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PERSONNEL POLICIES AND PROCEDURES
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INTRODUCTION

LI Child and Family Child Development Services, Inc. (hereafter referred as Long Island Head Start or the Agency) is a private not-for-profit organization whose mission is to break the cycle of poverty and to provide high quality, comprehensive child development services, and family support services to low-income families through the involvement and collaborative efforts of parents, communities, and staff.

The Personnel Policies and Procedures contained herein were adopted by the Board of Directors and the Policy Council of Long Island Head Start, on August 17, 2005 and supersede previous policies. They are reviewed periodically, in part or in whole, to ensure they continue to reflect current thinking, trends and legislation of human resources management. Agency policy may be changed with or without prior notice and when required by federal, state or local law regulation. Agency policies are intended to provide a basis of reasonable and consistent interaction with Agency employees. The policies contained herein do not constitute and shall not be interpreted as an employment contract or a guaranty of any particular benefit or condition of employment.

1. HUMAN RESOURCES PHILOSOPHY

Long Island Head Start is committed to a work environment that encourages dignity, respect, courtesy, and fair treatment. The Agency is committed also to provide opportunities for participation, challenge, advancement, and workplace in which employees receive support and recognition. The Agency seeks to reflect this commitment through the equitable administration of its Personnel Policies and Procedures.

2. APPLICABILITY

These policies and procedures apply to all regular full-time and part-time employees of Long Island Head Start, unless otherwise stated. Temporary employees are not considered employees for the purpose of these policies except where specified.

3. EMPLOYMENT AT WILL

Employment is a relationship that exists as long as both Long Island Head Start and the employee determine it is in respective best interests. Employees are free to resign at any time for any reason. Similarly, the Agency is free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee at any time with or without notice.

The issuance of this manual and the policies and procedures contained herein do not constitute an employment contract nor do they modify or otherwise alter the employment at will relationship

4. NEPOTISM POLICY

No employee, prospective employee, or applicant will be denied employment or the benefits of employment solely on the basis of kinship with another employee. There shall, however, be no direct line supervisory relationship between two or more members of the same family. Departments of the agency that have access to confidential employee information are not permitted to employ relatives of current Long Island Head Start employees (i.e. Finance Department, Human Resource Department, Executive Office unless otherwise authorized by the Board of Directors and Policy Council). A relative in this context includes, but is not limited to, father, mother, child, brother, sister, wife, husband, grandparent, in-law, or any individual who makes his/her home with an employee. An employee must immediately notify his/her supervisor of a situation that might violate this policy.

5. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

There shall be no discrimination on the basis of race, color, ethnicity, gender, creed, national origin, religion, sexual orientation, marital status, age, disability, or citizenship. There shall be no discrimination against an otherwise qualified individual by reason of disability or age, as defined in the applicable laws. In addition, to ensure fully equality of opportunity in all operations and activities of the organization, every employee shall be selected under fair employment procedures that provide equal employment opportunities to all people.

Long Island Headstart supports Affirmative Action in the recruitment, hiring, and training of persons from underrepresented, ethnically and racially diverse groups and disabled individuals.

6. CONFLICT OF INTEREST

It is the policy of Long Island Head Start that all directors, officers, Policy Council members, contractors/consultants, employees or their biological family/or marriage or residing in same household, and personal relation will avoid personal transactions or situations in which their personal interest will or appear to conflict with those of Long Island Head Start. Conflicts of interest often arise when an individual has information about the Agency or the individuals it serves, which he/she utilizes to his/her own benefit, or the benefit of a family member or acquaintance. A family member includes his or her spouse, parents, siblings, children and any other blood relative if the latter resides in the same household. Every employee has an obligation to avoid and disclose potential conflicts of interest to the Human Resources Department on an annual basis or when circumstances require. This policy details the procedure and circumstances in which an employee must disclose a conflict or potential conflict of interest.

Other employment that an employee has may present a conflict of interest. Other full-time, part-time or temporary employment must be disclosed. Some examples are:

1. Service as an advisor, Board Member, or consultant, whether paid or unpaid, to any organization which does business or is seeking to do business with the Agency must be disclosed.
2. Engaging in a separate employment relationship with any current service recipient (including the family, guardian, care provider, etc. of such an individual) must be disclosed and will require consent.
3. An employee supervising a family member. This includes evaluation of work performance, validating time sheets, authorizing overtime, or any other duties of a supervisory nature.
4. Any financial interest including but not limited to employment that an employee or any member of their immediate family may have in any funding source or vendor which does business with the Agency must be disclosed.
5. No giving or accepting, of gifts or any kind, that could reasonably be seen as intending to improperly influence the recipient, creates a conflict of interest. However if presented with a gift it has to be immediately registered by the Executive Area. Immediate family members of employees will be considered "recipients" to whom this policy applies. Therefore, in addition to responsibility for their own behavior, employees are required to ensure that no immediate family member of theirs gives or accepts anything which violates this provision of the policy.

New employees, at the time of hire, will be required to disclose any other employment, or independent consulting assignment that they intend to continue. During the course of employment, any employee who wants to commence additional employment (at other than the Agency), or an independent consulting assignment, will be required to disclose such plans prior to commencing the other employment or assignment. In addition, current employees who are presently engaged in other employment and/or independent consulting are required by this policy to disclose such other engagements upon receipt of this policy. All such disclosures (made by new and current employees) must be done in writing on a "Conflict of Interest Disclosure Form" and be submitted to the Human Resources Department.

Any employee who is unsure as to the permissibility of any activity, practice, or act covered by this policy is required to seek clarification by contacting the Director of Human Resources prior to commencing the activity or practice. All disclosures will be reported and reviewed by the Board Committee at the next scheduled meeting. A decision will be rendered without delay, which will be provided to the employee in writing. In the event that it is determined that a conflict of interest exists, or has the potential to occur, as a condition of continued employment with the Agency, the employee may be requested to relinquish his/her other offer of or

current employment, and/or independent consulting assignment, volunteer service, etc., or take whatever other measures are necessary and appropriate to alleviate the conflict of interest.

The failure of any employee to abide by the terms of this policy may be considered misconduct which will subject the employee to disciplinary action up to and including dismissal from employment.

7. HARASSMENT (PROHIBITION OF UNLAWFUL HARASSMENT)

As part of Long Island Head Start's continuing effort to ensure equal employment opportunity based solely on an individual's abilities and qualifications, and consistent with the guidelines issued by the Equal Employment Opportunity Commission, the Agency issues this policy prohibiting sexual harassment as well as harassment based upon an employee's age, race, religion, color, creed, disability or sexual orientation.

Sexual harassment by any employee, whether or not in a supervisory capacity, is strictly prohibited. Sexual harassment, as defined by the Equal Employment Opportunity Commission, includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 1) which is made a term or condition of employment 2) the submission or rejection of which is used as a basis for employment decisions 3) which has as its purpose or effect the unreasonable interference with work performance or the creation of an intimidating, hostile or offensive environment. Other prohibited harassment includes conduct abusive or demeaning to an employee based upon age, race, religion, creed, color, disability, or sexual orientation when such conduct has as its purpose or effect the unreasonable interference with work performance or the creation of an intimidating, hostile, or offensive environment.

Recognizing the employees of the Agency often come into contact with the public, this policy prohibiting harassment, shall also prohibit such conduct by any employee of the Agency against a member of the public when it is either expressly or implicitly a term or condition of that person's entitlement to any benefit or right otherwise afforded to the public under applicable laws, rules and regulations.

The Agency strongly encourages those who believe they are victims of harassment prohibited by this policy to come forward and report the circumstances without fear of retaliation or intimidation. Employees will be given the choice of lodging their complaint with either a male or female.

Due to the sensitive and serious nature of these complaints, those employees who believe they are victims of harassment prohibited by this policy are encouraged to bring their complaint to the attention of the Director of Human Resources (or his/her designee) who will assist the employee in the preparation of the written statement detailing the complaint. The Director of Human Resources will immediately initiate and coordinate a thorough and impartial investigation of the matter. If the employee is not satisfied with the actions of the Director of Human Resources, or if the alleged harassment continues, the employee shall report the matter in writing to the Chief Executive Officer. Although efforts will be made to protect the confidentiality of all persons involved, such confidentiality cannot always be guaranteed. Moreover, employees who do not complain about unlawful harassment or who do not fully cooperate in an investigation may be compromising their legal rights.

It shall be the additional responsibility of all supervisors who learn of or suspect a violation of the policy to immediately bring the matter to the attention of the Director of Human Resources.

Any employee found to have unlawfully harassed another employee or a member of the public, or is found to have hampered an investigation, will be subject to disciplinary action up to and including discharge or removal, in accordance the applicable law.

EMPLOYMENT

Long Island Head Start will employ qualified individuals to fill job vacancies based on such factors, which may include their experience, qualifications, ability, and aptitude. Employment at Long Island Head Start is contingent upon State Central Register clearance, Section 424-a (child Abuse/Maltreatment Report) of the New York State Services Law, and the negative result of the Substance Abuse Pre-Employment Screening test.

1. AGENCY EMPLOYMENT PHILOSOPHY

Hiring of personnel from among current and former parents and from the local community and promotion of employees from within the Agency is a priority consideration, whenever possible, as is developing and maintaining quality staff with excellent credentials and experience. Sometimes these priorities may conflict with one another. The Agency will strive to achieve a healthy balance among these priorities to ensure employment procedures result in maintaining staff of the highest possible caliber, while also creating meaningful opportunities for parents and staff to reach their full potential.

2. WORK STANDARDS

All employees of Long Island Head Start are expected to maintain high standards of productivity, cooperation, attendance, efficiency, and economy in their work for the Agency. All employees must comply with federal, state and local laws and regulations pertaining to childcare including New York State Day Care Regulations.

3. INTRODUCTORY PERIOD OF EMPLOYMENT

All newly hired, rehired, or promoted employees will be subject to a ninety working day introductory period. Prior to the end of this period the employee's immediate supervisor will complete an evaluation. Either the employee or the Agency may initiate separation at any time during this period. Newly hired or rehired introductory employees are not eligible to use accrued leave during the introductory period. No accrued benefits (i.e. Personal, Sick and Vacation days) are paid to newly hired or rehired employees if voluntary or involuntary separation occurs during the introductory period.

Extension of Introductory Period

Under special circumstances the introductory period may be extended if the supervisor needs more time to appraise the employee. An extension must be requested at least one week in advance of the end of the introductory period and all extensions need to be approved by the Human Resources Department.

The agency is not required to give advance notice, or pay in lieu of notice, when an employee is terminated anytime, during the introductory period.

A newly hired or rehired or temporary employee who receives termination notice from the Agency is not covered by the grievance procedure; however, she/he may discuss her/his concerns with the Director of Human Resources.

In no case should completion of the introductory period be considered to constitute continued employment.

4. EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATIONS AS ESTABLISHED BY THE FAIR LABORS STANDARDS ACT

Exempt Status

The term exempt employee is defined as those employees whose executive, professional, or administrative responsibilities remove them from the hours-of-work and overtime pay requirements of the Fair Labor Standards Act (FLSA).

Non-Exempt Status

Non-Exempt employees are those employees who due to their function are not exempt from the hours-of-work and overtime pay provisions of the FLSA. All employees who do not meet the qualifications for exemption are included in the term non-exempt.

Regular Full-time Employee

Individuals employed to work a regular workweek of no less than 35 hours per week without specified limitation of the duration of employment are full-time employees and receive full benefits as provided by the Agency.

Regular Part-time Employee

Individuals regularly scheduled to work less than 35 hours per week without specified limitation of the duration of employment are part-time employees who will receive prorated Agency benefits.

Temporary Employee

Individuals employed for a specified, limited period of time, **not exceeding six months**, either on a full or part-time basis are temporary employees. Temporary employees are not eligible to receive Agency benefits other than statutory benefits.

5. EMPLOYMENT CATEGORIES

Long Island Head Start employment categories are Executive, Professional, Administrative, Para-professional, Administrative Clerical Support, and Program Support Service.

Executive positions include Chief Executive Officer, Director of Quality Assurance and Program Services, Chief Fiscal Officer, Director of Human Resources, Director of Facilities, and Management Affairs Assistant.

Professional positions include Purchasing Manager, Manager of Building and Grounds, Center Manager, Assistant Center Manager, Early Head Start Project Supervisor, Lead Early Childhood Specialist, Family/Community Partnership Coordinator, Mental Health Coordinator, Parent and Volunteer Resource Coordinator, Early Childhood Development Specialist, Disabilities Transition Services Supervisor, Lead Health Specialist, Health Specialist, Family/Community Partnership Specialist, Lead Nutrition Specialist, Nutrition Specialist, Community Outreach Specialist, Teacher and Family Advocate/Educator.

Administrative positions include MIS and Security Technician, Finance Administrator, Maintenance Technician, Maintenance Assistant, Executive Administrative Assistant, Executive Secretary, Human Resources and Payroll Administrator, Benefits Administrator, and Human Resource Assistant.

Administrative Clerical Support positions include Accounts Payable Bookkeeper, Administrative Assistant/Secretary, Payroll Processor, Purchasing Processor, Secretaries, Receptionist/Clerk Typist, and Clerks.

Para-professional positions include Teacher Assistant, and Teacher's Aide.

Program Support positions include Cook, Cook Assistant, Custodian, Food Service/Custodial Aide, and Bus Monitor.

6. CONDITIONS OF EMPLOYMENT

The employee is responsible for submitting all relevant educational documentation for determination of salary grade.

Furthermore, while in the employ of Long Island Head Start, it is the responsibility of the employee to submit to Human Resources and to her/his immediate supervisor all relevant educational documentation (e.g. diplomas, official transcripts, and state certificates) that might have bearing on the employee's salary grade. Salary adjustments will become effective upon the Agency's receipt of documentation.

To maintain compliance with federal, state and local regulations pertaining to childcare, and to protect the Agency, its staff and clients the following are some of the conditions of employment.

Pre-Placement and Employee Health Screenings

All new staff members or candidates offered employment, and all employees of Long Island Head Start, are required to submit a completed Agency health-screening form prior to the employee's starting date. All staff, on or before their service anniversary date for each year of employment thereafter, are required to submit a completed Agency health screening form.

Substance Screening

In compliance with the Drug Free Workplace Act, all candidates offered employment at Long Island Head Start are required to read and sign the Consent to Pre-Employment and Reasonable Cause Substance Screening. All candidates offered employment will be required to participate in fitness for duty examination including breath, urine and/or blood screens or other medical examinations for alcohol, drugs and controlled substances. Test results indicating consumption of alcohol, illegal drugs or non-prescribed controlled substances will disqualify the candidate from employment with the Agency.

Medical Examinations in Other Circumstances

LI Headstart may request a physical examination at any time during employment if, in the judgment of the supervisor, it is warranted but it must be approved in advance by Human Resources and the Chief Executive Officer. Such examinations are performed by a physician designated by the Agency and at the Agency's expense. The decision to require an employee to undergo such an examination may be made if a need is indicated based on his/her performance or time and attendance record.

7. IMMIGRATION CONTROL ACT

LI Headstart complies with the Immigration Reform and Control Act of 1986 which requires documentation to the U.S. Government that all persons hired are legally entitled to work in the United States.

COMPENSATION

It is the practice of Long Island Head Start to pay wages that maintain internal equity and external competitiveness.

Retroactive salary increases (i.e. COLA – Cost of Living Increase) or one time payments will be made exclusively to those individuals who are regular employees of the Agency on the date of notification of funding approval.

Employees are paid biweekly on alternate Thursday and should report any errors on his/her paycheck promptly to the Director of Human Resources. If the agency is closed on payday, or if it is a holiday, checks will be distributed, if possible, on the preceding workday. Only the employee whose name appears on the check may collect it, unless another person has a written request from the employee asking for her check. If a written request is not possible, then other arrangements must be made through the Director of Human Resources.

1. WORKING HOURS

The standard workweek for Agency employees is Monday through Friday 9:00 a.m. – 5:00 p.m. Center staff hours are seven hours per day Monday through Friday. These hours may vary according to the individual Center staff position, family needs and scheduling of job-related responsibilities. All are subject to change with or without notice at the discretion of the Agency.

Regular full-time employees are granted one hour, unpaid, lunch break between 12:00 Noon and 2:00 p.m. Employee lunch hours may be scheduled to accommodate work requirements at the discretion of the supervisor.

The Agency may select an employee(s) to work 40 hour workweek as required to meet the needs of the program. Selection will be based on qualifications to perform the job, taking into account such factors as seniority, past performance, experience, ability, training and applicable federal, state and local regulations. Employees scheduled to work 40 hours workweek will be granted an unpaid hour for lunch, in addition to the 8 hours workday.

2. COMPENSATION FOR OVERTIME

Non-exempt staffs are eligible, subject to prior approval by their supervisor and Chief Executive Officer to be compensated by a Time-Off Plan, hour for hour, for all time worked in excess of 35 hours per week up to 40 hours per week. Wherever possible the employee must take the accrued time-off during the same pay period in which it was accrued if not possible it must be taken during the next payroll period.

With prior written approval from the Chief Executive Officer, or her/his designee, non-exempt staff working in excess of 40 hours in any one workweek will be compensated at one and one half times their regular wages for those overtime hours worked.

Exempt employees will not be compensated for overtime.

3. EMPLOYEES ASSUMING SIGNIFICANT ADDITIONAL RESPONSIBILITIES

Employees, who are instructed to perform a significant number of additional responsibilities outside their regular job description in addition to performing their regular job duties, will be compensated with an increase 10 percent of pay beginning on the eleventh working day of assumption of added responsibilities. This increase is specifically intended to be temporary (not to exceed 60 days) and used only during the period the employee assumes significant additional responsibilities. This increase in no way constitutes a regular salary increase.

4. EMPLOYEE IN ACTING POSITION

An assignment to an acting position, specifically intended to be a temporary assignment, in no way constitutes a regular change of position.

An employee, who has been approved in an acting position with a higher rate of pay, will be paid the rate of the acting position from the first day through the last day in this position.

5. SUMMER SCHEDULING

Our Centers operate forty-eight (48) weeks with the exception of the summer program. Therefore, it is Agency policy to furlough appropriate staff annually. Furloughed employees are notified individually in advance by letter from the Human Resources Department. Furloughed employees are not eligible to be paid Agency holidays occurring during the furlough period.

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

6. JOB DESCRIPTIONS

A written job description is provided for each employment position. Job descriptions are maintained for each of the Agency's positions in the Human Resources Department. Each employee is required to sign a copy of her or his job description, which is placed in her or his personnel file. A copy of her or his job description is given to each new employee upon reporting to work. Job descriptions are subject to change by the agency at any time.

7. SALARY RANGES

Wage and salary scales are maintained for all Agency positions. Agency salary grade step information is available from the Human Resources Department. Individual employees may request in writing or in person information about their salary grade or step from the Director of Human Resources.

8. PERFORMANCE APPRAISALS

The Performance Appraisal System is an integral part of the Agency's employee development efforts. A performance appraisal is conducted prior to the end of the 90 working day introductory period and annually thereafter. Performance appraisals will be conducted by the employee's immediate supervisor and will be based strictly upon job performance.

TIME OFF

Long Island Head Start provides all employees with a comprehensive benefits program. The Human Resources Department will administer the benefits program and communicate it to all employees.

1. VACATION

Vacations will be scheduled to avoid or minimize impact on Agency operations. Vacation requests are to be submitted to the employee's supervisor for approval at least two weeks in advance for non exempt employees. For exempt staff vacation request are to be submitted at the beginning of the fiscal year unless otherwise authorized by the Chief Executive Officer.

Executive and professional employees are entitled to a maximum of fifteen (15) days the first three years of employment and a maximum of twenty (20) vacation days after three years of employment. All other employees are entitled to a maximum of ten (10) vacation days the first three years and a maximum of fifteen (15) vacation days after three years of employment. All employees accrue vacation biweekly. Carryover vacation accruals may not exceed twenty (20) days for executive or professional employees and fifteen (15) days for all other employees.

Agency holidays are not counted as vacation days when they fall within the employee's vacation. Unused accrued vacation is not reimbursable except at the time of separation from the Agency.

Exception to the Vacation Accrual Maximum

Any extenuating circumstances that require employees to exceed their vacation accrual maximum will be submitted to the Chief Executive Officer for approval.

2. HOLIDAYS

The Agency closes for 14 holidays each calendar year, as follows:

New Years Day	Columbus Day
Martin Luther King JR's Birthday	Election Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	the Day Following Thanksgiving Day
Fourth of July	the Day before Christmas
Labor Day	Christmas Day

It is the Agency's practice to close for the four (4) working days between December 25th and January 1st of each calendar year. Employees have the option to use accrued vacation and/or personal leave during this period.

All regular, full-time employees are entitled to all Agency holidays. Regular part-time employees or regular full-time employees whose hours have been temporary reduced, will be paid for those Agency holidays falling on their regularly scheduled workday commensurate with the number of hours for which they are currently scheduled. Furloughed employees and employees on unpaid leave, not scheduled to work are not eligible for holidays occurring during the furlough period.

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

- Employees must work the day before and the day after a holiday in order to be eligible for holiday pay, unless it's an approved vacation leave, personal leave or sickness verified by a physician in writing.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at the individual employee's base rate of pay.
- Holidays will not be paid to employees on any type of unpaid leave.

- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

3. SICK LEAVE WITH PAY

Sick leave is an income protection plan that provides the employee time-off with pay for periods of illness or incapacity.

Regular full-time employees receive up to thirteen (13) days paid sick leave per year. Sick leave may not be used to extend vacation time

Each employee is responsible for directly notifying her/his supervisor as soon as possible but no later than one hour before the beginning of each working day that illness prevents her/his attendance at work. When an extended length of absence due to illness is required, supervisors and Human Resources must be kept informed. Failure to do so will result in the employee being considered absent without approved leave and subsequent loss pay or disciplinary action up to and including termination of employment.

An employee absent or sick for four (4) or more consecutive days is required to submit a physician's statement to her/his supervisor. A physician's statement may be required for absences of less than four consecutive days.

4. PERSONAL LEAVE WITH PAY

Regular full-time employees are permitted absences with pay for personal reasons. All staff members are entitled to four personal days per year.

Personal leave is not intended to be additional vacation time. Rather it is intended to cover situations where an employee's attendance elsewhere is required or necessary and it cannot otherwise be scheduled during non-working hours.

Requests for personal leave must be submitted, in writing, at least three days in advance. Unused personal leave is not reimbursable and may not be carried over to the next calendar year.

5. BEREAVEMENT LEAVE WITH PAY

In the event of the death of an immediate family member, (spouse, parents, grandparents, grandchildren, step-parent, step-siblings, step-children, foster children, children, sisters, brothers, in laws and members of the employee's household and domestic partner), four days time-off with pay, will be granted to regular employees who have satisfactorily completed the 90 working day introductory period. One-day bereavement will be granted for other relatives upon recommendation by the supervisor. These four days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record. Proof of death and relationship to the deceased may be required.

6. LEAVES OF ABSENCE

All employees who have been employed for at least one (1) year may be granted an unpaid leave of absence up to a maximum of six (6) months at the discretion of the immediate supervisor and the CHIEF EXECUTIVE OFFICER. No more than six months total leave of absence will be permitted under one or any combination of the following types of leave within any twelve-month period. Employees are required to use available personal and vacation leave.

7. FAMILY/MEDICAL LEAVE

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (12) weeks of job-protected leave if the employee has a serious health condition as defined by the law and is unable to work; for the birth, adoption or foster placement of a child (leave must conclude within twelve months of the birth or placement) and/or to care for a family member who has a serious health condition (defined as spouse, child or parent).

In order to qualify for a leave of absence under the FMLA, employees must have been employed by the Agency for at least twelve months and must have worked at least 1250 hours within the twelve months immediately preceding the commencement of the leave.

Eligible employees are entitled to a maximum of twelve weeks leave time (for one or more qualifying events) during a twelve-month period, which commences with the date leave is first taken. The 12 weeks need not be consecutive, and may be intermittent if required by the circumstances necessitating the leave. Family members who are both employed by the Agency are entitled to a total of twelve weeks leave (rather than twelve weeks each) for the birth, adoption and/or foster placement of a child. If an employee returns to work prior to or at the conclusion of the twelve-week period, the employee will be returned to the same or an equivalent position. Health benefits for employees are continued for the duration of the leave in the same manner as when the employee was working.

Employees must utilize all accrued sick and personal time during an FMLA leave for their own serious health condition. An employee who has accrued personal or vacation time must utilize it during an FMLA leave for other reasons.

Employees must provide 30 days notice for a foreseeable leave due to a birth, adoption, or planned medical treatment. Employees are expected to provide as much notice as practicable, but in no event less than 2 work days after an unforeseeable circumstance. Failure to provide the requisite notice may result in the delay or denial of the FMLA leave.

Upon request employees must submit medical documentation on a form provided by the Agency to substantiate the need for the leave (including requests for leave to care for a seriously ill family member). If the leave is foreseeable and at least 30 days notice has been provided, the medical certification should be provided before the leave begins. If that is not possible, it must be provided no later than 15 calendar days after it is requested. Failure to provide the medical certification in a timely manner may result in a delay or denial of the FMLA Leave. The Agency reserves the right to require a second or third medical opinion and certification in order to determine whether leave is necessary. The Agency is responsible for absorbing the cost of required additional medical opinions. The Agency may require periodic medical documentation to substantiate continuation of the leave, no less than every 30 days.

The Agency requires that FMLA leave is used simultaneously with other authorized unpaid or paid leave such as disability/childcare leave for employees who meet FMLA eligibility. Employees who are seeking childcare leave will be granted a maximum of six months-unpaid leaves. Employees on FMLA leave are required to use available sick, personal and vacation leave and do not accrue sick, vacation or personal leave. An employee who does not return to work upon expiration of an approved leave of absence or who accepts other employment during a leave shall be deemed to have voluntarily terminated employment with Long Island Head Start.

8. MEDICAL DISABILITY LEAVE

Regular full-time employees of the Agency may be granted a medical leave without pay, inclusive of FMLA, for a total of six months in any twelve-month period. The medical disability must be verified in writing by the employee's physician Along with an expected date you can return to work. Employees are required to use available sick, personal and vacation leave.

Employees on medical disability leave must submit a doctor's note monthly to the office of Human Resources.

The Agency will make every effort to place the employee in a position, which is similar to the position held before the leave of absence. Although an employee's position is not guaranteed upon return from a leave of absence, every effort will be made to place the employee in his/her present or comparable position upon his/her return. For leaves in excess of the twelve weeks permitted under FMLA the Agency cannot guarantee the availability of a position when the employee is ready to return to work, and does not guarantee immediate reinstatement to the former or comparable position. If reinstatement is not possible, layoff may result.

The employee must immediately notify the agency when able to return to work. A failure to return to work when able will result in termination. In addition if an employee secures alternative employment, or was gainfully employed elsewhere during the leave period, he/she will be deemed to have terminated with the Agency as of the date when the leave began.

Employees who are on medical disability leave do not accrue sick, vacation or personal leave. Seniority will continue to be accrued during the leave for eligible employees on medical disability leave.

9. LEAVE WITHOUT PAY

All employees who have been employed for at least one (1) year may be granted an unpaid leave of absence up to a maximum of six (6) months at the discretion of the immediate supervisor and the CHIEF EXECUTIVE OFFICER. The Agency may grant personal leave up to a maximum of six months to regular full-time; non-probationary employees where compelling personal needs exist. The Agency maintains the right to deny such in its sole discretion. Employees are required to use accrued vacation and personal leave.

Employees on leave without pay do not accrue sick, vacation or personal leave and all other benefits will cease.

If an employee does not return to work upon expiration of an approved personal leave without pay or accepts other employment while on leave her/his employment from the Agency will be terminated.

10. REQUEST FOR LEAVE OF ABSENCE

The employee must submit in writing a request and complete a Request for Leave form and submit to her/his supervisor, for approval for any form of leave of absence. If the leave request is for medical reasons, the written request must be accompanied by the physician certificate.

An employee must use all accrued sick time before applying for a medical disability leave.

Upon her/his return to work the employee must provide a physician/s statement confirming she/he is able to perform her/his job responsibilities.

The request for a leave of absence must be approved by the supervisor, Director of Human Resources, and the Chief Executive Officer.

Copies of all correspondence must be sent to the Human Resources Department.

11. JURY DUTY

The agency believes that jury duty is a civic responsibility. Regular employees will be permitted time-off without loss of pay if they are required to appear for jury duty. Employees are required to reimburse the Agency for any fee collected as a result of jury duty. Such leave will not be charged to sick, vacation or personal leave.

Prior to appearance for jury duty the employee must submit a copy of the summons to her/his supervisor and to the Human Resources Department. The employee must also submit the Completion of Jury Service statement to her/his immediate supervisor and the Human Resources Department upon completion of jury duty.

12. MILITARY LEAVE

Regular full-time employees who are members of the "uniformed services" including the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of each of these services will be granted "military leave" for voluntary or involuntary call ups during national emergency's, reserve drills, and/or schedules active duty for training for a maximum of two weeks in each calendar year. There will be no loss of vacation, personal leave, sick leave or pay during that time. During their time of military leave, eligible employee(s) will receive the difference between their military compensation and their "regular" Agency wages for period of two weeks only.

Employee(s) must notify their immediate supervisor and the Director of Human Resources, in writing, immediately upon receipt of orders to deploy. If, by requirement of their branch of uniformed service the employee must be deployed for an extended period in excess of the two-week limitation, the leave will be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The Agency will work to ensure that the employee(s) so affected shall have a similar job upon their return.

BENEFITS

Regular full-time employees of Long Island Head Start are eligible for Agency sponsored employee benefits unless otherwise noted after completion of six months of continuous employment. The Agency reserves the right in its sole discretion to modify or terminate any or all benefit plan(s) permanently or temporarily at such time as it seems appropriate without consent of the union or prior notices to any employee, retiree or beneficiary subject to the provisions of applicable laws.

1. THRIFT PLAN

After completion of six months of continuous employment, the Agency will contribute for all regular employees, as long as funding permits, 3%, of the employee's gross salary to the Employee Thrift Plan, and match and additional .5% of the employee's salary for every 1% contributed by the employee, to a maximum of 1.5% matching funds. An employee is fully (100%) vested in the Agency's contribution after the completion of four years of service.

In the event that the plan is terminated, the participating employees will retain a right to the vested value of her/his individual account.

2. MEDICAL/DENTAL COVERAGE

The Agency will provide, as long as funding permits medical and dental coverage for its employees who have completed six months of regular employment for as long as they remain regular Agency employees.

Regular employees working 30 or more hours per week will be granted individual or family medical/dental benefits. Employees working 20 hours or more, but less than 30 hours per week will be granted individual medical/dental benefits only. Employees working less than 20 hours per week are not entitled to Agency medical/dental insurance benefits.

All employees who elect to receive medical coverage for themselves and their families may be required to contribute towards the cost of the premium. Such contribution will be by way of a deduction from your pretax wages. Details can be obtained from the Human Resources Department. An employee may request a medical benefits waiver from the Human Resources Department to voluntarily waive her/his Agency sponsored medical/dental benefits.

3. COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), health care coverage may be extended 18 months (1) to terminated employees and dependents, except where termination is for gross misconduct and (2) to employees whose hours have been reduced resulting in loss of coverage. Also, under COBRA, health care coverage may also be extended for 36 months to spouses dependents of deceased employees, divorced or legally separated spouses and dependents of employees covered by Medicare, and dependent children who would no longer be covered upon attainment of 19 years of age (23 if a full-time student) under the Agency's group plan. Payment of insurance premiums, while insured under COBRA, is the responsibility of the individual. Details of COBRA rights will be given to employees at the time of orientation and separation from the Agency.

4. LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE

The Agency provides life and AD&D insurance for regular employees who are regularly scheduled to work twenty hours or more each week and who completed six months of continuous employment for as long as the employee remains regular employee of the Agency.

5. LONG TERM DISABILITY INSURANCE

As long as funding permits the Agency will provide long-term disability insurance at no cost to the employee for all regular employees working 20 hours or more each week and who have completed six months of continuous employment.

6. EMPLOYEE ASSISTANCE PROGRAM (EAP)

As long as funding permits, Long Island Head Start will provide all employees and their immediate family members a confidential Employee Assistance Program (EAP) independently operated by an outside counseling and referral service, designed to help with personal and family problems such as alcoholism, drug dependency, marital and family problems, emotional disorders, as well as job-related problems.

Long Island Head Start will encourage employees and their immediate family members to take advantage of the services of the EAP. Referrals for assessment, diagnosis and treatment will be at the employee's request and/or on the basis of unsatisfactory job performance.

The Agency requires supervisory referral of employees to be made to the EAP, with the concurrence of the Director of Human Resources, when termination of employment is being considered.

Personal information from the EAP concerning supervisory referrals will not be revealed to management or the supervisor without written consent of the employee, and will not be part of the employee's record.

The cost for initial EAP assessment services will be paid by the Agency. Costs incurred for referrals or rehabilitation services that are not covered by insurance or other benefits will be responsibility of the employee.

7. WORKERS' COMPENSATION

Employees are protected by Workers' Compensation against loss of income and certain employee medical expenses, which result from any work related accident. The cost of this coverage is paid in total by the Agency. Any accident must be reported in writing to the employee's supervisor and in writing to the Human Resources Department within 24 hours. An employee, whose absence is covered by Workers' Compensation, does not accrue sick, vacation, or personal leave. Employees must contact the Human Resources Department.

8. SHORT TERM DISABILITY INSURANCE

Employees are eligible for weekly disability benefits in the event of a non-occupational accident or illness, including pregnancy-related disability. An employee becomes eligible for disability benefits on the eight consecutive day of disability, provided she/he worked for Long Island Head Start for at least four consecutive weeks immediately preceding the disability. Employees on short-term disability leave do not accrue sick, vacation or personal leave.

9. SOCIAL SECURITY

The Agency contributes to Social Security coverage for all staff members.

10. UNEMPLOYMENT COMPENSATION

The Agency is a covered employer under the state unemployment law and makes contribution on behalf of all employees.

11. EMPLOYEE DEVELOPMENT AND TRAINING

ALL Long Island Head Start staff are required to participate in orientation and in-service training as scheduled by the Agency. After successful completion of the introductory period a regular full-time employee may request permission to further her/his education by participating in job-related educational or training program. Requests must be made in writing to the employee's immediate supervisor and the Chief Executive Officer no less than four weeks before the scheduled course or training program begins. Approval to attend such educational or training program is contingent upon the availability of funds, convenience with Agency schedules and job-relatedness.

A regular full-time employee wishing to enroll in a certified course of study, and who cannot scheduled these classes after working hours, may request Educational Release time to a maximum of five hours per week. Requests in writing to the immediate supervisor must be received four weeks prior to course registration. This request must be approved by the Chief Executive Officer. **The Agency requires that due effort be made to attend classes in the evenings/weekends and does not interfere with working hours.** The Agency reserves the right to request documentation that a course is not offered after working hours or Saturday before approval for educational release time will be granted. The Agency reserves the right in its sole discretion to withhold the granting of educational release time.

1. ABSENTEEISM AND LATENESS

Long Island Head Start is a federally funded human service agency, and each staff member is expected to do her/his job efficiently and with dedication to the important services provided to the enrolled children and families of Suffolk County. Attendance and lateness records are considered throughout your employment and at the time of performance appraisals. Excessive or habitual absenteeism or lateness may be grounds for disciplinary action up to and including termination of employment.

Employee Responsibilities:

If, for any reason, an employee is prevented from reporting to work or is unable to report to work on time, the employee must notify his/her supervisor one hour prior to employees start time or as soon as practicable under the circumstances, on the employees scheduled workday. If the supervisor is unavailable, the Human Resources Department must be notified. In the event of an absence of more than one day, the employee must notify his/her supervisor at the beginning of each day of absence. All employees will be asked to state the cause of absence or lateness, and their expected date and time of return to work. In the case of illness, an employee is required to present a doctor's note, after four consecutive days of absence, to insure ability to perform the full duties of her/his job. Any employee who fails to report to work for two consecutive days without notice to, or approval of, his or her supervisor will be assumed to have resigned and abandoned the job. In such case, the employee will be terminated for job abandonment. At the discretion of the supervisor, a physician's statement may be required for absences of less than four consecutive days.

Consequences:

Absence or lateness that is unexcused or excessive is ground for disciplinary action up to and including termination of employment.

2. TIME AND ATTENDANCE PROCEDURE

Non-exempt, hourly, employees are required to use time cards or hand scan system to record their hours, which serve as a permanent record of attendance for payroll purposes. It is required that the time card or hand scan be punched/scanned whenever the employee enters or leaves the building. The time card/hand scan must be punched/scanned at arrival for work, leaving for lunch, returning from lunch and leaving at end of the workday. It is forbidden, and grounds for disciplinary action up to and including termination, for anyone to falsify or request another to punch a time card that is not her/his time card.

Exempt, salaried, employees are required to hand scan in daily or complete at the end of each pay period an attendance sheet confirming days worked in that pay period and to maintain a record of accrued sick, vacation and personal leave days used.

3. SAFETY AND HEALTH

Long Island Head Start policy is to provide and maintain safe working conditions at all sites and to require safe working practices in order to prevent injury to personnel and damage to equipment, materials, and property. It is Agency policy to comply with all federal, state and local safety regulations as minimum standards and to utilize available resources and techniques for the prevention of accidents. All Agency employees are expected to work diligently to maintain safety and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injury and illness.

4. PRIVACY OF INFORMATION (CONFIDENTIALITY)

The Agency maintains personnel files for each employee. These files contain documentation regarding all aspects of each employee's status with the Agency, such as performance appraisals, disciplinary warning notices and letters of commendations. An employee may review upon request his/her personnel file. All requests for release of information will be coordinated by the Human Resource Department. All requests must be made in writing at least 24 hours in advance, to the Director of Human Resources. A mutual convenient time will be arranged for reviewing the file. Information will only be released in writing and with the express

written consent of the employee. Any employee wishing to review his/her personnel file must Personnel records may not be removed from the records area in which they are maintained.

5. VIOLATION OF CONFIDENTIAL POLICY

Any employee who violates the Confidentiality Policy will be subject to disciplinary action including termination.

6. SUBSTANCE ABUSE POLICY

The Agency requires pre-employment drug screening for all applicants, reserves the right to conduct random, and for cause drug screening as deemed necessary. Any staff member who tests positive or who refuses to submit to a screening will be immediately be suspended without pay and subject to further disciplinary action including termination. Long Island Head Start recognizes the diseases of alcoholism and drug addiction may affect staff members. The Agency urges employees to voluntarily refer themselves for treatment before job performance is impaired. The Agency reserves the right to refer to the Employee Assistance Program (EAP) any staff member whose apparent health problems impairs her/his ability to perform her/his job.

Persons participating in recognized treatment programs will be expected to meet job requirements and performance standards. The supervisor and employee, in consultation with the Director of Human Resources may agree to reasonable accommodation, when such accommodation is medically recommended as part of a treatment plan.

Employees are expected to meet regular job requirements and maintain satisfactory performance standards upon completion of a treatment plan, as well as during the course of any ongoing rehabilitative services. In the event the job requirements and satisfactory work performance standards are not met or sustained by the employee, the Agency reserves the right to terminate the employment relationship.

If a staff member is certified as disabled by a physician the rules governing disability will be applied.

An employee who is convicted, or is subject to the imposition of a sentence involving illegal drugs or other controlled substances under state or federal law is considered in violation of this policy and subject to disciplinary action, which can include termination. Employees are required to report such convictions to the Director of Human Resources within five days of the conviction. For the purpose of this provision, activity includes, but is not limited to, manufacture, distribution, dispensation, sale, use or possession of any illegal drug or controlled substance for which the individual does not have a current prescription from a licensed physician. Long Island Head Start may require employees who violate this policy to successfully complete a drug abuse or rehabilitation program as a condition of continued employment.

7. JOB RELATED EXPENSES

It is policy of the Agency to pay reasonable expenses incurred by staff members who travel on Agency business. Travel arrangements must be approved in advance by the authorized supervisor. Travel advances and reimbursements will be administered in accordance with current Agency procedures.

8. TRAVEL EXPENSES REIMBURSEMENT PROCEDURE

Employees will be reimbursed for approved expenses for Agency job related trips/travel in accordance with the following procedures. In the event of an auto accident while on approved business travel the Agency will not be responsible for resulting damage to the automobile:

- a. **Local Travel** – Local travel expenses must be authorized by the immediate supervisor. Reimbursement upon submission of document is approved by the supervisor and then by the executive administrative staff in Central Administration. Reimbursements at the Agency approved rate per mile will be approved to the extent funds are available. Toll charges and parking fees will be reimbursed upon submission of official receipts. Reimbursement requests are to be completed monthly, within the first ten days of every month.
- b. **Out of Town Travel** – employees will be reimbursed for reasonable expenses incurred in the performance of their duties. Expenses for meals will be reimbursed up to a maximum allowable per diem. The reimbursement will be made only for approved expenses connected with assigned responsibilities. Receipts or vouchers are required for such expenses as airfare, taxis to and from airports and overnight

accommodations. When requesting an advance to attend an out of town conference or training the following procedures will be used:

1. The Agency's Advance form will be completed, including justification, and submitted for approval to the immediate supervisor.
2. The Agency will not reimburse for three meals if the duration of the conference or training program is only part day.
3. The Advance must be cleared within ten days after return from the conference. Required receipts for authorized expenses must be submitted with the Agency Advance Clearance form.
4. Any expenses incurred in excess of authorized amounts are the responsibility of the traveler and will not be reimbursed by the Agency.

9. HIRING PROCEDURES

In order to maintain consistency the Agency maintains standard procedures for conducting its day-to-day operations. The Agency reserves the right to revise these procedures in order to insure maximum efficiency and effectiveness.

Recruitment and Hiring Procedures

1. **Advertising** – Any vacant position will generally be advertised for two weeks and no less than five business days. An employment opportunity notice will be distributed from Human Resources and distributed to all sites and to a list of more than 50 organizations including colleges, universities and minority organizations. Center Managers and Human Resources must post the openings on their building bulleting boards. Center Managers are also encouraged to list vacant positions in local newspapers that do not charge for advertising and to post notices on community bulletin boards. If there is a lack of response, Human Resources will advertise in local papers.
2. **Applications** – Applications are to be completed by job candidates either at the Human Resources Department or at a local Center in the presence of an Agency employee to ensure that applicants have reading and writing skills necessary to complete the form. Human Resources will forward to Centers completed applications. Applications completed at Centers are to be forwarded to the Human Resources Department with a copy kept at the local Center, regardless of whether or not the applicant is selected for an interview.
3. **Selection and Interviewing of Candidates** – Whenever possible, a minimum of three qualified applicants will be interviewed. Interviewing of one or two applicants is acceptable only after every effort has been made to recruit three qualified candidates. At the Center level, the applicants to be interviewed will be selected by the Center Manager. At the Central Administrative offices, the supervisor who will select candidates and conduct interviews with other appropriate staff will conduct the selection process.

Interviews will be scheduled following relevant observations/testing (see the following Section). At the Center level, an interview team consisting of the following will interview applicants: the Center Manager, three parents from the Center Parent Committee and a representative from the appropriate Service Area. Following the interviews the Service Area staff will give an assessment, and then the Center Manager and Parent Committee will select the recommended candidate for the position. The Service Area staff will offer additional technical assistance if there is no consensus. The Center Parent Committee will provide a handwritten recommendation signed by the parents using the agency form designed for this purpose. The cover memorandum accompanying the employment packet should indicate the name, and title of the Service Area staff, the names of those who attended the parent interview and their evaluation of the applicant.

3. **Observation/Testing** – Observation of classroom performance for Teacher and Teacher Assistant positions will be conducted by the Early Childhood Development Service Area. The Family/Community Development Service Area will conduct testing for the Family Advocate position. The Nutrition Service Area will conduct interviews of prospective food service staff and conduct basic reading tests for Cook and Cook Assistant candidates. Written reports of the Service Area observations/interviews will become part of the employment packet and available to the interviewing team. Typing tests for clerical staff will be administered by the Human Resources Department and must be passed prior to the interview.

Supervisor/Center Manager with Human Resources will schedule tests. Results of tests will be forwarded immediately by Human Resources to the appropriate Center Manager or Supervisor. All testing will be administered in compliance with the American with Disabilities Act.

5. Policy Council Review – Hiring of any employee must be approved by the Policy Council following :

- a. Completed Personnel Action Notice
- b. Supervisor recommendation
- c. Local Center Parent Personnel Committee's recommendation (on Agency form designed for this purpose)
- d. Report on test or Service Are observation, when applicable
- e. Fully completed Agency employment application
- f. Resume (for professional staff)
- g. Proof of degree, or transcript, appropriate to position requirements
- h. Copy of high school diploma
- i. Three written references from previous employers or other appropriate references

In cases when the need to hire an employee is extremely urgent and when there will be an unavoidable delay before a meeting of the Policy Council Personnel Committee, an employee who has completed all other steps in the hiring process may be hired conditionally. The subsequent recommendation of the Personnel Committee and approval of the Policy Council is required. In these cases, when there is an immediate need for the new employee, the supervisor will document that need in written memorandum to the Chief Executive Officer for her/his approval, and this will accompany the employment package. Human Resources will notify the appropriate supervisor when temporary or regular employee hiring has been approved by the Policy Council. Following submission of required documents, Human Resources will notify the supervisor of the supervisor of the employee's status and the date and time the employee should report to Human Resources for orientation. The supervisor is responsible for notifying the employee.

6. Drug Screening and Fitness for Duty Procedure – New employees may not begin work until the Agency receives a satisfactory drug screening report and a completed Agency Medical Statement form with documentation of results of a PPD test for tuberculosis. The Agency maintains responsibility for drug screening fees.

7. Notification to Service Areas – Human Resources will notify the appropriate Service Area of relevant hiring, termination and transfer decisions following Policy Council approval.

8. Immigration Control Act – Long Island Head Start complies with the Immigration Reform and Control Act of 1986, which requires documentation to the U.S. Government that all persons hired are not unauthorized aliens and are legally entitled to work in the United States. The Agency's Human Resources Department is required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of birth, and Driver's License or Non Driver ID Card with photograph to satisfy such requirements and completion of I-9 form.

10. INTERNAL JOB POSTING POLICY

Job vacancies will be posted on all center bulletin boards. Each vacancy will normally remain open for a minimum of ten (10) days and the job posting will include the job title, department, job summary, essential duties, closing date and minimum qualifications.

Applying for a Job

To apply for a posted position, an applicant shall submit a completed internal application to the Human Resource Department listing job-related skills and accomplishments.

Internal Applicants

All employees, including part-time, may apply for internal job postings and will be subject to the same hiring procedures as external applicants. An applicant's current supervisor may be contacted to verify performance, skills and attendance, and the personnel file may also be reviewed. Staffing limitations or other circumstances

that might affect a prospective transfer may also be discussed. Employees who have a written warning on file within the last year or are on disciplinary probation or suspension are not eligible to apply for posted jobs.

11. SUBSTITUTE EMPLOYEE HIRING GUIDELINES

When a vacancy in a position exists due to exigent circumstances, including but not limited to, separation(s) from employment, leave with or without pay, workers' compensation, short-term disability, or long term disability; a substitute employee may be employed. Substitute employees will be employed in accordance with the provisions of this policy. Substitute employees can be employed for a specified or limited period of time, not exceeding six months. Substitute employees are not eligible to receive Agency benefits other than statutory benefits.

PROCEDURES FOR HIRING SUBSTITUTES	
1. Teacher, Teacher Assistant, Teacher Aide and or Family Advocates/Educators expected to be absent for 5 days or less	a. A substitute Teacher, Teacher Assistant and or Teacher Aides may be hired, with prior approval from immediate supervisor.
2. Teacher, Teacher Assistant, Teacher Aide and or Family Advocates/Educators absence for 6 days to 6 weeks (30 working day)	<p>a. A qualified Teacher, Teacher Assistant, and Teacher Aide will be selected by the Center manager to serve in the Teacher's, Teacher Assistant, and or Teacher Aide place and will temporarily be paid a Teacher, Teacher Assistant and or Teacher Aide's salary.</p> <p>b. With prior approval from immediate supervisor, a Substitute Teacher, Teacher Assistant, and or Teacher Aide may be hired to replace the vacant position.</p>

12. TRANSFER OF EMPLOYEES

An employee wishing to transfer from one site to another within the same job title must make the request on a transfer request form to both the supervisor and the Human Resource Department. Human Resources will obtain concurrence from the supervisor at the new site. Approval from the Center Parent Committees or the Policy Council is not necessary.

At the discretion of the Chief Executive Officer or her/his designee, an employee may be transferred from one site to another depending upon Agency staffing needs. The employee involved the current supervisor and the new supervisor will be notified of the transfer as far in advance as possible.

13. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity Officer – The Director of Human Resources serves as the Agency's Equal Employment Opportunity (EEO) and Affirmative Action (AA) officer whose responsibility it is:

1. To respond to all employee, applicant and client allegations relating to discrimination or harassment.
2. To monitor all employment policies and procedures to assure EEO and AA compliance in such areas as recruitment, hiring, promotion, transfer and disciplinary action, and to made recommendations for a change of policy, procedures or individual events as necessary to maintain compliance with EEO and AA regulations.
3. To provide counseling and referral services to any employee, applicant, client or community member who alleges discrimination or harassment by Long Island Head Start, its employees or representatives.
4. To maintain any Agency Affirmative Action plans and EEO reporting systems.
5. To monitor that the Agency Purchasing Department reviews, for EEO and AA compliance, the employment policies and practices of major vendors and suppliers of goods and services to Long Island Head Start, and that the Agency makes an affirmative, good faith effort in recruiting minority vendors and suppliers.

14. EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURES

1. Any employee who believes she/he has been a victim of discrimination or harassment should file a complaint with the Director of Human Resources.
2. The Director of Human Resources will thoroughly investigate the allegation and respond to the complaint no later than 30 days from the date the original complaint is received.
3. The Director of Human Resources will advise the complainant that she/he has the right to file a complaint with the United State Equal Employment Opportunity Commission, the New York State Division of Human Rights and/or the Suffolk County Human Rights Commission.

15. DRESS CODE POLICY

It is the policy of Long Island Head Start that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

1. Employees are expected at all times to present a professional, businesslike image. Acceptable personal appearance like proper maintenance of work areas is an ongoing requirement with Long Island Head Start.
2. Office workers, Center staff, and any employees who have regular contact with the public must comply with the following personal appearance standards.
3. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, flip-flops, T-Shirts, baseball hats, and similar items of casual attire that do not present a business like appearance. Classroom staff that work with the children may wear casual but neat and appropriate classroom attire.
4. State and Federal regulations require that all staff who work with children assure health and safety guidelines. Body piercing (other than earrings) should not be visible, extremely long or large earrings should not be worn and long nails will require trimming. Staff shares responsibility for the health and safety of all children and to protect the children in their care.
5. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

16. SMOKING POLICY

Long Island Head Start is a smoke free environment. In accordance with the law passed by the Suffolk County Legislature, effective January 1, 1995, smoking is prohibited on the premises of childcare facilities in Suffolk County. This law applies to all Agency employees, volunteers and visitors while on Agency property.

It is the responsibility of all management and supervisory staff to protect the Agency from liability for failure to enforce the law and to inform Agency employees, volunteers or visitors that they cannot smoke on Agency premises.

Employees who persist in violating smoking regulations will be subject to the same disciplinary action taken for any work rule violations.

17. COMPUTER, EMAIL AND INTERNET USAGE POLICY

Computers, computer files, the e-mail system, internet access, and software that are furnished to employees are the property of Long Island Head Start, are intended for business use, and may not be removed from premises without the approval of your supervisor. Internet access is provided by the Agency to assist employees in obtaining work-related data and technology.

Employees shall not use a password, access a file, copy software, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer e-mail and internet usage will be

monitored as well as retrieved and read. By using the Agency's systems employees consent to having any information composed or stored by them monitored.

Employees should know that authorized representatives of the technology department will monitor the use of these systems from time to time. A software audit and virus scan of every computer will take place at irregular intervals. Any software discovered on a personal computer that has not been approved by the technology department will be immediately erased from the machine.

All data that is composed, saved, transmitted, or received via Agency's computer communication systems is considered a part of the official records of the Agency's and as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees are to ensure business information contained in all transmissions is accurate, appropriate, ethical, and lawful.

The Agency strives to maintain a workplace that complies with all legal requirements and is free of harassment and sensitive to the diversity of its employees. Therefore the following standards are to be followed to protect employees and the Agency.

The Agency purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Agency does not have the right to reproduce such software for use on more than one computer. Therefore, software is to be used in accordance with the terms and conditions of the applicable license agreement.

Employees may not copy software or documentation except for backup purposes. Making unauthorized copies is a breach of the license agreement and also theft. Neither may employees utilize software obtained by the Agency on any computer in violation of any licensing agreement.

All users are instructed to discard any illegal copies of software.

Employees must receive prior written approval to utilize any software or programs not provided to them by the Agency. In addition, Data Processing must receive the licensed copyright of any software brought from home or anywhere else before the program is loaded on a employee's computer. Data Processing will retain a copy of the license within their records.

Computer programs, systems, products, or processes developed while employed with us as a works "for hire" for purposes of copyright law, and are the sole property of the Agency and may not be sold or disclosed without written authorization from the Agency.

The following include but are not limited to examples of actions, which are prohibited.

- Data that is composed, transmitted, accessed or received via the internet or e-mail must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.
- Using the internet or e-mail for political causes or activities, religious activities, to view or transmit sexually oriented material or for any gambling.
- Sending, posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the Agency time and resources for personal gain.
- Stealing, using, or disclosing someone else's code, password, data, or any other information within the agency's systems without authorization.
- Sending or posting confidential material, trade secrets or proprietary information outside of the

- Violating copyright law.
- Failing to observe licensing agreements.
- Copying, pirating, or downloading software and electronic files without permission.
- Engaging in unauthorized transactions that may incur a cost to the Agency or initiating unwanted internet services and transmissions.
- Jeopardizing the security of the Agency electronic communications systems.
- Passing off personal views as representing those of the Agency.
- Sending anonymous e-mail messages.
- Personal, non-work related material is not to be processed or stored on the Agency computer equipment.
- Employees may not use computer equipment to access information that is not directly related to the performance of their assigned duties.
- Engaging in any other illegal activities.

Any employee who discovers or who is informed that there has been any violation of this policy shall immediately notify their Department Head.

The confidentiality of any messages should not be assumed. Further the use of passwords for security does not guarantee confidentiality.

All electronic mail messages, data, and documentation should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Department Head.

An individual's e-mail is considered the same as regular business correspondence. E-mail messages can be retrieved and subpoenaed for court cases. Further, employees should be aware the Agency can access messages left on the voice mail system even though the individual may have their own code or password.

The Agency is serious about protecting its legal rights, as well as those of others. Theft of computer software, breach of license agreements, and violation of copyright law exposes employees and the Agency to civil and criminal damages and penalties resulting from such unauthorized actions.

Employees should notify a supervisor or their Department Head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment consistent with law.

All media requests are to be directed to the Chief Executive Officer or her/his designee in her/his absence.

18. UNIVERSAL PRECAUTIONS

All Staff and Volunteers must adhere to Universal Health and Safety Precautions

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique.

- Use antibacterial liquid soap and scrub hands for one minute.
 - Scrub tops of hands, palms, between fingers and under nails.
 - Rinse under water with hands pointed down.
 - Dry hands with paper towels.
 - Turn off water faucet with towel before disposing of it.
2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.
 3. Wear disposable gloves when changing a child's diaper.
 4. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
 5. Place disposable diapers in a pail lined with a plastic bag. Tie the bag securely when filled.
 6. Supervise toilet-trained children to ensure that they wash their hands well after going to the rest room.
 7. Clean up blood and bloody fluids on surfaces with one part ordinary household bleach diluted in 10-part water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant and hydrogen peroxide can also be used.
 8. Have mouthpieces or resuscitation bags on hand to minimize the need for mouth-to-mouth resuscitation in an emergency.

Bloodborne Pathogens

The Bloodborne Pathogens policy covers all employees who may be "reasonably anticipated" to come into contact with human blood and the potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of their daily activities come into contact with potentially infectious materials. Those situations are, but not limited to:
 - a. Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
 - b. Assisting children during medical procedures, nose bleeds, times or illness, etc.
 - c. Changing diapers of children or clearing up after a child has a toileting accident.
 - d. Handling of potentially infectious material such as soiled clothing, tissues, and diapers.
2. All employees must adhere to the Universal Precaution Policy.
3. If an employee or volunteer has been exposed to a Bloodborne Pathogen during the course of Agency business she/he must notify her/his supervisor immediately.
4. Long Island Head Start will make available to the employee or volunteer; laboratory tests and follows up medical evaluation, which documents the circumstances of the exposure after the exposure has been reported to the supervisor.
5. Hepatitis B vaccine shall be available to employee within 24 hours after possible exposure to Bloodborne Pathogens or other potentially infectious materials.
6. Long Island Head Start will provide training annually.

19. CHILD ABUSE

Child abuse is a crime. New York State has a child protective law enforcement agency that is mandated by state law to receive and investigate reports of suspected child abuse. Long Island Head Start will not tolerate child abuse in any form. It is the policy of the Agency to investigate any complaint of child abuse or maltreatment. The Agency cooperates actively and fully with all federal, state, and local authorities, consistent with the rights of Agency employees and clients, in the investigation, allegation, complaints, or charges of the abuse or maltreatment of any enrolled child.

Any act of child abuse or maltreatment shall be the basis for termination.

Employment at Long Island Head Start is contingent upon State Central Register clearance, (Child Abuse/Maltreatment Report), of the New York State Social Services Law and compliance with New York State Department of Social Service Day Care regulations.

To ensure proper compliance, employees and volunteers should consult the Human Resources Department for information regarding the State hot Line for Child protective Services as well as the County Hot Line for Child protective Services.

Long Island Head Start complies with all federal, state, and local child care regulations. All Agency staff must obtain clearance through New York State's Central Register Clearance system for child abuse/maltreatment. Any evidence of child abuse/maltreatment by an Agency employee is ground for immediate suspension with pay pending a complete investigation of the incident. Evidence that child abuse/maltreatment has been founded is ground for immediate termination from employment. Agency policy requires that all applicants disclose criminal convictions prior to employment and further requires all staff to report immediately criminal convictions occurring while in the employ of the Agency. Not disclosing a criminal conviction is grounds for immediate termination. All employees and regular volunteers at Agency Centers that provide Day Care Services through contract with the Suffolk County Department of Social Services are fingerprinted for clearance of criminal convictions through the New York State Division of Criminal Justice Service.

Any incident of suspected abuse involving an enrolled child is immediately reported to Child Protective Services and the Chief Executive Officer. Incidents of injury are reported immediately to the parent(s), and all incidents are immediately documented by an Incident Report, signed by the parent and filed at the Central Administration offices with the Finance Department Office and the Health Coordinator. In the instance of any child maltreatment or abuse occurring at any Head Start center, the Center Manager or her/his designee immediately contacts the parent/guardian and the police.

Employees are trained at hire on child abuse reporting procedures as part of their Agency Orientation, and then regularly update. In addition, the Agency has in place written procedures for restroom use and child abuse reporting.

The agency provides counseling services for children and parents by Agency-contracted Psychologists or referrals as requested or deemed necessary. Agency employees are instructed to respect confidentiality in all child-related incidents and to cooperate fully with governmental or criminal justice authorities.

DISCIPLINARY ACTION AND TERMINATION

1. COMPLAINT PROCEDURE

During the standard course of business when an employee has a complaint that she/he wishes to resolve quickly and without the complexity or formality of other available resolution procedures the Agency's standard procedures for resolving such complaints are as follows:

1. The employee should discuss the problem with her/his immediate supervisor.
2. If the problem cannot be resolved the employee should notify her/his supervisor that she/he will be asking to see the supervisor's immediate supervisor or the Director of Human Resources.
3. If the problem is one that cannot be discussed with an immediate supervisor, the employee should contact the Director of Human Resources for guidance as to how to proceed. Such calls shall be kept in confidence.
4. Should the employee problem not be resolved through any of the procedures mentioned above, the employee will be directed to speak with the Chief Executive Officer. Members of a bargaining unit have the option to request union representation in any meeting.

2. CORRECTIVE ACTION

In the event that an employee does not meet Long Island Head Start standards for satisfactory performance or violates New York State Department of Social Services Day Care Regulations or applicable or other federal, state and local laws/regulations the immediate supervisor is responsible for instituting discipline. An employee who is the subject of disciplinary action or disciplinary probation may not be considered for promotion.

Progressive discipline where required may include verbal warning, written warning, disciplinary probation, suspension and termination.

3. PROCEDURES FOR ADMINISTERING CORRECTIVE ACTION

Disciplinary action, from documented verbal warning to recommendation for termination, is defined as any activity whose goal is to correct job performance or to eliminate unsatisfactory or unacceptable behavior, or violation of rules, regulations, or Agency policies.

Supervisors are responsible for appropriately administering disciplinary procedures. A supervisor should review the proposed disciplinary action plan with her/his immediate supervisor, and with the Director of Human Resources. All disciplinary action, including verbal discussions, should be documented in writing with a copy sent to Human Resources.

All disciplinary documentation should include:

1. Clearly stated problem, event or behavior and the date(s) of the occurrence.
2. History, if any, of the same similar problem, event or behavior, and the date(s) of the event(s), and what disciplinary measures were taken at the time.
3. Statement of the consequences of maintaining the unsatisfactory or unacceptable behavior, performance, or violation.
4. Clearly stated expected outcome and specific corrective actions, including dates(s), as appropriate to the incident or problem.

Progressive discipline usually occurs in the following sequences:

1. Verbal warning, with written documentation of the discussion
2. First written warning
3. Second written warning
4. Disciplinary probation of one of the three, **or** Suspension without pay
5. Termination

Any of the above forms of discipline may be bypassed at the Agency's discretion based upon the seriousness of the matter.

4. GRIEVANCE

The grievance procedure is a systematic process for the objective hearing and orderly handling of staff grievances. A grievance is a complaint concerning the application or interpretation of written policies and procedures governing personnel practices or working conditions. The procedure may not be used to change, modify, add to or eliminate the Agency's policies.

The grievance procedures may be used by all exempt and non-exempt employed staff that have satisfactorily completed their introductory period of employment. Every Agency employee may expect fair resolution of her/his grievance without fear of jeopardizing her/his employment status.

All documentation involving a grievance, including written grievances, responses to grievances, statements of witnesses, and transcripts of notes of meetings shall be filed in the grievant's personnel file in the Human Resources Department. Both grievant and management are expected to keep confidential all grievance proceedings.

5. GRIEVANCE PROCEDURE

It is the responsibility of the employee to present her/his grievance within the specified time limits outlined in the grievance procedure. Failure of the employee to proceed to the next step in the grievance procedure, or within the time limits set forth herein, will be considered by the Agency as a voluntary withdrawal or the grievance.

Step I All grievances must be presented by the employee (the grievant), shop steward or union representatives to the immediate supervisor with a copy to the Chief Executive Officer and Director of Human Resources within (10) business days of the occurrence grieved. The immediate supervisor in consultation with the Director of Human Resources will answer the grievance in writing, with a copy to the Director of Human Resources, Chief Executive Officer and Union representative within five (5) business days.

Step II If it is not resolved, the grievance shall then be submitted in writing by the grievant or Union representative to the Director of Human Resources, with a copy to the Chief Executive Officer within (5) business days of receipt of the original response from the supervisor. A meeting will be held within five (5) business days of receipt of the request. For a STEP (2) hearing, the Chief Executive Officer will make the decision in writing, with a copy to the Director of Human Resources, Supervisor and Union representative, within five (5) business days of the meeting. The Union and Agency may each request a maximum of four (4) witnesses, who has first hand knowledge of the specific incident, to testify at this step of the grievance procedure.

Step III A grievance not resolved in Step Two (2) may, within five (5) business days be submitted to the Third (3) Step: The grievant or Union representatives will request a hearing with the Policy Council Personnel Committee by submitting the written request to the Director of Human Resources in writing, with a copy to the Chief Executive Officer.

The Director of Human Resources will schedule a hearing on the grievance at Step 3 with the Parent Policy Council Personnel Committee no later than fifteen (15) business days after the receipt of the request. The Director of Human Resources shall notify the grievant's supervisor, the Chief Executive Officer, the Union representative and the shop steward in writing of the time and date set for the hearing. The grievant will be represented by the Union representative and/or counsel during the hearing. The Agency will have present the Chief Executive Officer and the Director of Human Resources during the hearing. Both the Agency and the Union will have a maximum of four (4) witnesses during the hearing, who will provide pertinent information leading to a decision. The Policy Council Personnel Committee shall be required to notify the grievant in writing of its decision no later than five (5) business days following the hearing, with a copy to the Chief Executive Officer, the Director of Human Resources, the supervisor and the Union representatives. The Agency is responsible for providing the Union of an updated list of members of the Parent Policy Council Personnel Committee.

Step IV A grievance not resolved in Step Three (3) may be submitted to the Board of Director's Personnel Committee for a hearing within five (5) business days of receipt of the Policy Council Personnel Committee's decision. The Committee shall set a hearing date for no later than thirty calendar days after receipt of the request. The Committee shall notify the Chief Executive Officer, the Director of Human Resources, the supervisor and Union representatives of the time and date set for the hearing. The grievant will have present Union representatives and/or counsel during the hearing. The Agency will have the Chief Executive Officer, the Director of Human Resources, the grievant supervisor, and Agency counsel during the hearing. The Union and Agency may each request a maximum of four (4) witnesses, who has first hand knowledge of the specific incident to testify at this step of the hearing. The Board of Directors Personnel Committee shall be required to notify the grievant and the Union of its decision no later than five (5) business days following the hearing with a copy of the Chief Executive Officer, the Director of Human Resources and the supervisor.

6. TERMINATION OF EMPLOYMENT

The Agency makes every effort to maintain a stable workforce. During the course of regular Agency business, however, it is acknowledged that employees will voluntarily or involuntarily be terminated as deemed necessary for reasons stated in the following procedures.

7. VOLUNTARY TERMINATION

Termination of the employment relationship may be initiated at will. It is appropriate for an employee who wishes to leave the job to submit written notification to her/his supervisor. A minimum of two weeks notice is requested. A staff member voluntarily separated from the Agency during the introductory period is expected to provide one week's written notification to her/his supervisor.

1. An employee wishing to terminate her/his employment with the Agency should submit written notification of such intentions to her/his immediate supervisor. Executive and professional employees are expected to give 30 days notice, and all other employees are expected to give two weeks notice.
2. The immediate supervisor is to complete the Agency separation form, which must be signed by the employee and supervisor, this form, shall be submitted to the Director of Human Resources who will sign the form and have the form signed by the applicable supervisor and the Chief Executive Officer.
3. Prior to the last day worked an appointment should be made by the immediate supervisor with the Director of Human Resources for an employee exit interview to be conducted by the Director of Human Resources with the terminating employee. At the exit interview the employee must relinquish her/his Agency identification, and all Agency property in her/his possession.

8. INVOLUNTARY TERMINATION

The Agency will initiate the release of an employee only after full consideration and documentation of all factors involved. The Agency may initiate separation for, but not limited to, one or more of the following:

- Unsatisfactory work performance;
- Failure to satisfy the conditions of employment;
- Excessive absenteeism or lateness;
- For cause: for example, violation of Agency policy, federal, state or local laws/regulations or NYS DSS Day Care Regulations, malfeasance, insubordination;
- Reduction of staff necessitated by funding or budget considerations, revision of work or reorganization or
- Any other reason determined by the Agency.

Progressive discipline will be attempted whenever possible. Certain types of misconduct, however, may subject employees to immediate suspension with recommendation to dismiss, or immediate termination without notice. The following are examples of such misconduct:

- Violation of federal, state, local laws/regulations or violation of NYS DSS Child Care Regulations;
- Striking, hitting or spanking a child, or any other form of corporal punishment;
- Endangering the health or compromising the safety of a child or adult;
- Documented conviction of child abuse, molestation, maltreatment or neglect;
- Failure to return to work without notification following an approved leave or Agency furlough;
- Discrimination against anyone associated with the Agency because of race, ethnicity, color, age, creed, gender, disability, sexual orientation, religious beliefs, national origin or veteran status;
- Willful damage to Agency property or the personal property of other staff members;
- Threatening, intimidating or coercing other Agency personnel;
- Unsatisfactory performance;
- Improper Conduct;
- Failure to maintain educational standards, requirements or qualifications commensurate with job title;
- Unauthorized possession alcohol, illegal drugs, narcotics, intoxicants, or weapons while on the job; being under the influence of alcohol or controlled substances.
- Theft, pilfering, fraud or other forms of dishonesty;
- Gross negligence of duty;
- Absence without cause or without authorization;
- Habitual absenteeism or lateness;
- Disorderly conduct or fighting on Agency premises;
- Malicious gossip or derogatory attacks concerning anyone associated with the Agency;
- Falsifying Agency records, including false recording of time worked;
- Failure to report or concealment of an accident;
- Misuse or removal from premises of employer lists, employee rosters, blueprints, Agency records, books, instruments, tools or equipment, or confidential information of any kind; Unauthorized possession of confidential documents, keys, or other Agency property;
- Soliciting or accepting gratuities. The posting or distribution of literature for any non-agency purpose without prior authorization;
- Reckless driving with company property or failure to maintain a driver's license
- Other forms of immoral, unethical or improper conduct.

9. EMPLOYEE APPEALS PROCEDURE

A terminated employee may appeal in writing to the Chief Executive Officer with five business days of notification of termination with copies of the appeal sent to the immediate supervisor and the Human Resources Department. The Chief Executive Officer, in turn, will respond in writing within five business days.

Any employee wishing to appeal the decision of the Chief Executive Officer must follow the Agency's grievance procedures. The request to appeal the Chief Executive Officer's decision and initiate grievance procedures must be made in writing to the Director of Human Resources, within five business days of the employee's receipt of the Chief Executive Officer's decision.

10. REDUCTION IN FORCE

Economic circumstances may necessitate the general reduction of the Agency's workforce. In that case the Agency will review the qualifications of employees scheduled for release to determine if they are suitable to fill other available positions. The Agency will make every reasonable effort to minimize the impact of a reduction in force.

Wherever possible and practical employees whose positions will be eliminated due to a reduction in workforce will be given 30 days in advance notice. They will be granted the opportunity to apply for any vacant position within the Agency for which they are qualified.

11. SEPARATION OF EMPLOYMENT POLICY

Separation of employment within an organization can occur for several different reasons. Employment may end as a result of resignation, retirement, furlough, and reduction in workforce or termination. When an employee separates from Long Island Head Start, his or her supervisor must contact Human Resource Department to schedule an exit interview, typically to take place on employee's last workday.

Types of Separation

Resignation

Resignation is a voluntary act initiated by the employee to end employment with Long Island Head Start. The employee must provide a minimum of two (2) weeks notice prior to resignation. If an employee does not provide advance notice or fails to actually work the remaining two weeks, the employee will be ineligible for rehire and will not receive accrued vacation. Otherwise holiday pay will not be provided.

Job Abandonment

Employees who fail to report to work or contact their supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice effective at the end of their normal shift on the second day. The supervisor shall notify the Human Resource Department at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Termination

Employees of Long Island Head Start are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Reduction in Workforce

An employee may be laid off because of changes in duties, organizational changes, lack of funds, or lack of work.

Automatic Termination

If an employee has not returned to full-duty status from an authorized leave of absence(s) at the end of the leave, employment will be automatically terminated, unless otherwise authorized by the Director of Human Resources. An employee will be considered unable to return to work if he or she cannot perform the essential functions of the job in full capacity, with or without reasonable accommodation.

Out-Processing

Return of Property

The separating employee must return all company property at the time of separation, including but not limited to cell phones, keys, PCs, and identification cards employees who do not return this items will not receive accrued vacation and will be subject to legal action by Long Island Head Start.

Exit Interview

The separating employee shall contact the Human Resource Department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or other day, as mutually agreed upon.

Termination of Benefits

An employee separating from Long Island Head Start is eligible to receive accrued vacation. Two-week notice must be given, and the employee must work the full two workweeks.

Health Insurance: Health insurance terminates the last day worked. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

Rehire

Former employees who left Long Island Head Start in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource Department, and the applicant must meet all minimum qualifications and requirements of the position.

Supervisors must obtain approval from the Director of Human Resource or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any other benefits.

Bar From Employment

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

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