	<p style="text-align: center;">Hammond Early Head Start</p> <p style="text-align: center;">1600 Phoenix Square Hammond, LA 70403 985-602-4093 Services: Early Head Start</p>	

ADMIN OFFICE DIRECTORY

Business Operations		Ext	Monitoring & Compliance		Ext
Amanda Garrett	Bus Ops Assistant	2450	Becky Oliphant	Content Area Sup	2221
Crysta Abelseth	Bus Ops Sup	2113	Cora Whitaker	Health Manager	2003
Felicia Walker	Bus Ops Mgr	2334	Brittany Venible	Health Assistant	
Monica Garrett	Bus Ops Assistant	2335	Shannon Forrest	PFCE Assistant	2449
Shannon Russelles	Bus Ops Assistant	2112	Greta Williams	PFCE Manager	2118
Sherrel Washington	Bus Ops Assistant	2115	Kristi Ginn	PFCE Manager	2116
Akeshia Robson	Bus Ops Assistant	2008	Karen Ray	Nutrition Manager	2223
Dora Fonti	Bus Ops Sup	2007	Shannon Petz-Musacchia	Nutrition Asst.	2222
Maria Oliva	Bus Ops Assistant	2114	Ella Grimes	Nutrition Asst.	2336
Megan Burns	Bus Ops Mgr	2552	Jennifer Waguespack	Content Area Sup	2224
Ryan Byrd	Bus Ops Assistant	2002	Renica Foster	Mental Health Mgr	2119
			Fran Brocato	Disabilities Mgr	2230
			Dominique Sims	Beh Health Mgr	
Instruction & Learning			Ronald Gordon	Beh Health Coach	2246
Fred Taylor	Inst & Learn Sup		Lapalovitz Seals	Beh Health Coach	2220
Letitia Morgan	Inst & Learn Mgr	2233	Porchia Gordon	Beh Health Coach	2245
Debra Arceneaux	Inst & Learn Mgr	2229	Eleanor Shockley	Beh Health Coach	2244
Tommy Watson	Inst & Learn Mgr		Carmella Causey	Beh Health Coach	
Doris Wheat	Inst & Learn Ment	2231	Adariuna Evans	Beh Health Coach	2241
Erica Yarbrough	Inst & Learn Ment	2232			
Fashima Honeywood	Inst & Learn Ment	2247	Facilities/IT		
Katrina Leonard	Inst & Learn Ment	2243	Randy Moore	Facilities Asst Mgr	2225
Sharlet Winston	Inst & Learn Ment	2242	David Landry	IT Manager	2117
Turkessa Dillon	Inst & Learn Ment	2245			
Infant Program			Executive Management		
Shanna Bickham	Center Comp Sup		Josalyn Robinson, PhD	Executive Director	2010
Yolanda Payne	Infant Program Mgr		Dawn Williams, PhD	Director of Center Ops	2006
			Sandra Flad	Director of Business Ops	2110
Executive Operations			Shaniqua Edwards	Dir of Monitoring & Compliance	2111
Dametra Varnado	Exec Ops Mgr		Reggie Knox	Dir of Facilities & Transportation	2009
Cavassia Felder	Admin Clerk	2446			
Danyelle Horton - Sanders	Executive Asst	2011			

