

Androscoggin Head Start and Child Care

Personnel Policies

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SECTION 1.

INTRODUCTION

Welcome to Androscoggin Head Start and Child Care! These policies have been prepared for your benefit as an employee. The information enclosed within will furnish you with a clear understanding of our policies and benefits. It will also help to inform all staff members of their privileges and responsibilities, as well as to insure uniformity in policy application. Management reserves the right to interpret policy intent and all management decisions shall be final.

This policy manual contains information applicable to all employees of Androscoggin Head Start and Child Care (AHSCC). It outlines personnel policies, provides information about the administration of personnel policies and procedures, and describes employee responsibilities and programs designed to be of benefit to employees.

Over time AHSCC may need to change policies and procedures described in this manual to accommodate growth, reflect changes to regulations, or to describe changes in policies and/or practices. AHSCC will strive to advise employees of changes and updates on a timely basis. Because not every possible situation can be anticipated, and depending on the circumstances of a given situation, AHSCC also reserves the right to address a situation differently from what may be described here. This manual is not an employment contract and is not intended to create contractual obligations of any kind. Therefore all employees are employees-at-will. An employee-at-will may be terminated without advance notice for any reason or no reason at all, except that the employee may not be terminated for an illegal reason.

The Personnel Policies that follow are established by vote of Androscoggin Head Start and Child Care Board of Directors and Policy Council, and other Agency-sponsored Committees and Councils when appropriate. The policies are effective when voted on and will remain in force until they are amended or replaced by a majority vote of the Board and Policy Council. AHSCC employees will be provided with a copy of these policies at the beginning of their employment and a copy of current policies is available on the AHSCC employee web-site located at <http://www.androscogginheadstart.org/resources/staff/> Employees are responsible to be familiar with these policies and are expected to seek clarification from their direct supervisor or the Human Resources Manager when necessary.

In situations where problems arise employees are to speak with their immediate supervisor. If employees do not receive a satisfactory answer from immediate supervisor, the problem needs to be referred to the next level of supervision. Do not bypass any level of supervision. Employees must make their supervisor aware of their intentions. By following these steps, the door will always be open for employees to find solutions to problems without fear of reprisal.

In order for employees to understand and recognize responsibilities/supervision at management levels within the Head Start framework, an ORGANIZATIONAL CHART is included in this handbook. This chart emphasizes the levels of personnel linking together the components necessary to implement a quality program.

These policies are subject to the laws of the State and Federal Government, in particular, the Maine Human Rights Act, the Civil Rights Act of 1964 and the Fair Labor Standards Act.

SECTION 2. EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION POLICY

Androscoggin Head Start and Child Care is committed to a policy of equal employment opportunity for all qualified employees and applicants, and does not unlawfully discriminate in the terms, conditions or privileges of employment including hiring, orientation, training, promotion, transfer, compensation, benefits, educational assistance, employee facilities, termination, and retirement because of age, race, sex, sexual orientation, marital status, religion, national origin, physical or mental disability or other categories protected by law.

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees so that s/he is free from harassment or interference based on factors noted above.

AHSCC complies with the provisions of the American with Disabilities Act (ADA). AHSCC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS-related virus, sickle-cell trait, cancer, heart disease, or other life-threatening illnesses or diseases.

AHSCC will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on AHSCC.

An employee who believes he/she has been the victim of employment discrimination should immediately report this concern to the Human Resources Manager located at Coburn School, 269 Bates Street, Lewiston, ME.

SECTION 3. SEXUAL AND OTHER UNLAWFUL HARRASSMENT

Androscoggin Head Start and Child Care is committed to providing a workplace that is free of discrimination and unlawful harassment. All employees are expected to treat one another with mutual respect and to behave in ways that promote a positive, productive work environment. AHSCC will not tolerate actions, words, jokes or comments, which create an environment of harassment and are based on an individual's race, religion, sex, sexual orientation, national origin, age, physical or mental disability, or any other category protected by law.

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

1. Submission to such behavior is made either explicitly or implicitly a condition of an individual's employment;
2. Submission to, or rejection of, such behavior is used as a basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to the following:

- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching or grabbing
- Commenting on physical attributes
- Unwelcome hugging, pinching, or kissing
- Making frequent sexual remarks
- Repeated offensive flirtation or propositions
- Leering, whistling, catcalls
- Displaying sexually suggestive pictures
- Pressuring someone to go on a date
- Granting job favors to those who participate in consensual sexual activity
- Slurs, jokes, or degrading comments of a sexual nature
- Suggestive, crude, offensive, or lewd remarks

Harassment may take many forms, intentional and unintentional, and may occur among co-workers or in a manager/subordinate relationship. In some cases, it may involve an outside service provider or a volunteer. Harassment can be blatant or extremely subtle.

Harassment-related problems can often be resolved through open and honest discussion between the individuals involved in the situation. In many cases, individuals perceived as behaving in a harassing manner will stop that behavior when confronted. However, such direct treatment of harassment is not always practical. Anyone who feels harassed by another employee or non-employee in connection with his/her work and who feels that direct confrontation is not appropriate or not effective should promptly report an incident of sexual or other unlawful harassment to his/her supervisor or the most appropriate manager with whom they feel comfortable communicating. That supervisor is responsible for requesting or initiating within 10 working days the proper investigation and/or appropriate action where necessary. Any employee who becomes aware of a possible sexual or other unlawful harassment situation must promptly advise his/her supervisor or Human Resources Manager.

AHSCC will treat every complaint seriously. It will be investigated appropriately and as confidentially as feasible. Complaints will be handled expeditiously and complainants will be informed of the outcome of the investigation as appropriate. AHSCC will make every attempt to resolve situations to employees' satisfaction. Employees may report concerns about harassment without fear of consequences or retaliation.

Any employee guilty of harassment will be subject to disciplinary action. Anyone who believes he or she has been subjected to unlawful sexual harassment in the workplace also may file a charge with the Maine Human Rights Commission (MHRC), Station 51, State House, Augusta, Maine 04333 (207) 624-6050, within 6 months of when the alleged harassment occurred. The Commission investigates complaints and attempts to resolve them to the mutual satisfaction of those involved. The charge and the evidence collected during any investigation may become a matter of public record if a lawsuit is filed later. It is unlawful for anyone to be punished for 1) exercising his/her right to be free of sexual harassment, 2) making a charge in good faith with the MHRC, or 3) testifying in good faith in any matter before the MHRC.

This policy also applies to Board/Policy Council members, volunteers and service users.

SECTION 4.

PERSONNEL CLASSIFICATIONS

Individuals may be employed by Androscoggin Head Start and Child Care in the following categories:

1. **Full-Time:** An employee who is employed to work 1435 or more hours annually on a continuing basis. Employees with “full time” status have access to health insurance, paid time off, life insurance, retirement, short-term disability, and dental insurance. Effective July 1, 2012.

Employees hired prior to January 1, 2007 grandfathered as - one who is scheduled to work 900 hours or more per year. Employees hired between January 1, 2007 and July 1, 2012 – one who is scheduled to work 1000 hours or more per year.

2. **Part-Time:** An employee who is employed to work less than 1435 hours annually. Employees with “part-time” status are eligible for paid time off and holiday pay on a pro-rated basis, and retirement if employed more than 1000 hours annually.
3. **Temporary:** An employee who is hired to work on an hourly basis as needed for less than 364 days. Employees with “temporary” status are not eligible for benefits, with the exception of paid holidays on which they are regularly scheduled to work.
4. **Contractual:** An individual who is not an employee but who provides services on a contractual basis. All contractual individuals shall be subject to the terms and conditions of a written contract.
5. **Work Study:** An individual who is employed by the agency in conjunction with an institution of higher learning. All work-study employees are subject to the terms and conditions of a written contract between AHSCC and the educational institution.

SECTION 5.

SELECTION AND EMPLOYMENT OF PERSONNEL

1. The Human Resources Manager has authority to hire all AHSCC staff except for the Executive Director who will be hired by the Board.
2. It is AHSCC policy to recruit and hire the best-qualified persons to fill all positions. Notice of particular job openings may be advertised on-line and in local newspapers and will be posted at all sites on in-house bulletin boards. All AHSCC staff members are encouraged to apply for positions for which they feel qualified. When there is a job opening, the following groups will be notified: present staff, present and past parents who have indicated an interest in that job opening. The Interview Committee will be instructed to give priority in this order, all things being equal: 1) present staff, 2) parents, and 3) past parents. All qualified applicants may be called in for a second interview which may include classroom observation, other job simulation or further conference, depending on the position.
3. All hiring shall be done in conformance with the AHSCC’s Affirmative Action Plan. All applicant resumes will be reviewed and screened by the Manager and/or Supervisor, and the most qualified are interviewed. All qualified applicants will undergo the same interview process. When a vacancy occurs, the Human Resource Manager will form an interview committee which when possible will include parents. The committee will recommend the top candidates to the Human Resource Manager who makes the decision after the final screening process, and hires with Policy Council approval. All

positions shall be clearly defined in a written job description which will include the qualifications, duties, responsibilities and supervisory relationships of said position.

4. All successful applicants for AHSCC positions must have completed an application form and submitted a current resume. Eligibility to work in the USA will also be verified. In general, no person will be hired unless professional credentials are verified and at least two references checked. Copies of all professional credentials must be part of the employee's file and updated in a timely manner by the employee.
5. Applicants not selected will receive written notification.
6. New employees may be offered employment contingent on Policy Council approval, acceptable references, and acceptable results from State Bureau of Identification and Department of Health and Human Services. The employee may not start working until positive references and SBI (State Bureau of Investigation) and DHHS results have been received.
7. Effective FY 2007, the Regional Office must be notified prior to making a job offer to any staff identified as key personnel. Key personnel will include the Head Start Director and, where salaries are covered principally (i.e. greater than 50%) by the Head Start grant, the Executive Director and the Chief Financial Officer. The Regional Office will take no more than a few days to respond to the grantee's proposal. (Ref. Part 74.25 (c) (2) and Part 92.30 (d) (3).
8. Head Start Policy Council must approve or disapprove the hiring and firing of all Head Start Staff.

SECTION 6.

TREATMENT OF NEW EMPLOYEES

1. All new employees will be provided with a copy of their welcome letter, which will detail their pay, evaluation, and anniversary dates, and a description of their specific conditions and benefits of employment. They will also receive a description of their job responsibilities and updated Personnel Policies, which will be reviewed with them by the Human Resources Manager.
2. Human Resources shall maintain a personnel file for each employee. The file shall contain pertinent employment-related data and shall be kept in confidence and used only by authorized personnel. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless there has been an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents. The employee shall also have the right to submit a written answer to such material and the answer shall be attached to the file copy.
3. Employees upon hire are required to show proof of a health exam within the last 12 months or have an exam completed. Employees must also show evidence of MMR, DPT and Tetanus. Updated Tetanus is required every ten years. Background checks, i.e. references and criminal, are completed prior to hire.

As a result of the transmission of pertussis in child care and school settings the Health Advisory Committee of Androscoggin Head Start and Child Care in February 2013 is recommending all employees be vaccinated against pertussis on the following schedule in order to keep children in our program safe from pertussis.

- All classroom staff (full-time, part-time, volunteers, and substitutes), 19 years of age and older, that care for infants and children under 3 years of age, and did not receive a Tdap dose between 11-18 years of age, are required to receive a dose of Tdap no later than September 1, 2013.

- All classroom staff, 19 years of age and older, that care for children between 3-5 years of age that did not receive a Tdap dose between 11-18 years of age are required to receive a dose of Tdap no later than September 1, 2013. .
 - All AHSCC non-classroom employees, 19 years of age and older, that have not previously received a dose of Tdap between the ages of 11-18 years of age, are required to receive a dose of Tdap vaccine at their next required three-year physical exam.
 - All new employees as of September 1, 2013, are required to show evidence of Pertussis vaccine.
4. Upon hire, all new employees will receive a formal “Onboarding Passport” and calendar for scheduled meetings with different areas within the agency. This “Onboarding” is expected to be completed within a two week period, during which the new employee should have a substitute for these two weeks to permit them to observe and ask questions about their new position.

SECTION 7.

INTRODUCTORY PERIOD

The initial three months of employment shall be considered an introductory period for all employees. During introductory period employees are ineligible to apply for any other position at AHSCC. Approximately 10 days before the end of the introductory period, a performance evaluation will be completed. Based on a positive evaluation, the employee will attain regular status. The first day of employment will be considered the employee’s anniversary date.

If performance is not totally satisfactory, as clearly indicated in the evaluation, a final determination will be made. If this determination is negative, the employee may be terminated. If in the view of AHSCC, additional training and/or time in the job may improve performance, AHSCC does reserve the right to extend an employee’s introductory period to work with the employee to bring performance up to expected levels.

It is expected that employees will use the introductory period to demonstrate the necessary skills and performance level needed to achieve regular status. It is also expected that supervisors will use this time to provide necessary and reasonable training and assistance to the employee.

At any time during or at the end of the introductory period, AHSCC may terminate the employment relationship without notice. AHSCC also reserves the right to provide severance in lieu of notice and, in some cases of misconduct, to terminate the relationship with no notice and no severance.

Termination of the employment relationship during or at the end of the introductory period is not grievable.

Use of authorized leave without pay during the first three months of employment will extend the introductory period accordingly.

AHSCC reserves the right to terminate employees at any time and for any reason within the confines of the law.

SECTION 8.

EMPLOYEE EVALUATION

Performance feedback is expected to be an ongoing process between employees and their supervisor. In addition to the informal, ongoing feedback process, AHSCC also has formal reviews that are completed on a yearly basis, following successful completion of employee's introductory period. The goal of this process is to help employees identify strengths and areas for growth in order to outline a plan to enhance their skills and correct any deficiencies.

Some specific steps included in this process are outlined below:

1. Evaluations are conducted by the employee's immediate supervisor and reviewed and approved by the next highest supervisor.
2. All evaluations will be signed by the supervisor and employee indicating that they have been reviewed and discussed.
3. Employees having a serious disagreement with their evaluation should be advised they may insert a response in his/her personnel file and discuss it with the next highest supervisor or the Executive Director. They may also pursue their interest through the normal grievance process.
4. Employees will be given a copy of his/her completed evaluation, and a copy will be filed permanently in the employee's personnel file.

SECTION 9.

RESIGNATION/DISCIPLINE/REDUCTION IN FORCE/TERMINATION OF EMPLOYMENT

1. VOLUNTARY RESIGNATION

An employee may resign from AHSCC by submitting his/her notice in writing to the Human Resources Manager or the Executive Director. Unless shorter notice is agreeable to AHSCC, exempt employees are expected to provide at least one month's notice and non-exempt staff at last two weeks' notice.

2. REDUCTION IN FORCE POLICY

Androscoggin Head Start and Child Care may lay off an employee due to the elimination of a position, shortage of work, shortage of funds or by program design.

Lay off decisions will be made according to current and future staff needs and by assessing each employee's qualifications to fill remaining positions after a layoff. An assessment of an employee's qualifications shall include: job related performance evaluations, job related experience, job related education/training/skills and service in their present position.

Once the above is established, factors considered include availability to relocate, if necessary, and availability to meet work schedules.

When staff is laid off the following will occur:

1. The employee will receive written notification from the Human Resource Manager. Every effort will be made to provide notice to senior management staff 30 days in advance and two weeks' notice for all other employees.
2. Evaluation date and date of hire will be adjusted to reflect layoffs of more than 180 days.
3. Funding sources, work performance and job related performance may be considered in determining employees to be placed on layoff.

4. Medical benefits end on the last day of the month in which the employee leaves the Agency's employ.

SEASONAL LAY OFF POLICY

Seasonal employees hired to work part year are informed upon hire of annual work hours and calendar. AHSCC lays off part year, seasonal employees annually on a predetermined schedule due to program design.

1. Seasonal employees will be reimbursed for all accrued paid time off, not to exceed the period of layoff when the layoff is short-term, i.e. school vacation week.
2. The employee will not accrue paid time off during a layoff period.
3. Employees laid off and later rehired will:
 - a. have accrued paid time off at the time of layoff reinstated;
 - b. have time worked considered in calculating the longevity benefit.

3. DISCIPLINARY ACTIONS may be necessary from time to time to correct inadequate job performance and/or inappropriate staff conduct.

Disciplinary actions may be taken in the following ways:

- A. Through notification of an "employee warning notice".
- B. Through the establishment of a *probationary* period wherein, by the termination of that period, corrective action must have resulted, in order to avoid further discipline or dismissal of the staff. The manager has the option of extending the probation one time for the desired results to take place through training.
- C. Through a temporary suspension or forced leave of absence without compensation, of the staff involved. Site Supervisors and/or teachers may immediately suspend an employee for misconduct or for a non-compliance issue. That Site Supervisor and/or teacher will then immediately contact their direct Supervisor. Management will begin a follow-up investigation of the situation to determine if further disciplinary action is appropriate. The employee will remain on suspension pending the outcome of the investigation. (If the investigation determines there was no cause for suspension, the employee will be re-instated with full back pay.)
- D. Through dismissal of the staff involved. (*This becomes effective after the new employee 3 month "introductory" period.*) The Human Resource Manager or staff person's manager shall advise the staff in writing of their decision to dismiss them from the agency including the reason for this action. The applicability or the extent to which any of these disciplinary actions is utilized will depend upon the sole discretion of management as determined by the scope of the problem involved, and the circumstances.

Serious violations may result in an employee's immediate termination skipping steps in the above listed disciplinary action.

4. REFERENCES: All requests for reference must be made to the Human Resources Manager. Employees are prohibited from providing professional references for former or current employees and should not put their fellow employees in the position of having to refuse such a request.

SECTION 10.

WORKING CONDITIONS

The conditions of employment will be specified in writing and agreed to by each employee before assignment. Details related to hours of work, rest periods, lunch periods, pay periods, payroll deductions, etc., will be made known in writing to the employee as differences may be inherent to positions. Employees are encouraged to check with their immediate supervisor to resolve any questions and ensure that expectations are clear.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Any safety device or protective equipment needed in the performance of the job will be furnished by the Agency.

Hours worked and Overtime: The Executive Director, Finance Director, Human Resources Manager, Program (Content) Managers, Financial Officer, Site Supervisors, and Teachers are salaried employees and as such are exempt from the overtime requirements of the Fair Labor Standards Act and do not qualify for overtime compensation. All other employees (i.e., non-exempt employees) who work more than 40 hours per week will be paid at rate equal to 1½ times their regular rate of pay for time worked over 40 hours in a pay period in accordance with applicable State and Federal laws.

For all employees paid on an hourly basis, all time worked over the employee's regularly scheduled, agreed-upon number of hours must be approved beforehand and in writing by the Executive Director, or the employee's supervisor, if designated, and may not be accumulated beyond the current pay period.

All positions at AHSCC are subject to change. Changes may include, but are not limited to changes in wage, location, position, or elimination of position.

SECTION 11.

PAY PROGRAM

AHSCC attempts to provide each employee a fair rate of pay for work performed. The Board establishes pay scales for each position with the approval of Policy Council upon recommendation of the Executive Director. AHSCC will try to review pay scales every three years or when the Board deems such review necessary. All employees are paid bi-weekly on the Thursday following the end of a pay period. The pay period begins at 12:01 a.m. Sunday and ends at 12:00 p.m. Saturday.

Non-exempt or hourly employees must register actual hours worked on the web clock on a daily basis. No hourly employee has the authorization to register more than 40 hours per week on the web clock. Punches on the web clock should be to the nearest quarter hour. Employees may only register his/her hours.

Non-exempt employees are paid time and a half for all hours worked over 40 in a week. Paid Time Off (PTO) and holiday hours paid do not count as hours worked.

AHSCC offers direct deposit of payroll checks into an employee's account(s) at the financial institution(s) of the employee's choice. Contact the Human Resources Manager for a form to begin direct deposit.

SECTION 12.

EMPLOYEE BENEFITS

12.1 Paid Time Off:

A. All regular full-time employees working shall accrue paid time off as noted in the following classifications while part-time employees shall accrue paid time off on a prorated basis.

Exempt Employees and Non-exempt Teachers working 52 weeks/year

Length of Employment

0 – 5 years	7.08 hours/pay period	(23 days per year)
5 years plus	8.92 hours/pay period	(29 days per year)

Exempt (working less than a 52 week year) and Non-Exempt Employees

Length of Employment

0 – 5 years	5.23 hours/pay period	(17 days per year)
5 years plus	7.08 hours/pay period	(23 days per year)

B. Paid time off may not be used for planned time off until completion of employee’s introductory period. Employees leaving the agency prior to completion of their introductory period will not be eligible to receive paid time off pay.

C. Paid time off will be granted on a pro-rated basis to part-time employees. A “Request for Time Off” needs to be completed in advance for approval by employees direct Supervisor and Manager or Executive Director. Approval is granted based on timing of the request and anticipated program requirements during the requested leave. Planned paid time off will be granted as long as the employee has accrued the earned time in their account and the request does not interfere with the orderly operation of the agency.

D. Temporarily laid off employees must use their paid time off before attempting to collect unemployment.

E. Part year personnel (employees working less than 52 weeks a year) are required to take paid time off during February, April, summer and December breaks. All agency personnel are required to take paid time off during annual scheduled agency closure week.

F. Employees may carry over accrued paid time off from one calendar year to the next not to exceed more than half of their yearly accrual.

G. When paid time off (PTO) of less than 5 days is required a one week advance notice to your supervisor is necessary unless the PTO is used for legitimate, unexpected illness or emergencies. Requests for PTO of more than 5 days require a two week advance notification to your supervisor. In all instances, PTO must be approved by the employee's supervisor in advance. AHSCC appreciates as much notice as possible when employees expect to miss work for a scheduled absence.

I. Paid Time Off (PTO) Exceptions

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to Human Resources permitting them to return to work.
- PTO taken in excess of accrued time earned can result in progressive disciplinary action up to and including employment termination. Time off in excess of accrued PTO will be unpaid.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Under AHSCC's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken concurrent with the FMLA.

12.2 Inclement Weather/Storm Policy:

Androskoggin Head Start and Child Care programs will occasionally close due to inclement weather.

Part Year Classroom Personnel (Teachers, Teacher Assistants, Bilingual Center Assistants, and Food Service Aides/Specialists, assigned to part year programs): AHSCC's part year classrooms close when public schools within the community where our part year programs are located close due to weather; staff will report to work or utilize paid time off. In situations where the Executive Director closes the entire agency due to weather part year personnel scheduled to work are paid for that day.

Full Year Classroom Personnel (Teachers, Teacher Assistants, Center Assistants, and Food Service Aides/Specialists), Family Educators, and Office Personnel (Administrative staff located at Coburn and Site Supervisors): Full year classrooms are open unless the Executive Director closes the agency due to weather. In such a situation that the agency closes due to weather then all agency personnel scheduled to work are paid for that day.

12.3 Holidays:

AHSCC observes the following days as holidays for **Full Year** personnel:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Birthday	Veterans Day
Patriots Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day

AHSCC observes the following holidays for **Part Year** personnel:

New Years Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents Birthday	Thanksgiving Day
Patriots Day	Day after Thanksgiving Day
Labor Day	Christmas Day

12.4 Group Health, Life, Short-Term Disability, Retirement Plan and Dental Insurance

Participation in AHSCC's group health insurance is available to Full-time employees. The employee may pay a portion of single membership premium cost. The Board of Directors/Policy Council shall establish

portion paid by employees each year. Health insurance benefits for eligible employees begin on the first of the month following the first full month of employment. Health insurance coverage is available to the families of full-time employees at the expense of the employee. The open enrollment period for health insurance is the month of February. Employees who have a special enrollment event such as a loss of other coverage, marriage, birth or adoption of a child have a special enrollment right to enroll in the agency's group health plan at the time of the event.

It is the policy of AHSCC to allow full time employees to opt off health insurance at \$50.00 per month if the employee can show proof of coverage under another group policy. If the employee has opted off and has a "life change" such as spouse changing jobs, marriage, divorce, birth of a child, etc., the employee may sign up for insurance at that time and not continue the opt off.

Employees must have other health insurance coverage and provide proof of that coverage in order to initiate the opt-off benefit. If employees lose that medical insurance coverage during the course of the year, Human Resources **must be notified immediately** of coverage loss. Employees may then enroll in the agency's health insurance.

Employees receiving the \$50 monthly opt-off benefit are required to provide proof of other health insurance coverage every January in order to continue receiving the opt-off benefit.

Life insurance, worker's compensation, retirement plan, and voluntary dental insurance are available to eligible employees on the first day of the calendar month following a full month of employment.

Life insurance is provided by AHSCC to all full-time employees in the amount of \$10,000. Additional life insurance may be purchased at employee's expense.

Dental insurance is an optional benefit offered to eligible AHSCC employees at their cost.

Short-term disability is a benefit provided to eligible AHSCC employees.

Employees on an approved unpaid leave of absence will be responsible for reimbursing AHSCC for payment of insurance premiums (i.e. health, life, etc.)

Participation in the Retirement Plan is available to full-time employees who are 21 years of age and employed for one year before 2% employer contribution is made to the Retirement Plan contingent upon completion of required paperwork at time of hire. Employees will be fully vested after 5 years.

- After 2 years of employment, the employee is 25% vested.
- After 3 years of employment, the employee is 50% vested.
- After 4 years of employment, the employee is 75% vested.
- After 5 years of employment, the employee is 100% vested.

12.5 Support for Educational Opportunity:

AHSCC is committed to fostering and encouraging all employees to increase their knowledge and improve their skills. All staff members are encouraged to seek out educational opportunities. As time and budget permit, the Agency will support staff attendance at conferences (in state and out of state), workshops and courses. Agency support must be approved prior to the event by the Executive Director

and may include reimbursement for registration, travel costs, supplies and adjustments of regular work hours. Individual employees may have specific allowances for educational time (Appendix A).

An employee who receives financial assistance in order to advance their education shall teach or work in the agency for a minimum of three years after completion of the course for which financial assistance has been provided or repay the total, or a prorated amount, of the financial assistance received based on the time elapsed since course completion.

Employees may be eligible for educational reimbursement not to exceed the USM per credit hour rate up to a maximum of nine credits in a single fiscal year, provided that the credits are relevant to the employee's position, the employee is in a matriculated degree program, receives an acceptable grade, and has received prior written approval from the Human Resources Manager. Books and fees will also be paid for those mandated as a condition of employment.

Employees shall meet or exceed the following criteria:

- The letter grade of "B" or "Pass" is required. An employee receiving a grade of "C" or "Fail" must return any tuition support received from the agency.
- Any employee who drops a course and receives "Incomplete" or "Fail" must return any tuition support advanced.
- Employees must submit an official transcript within one month of course completion. If not, any tuition support advanced must be returned.
- Failure to remit the amount advanced, or in instances when the employee terminates employment prior to course completion, shall result in the advanced support being deducted from the employee's paycheck, per signed agreement.
- Employees receiving tuition support from other sources, such as VA, scholarship from any public or private institution (i.e. FAME) are required to notify AHSCC of source and amount.

AHSCC educational support is contingent on available resources.

12.6 Workers' Compensation:

All AHSCC employees are covered by Workers' Compensation Insurance, which provides coverage in accordance with the "Maine Workers' Compensation Act" when an employee has an accident during working hours and while performing employment duties. All injuries on the job must be reported as soon as possible to Human Resources, but no later than 24 hours. If non-emergency medical attention is required, Human Resources will schedule an appointment with the agency's vendor at a time convenient for all involved. If the initial appointment is scheduled during the work day the employee will be paid for that time.

If follow up visits are needed, the employee will attempt to schedule those visits outside work hours. If follow up visits are scheduled during work, then sick time will be used. If there is no available sick time, then time can be unpaid or vacation time may be used. When possible, time can be made up within the same work week.

12.7 Social Security:

Employees of AHSCC are covered by Social Security, which provides retirement income, disability, and survivor's benefits payable to the covered worker or his/her family. (See "Your Social Security" – a booklet available from the local Social Security Office).

12.8 Unemployment Compensation:

Employees whose employment is terminated may be eligible for unemployment compensation according to State guidelines.

12.9 Bereavement Leave

A regular staff person may have:

- Three paid bereavement days (without using PTO) for: mother, father, spouse, significant other, child, or sibling;
- If additional time is needed, accrued PTO must be approved by employees Manager.
- Bereavement time to attend the funeral of a Head Start associated person may be taken with the approval of the Executive Director.

12.10 Child Care Benefit:

All AHSCC employees may access agency child care services for their children age 6 weeks to 5 years as non-federal child care slots are available. Fees will be 75% the Child Care Fee Schedule rate.

SECTION 13.

INSURANCE

13.1 Liability Insurance:

The Agency provides liability insurance for all employees within the scope of their employment and also for Board/Policy Council members.

13.2 Bonding:

All appropriate employees are bonded. That is, the Agency is covered against theft of money or securities.

13.3 Personal Property:

AHSCC insurance does not cover employees' personal property.

13.4 Auto Insurance:

No insurance is provided which would make payments to clients or other passengers in the vehicle for bodily injury, property damage or other claims arising from accidents in this instance. Employees who use their car for employment purposes must file proof of insurance, which will be kept, in the employee's personnel file and updated yearly. That is, the employee's personal auto insurance must cover the use of their cars for business purposes. For insurance purposes, clients are not to be transported by staff.

Employees who use their car for employment purposes are expected to abide by the laws of the State. AHSCC is not responsible for any damage to employees' cars while on agency business.

SECTION 14.

REIMBURSEMENT FOR EXPENSES

Employees will be reimbursed for expenses incurred on Agency business as follows:

14.1 Travel/Transportation Costs:

If personal motor vehicles are used for business purposes, the employee will be reimbursed at the current state rate. Mileage will accrue from office to the place of business and return.

All travel reimbursement paperwork must be submitted within 10 business days. Mileage is paid to employees following approval by Supervisor. Mileage sheets must be signed and submitted electronically to Payroll within two weeks for reimbursement. Mileage is reimbursed from employee's home or office which ever is less. Mileage is not paid for travel to/from college classes.

Other costs of transportation such as tolls, railway fares, bus, airplane, taxi, and parking fees will be reimbursed at cost. Any travel, other than day to day travel must be approved in advance through the Purchase Order process. Upon return employees will submit travel reimbursement paperwork. If needed employees will request additional funds or return unused funds.

14.2 Meals:

Employees are responsible for their own meals except under the following conditions:

- Employees receive a per diem meal allowance while traveling on agency business that involves hours outside the normal workday or overnight stay. The meal allowance is a fixed amount of reimbursement for meals based on rates listed below. Meals provided for in a conference fee will not be included in per diem meal allowance.

Visit <http://www.gsa.gov/portal/content/104877> to find the current Federal Meal Breakdown amounts based on the location for which you will be staying.

14.3 Other Business Expenses:

All other business expenses must be negotiated and approved in advance by the Executive Director. Except for those expenses described above, employees are not authorized to purchase or commit to purchase any type of goods or services without the prior knowledge and authorization of the Executive Director.

SECTION 15.

LEAVES OF ABSENCE

15.1 Family Medical Leave: (Appendix B)

The Family Medical Leave Act (FMLA) took effect for covered employers and most employees on August 5, 1993. The FMLA applies to an employer that has employed 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding year. Maine law requires a covered employer to give an eligible employee up to 10 consecutive workweeks of unpaid leave per two years, with no requirement of any fringe benefit continuation.

The FMLA requirement is 12 work weeks of consecutive, intermittent, or reduced leave per year, with a health insurance continuation requirement. Both laws require an employer to reinstate the employee to the employee's prior job or an equivalent job. Because Maine law does not require any benefit continuation, it contains no provisions concerning an employer's right to recover premiums from an employee.

An Eligible Employee must satisfy all four of these requirements:

- Must have been employed at least 12 months (52 workweeks) prior to the commencement of the leave; the prior employment need not be consecutive months or consecutive workweeks.
- The employee must have been employed at least 1250 hours of service for the employer during the 12 months immediately preceding the commencement of the leave.
- The employee must be employed at a worksite where at least 50 employees are employed by the employer within 75 miles.
- The employee must have not, at the time of the commencement of the leave, already used all FMLA leave allowed within the leave year.

One of the important differences between Maine and federal law is that Maine law contains a definition of “serious illness” which is much more restrictive than the FMLA definition of “serious health condition.” Maine law limits an eligible adoption to the adoption of a child 16 years or less; the FMLA places no limit on the age of the adopted child. Maine law does not list placement for foster care as an eligible event; the FMLA does.

This agency uses a “rolling” 12 month period measured backward from the date of an FMLA leave begins.

The NDAA (National Defense Authorization Act) expanded the FMLA to allow eligible employees of covered employers to take FMLA-qualifying leave arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. The NDAA also provided that “an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a (single) 12 month period to care for the service member.

When Family Medical Leave Act takes effect, the employee is required to use available paid time off.

15.2 Medical Leave:

A medical leave of absence is a leave of absence due to illness or non work-related injury to an employee, in excess of 10 working days, or when medical leave takes effect, the employee is required to use available PTO. Employees whose Family Medical Leave has run out or who are not otherwise eligible for a Family Medical Leave may request Medical Leave. This medical leave of absence (i.e., medical leave not covered by Family Medical Leave) may not exceed 6 weeks in total duration during any given year. The Executive Director may grant a leave of absence for medical reasons, documented by a physician’s statement of the necessity for and probable duration of the leave. Upon return from a medical leave of absence, the employee is guaranteed a job unless unanticipated circumstances, such as a layoff or a re-organization, that would have affected the individual’s position had he/she been actively employed, have occurred in the interim. All efforts will be made to first, return the person to the original job, and secondly, a position of similar pay and responsibility. An employee on medical leave of absence is not paid.

15.4 Leave Without Pay:

Requests for a leave of absence without pay for justifiable reasons shall be considered and decided upon by the Executive Director. These requests shall be considered in relation to Agency needs such as staffing, workload, anticipated special or additional projects and the like, along with recommendation of the

employee's supervisor. Depending on guidelines outlined in contracts with benefit providers, employee benefits may be continued at the expense of the employee. Financial arrangements must be made with the Executive Director prior to leave. When Leave of Absence has been granted, it is required that employees use paid time off.

15.5 Military Leave:

Military leave without pay shall be granted employees. Such employees shall be afforded the protection of seniority rights and status in Androscoggin Head Start and Child Care through Agency compliance with USERRA (The Uniformed Services Employment and Reemployment Rights Act of 1994.) Any employee who is a member of "Uniformed Services" will be allowed a paid leave of absence not to exceed fifteen days in any calendar year for purposes of attending duty requirements upon presentation of orders pursuant to such training. Salary, during those 15 days, to be adjusted or made whole based on total remuneration received from the military while on leave, not in excess of 15 days. Employees are expected to inform their supervisor of their impending military duty as much in advance as possible so plans can be made for their absence.

SECTION 16. CHILD ABUSE ALLEGATIONS/SUSPICIONS POLICY

AHSCC believes that every child has the right to be free from threats to their health and welfare. It is our responsibility as service providers to insure these services are of the highest quality and to insure the rights of children are in no way violated or compromised. Through our services AHSCC strives to provide education, support, and advocacy, which will ensure the safe development of all children.

AHSCC recognizes the difficult and sensitive position of employees, volunteers and Board/Policy/Committee members who work closely with, and on behalf of children. This policy is designed to protect AHSCC employees, volunteers, Board/Policy/Committee members, the Agency, and the children we serve. AHSCC will follow the State of Maine's mandatory reporting laws and cooperate with the Department of Human Services and law enforcement.

16.1 Allegations of Abuse

AHSCC staff, volunteers, and Board/Policy/Committee members will be considered innocent of any allegation until it is proven otherwise. AHSCC expects that all employees hired, volunteers, and Board/Policy/Committee members will reveal any past history of criminal or civil actions brought against them involving abuse of children.

In the event that an allegation of child abuse or neglect is made against any employee or potential employee, volunteer, or Board/Policy/Committee member, the employee, volunteer, or Board/Policy/Committee member is required to make his/her immediate supervisor, or Executive Director, aware of the allegation whether it is made regarding conduct on or off the job. No accusation will be considered too minute to be discussed.

Allegations of abuse against a child will result in the following actions being taken:

- AHSCC will ensure that the Department of Health & Human Services and local law enforcement where applicable have been notified.
- The Executive Director or the Board Chair will prepare a written summary of the events and the actions taken as they come to the attention of the Executive Director.

- AHSCC reserves the right to suspend or re-assign the employee with or without pay. Should the allegations have been made against a volunteer or Board/Policy/Committee member AHSCC reserves the right to suspend said individual from any agency activities.
- In allegations of physical and/or sexual abuse made against an employee, the following steps will be taken in order to offer maximum protection to that staff person: effective immediately, that staff person will be removed from direct contact with children and will be placed in another position within the agency. If a permanent employee, he/she will receive pay for a period for not longer than two months. Should the time exceed sixty (60) calendar days, the matter will be brought to the Board of Directors for determination.
- In situations involving a Family Child Care Provider accused of abuse and/or neglect, children enrolled in our program will be moved to another home while the accused caregiver is being investigated. No fee will be paid by Androscoggin Head Start and Child Care during this period. If the caregiver is exonerated, the agency has the option of placing children again in that home.
- Absent actions by law enforcement/Department of Health & Human Services, AHSCC reserves the right to conduct our own assessment of the incident in order to preserve the integrity of the organization and to protect the rights of children.
- AHSCC also reserves the right to take disciplinary actions, which may result in the employee's termination.

16.2 Suspicions of Abuse

AHSCC employees and volunteers who observe or suspect that a child has been abused or neglected, will notify without delay their supervisor, and will report said concern to DHHS, per Title 22, 4011, MRSA. Staff should consult with their supervisor and/or a DHHS intake worker if they are unsure whether to make a report or not.

The Agency supervisor will notify the child/children's family that the report to Child Protective Services is going to be made, if convinced that no increased threat will exist because of that notification. In any case the report to the Department shall be immediate.

If a disagreement exists between the AHSCC employee involved and their supervisor as to whether or not a report should be made to DHHS, the individual has the right and the legal obligation if they suspect abuse to make a referral to the DHHS with no repercussions from their supervisor.

SECTION 17.

DRUG-FREE WORK PLACE POLICY

The Board of Directors of AHSCC recognizes that chemical dependency is a treatable disease. AHSCC supports and encourages treatment of this disease and accepts a share of the responsibility of that treatment. Left untreated, however, the disease may result in serious personal and family problems and also may affect an employee's job performance and ability to serve as role model for our students. AHSCC must address its responsibility to assure that job performance meets applicable standards and that a safe and healthy environment be maintained throughout the Agency. Accordingly, the following policy has been adopted applicable to all agency employees.

1. AHSCC employees and clients will work and receive services in an environment free from alcohol and illegal drug use. AHSCC will make a deliberate effort to preserve a drug-free workplace.

Accordingly, the Agency expects all employees to report for work and to perform their duties in a manner does not jeopardize the health, safety, and well being of co-workers and clients.

2. Any employee who suspects that he or she may have an alcohol or drug dependency problem is strongly encouraged to seek voluntary diagnosis and treatment. The AHSCC Executive Director will provide any employee with confidential referral services to an outside agency upon request, and will assist the employee in determining the extent to which insurance coverage is available to help pay for such services.
3. All employees are strictly prohibited from a). Possessing, furnishing, or selling alcoholic beverages or scheduled drugs (as defined in Title 17-A, M.R.S.A. Section 1101 and/or as listed in Schedules I-V of Section 2202 of the Federal Controlled Substance Act) at any facility, on any property or vehicle owned or operated by the Agency, or at any Agency sponsored activity; b). Being under the influence of or using any such substance at any such place or event; c). Coming to work with alcohol on their breath; and d). Furnishing selling, or assisting clients or minors in any way to obtain such substances at any time or location. Any illegal substance found at any such place or event will be turned over to the appropriate law enforcement agency and could result in criminal prosecution.
4. Any violation of the preceding paragraph shall constitute sufficient grounds for employee discipline, up to and including dismissal from employment. Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Disciplinary action may include the requirement that the employee complete a rehabilitation program judged as acceptable by the AHSCC Board of Directors. Referrals under foregoing paragraphs of this policy will not preclude such disciplinary action.
5. As provided, in part, in the Drug-Free Work Place Act of 1988, all employees are required to notify the Agency of any criminal or civil violation or drug statute conviction occurring at or off the workplace immediately. Additionally, all AHSCC employees are required to notify the Agency of any criminal or civil accusation that occurs at or off the workplace related to substance use and/or abuse.
6. Testing - An employee may be subject to, and required to submit to testing, including but not limited to blood, urine or other diagnostic tests to determine and detect alcohol or drugs in his/her system. Whenever the employee is involved in an on the job accident or the employee's behavior raises a reasonable suspicion of drug or alcohol use, random testing may also occur, as determined by the Agency, based on agency needs or perceived problems. Any employee refusing to submit to testing will be subject to an immediate dismissal.
7. Searches - The Agency will contact law enforcement to seize any illegal drugs in the possession of an employee at work.

SECTION 18.

MISCELLANEOUS POLICIES

18.1 Jury Duty:

Employees may be granted time off for required jury service. Such requests must be substantiated with presentation of the legal notice to serve. When jury duty necessitates the loss of work time, AHSCC will make no deductions in pay and benefits; i.e., vacation time. In addition, the employee may keep the juror fee and travel pay. Employees called to serve are expected to report for work before and after court

sessions. Employees are responsible for informing their supervisor of upcoming jury duty immediately upon receiving their jury duty notice.

18.2 Change of Personal Status:

It is an employee's responsibility to provide accurate and up-to-date information to ensure the proper and timely receipt of all employee benefits, availability of emergency contact information, and for tax purposes. Therefore, any changes in the following will be reported to the Human Resources Manager:

- i. Name, address, home telephone number
- ii. Name of person to notify in case of emergency
- iii. Change of beneficiaries
- iv. Number of dependents for insurance coverage
- v. Exemptions for tax withholding

18.3 Community Relations:

Everyone who works for AHSCC is a representative for the Agency. What is said about the Agency on or off the premises, the way visitors are received, and how telephones are answered, create a definite impression of AHSCC in the public mind. With this in mind, employees are expected to represent themselves and AHSCC in such a manner that reflects positively on the values and mission of the Agency.

Employees should become acquainted with the total Agency so that they can accurately discuss it. All requests for information, etc., should be referred to the appropriate member of the AHSCC staff.

18.4 Ethical Standards and Confidentiality:

Clients of AHSCC programs have a right to expect that their need for services will be held in strictest privacy. It is the policy of AHSCC to uphold these client rights of confidentiality. Any unauthorized disclosure can be the basis for immediate dismissal of the employee. Staff and volunteers are required to sign the attached Confidentiality Rules and Statement as notice that they have received, read, and understand AHSCC's confidentiality policy.

The term "record" refers to any information that is stored, including computer files and disks. All records containing personal information about children and families are kept in locked file cabinets at the child's center or main office. Copies of enrollment information, health, disabilities, and other information needed to manage programs are kept with the appropriate manager at the main office at 269 Bates Street, Lewiston. At the end of the program year or when a child leaves the program, all records are sent to the main office. Records are retained for three to five years after the child has left the program. Records are then destroyed.

Staff members will share information when necessary to provide or coordinate comprehensive services for children and families. Information may be shared within their teams and with their supervisor and/or manager. If staff is unsure whether or not information should be shared, they will consult with their supervisor or a manager. Records can only be transferred or shared with other agencies or service providers with written permission from the parent or legal guardian unless otherwise mandated by law or HIPPA regulations. Certain demographic, statistical, or composite information is shared as required by law with auditors and State and Federal agencies.

All parents and legal guardians have a right to access information from their own child's records. Staff has the right to access information from their own records. Copies of information are obtained through a request in writing. A copying fee may be assessed.

Any information that is learned about a child, family, staff or potential staff member through participation in any classroom, program, function, committee, Policy Council or Board meeting is confidential information. This information will not be shared with other staff, parents, agencies, professionals, family or friends. If there is a need to discuss an incident or question an action, discussion with a manager will help determine whether further action is needed.

18.5 Electronic Communications Systems:

AHSCC employees whose jobs provide access to and use of various electronic communications systems such as e-mail, voice mail, fax machine, telephone, cell phone, and the Internet are expected to adhere to the following guidelines about these tools:

- a. The e-mail, computer, voice mail systems, fax machine, telephone, cell phones, and the Internet are owned by AHSCC, are provided for business purposes, and may be monitored. Any personal use must be of an incidental nature, not interfere with business activities, not involve solicitation, and not be associated with any for-profit outside business activity.
- b. Because messages and information generated by these systems are for AHSCC business on AHSCC-owned property, employees should not expect that any messages they exchange via company computers or any uses of the Internet are in any way private or confidential. This information is subject to archival policies, and any scrutiny normally afforded to paper files and documents covering the same subject matter.
- c. Systems may not be used for any illegal or improper purpose or in any way that might potentially embarrass AHSCC, its employees, volunteers, Board/Policy Council members, or clients.

All staff and volunteers are required to sign the attached "Acceptable Use" forms which clearly state that they have received, read, and understand the policy regarding the (personal) use of all agency/AHSCC electronic communications systems.

18.6 Employment of Relatives:

The policy of AHSCC prohibits the hiring of immediate relatives (i.e., sibling, parent, in-law, child, etc...) of the Executive Director or Board members. Situations where one family member would be supervising another are also prohibited.

18.7 Policy on Outside Work:

AHSCC recognizes that some staff members may have a need to work outside the Agency. However, AHSCC does consider itself to be an employee's primary employer, and with that in mind has developed the following guidelines related to outside employment:

- a. Outside work may not compete directly with AHSCC activities.
- b. Outside work must be conducted in a setting physically separate and at clearly separate times when AHSCC work is not scheduled.
- c. The demands of outside work cannot in any way infringe on AHSCC work activities.

- d. Employees are expected to inform their supervisor of any outside work that creates a potential conflict with their AHSCC responsibilities.

18.8 Tobacco Policy:

In the interest of the clients we serve and the health of AHSCC employees and volunteers, tobacco use (smoking, the use of smokeless tobacco and all other tobacco products, including non-regulated tobacco products) is prohibited on AHSCC grounds, in ASHCC buildings, and at agency events conducted at off-site locations. Employees and volunteers are asked to be mindful of the lingering odor of smoke on clothes and other personal items.

The Federal Law that bans smoking in all schools receiving federal funds also provides for smoke-free areas in childcare and early childhood development agencies. Maine Law prohibits school employees from using tobacco in school buildings or on school grounds. The U.S. Department of Health and Human Services Administration on Children, Youth and Families has issued an Information Memorandum on a Notice of Proposed Program Instruction requiring all Head Start Programs to provide a Smoke-Free Environment. The spirit of these laws, and the proposed regulation, is to provide a healthy, productive atmosphere for children, staff, parents and visitors.

There is no safe level of secondhand smoke around children - U.S. Surgeon General's Report 2006. Smoking is prohibited in a motor vehicle by the operator or a passenger when a person who is under 16 years of age is present.

Smoking shall be prohibited in all agency buildings, grounds (including vehicles on the grounds), and agency-owned vehicles. Staff members may have tobacco in their possession, but this must be concealed and secure at all times.

Shared Buildings:

In those programs where we share buildings with other occupants, we shall work with them to establish a "tobacco-free zone" around our site. We will take whatever steps are reasonable and possible to reduce exposure to smoke from other sources in these buildings.

Home Visits:

When the program activity occurs within a home, we shall work with parents to establish a "tobacco-free zone" by requesting that all participants refrain from using tobacco products while the visit is taking place.

Transportation:

We will work with all those who provide transportation for our children to create a tobacco-free environment in all vehicles used for transporting children. Staff will provide reminders to parents about the law when appropriate.

All individuals on agency premises, and who participate in agency-sponsored activities and events, share in the responsibility for adhering to and enforcing this policy. Disciplinary measures are as follows:

- Staff -- Any violation of this policy by staff shall be referred to the immediate supervisor. Violations shall be dealt with accordingly based on AHSCC's established policies and procedures for warnings, suspension and dismissal of staff.

- Families and Visitors --Those who are observed smoking or using tobacco products shall be asked to refrain from doing so on agency property or during program activities or functions. If the individual fails to comply, he or she will be reported to the Site Supervisor responsible for the area in the program in which the incident occurred. The supervisor will document and make a decision on further action.

Education:

- Staff -- will be informed about the tobacco-free childcare center policy through the following methods.
 - Signs posted at the entrance to the centers and in agency vehicles.
 - Personnel Policies
 - Onboarding and review of policy provided by Human Resource Manager.

Families and Visitors:

- Family and Visitors will be informed about the policy through the following methods.
 - Policy will be stated in the parent handbook
 - Signs posted at the entrance to the centers and in agency vehicles.
 - Signs will be posted on parent bulletin boards, announced in the agency newsletter, and if necessary, at other times during the year to assure compliance.
 - Policy guidelines will be attached to all field trip and home visit notifications.
 - Any communication mechanisms deemed appropriate by the management team.

18.9 Personal Appearance:

Personal appearance reflects Androscoggin Head Start and Child Care standards and demonstrates to clients, co-workers, and other professionals your interest and commitment to your job. In any business, cleanliness and neatness are an absolute necessity. The business-like dress of staff attests to the fact that you are here to do a professional job. In this regard, extremes of dress should be avoided.

- Shirts /tops must not have words or pictures that promote anything inappropriate for children. Torso must be covered at all times. No cleavage can be showing. No low-cut top are allowed. No “so-called” muscle shirts are allowed.
- Appropriate undergarments are required. Clothing must cover all undergarments. Sports bras are considered undergarments and must be completely covered by a shirt or other acceptable item.
- Pants must be firmly secured.
- Facial piercing is not allowed, including tongue piercing.
- Tattoos which display inappropriate graphics/messages for children must be covered.
- Jeans may be worn on a day when “cleaning” has to be done and/or approved by the supervisor, or on Friday.

Specifically for classroom/direct service staff (i.e. FSA’s, Teaching personnel and Family Educators):

- Pants or skirts are to be loose fitting. Skirts must be below the knee.
- Shorts or skorts are acceptable. They must be no shorter than six inches above the knee. Shorts must be loose fitting.
- Footwear must be secured. Heels or sandals without straps are not appropriate. All shoes must have backs to ensure safety.

- Jewelry needs to be safe for infants, children and employees. Employees must use good judgment in wearing jewelry that does not pose potential hazards, such as dangling earrings, necklaces, pins and some rings.

Specifically for kitchen:

- Pants or skirts and shorts dress code is the same as for the classroom. Clothing must be clean.
- Footwear must be fully enclosed and socks must be worn. Shoes must have non-skid soles for safety reasons.
- Hair restraint (i.e. hat or hair net) must be worn. Hair long enough to be pulled back or up needs to be braided or pulled back and a hat or hair net must also be worn. Personnel with facial hair must wear a beard restraint.
- Aprons must be worn. Aprons need to be removed and stored properly before taking out the garbage or using the restroom. A new, freshly washed apron must be worn daily.
- Nail polish and artificial nails are not allowed. Bracelets, watches, rings with the exception of a plain band cannot be worn.

Specifically for office (pertains to Site Supervisors and Managers also):

- Pants or skirts are to be loose fitting. Skirts/dresses cannot be more than three inches above the knee.
- Jeans may be worn on a day when “cleaning” has to be done and/or approved by the supervisor, or on Friday.
- Shoes must be worn.

Exposure to strong scents especially scents from tobacco products and fragrances in the environment can cause discomfort as well as directly impact the health of sensitive individuals. Scents from perfume, cologne, hairspray, lotion, etc. and tobacco products on clothing should not be noticeable by others due to triggered negative health effects, including allergic responses.

Supervisors have the option to make this ruling apply to volunteers in consideration of professionalism and safety.

18.10 Domestic Violence Safety Plan:

Employees may take reasonable and necessary leave from employment pursuant to Title 26 M.R.S.A. § 850, if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault or stalking.

18.11 Political Activity:

All AHSCC personnel:

- May be a candidate for public office in a nonpartisan election;
- May campaign for and hold elective office in political clubs and organizations;
- May actively campaign for candidates for public office in partisan and nonpartisan elections;
- May contribute money to political organizations or attend political fundraising functions;
- May participate in any activity not specifically prohibited by law or regulation.
- May not be a candidate for public office in a partisan election;
- May not use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;

- May not directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Hatch Act provision applies to employees of private, non-profit organizations which plan, develop and coordinate federal Head Start programs. Employees of certain private, non-profit, single purpose organizations which receive federal assistance may not solicit contributions or use official authority to influence or interfere with the outcome of elections or nominations. Among these are organizations which receive federal assistance under the Head Start programs.

18.12 Safe Driving:

In order to keep our staff and others safe, it is imperative that AHSCC's Safe Driving rules are followed. When driving any vehicle for agency business, employees are required to:

- Wear safety belts at all times (it is the law!)
- Cell phone use while driving is not allowed.
- When placing a call or sending a text message, pull over in a safe area. Use of any other electronic device while driving is also prohibited (i.e. laptops, palm pilots). It is not only the policy of AHSCC it is now the law. In 2009 a new law went into affect making it against the law to drive while distracted in Maine. The new law which sets fines of up to \$500 defines "distracted" as being engaged in an activity not necessary to the operation of the vehicle and impairs or could impair the ability to drive safely.
- If you receive a text message while driving, do not respond until you have pulled over in a safe area and the vehicle is stationary.
- Eating, drinking, or any other distracting activity should not occur while driving.
- Adhere to speed limit and road signs.
- Follow all motor vehicle rules and regulations.
- Maintain valid driver's license and car insurance.

Driving safely **MUST** take precedence at all times. Keep your eyes on the road and hands on the wheel – and mind on your driving. The above guidelines must be adhered to while on agency business whether the cell phone is agency owned or your own personal cell phone.

18.13 Gifts and Gratuities:

AHSCC employees, agents, and members of the Board of Directors and Policy Council may not accept gratuities, favors, or anything of monetary value or promises of monetary gain from contractors or potential contractors.

18.14 Transfers:

Any employee may be transferred from one center to another in the same position in order to meet operational needs. Employees may also request a transfer to another center by submitting a transfer request form to their supervisor to be forwarded to Human Resources for discussion. Potential transfers are normally discussed with the person(s) involved within a reasonable time prior to the transfer. All changes must have the approval of the Manager and the Human Resource Manager. (Appendix F)

18.15 Longevity Pay:

Longevity Pay is 1% for every five years with the agency.

18.16 Incentive Compensation:

Employee incentive compensation may be given annually on a combined formula of quality performance appraisal ratings, annual hours and years of employment.

This incentive is based on distribution of 100% of eligible funds remaining in the budget as of December 31.

18.17 Worksite Lactation:

Androscoggin Head Start and Child Care acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010, which amends the Fair Labor Standards Act (FLSA), and the Maine State Labor Law 5MRSa Section 4643 amended in September 2009, and therefore provides breastfeeding employees the following lactation accommodations:

Lactation Accommodation Provisions

■ Reasonable Time to Express Milk at Work

Employees shall be provided reasonable time to express milk while at work for up to three years following the child's birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

■ A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room may be a designated space for lactation, or a vacant office, conference room, or other small area that can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- Be in close proximity to the employee's work station when possible.
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public.
- Be well lit.
- Ensure privacy by covering any windows with a curtain, blind, or other covering.
- Contain at a minimum a chair and a small table, counter, or other flat surface.
- Include an electrical outlet and nearby access to clean water.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

This policy shall be communicated to all current employees and included in new employee orientation training. Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

Employee Responsibilities

Breastfeeding employees utilizing lactation support services will:

- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.
- Insure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk must be labeled with the mother's name and date expressed. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

Employer Responsibilities

Androscoggin Head Start and Child Care will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees prior to returning to work, following the birth of a child, of their rights under Maine State Labor Law and the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.

Resources: U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau; Maine Department of Labor, Maine WIC Nutrition Program

Websites: www.mchb.hrsa.gov/pregnancyandbeyond; www.maine.gov/labor; www.wicforme.com; www.workandpump.com; <http://breasrfeedinglaw.com/state-laws/maine/>

Approved by AHSCC Health Advisory Committee June 1, 2013

18.18 Nutrition & Physical Activity Policy:

Purpose and Rationale

To improve the health of children, families and staff by providing healthy food, beverage and physical activity options in the classrooms as well as at Head Start sponsored meetings, events and trainings. Improving nutrition and physical activity awareness through modeling and education can help to prevent the epidemic of overweight and obese populations along with associated chronic diseases. Supporting healthy food, beverage and physical activity options make it easy for everyone to make healthy choices.

Nutrition

AHSCC will offer, when able, foods that support the USDA's MY PLATE (such as lean meats, low-fat dairy, fruits, vegetables and whole grains) as the basis of the nutrition policy at staff and family events. Food and beverages will follow nutritional standards set by CACFP/USDA, WIC and SNAP as well as the American Heart Association and American Dietetic Association. Efforts will also be made to offer dietary sensitive and culturally inclusive foods at all gatherings. Beverages will include a water option as well as no/low sweetened beverage. When appropriate, a variety of foods that are seasonally grown, locally harvested or purchased by local vendors will be offered - thinking globally and shopping locally.

Physical Activity

AHSCC will offer educational materials to all families and staff through the use of the Agency Newsletter, Classroom Curricula such as; 5210/IMIL/Color Me Healthy/Eat Well, Play Hard and other resources as they become available. Head Start staff will model and support classroom meals and activities by following the performance standards around nutrition as set by National Head Start. These standards can be viewed at <https://eclkc.ohs.acf.hhs.gov/hslc>. Family Educators and Classroom staff will promote the use and exploration of the Healthy Activity Kits available to all staff and families for “at home use”. Kits can be demonstrated at center meetings so that parents/guardians fully understand the contents. Physical movement in the classrooms and outdoors will be promoted by staff on a daily basis, as per our licensing regulations and Head Start Performance Standards.

Team Wellness is a volunteer committee of staff who promote activities that enhance the well-being of employees and their families. Team Wellness supports the Food and Nutrition Policies by offering activities that promote overall health and well-being. Team Wellness links community opportunities for improving health and provides educational materials to all staff and centers such as handouts, posters and e-newsletters to support better life habits. Team Wellness sponsors events for the staff that encourage physical activities.

Team Wellness encourages all staff to avoid extended periods of continuous tasks (example no more than 30 minutes of continuous computer use at any time) by taking a short break (~2 min) or performing other tasks. The following are good break ideas:

- Move your printer to an area that requires you to stand up and walk to get your printout.
- Stand up for phone calls.
- Go to the restroom or get a cup of coffee/water.
- Alter your tasks (break up continuous computer time with checking phone messages, reading reports, etc.).

SECTION 19

AIDS POLICY

Purpose of the Policy - The purpose of the policy is to inform employees about Acquired Immune Deficiency Syndrome (AIDS), AIDS - related complex (ARC) and the virus that causes both AIDS and ARC - Human Immune Deficiency Virus (HIV) and how our agency may be responding to these health issues.

The Executive Director, Program Managers and the Board of Directors shall be responsible for the overall implementation of this policy. Others such as our health Advisory Committee, physician consultant, legal consultant and Maine State health officials may become involved if any questions arise regarding this policy.

Definition of HIV - The umbrella term HIV for human immunodeficiency virus is the virus that causes AIDS or ARC.

Infection Control - Universal precautions will be practiced by all staff in this agency. All programs of this agency will adhere to recommendations published by the Center for Disease Control (federal) and

the Maine State Bureau of Health (Director of Office on AIDS and Director of Division of Disease Control.) Agency administration will maintain timely updates of the recommendations and distribute same to all programs.

Although epidemiologists have indicated that a person who is positive for HIV (i.e. a carrier) can infect other persons only through sexual blood borne or perinatal routes it is advised that we all **must** regard the blood and body fluids of anyone as potentially infected and should use precautions to minimize the risk of exposure.

Aids Screening and Testing - In the absence of an accidental exposure, the Center for Disease Control of the U.S. Public Health Service does not recommend the use of tests to screen for the presence of the HIV virus in either employees or applicants for employment. In addition, current Maine law prohibits the use of such tests. The Agency will not conduct or require viral antibody testing for either staff members or applicants. We will not ask questions regarding whether a person has AIDS, ARC, or is infected with the HIV virus. Also, persons will not be asked any questions concerning their personal lifestyles.

Equal Employment Opportunity - Our Agency does not discriminate against persons who have AIDS, ARC or who have been infected with the HIV virus.

Continued Employment for Employees with AIDS - Employees who have any medical condition, including AIDS or ARC, will remain employed providing that they are able to meet acceptable performance standards and medical evidence indicates that their medical conditions are of no threat to themselves or to others. These employees are to be treated fairly and consistently as with other employees.

Refusal to Work - Employees may not refuse to work with any fellow employee or enrolled child solely on the basis of HIV-infection status. Such refusal will result in disciplinary action. Appropriate information on an outgoing basis in response to concerns employees may have about contact with infected persons will be provided.

Records and Privacy - The Agency will not routinely keep records of employees' HIV antibody status or HIV infection status. However, when such conditions become known to the Agency, any employee's *HIV antibody status or HIV infection status will be kept confidential with the following exception: when the employee gives specific release of information to any recipient they deem appropriate.* An employee may not be required to give such a release of information as a condition of continued employment.

Policy Amendments/Supplements - This policy may be amended as necessary to reflect new or additional information that is learned about AIDS and its related aspects.

SECTION 20

INFORMAL COMMUNICATIONS

In order to maintain an environment that supports a spirit of teamwork. AHSCC tries to provide a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere. By communicating with each other directly, we can continue to minimize any difficulties or misunderstandings and develop a mutually beneficial relationship. AHSCC will try to

inform employees of general activities, other information of interest, or information that may affect their employment on a timely basis. Employee comments and suggestions are welcomed and encouraged. If an employee has an informal complaint or suggestion, it typically should be presented first to his/her immediate supervisor. If for some reason an employee believes that the immediate supervisor is not the best resource, the suggestion or complaint should be presented to the next level of management. Each supervisor and employee has an obligation to make reasonable efforts to resolve problems informally and promptly as they arise.

SECTION 21

FORMAL GRIEVANCE PROCESS

It is the policy of AHSCC to provide a formal, fair, and equitable process by which employees can address job-related problems and/or complaints arising in the workplace without threat or fear of reprisal. In situations where informal efforts at problem resolution have failed, regular employees may make use of the formal grievance process. Employees in their introductory period and temporary employees are not eligible to use the formal grievance process unless the reason for their grievance is an allegation of illegal employment discrimination or sexual or other unlawful harassment.

21.1 Grievable Issues:

Issues that may be addressed through the formal grievance process include any complaint by an employee on a matter concerning promotion, assignment, illegal discrimination, performance warning or interpretation or application of AHSCC rules, policies, or procedures controlled by the AHSCC management. General levels of wages, fringe benefits, or other broad areas of financial management and staffing are not grievable issues. No decision may be made at any step of the grievance process that conflicts with or modifies an approved policy or administrative regulation of AHSCC.

21.2 Procedure Outline:

Step One-

- A. If the employee is not satisfied with the outcome of the informal procedure, they may submit within five working days of said conference, a formal written grievance (Appendix C) to the next supervisory level, i.e. Manager or Director.
- B. The Manager or Director shall discuss the grievance with the employee within 5 days of receiving written notice of the grievance. This discussion may, at either party's request, be attended by a support person of their choosing whose sole purpose will be to observe and support the griever. The focus of this meeting will be to attempt to reach a mutually satisfactory resolution.
- C. The Manager or Director shall provide the grievant with a written decision within 5 days of the conference (Appendix D).

Step Two-

- A. If not satisfied with the decision rendered by the immediate supervisor, the employee may appeal, within 5 days of receiving the supervisor's response, present the grievance in writing to the Chairperson of the Board of Directors, or if unavailable, the Vice Chair. The Chairperson or Vice Chair shall refer to the Grievance Committee within ten working days of the receipt of appeal.

- B. The composition of the Grievance Committee shall be chairperson of the Board of Directors or Vice Chair; Chairperson of the Policy Council; and a third member to be a neutral party and agreed upon by the Chairpersons of the Policy Council and Board of Directors (a total of three members).
- C. The Grievance Committee will conduct a hearing with the employee within ten working days of its appointment. Employees may have a representative of their choice present at their own expense to advise them during such proceedings, but this representative cannot actively participate in the proceedings. It will submit its findings and recommendations to the Board of Directors within five working days of the hearing. (Appendix E)

Step Three-Board of Directors

- A. The Board of Directors will review the findings at their next scheduled Board meeting. It will render its decision and reasons in writing to the employee within five working days of the meeting.
- B. The decision of the Board of Directors will be final.

21.3 Meetings and Representation:

All grievance meetings shall be conducted privately and attended only by directly involved parties and witnesses. A fellow employee or an immediate family member whose role may be to support, but not speak for, the grievant may assist the grievant.

21.4 Confidentiality of Proceedings:

All discussions occurring in such meetings shall be treated as strictly confidential and no records, correspondence, or communication concerning the grievance aside from the decision regarding the grievance shall be included in the personnel file(s) of the employee(s) involved. When gathering information pertinent to the grievance, the grievant and all parties concerned with the grievance shall observe all policies and rules regarding confidentiality of employee records.

21.5 Use of Work Time for Grievance Preparation:

Grievance preparation is to be done on the grievant's own time. Time spent preparing a grievance outside the grievant's regular scheduled work time will not be counted as time worked.

SECTION 22 EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity of Androscoggin Head Start and Child Care is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chair.

It is the intent of Androscoggin Head Start and Child Care to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Androscoggin Head Start and Child Care and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Androscoggin Head Start and Child Care will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Androscoggin Head Start and Child Care, or of another individual or entity with whom Androscoggin Head Start and Child Care has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. Androscoggin Head Start and Child Care will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Androscoggin Head Start and Child Care that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

SECTION 23

SUCCESSION PLAN

Androscoggin Head Start and Child Care's Succession Plan is designed to ensure the seamless transition of leadership. Succession planning can mitigate the effects of a sudden or unanticipated vacancy in a key position. It can be costly and time consuming to replace a leader with highly specialized knowledge or competencies. To minimize these risks, efforts will be made to identify and develop potential leaders from both inside and outside the organization.

It is the policy of AHSCC to regularly assess the leadership needs of the agency in order to ensure an adequate pool of qualified individuals who possess the competencies, skills and motivation required to maintain the agency's mission and strategic objectives following transition of key leadership. For the purposes of this policy, key leadership will be defined as the Executive Director, Financial Director, Financial Officer and Human Resource Manager.

**ANDROSCOGGIN HEAD START AND CHILD CARE
SUPPORT FOR EDUCATION (Appendix A)**

Name: _____ Address: _____

Phone: _____ Job Title: _____ Center: _____

Supervisor: _____

Hire Date: ____ / ____ / ____ Today's Date: ____ / ____ / ____

This is to verify that I have applied for outside funding through: FAME, VA, Maine Roads scholarships via public or private institutions. Copy of my application is attached. Amount received or will be receiving \$ _____ per year, per semester.

Where applied: _____ Amt. requested \$ _____

_____ Amt. requested \$ _____

Date: _____ Signature: _____

COURSE INFORMATION

Course No.	Course Title	Credit Hours	Tuition
_____	_____	_____	\$ _____
		Fees (please specify):	\$ _____
		Book fees:	\$ _____

Name and Address of Institution:

Location of Course: _____ Days and Times of Course: (Example: Tu & Th – 3 to 5 p.m.)

Date Class Begins: ____ / ____ / ____ Date Class Ends: ____ / ____ / ____

Copies of grades must be submitted to Human Resource Office within one week of receipt.

Please explain how this course fits into your professional goals: _____

(OVER)

I have read and I understand the provisions of the Tuition Assistance Plan. I further understand that failure to comply with this policy will result in the amount advanced being due and payable to Androscoggin Head Start and Child Care within 30 days after the end of the semester or close of conference or seminar. If I fail to remit the full amount advanced in accordance with the general provisions of the Tuition Assistance Plan, or if I terminate employment before grades are received, the amount advanced will be deducted from my paycheck. In addition, I agree to teach or work in the agency for a minimum of three years after completion of the course for which financial assistance has been provided or repay the total, or a prorated amount, of the financial assistance received based on the time elapsed since course completion. I verify that I have received a copy of the General Provisions of the Tuition Assistance Program and a copy of this application.

Employee's Signature: _____ Date: ____ / ____ / ____

EMPLOYEE FORWARD TO IMMEDIATE SUPERVISOR

FOR AGENCY USE ONLY

Supervisor's Recommendation: Approved Denied

Please comment on above recommendation:

Supervisor's Signature: _____ Date Signed: _____

Approved Denied Human Resource Manager on: ____ / ____ / ____

Amount authorized to be advanced \$ _____ OR College will bill \$ _____

OR

Letter sent to Employee regarding educational support. Date: ____ / ____ / ____

Human Resource Checklist: Employee Grade: _____

If less than a "B" grade, "Incomplete" or "Fail" payment due _____
Date

Human Resource Manager sent letter _____
Date

MEDICAL LEAVE REQUEST (Appendix B)

Employee: _____

Home Mailing Address: _____

Home Phone _____

Please check reason for leave of absence:

Own serious health condition (not work related): _____

Care for newborn/placed child: _____

Pregnancy: _____

Care for parent/spouse/child with serious health condition: _____

Work incurred injury: _____

Other: _____ Explain: _____

Requested start date: _____ Anticipated Return to Work Date: _____

Intermittent or reduced work schedule (describe):

A Family Medical Leave of Absence may consist of leave without pay and/or paid leave (vacation or sick leave).

I wish to use leave as estimated below:

	Hours	From	Through
Sick time	_____	_____	_____
Vacation time	_____	_____	_____
Leave without pay	_____	_____	_____

Employee signature and date: _____

SEND TO SUPERVISOR FOR DETERMINATION (OVER)

ANDROSCOGGIN HEAD START AND CHILD CARE
GRIEVANCE FORM (Appendix C)

(To be completed by aggrieved person and one copy given to Manager and Executive Director.)

Aggrieved Person _____

Home Address _____

AHSCC site (job location) _____ Position _____

Date of Hire at AHSCC _____

State informal procedure used **(including person's name who aggrieved spoke to** (Step 1) and date:

State result of informal procedure:

Statement of grievance:

Action requested:

Signature of Aggrieved

Date presented

ANDROSCOGGIN HEAD START AND CHILD CARE
GRIEVANCE FORM (Appendix D)

(Executive Director/Manager will provide decision in writing within 5 days of conference with employee.)

Aggrieved Person _____

Date of Formal grievance presentation _____

Date conference held by Executive Director/Manager _____

Date of decision: _____

Decision by Executive Director and reasons:

Signature of Executive Director

Aggrieved person's response: (To be completed within 5 working days of decision by Executive Director)

_____ I accept the above decision of the Executive Director.

_____ I appeal the decision and forward this to the Chairperson or, if unavailable, Vice Chair of the Board of Directors.

Date of response

Signature of Aggrieved

ANDROSCOGGIN HEAD START AND CHILD CARE
GRIEVANCE FORM (Appendix E)

(To be completed by Grievance Committee – and submitted to Board of Directors for final approval.)

Aggrieved Person _____

Date of Formal grievance presentation (from Step 2) _____

Appeal to Androscoggin Head Start and Child Care Grievance Committee for hearing.

Date of referral to Grievance Committee: _____

Signature of Grievance Committee chairperson: _____

Date of Hearing by Grievance committee: _____

Submit findings to the Board of Directors (within 5 days): _____

Next scheduled Board meeting: _____ Date
(for recommendation).

Date of decision: _____

Decision of Board and reasons: (to be forwarded to employee within 5 working days)

Signature of Board chairperson

Date

TRANSFER REQUEST FORM (Appendix F)

Name _____ Today's Date _____

Present Position _____

Present Location _____

How Long in Present Position and Location _____

Where are you requesting transfer? _____

Reason for Request for Transfer:

Employee's Signature: _____

Present Supervisor's Signature: _____ Date: _____

Supervisor's Comments _____

Manager's Signature: _____ Date: _____

Manager's Comment: _____

After discussion with all parties involved, decision is to: Approve Disapprove
(Circle One)

Forwarded copy to Human Resources for change sheet, if applicable: _____ (Date)

Transfer to: _____ Effective Date: _____

Notice to employee by Supervisor _____ (Date)

HEAD START AGENCY RULES (Appendix G)

The orderly and efficient operation of the Agency requires that staff maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all staff and children, to maintain uninterrupted services and jobs, and to protect the goodwill and property of the agency. Staff who fails to follow and adhere to proper standards of conduct and agency policies or who violate any of the following rules shall be subject to disciplinary action up to and including dismissal.

1. **Attendance**
Staff must be at their regular appointed work places, ready to work, at the regular starting time--and shall remain at such work places and at work until the end of their scheduled work day, unless given prior permission from their supervisor.
2. **Continued Operations**
Where the operations are continued beyond normal closing time for any reason, staff will remain at work until they are replaced or until they are relieved by their supervisor.
3. **Personal Business**
Any personal business conducted during working time, including phone calls use must be of an incidental nature, not interfere with business activities, not involve solicitation, and not be associated with any for-profit outside business activity.
4. **Safety**
Staff must at all times utilize protective equipment provided and immediately report any injury or accident to themselves or others, violating any safety rules.
5. **Safeguarding Property**
Staff shall be responsible for all supplies, equipment and property assigned to or requisitioned by him/her or in his/her custody and care.
6. **Removing Property**
Staff shall not remove agency's records, materials or other property from the premises without permission from their supervisor.
7. **Reporting Expected Absence**
If any staff is unable to work due to justifiable cause, they must report the reasons for such inability to work to their immediate supervisor as soon as possible.
8. **Personal Data**
Staff must notify their supervisor and Human Resources in writing, immediately, of any change in personal data.
9. **Job Responsibility**
Staff shall not restrict operations or interfere with others in the performance of their duties or engage or participate in any interruption of services, work or operations.

10. Posting of Notices
No notices may be posted or distributed on agency premises with the exception of those directly related to agency activities or required by law.
11. Weapons/Unauthorized Drugs
Bringing firearms, weapons of any kind or unauthorized drugs or alcohol into the premises will result in termination for the first offense.
12. Documentation
Staff found to have falsified any reports or records, including personnel, absence, sickness, service and operational files; also, altering any record except your own shall be subject to disciplinary action up to and including dismissal.

In addition, unlawful or improper conduct off the premises or during non-working hours which affects staff's relationship to his/her job, to his/her fellow staff, to his/her supervisors, or to the agency's services, property, reputation or goodwill in the community may be grounds for immediate dismissal.

The foregoing rules are not intended to be all inclusive of the required discipline, job responsibilities and standards of conduct that staff must observe at all times.

FY 2015 Compensation Plan

(Appendix H)

Grade #10	Negotiated		
	◆ Executive Director		
Grade #9	\$67,434 Annum \$32.42/Hour	\$73,757 Annum \$35.46/Hour	
	◆ Financial Director		
Grade #8	\$49,650 Annum \$23.87/Hour	\$52,686 Annum \$25.33/Hour	
	◆ Financial Officer		
Grade #7	\$45,760 Annum \$22.00/Hour	\$50,336 Annum \$24.20/Hour	
	◆ Education/Disabilities Manager		
Grade #6	\$39,395 Annum \$18.94/Hour	\$44,658 Annum \$21.47/Hour	
	◆ Health/Nutrition Manager		
	◆ Human Resource Manager		
	◆ Family Services Manager		
	◆ Program Specialist		
Grade #5	\$33,467 Annum \$16.09/Hour	\$37,939 Annum \$18.24/Hour	
	◆ Site Supervisor		
	◆ Maintenance Technician		
Grade #4	\$27,394 Annum \$13.17/Hour	\$33,426 Annum \$16.07/Hour	\$36,774 Annum \$17.68/Hour
	◆ Teacher		
	◆ Teacher/Family Advocate		
	◆ CACFP / Food Service Supervisor		
	◆ Curriculum Coach		
	◆ Language Facilitator		
	◆ Family Educator		
Grade #3	\$25,292 Annum \$12.16/Hour	\$29,245 Annum \$14.06 Hour	
	◆ Administrative Assistant		
	◆ Enrollment Coordinator		
	◆ Family Advocate		
	◆ Health Coordinator/Nutritionist		
	◆ Human Resource Coordinator		
	◆ Training Coordinator		
	◆ (AR/P) Coordinator		
	◆ Information Systems Coordinator		
Grade #2	\$23,171 Annum \$11.14/Hour	\$25,563 Annum \$12.29/Hour	\$26,853 Annum \$12.91/Hour

	<ul style="list-style-type: none"> ◆ Teacher Assistant (HS/CDA) ◆ TA (Asso/TII) ◆ TA (Asso/TIII) 		
Grade #1	\$21,008 Annum	\$22,058 Annum	
	\$10.10/Hr	\$10.61/Hr	
	<ul style="list-style-type: none"> ◆ Classroom Aide/Substitute ◆ Food Service Specialist 		
	* Annual Merit payments for all staff of Meets (.75%) or Exceeds (1.5%) Standards.		
	* Starting salaries based on education, experience and responsibilities.		
	* All Annum Salary amounts are based on hourly wages at 40 hours per week and 52 weeks per year.		

Children & Families

