



STORYBOOK
VILLAGE PRESCHOOL

Employee Handbook

“To make a lovable school, industrious, inventive, liveable, documentable and communicable, a place of research, learning, recognition, and reflection, where children, teachers, and families feel well - is our point of arrival.”

-Loris Malaguzzi, Founder of the Reggio Emilia Philosophy



Storybook Village Preschool, Inc. Policies and Guidelines



Welcome to Our Village!



Hello there! You're now part of our team, and we're very excited to have you at Storybook Village Preschool!

I hope your experience at Storybook Village Preschool will be as rewarding for you as it is for the children and families in our program. You play an important role in our young children's and their families' lives. Our program promises to play an important role in your professional development as an early childhood educator since our teaching culture is professional learning as a team, including a quality partner within our ECE community.

As we all know, communication in a full-day program is the magic in healthy relationships, but it can be difficult. This handbook is intended to solve this problem partially, but it is an official vehicle for communicating how it will achieve its vision while accomplishing its goals. In addition, these policies and procedures share some of the necessary school expectations, practices, and routines that all employees need to know for a smoothly running program.

The policies outlined in this Employee Handbook address issues critical to the school's operations and include rules all employees must follow. Hopefully, the information in this handbook will set the framework for quality care, and good performance at our school and help you continue professional growth through effective communication about children, including program needs and goals.

You can also access the Classroom Manual outlining curriculum goals, program procedures, and Injury and Illness Preventative Policies for more detailed implementation information. Through team teaching, effective staff meetings, reading school emails, and engaging in meaningful interactions, this employee handbook is intended to support your teaching, and relationships, and encourage your ideas as a valuable and unique Storybook Village Preschool team member. Please get in touch with me with any questions or thoughts about this handbook and onboarding experience. It takes a village, trust, and a lot of conversations to grow with the flow!

We are excited to celebrate you as an early childhood educator and grow with you as a professional!

Cheers,

Nicole Monachello

Nicole Monachello, Director & Owner

XOXO

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Team
AWESOME

Benvenuti! Welcome!

The heart of our preschool is our relationships! Relationships are at the very heart of the Reggio Emilia philosophy.

Storybook Village Preschool, Inc. was established on April 17, 2019. It was and still is a privately owned preschool center with the goal of providing a high-quality preschool experience for young children, families, and early childhood educators. SVP was established, and only able to be successful because of the passionate, supportive, and dedicated teaching staff and community who believed in the same vision of providing all children with a high-quality preschool experience and education through teamwork and heart work.

Be "In the Story" of Our Why

Established by a former preschool teacher herself, Nicole Monachello has cultivated a caring community of learners where children feel important, respected, and loved, a school where families are empowered, and educators are valued. Nicole loves being a mom to her son, Frankie, including being his number one cheerleader while watching him on the wrestling mat and football field. As an active leadership team member of CA [CSEFEL](#) & WestEd's comprehensive program-wide approach to social and emotional learning, the Teaching Pyramid, Nicole is committed to relevant child development, respecting children, and teaching through love and joy. Nicole is passionate about implementing and sustaining the Teaching Pyramid within Storybook Village Preschool as Sonoma County's first private CA CSEFEL Mentor Implementation Site. As a dedicated early childhood educator and advocate for protecting childhoods, Nicole's time includes being a [4Cs Board of Directors member](#), supporting change in public policy developments, and strengthening families within our community.



Nicole's son, Frankie, helped load materials before opening in February 2019.

School Information

Storybook Village Preschool, Inc. is licensed by the State of California's Community Child Care Licensing to provide a high-quality program for young children. The school is equipped and staffed appropriately for the program's license ages and meets or exceeds all State, County, and City regulations for health, sanitation, safety, and teacher/child ratios. The school is owned and operated by Nicole Monachello, and private parent fees and child care subsidies provide the program through one or more federal, state, or local funding programs.

A HUNDRED
languages
♡

“Every child needs one person who is crazy about him.” –Uri Bronfenbrenner

Storybook Village Preschool has a mission for its teaching staff to foster a workplace where the well-being of children and families is the focus of everyone’s attention; each educator looks forward to work, and employees discuss conflicts respectfully and negotiate solutions. Not only are we celebrating children and their families, but we are recognizing and supporting each other’s strengths and professional growth--we’re celebrating being a strong teaching team in a quality learning environment.

Program Philosophy

Storybook Village Preschools Guided Principles all have the same relationship-driven approach, inspired by the Reggio Emilia approach and Magda Gerber’s “Educaring” approach through her RIE (Resources for Infant Educators) philosophy for infant and toddler care, which aligns with the PITC approach we implement to create a quality experience; including, the principles guiding California’s Preschool Curriculum Framework which emphasizes offering young children individually, culturally, and linguistically responsive learning experiences and environments:

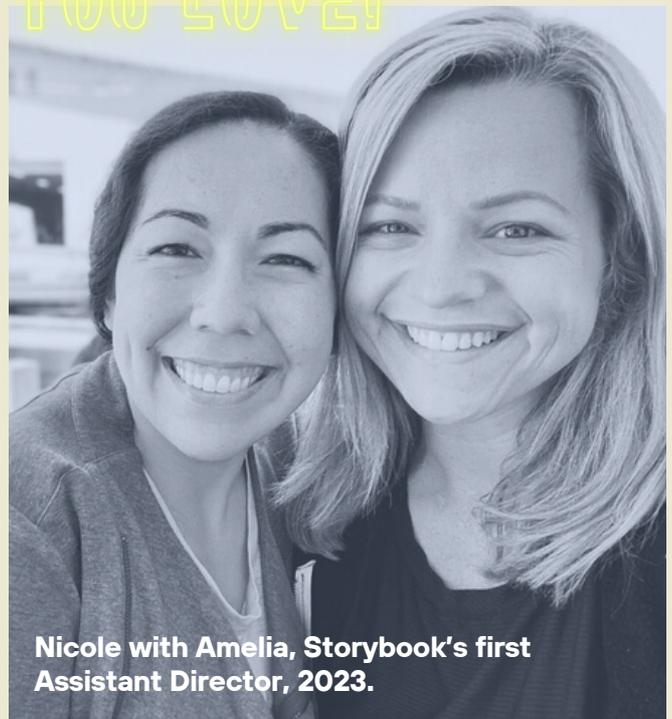
- Relationships are central.
- Play is a primary context for learning.
- Learning is integrated.
- Intentional teaching enhances children’s learning experiences.
- Family and community partnerships create meaningful connections.
- Individualization of learning includes all children.
- Responsiveness to culture and language supports children’s learning.
- Time for reflection and planning enhances teaching.

(From CA Preschool Curriculum Framework, Volume 1, p.5)

Teaching Team Goals

Our goal is to be a place where all children and their families can feel comfortable being themselves. From establishing positive relationships through intentional teaching, designing a developmentally appropriate environment that reflects our values and promotes child-initiated learning projects, to selecting diverse children’s literature to provide meaningful learning opportunities for young children to see different aspects of themselves, their communities, and the people they love, Storybook Village Preschool fosters a love for learning while celebrating each family.

DO WHAT
YOU LOVE!



Nicole with Amelia, Storybook’s first Assistant Director, 2023.

Introduction

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines for Storybook Village Preschool (SVP) policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible to know what is expected of you and what you can expect from our program.

This employee handbook has been written to complement our values. Certain aspects of the handbook may appear formal to you. This is necessary due to the legal requirements that SVP must follow. Our Employee Handbook is intended to explain the terms and conditions of employment for all full and part-time employees.

This employee handbook contains the employment policies and practices of SVP in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including termination of employment.

Please contact your supervisor with any questions you may have regarding this handbook.

OPEN DOOR POLICY

We want to let you know that suggestions for improving SVP are always welcome.

Along this journey of growth together, you may have a complaint, suggestion, or question about your job or working conditions. We want you to know that your complaints, questions, and suggestions also concern SVP. Please speak with your immediate supervisor as soon as possible. If you are uncomfortable talking to your immediate supervisor, please bring the issue to the Director.

If you have raised an issue and the problem persists, we have a process to take the necessary steps for support and how the leadership team will attempt to reach a final resolution. While a written complaint will assist us in investigating your concerns, you are not required to write your complaint. This procedure, which is important for you and SVP, cannot guarantee that every problem will be resolved satisfactorily. However, SVP values your observations, and you should feel free to raise any concerns you might have to worry about retaliation.

We hope your experience with us will be challenging, enjoyable, and rewarding. Again, welcome to Storybook Village Preschool!

DIVERSITY EQUITY INCLUSION & BELONGING STATEMENT

SVP celebrates the unique and collective identities, experiences, and perspectives of our team members, the families we serve, and our community. SVP acknowledges and values the indigenous people who have stewarded and maintained a relationship with the lands on which we live and work. SVP strives to lift PEOPLE of the GLOBAL MAJORITY and LGBTQIA+ voices to share history, build authentic relationships, and recognize the past, honoring resiliency and working to do better.

SVP is committed to serving all families and creating a safe space where everyone in our community can fully participate regardless of any defining characteristics, including but not limited to ableism, race, ethnicity, language, family structure, gender identity, sexual orientation, housing, immigration status, and economic status.

SVP recognizes that many in our community continue to face barriers and inequities coming from historically marginalized backgrounds due to systemic racism, and we use this lens to help guide our work. We work to break down these barriers by providing access to the services offered by SVP and our partner organizations, ultimately fostering an authentic sense of belonging.

ENVIRONMENTAL POLICY STATEMENT

In keeping with our mission and hoping to leave a good planet to future generations, SVP is committed to fostering and maintaining a healthy environment in our preschools and community. In operating our programs, we strive to minimize our impact on natural resources by considering sustainability and long-term environmental effects. We also seek to improve our environmental practices by openly soliciting suggestions from families, employees, and community members.



CELEBRATION POLICY

In keeping with the SVP's Diversity Statement, the SVP Celebration Policy strives to integrate diversity throughout every aspect of our program's activities. We will create an environment of welcome and appreciation for all children, parents, and employees. The most important considerations for including celebrations are:

1. Every child, parent, and staff member will be able to participate in a celebration event given their unique personal values or beliefs;
2. SVP cannot include any celebration with religious instruction or intent;
3. Celebrations are created/included with a developmental and intentional curricular.

Each classroom and the office will choose celebrations that are meaningful to the enrolled children, families, and staff according to represented cultures and child interests; this information will be gained through survey and parent/staff conversation – particularly with clients/staff who are not part of a dominant culture. Including celebrations is ongoing and will require reflection and consideration as new families are enrolled, and new team members join the program. The implementation of this policy should be revisited as needed.

SVP encourages parents and staff to be part of the decision-making for the inclusion of celebrations and develops ways for you to be involved.

Examples of what we do...

- A fall festival celebration at the end of October
- Family Share Days with food and artifacts
- Project Days to celebrate our garden
- A friendship exchange during the month of February
- Decorate for the season (winter, fall, spring, summer)
- Provide educational display about winter celebrations from many cultures ·
- Host a "Winter Concert" – sing songs related to the season and songs families shared
- Participate in local volunteering, providing gifts to families in need during the holidays through community giving programs.
- Potlucks and Family Game Nights with board games and snacks





PROGRAM-WIDE EXPECTATIONS

Connections between home and Storybook Village Preschool help children succeed in our program and throughout their years in school and life. Sharing the same expectations for pro-social behavior between home and school is one way to establish strong family-school partnerships.

Expectations are a framework for the behaviors expected of everyone in our program, including children, staff, and families, while at school. Expectations are best when set program-wide, and examples are created for specific settings, such as in the classrooms, outside yards, bathroom, hallway, and so forth. Expectations are the “ why” behind the rules! (CA CSEFEL Teaching Pyramid)

Our Program-Wide Expectations with Examples for Families:

- 1. We Are Safe - We hold hands when out front.
- 2. We Are Kind - We greet each other and ask about the day.
- 3. We Are Respectful - We turn off our phones inside the school.
- 4. We Are Healthy - We wash our hands with our child upon arrival.



Employment

AT-WILL EMPLOYMENT

Storybook Village Preschool (SVP) staff are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or SVP. Nothing in this handbook shall limit the right to terminate at-will employment.

No director, manager, supervisor, or employee of SVP has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the owner of SVP has the authority to make any such agreement, which is binding only if it is in writing.

SVP reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and approved by the Director and owner of SVP.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No verbal statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and SVP regarding the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.



EQUAL EMPLOYMENT OPPORTUNITY

SVP provides equal employment opportunities to all employees and applicants in all facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer-related or HIV/AIDS-related), genetic information, or sexual orientation in accordance with applicable federal, state, and local laws.

INTRODUCTORY PERIOD

As a new SVP employee, the first three months of continuous employment is considered an introductory period. During this time, you will learn your responsibilities and get acquainted with fellow employees. Your supervisor will monitor your performance and training to ensure your understanding of job duties.

Completing the introductory period does not entitle you to remain employed by SVP for any definite period. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice at any time by you or SVP.

Work benefits, including holiday and sick pay, are available after the probationary period.

JOB DUTIES

During the introductory period, your supervisor will explain your job responsibilities and the expected performance standards. Be aware that your job responsibilities may change at any time during your employment. Occasionally, you may be asked to work on special projects or help with other things that are needed or important to our program. Your cooperation and assistance in performing such additional work is expected. SVP reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.



REGULAR EMPLOYEES

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

FULL-TIME EMPLOYEES

Regular full-time employees are those who are scheduled for a minimum of 30 hours and a maximum of 40 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on the length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

- Full-time employees receive holiday, vacation, school closure days (planned and emergency), and sick time.
- Full-time employees are eligible for health benefits.

PART-TIME EMPLOYEES

Part-time employees are those who are scheduled for and work fewer than 30 hours per week. Part-time employees are eligible for the following SVP benefits:

- Part-time employees receive a prorated amount of holiday and sick time.
- Part-time employees who regularly work an average of 30 hours or more per week are eligible for health benefits.

SVP will review part-time hourly employees on a six-month schedule, which could change benefit eligibility.

SUBSTITUTES

Preschool Substitute employees work on an "as needed" basis to cover the absences of regular preschool staff. Substitutes may accept shifts at SVP preschools that they have previously associated with through licensing.



Substitutes have no guarantee of a regular schedule or number of weekly hours unless they have been requested as a long-term substitute. "Long-term" is defined as eight or more week's consecutive, full-time schedule and is typically used to cover a leave of absence or an available position yet to be filled.

LONG-TERM SUBSTITUTES are eligible to accrue vacation time, whereas regular substitutes are not eligible to accrue vacation time. However, all substitutes are eligible for mandated sick leave. Please refer to the Sick Leave policy for more details.

TEMPORARY EMPLOYEES

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

PERFORMANCE EVALUATIONS

Each employee will receive periodic performance reviews conducted by their supervisor. Your first performance evaluation will generally take place after the completion of the introductory period. Subsequent performance evaluations will generally be conducted annually. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to inform you of your progress, areas for improvement, and objectives or goals for future work performance and professional development. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of SVP and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.



Teamwork



PERSONNEL RECORDS

You have a right to inspect or receive a copy of the personnel records that SVP maintains relating to your performance or any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Human Resources Representative & Accounting Department by emailing the following: accounting@storybookvillagepreschool.com.

You may designate a representative to conduct the inspection of the records or receive a copy of the documents. However, any designated representative must be authorized by you in writing to look over or obtain a copy of the records. SVP may take reasonable steps to verify the identity of any representative you have designated in writing to look over or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date SVP receives your written request to inspect or copy your personnel records (unless you/your representative and SVP mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

For purposes of this policy, your personnel file includes records related to performance and training and other records used for hiring, promotion, and disciplinary decisions. It will not include reference checks, medical records, or investigation files. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to human resources.

If you request a copy of the contents of your file, you may be charged the actual cost of copying. Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, SVP will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations as otherwise legally required.

NAMES AND ADDRESSES POLICY

SVP is required by law to keep all employees' names and addresses current. Employees are responsible for notifying SVP in the event of a name or address change. In addition, SVP requires you to keep the Human Resources department up-to-date on home addresses, email addresses, and phone numbers.

REHIRED EMPLOYEES

SVP will give service/seniority credit to employees previously employed by SVP, provided the break in service does not exceed one year. Generally, the break in service time will be deducted from the employee's original service date.

The Human Resources Department will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of paid sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

INACTIVE STATUS

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Employees may continue to pay their health premiums while on leave or pay back upon return. Vacation and holidays are not accrued while in an inactive status, but will start accruing once an employee returns from leave.



REASONABLE ACCOMMODATION

SVP is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms and conditions of employment because of an individual's disability or perceived disability so long as the person can perform the essential functions of the job with or without reasonable accommodations.

To comply with applicable laws ensuring equal employment opportunities for qualified individuals with a disability, SVP will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and discuss the need for an accommodation. SVP will engage in an interactive process with the employee to identify possible accommodations that will help the applicant or employee perform the job. An applicant, employee, or unpaid intern who requires accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Human Resources Department and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, SVP will make the accommodation.

SVP will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or co-workers. If you have questions regarding this policy or believe you have been discriminated against based on a disability, you should notify Human Resources immediately. All such inquiries or complaints will be treated as confidential to the extent permissible by law.



HARASSMENT DISCRIMINATION & RETALIATION PREVENTION

SVP is an equal-opportunity employer. SVP is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on the following:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9])
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state, or local law or ordinance or regulation SVP also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, SVP prohibits retaliation against individuals who raise complaints of discrimination or harassment or participate in workplace investigations. All such conduct violates SVP policy.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

NON-DISCRIMINATION SVP is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organizational operations. SVP prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the SVP, including supervisors and coworkers.

“... psychological safety makes it possible to give tough feedback and have difficult conversations without the need to tiptoe around the truth. In psychologically safe environments, people believe that if they make a mistake, others will not penalize or think less of them for it. They also believe that others will not resent or humiliate them when they ask for help or information.”

PROFESSOR AMY EDMONDSON, 2012

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, SVP is not obligated to disclose the wages of other employees.

SEXUAL AND OTHER UNLAWFUL HARASSMENT PREVENTION SVP policy prohibiting harassment applies to all persons involved in the operation of SVP. SVP prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors, managers and co-workers. SVP's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by SVP policy.

Sexual harassment does not need to be motivated by a sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

PREVENTION OF SEXUAL HARASSMENT TRAINING REQUIREMENTS

SVP is committed to taking steps to prevent harassment from occurring. Employees will receive training regarding what constitutes harassment and how to recognize and prevent it. SVP employees are required to complete the California-mandated Prevention of Sexual Harassment training within six months of hire or promotion and then annually every two years after. Employees will be notified in advance of training sessions, and attendance at these sessions is mandatory. Managers training will be 2 hours long, and Non-manager training will be 1 hour long.

ANTI-BULLYING SVP strives to create and maintain a work environment where people are treated with dignity and respect. SVP will not, in any instance, tolerate abusive conduct/bullying behavior. The company's environment should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees are entitled to work and learn in a safe yet stimulating environment. Therefore, SVP will not tolerate unlawful discrimination, harassment, or abusive conduct/behavior.

SVP defines abusive conduct as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others at the place of work and in the course of employment.

Suppose an employee believes that they have been the subject of bullying, harassment, violence, or any other prohibited conduct. In that case, they should bring the complaint to their supervisor or any other SVP supervisor, any member of management, or the Human Resources Representative as soon as possible after the incident.

SVP will not, in any instance, tolerate abusive conduct and/or bullying behavior in the workplace. Employees found violating this policy will be disciplined, up to and including termination.

ANTI-RETALIATION SVP will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees, or co-workers against any person who reports a problem in good faith or who assists another in filing such a complaint or aid in its investigation.

“This belief [that others will not resent or humiliate them when they ask for help or information] comes about when people both trust and respect each other, and it produces a sense of confidence that the group won’t embarrass, reject, or punish someone for speaking up.”

Professor Amy edmondson, 2012

COMPLAINT PROCESS

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor, the Human Resources Representative, the Director, or any member of Leadership as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint or prefer to make a complaint in person, contact the Human Resources Representative. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

SVP encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

SUPERVISOR RESPONSIBILITY

Supervisors & Lead Teachers must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the SVP Human Resources Representative so SVP can try to resolve the complaint. When SVP receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. SVP will reach reasonable conclusions based on the evidence collected.

RESEARCH

The results found that emotional intelligence and psychological safety was “far and away the most important dynamic that set successful teams apart.”

(NEW YORK TIMES)

Professional Learning

SVP will maintain confidentiality to the extent possible. However, SVP cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know. Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If SVP determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. SVP also will take appropriate action to deter future misconduct.

Any employee determined by SVP to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

WHISTLEBLOWER POLICY

SVP requires our directors, employees, and volunteers to practice the highest levels of business and personal ethics when conducting their duties and responsibilities. This means that employees and other representatives of our organization must practice honesty and integrity in their job duties and comply with all applicable laws and regulations. This Whistleblower Policy aims to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees, directors, officers, or any other interested party, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by SVP regarding accounting, internal controls, or auditing matters.
- The protection of reporters from retaliatory actions.

HOW TO REPORT An employee or other representative of SVP may choose to report a concern to a supervisor, manager, member of the Human Resources department, or the Director, as appropriate.

HANDLING OF THE REPORTED CONCERN After a report is made, it is conveyed to the Director/Owner as soon as possible, but in no event later than two (2) business days.

Several leadership members will promptly investigate all reports, and appropriate corrective action will be taken if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The investigation, corrective action, and conclusion shall be documented in a written summary and preserved indefinitely. SVP has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

CONFIDENTIALITY Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible. However, the reporter's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to assure accused individuals their legal rights to defend.

NO RETALIATION This Whistleblower Policy is intended to encourage and enable directors, employees, and volunteers to raise concerns within SVP for investigation and appropriate action. With this goal in mind, no director, employee, or volunteer who, in good faith, reports a concern shall be subject to retaliation or adverse employment action. Any person who retaliates will be subject to disciplinary action, including termination.

Likewise, an individual who reports a concern which is not acting in good faith does not have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or who makes unsubstantiated allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, including termination.

For me, forgiveness and compassion are always linked: how do we hold people accountable for wrongdoing and yet at the same time remain in touch with humanity enough to believe in their capacity to be transformed?

BELL HOOKS



Photo Credit: Beth Schlanker
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EMPLOYEE CONDUCT + PROFESSIONALISM

The one factor all early childhood educators have in common is their desire to work with children and grow in their understanding of relevant child development. As the educator, you play an important role in accomplishing our program goals for the young child. You enrich the environment by the materials and activities you bring that enable the child to experiment and explore.



You also enrich the environment by bringing yourself. Who you are as a person has a significant effect on the child. Knowledge goes through us, influenced by our personalities, and in turn, influences those around us.

The children in our program are dependent on the adults around them to meet their needs. Their physical, emotional, social, and cognitive growth is guided and nurtured by the adults who care for them. Add to this the long hours these young ones are in our care and it becomes clear what a special job we teachers have. We must see our interactions with these children as ultimately important in providing them with enough love and respect that they may go on to love and respect others.



SVP PLEDGE & CODE OF PROFESSIONALISM

As employees of SVP, we believe there is a need to build and reinforce a professional identity among staff, with families, and in the community. Additionally, SVP believes that professionalism is key to delivering high-quality care, customer service, and our office environment's culture.

To accomplish these goals, we agree to embrace the following ideals and behaviors:

- Respect self and others
- Respect our work environment
- Communicate in a courteous manner
- Maintain confidentiality
- Deliver and expect fair and equal treatment
- Maintain honesty and openness
- Demonstrate teamwork
- Assume positive intentions
- Integrity
- Exhibit a helping attitude toward children, colleagues, families, and guests
- Strive for a gossip-free environment

The following guidelines, developed by staff, supervisors, and administration, offer ways to observe and demonstrate these values in our daily work with other adults. This code and its guidelines serve the following functions:

- Highlight the professional responsibilities of each staff member
- Stimulate personal reflection
- Set guidelines for the evaluation of staff's professional conduct

“Laughing is the shortest distance between two people.”

VICTOR BORGE



PROFESSIONAL BEHAVIOR

Respect and honor all individuals we come into contact with during our workday (Children, families, coworkers, volunteers, community members, etc).

- Communicate in a courteous manner, being aware of our choice of words, tone of voice, and manners (please, thank you, excuse me).
- Assume that people have good intentions.
- Maintain confidentiality and use discretion when discussing the personal information of staff, children, families, and community members.
- Come to work with the primary focus of performing work duties, minimize personal distractions, and give each task and interaction appropriate attention.
- Understand that the people we work with (admin & coworkers) have and establish boundaries around their workspace, time, and personal lives. Each individual has unique boundary needs and comfort levels. Boundaries are respected.

SUPERVISOR PROFESSIONAL BEHAVIOR

- Supervisors treat staff fairly and equally and implement SVP policies consistently.
- Supervisors value each employee's time, opinions, and work.
- Supervisors use and model open communication strategies.
- Supervisors offer appropriate, ongoing feedback and recognition to employees.
- Supervisors establish and communicate clear expectations.
- Supervisors listen without judgment to employees' ideas, concerns, and suggestions.
- Supervisors maintain confidentiality and use discretion when discussing issues with staff and clients (personal sharing remains confidential).
- Supervisors strive to be consistent.
- Supervisors act as role models of professional work behavior.

TEAM PROFESSIONAL BEHAVIOR

- Demonstrate respect and consideration for our coworkers. We respect and observe their needs for personal space and boundaries, including but not limited to phones, desks, voice levels, and personal and work items.
- Be aware of and respect each other's workloads and work styles.
- Monitor the volume of our voices in our workspace and the classrooms.
- Communicate with our team members in a courteous manner and approach each other respectfully.
- Maintain confidentiality.
- Strive for a gossip-free environment and recognize that we are each responsible for our own role in helping to achieve this.
- Work together as a team, understanding that our jobs may differ, but each of our roles is essential.
- Strive always to exhibit a helping attitude and support one another.
- Vent appropriately.

PROFESSIONAL FAMILY INTERACTIONS:

- Maintain family confidentiality at all times (names, personal info, and situation).
- Demonstrate empathy for our families.
- Remain non-judgmental and neutral.
- Maintain healthy boundaries with our families.
- Support each family to understand the complexity of the rules and regulations of our programs.
- Believe that the family is the expert on their child.
- Open to learning from our families.
- When difficult situations arise, implement the following strategies: Active listening, Validating feelings, Staying neutral and calm, Monitoring tone of voice, and Asking for help when needed.

HANDLING WORK FRUSTRATIONS:

- Strive to communicate our work frustrations (regarding families, work, coworkers, etc.) in the most appropriate manner. Going directly to the source and/or getting support from a supervisor with sensitive issues.
- When dealing with a difficult task or family, use one or more strategies: Take a break, Remove yourself from the situation, Change tasks, Breathe, Communicate with your supervisor. See our school's Pro-Social Behavior Philosophy & Policy for more information and resources.

DEALING WITH GOSSIP:

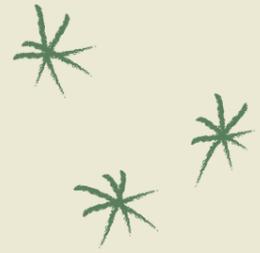
- SVP strives for a gossip-free environment and recognizes that we are each responsible for our own role in helping to achieve this.
- Use the following strategies when we find ourselves in the presence of "gossip":
 - Recognize when you hear gossip and disengage
 - Bring issues/questions/concerns to your supervisor for clarification
 - When appropriate, communicate directly with the individual "gossiping."

We are a respectful and professional teaching team with a positive reputation within our community due to the caliber of educators we employ regarding character and professionalism. Please see the following section, *Anti-Gossip Policy*, for how we address gossip, lack of integrity, and professionalism and identify dilemmas and ethical responsibilities through *NAEYC's Code of Ethical Conduct*.

**“PERHAPS THE SECRET OF
LIVING WELL IS NOT IN HAVING
ALL THE ANSWERS BUT IN
PURSUING UNANSWERABLE
QUESTIONS IN GOOD COMPANY.”**

Rachel Naomi Remen

Code of Ethical Conduct



“Watch your thoughts, they become your words; watch your words, they become your actions; watch your actions, they become your habits; watch your habits, they become your character; watch your character, it becomes your destiny.” — Lao Tzu



The policy aims to create a culture of safety, encouragement, and respect that is consistent with NAEYC’s Code of Ethical Conduct. There is a request clarifying the policy, the expected behaviors, and the warnings and terminations that may result if the expectations are unmet. The expectations can be found in [The NAEYC Code of Ethical Conduct](#).

A gossip-free center culture supports everyone in the preschool community and eventually helps all staff focus on the mission and the work to be done on behalf of children and families.

Ethics are integral to the successful achievement of our mission at Storybook Village Preschool. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

NAEYC recognizes that those who work with young children face many daily decisions that have moral and ethical implications. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education.
(NAEYC Code of Ethical Conduct)

“Fair doesn’t mean giving every child the same thing, it means giving every child what they need.”

Rick Lavoie



“A gossip is a form of power. Gossipers have negative power to influence opinion, to be part of an inner circle, to feel one-up or in the know, to isolate another person who is seen as a threat, or to undermine constructive change. One wise director commented that no staff member thinks that the comments he makes or the information he passes along is gossip; that, by definition, gossip is what other people do! Ironically, he also thought that all staff would agree that others need to be stopped from gossiping.”

- by Margaret Leitch Copeland and Holly Elissa Bruno

The NAEYC Code of Ethical Conduct (1998) provides critical guidance in fostering a preschool workplace that is anti-gossip:

Ethical responsibilities to families:

- To develop relationships of mutual trust with the families we serve;
- We shall maintain confidentiality and shall respect the family's right to privacy, refraining from the disclosure of confidential information, and intrusion into family life.

Ethical responsibilities to colleagues:

- To establish and maintain relationships of respect, trust, and cooperation with co-workers;
- When we have a concern about the professional behavior of a co-worker, we shall first let the person know of our concern, in a way that shows respect for personal dignity and for the diversity to be found among staff members, and then attempt to resolve the matter collegially;
- To create a climate of trust and candor that will enable staff to speak and act in the best interests of children, families, and the field of early care and education;
- We shall provide staff members with safe and supportive working conditions that permit them to carry out their responsibilities, timely and non-threatening evaluation procedures, written grievance procedures, constructive feedback, and opportunities for continuing professional development and advancement. 11

BUT WHAT WILL STAFF TALK ABOUT?

A lot! Celebrations, curriculum, areas of improvement with ideas and solutions, anniversaries, PDAs...

If a co-worker is venting or gossiping, then say the expected response, "Is this something you want to be shared with other staff?"

If you need to share thoughts or ideas, ask yourself the following:

- Is this confidential information?
- Is it accurate? Or gossip? Or a rumor?
- With whom should it be discussed? Should it be documented?
- What is the intent of sharing this information? Helpful or harmful?
- If you were the other person, would you want it discussed?
- Are there safety issues (abuse, neglect, etc.) to be considered?
- Is time essential, or can you think about it first?
- How would you recommend someone deal with this?
- How does the Code of Ethical Conduct apply?

Finally, it is clear what the policy is and what the consequences will be for violating it, as well as the unintended consequences for the innocent families and staff being discussed. Let's clarify the difference between gossip or negative talk and common knowledge or shared information:

CONFIDENTIAL OR NOT CONFIDENTIAL: THAT IS PART OF THE QUESTION! (THE OTHER PART IS THE INTENT!)

1. At circle time, Charlie tells about his mother's boyfriend hitting her last night
2. The director has a new Coach purse
3. Tiffany's father had on his sweats this morning and didn't look like he was going to work
4. The director is facilitating teacher annual evaluations this month and will determine our raises
5. Misty has a cigarette burn on her hand
6. The new staff member always wears long sleeves, even in summer
7. Tony's aunt, who has a child in another classroom, wants to know how he's doing
8. The teaching teams are going to be different next month; Cheryl is going to get demoted
9. Michael got expelled from another center before he came here
10. Charnetta's mother couldn't pay her child care bill this month
11. The Field Trip money is missing, and Jenny has new earrings

The groups are then charged with deciding:

1. Is this confidential information?
2. Is it accurate? Or gossip? Or a rumor?
3. With whom should it be discussed? Should it be documented?
4. What is the intent of sharing this information? Helpful or harmful?
5. If you were the other person, would you want it discussed?
6. Are there safety issues (abuse, neglect, etc.) to be considered?
7. Is time essential, or can you think about it first?
8. How would you recommend someone deal with this?
9. How does the Code of Ethical Conduct apply?

It was like this: You were happy, then you were sad, then happy again, then not.

JANE HIRSCHFIELD

Team Teaching is the Heart Work

WE'RE AN EMOTIONALLY INTELLIGENT TEACHING TEAM

Emotional Intelligence (Goleman, Boyatzis, & McKee, 2002): Self-awareness, self-management, social awareness, and social management. A teaching team's emotional intelligence (EI) might be the most important predictor of what it will do together, what conversations will sound like, and how members will feel about going to meetings. Just because a team is composed of individuals with strong emotional intelligence doesn't mean that the team itself will have EI. Groups take on their own character (Aguilar, 2016). Emotionally intelligent teams have ways of managing the moods of one member and the team as a whole. SVP team members accept authority to address moods, communication dynamics, and member interactions. The ability, skill, and comfort to address the emotional tenor or climate in a group reflects a level of EI in the team.

BE
BRAVE

"Between stimulus and response, there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom."

VICTOR FRANKL

M. J. Ryan's (2014) book *How to Survive Change You Didn't Ask For* is an excellent resource for everyone, especially early childhood educators, since this sector is all about ever-shifting program needs. Below are some of Ryan's tips to foster a team-driven culture through emotional intelligence:

1. Focus on the solutions, not the problem. It's okay to reflect on the shape of the problem but unproductive trying to figure out the history of the problem. Focus on what you're going to do about where you are.
2. Ask yourself: What am I free to choose right now?
3. Celebrate successes along the way, no matter how small. Give yourself credit for moving forward in a difficult situation.
4. When considering options, before you say something won't work, consider how it might work.
5. Get out and help someone. Focusing on someone else's problems helps us get perspective on what we're dealing with.
6. Find someone else in the same situation to help and pay attention to what you suggest they do. One of your best resources is the advice you give others. Follow your own suggestions.
7. Move! One of the best ways to counteract the stress of change is to move your body.
8. If you worry a lot, set aside 15-minutes worry time each day. When your mind starts worrying at other times of day, tell yourself it's not worry time, and do something to distract yourself.
9. Ask yourself what really matters here. That question will help you keep the change in proportion.
10. Focus on the positive qualities you have to make a change. The more we pay attention to the resources we have to cope, the better we will do.

EXHIBIT 6.1. INDICATORS OF A TEAM'S EMOTIONAL INTELLIGENCE (PART 1)

Indicators of Low Emotional Intelligence:

- Team members don't look at each other when they're talking. A speaker might look at one other member or the team leader.
- Team members allow themselves to be distracted by technology, each other, and other things.
- Team members interrupt each other in discussions.
- When someone shares an idea or perspective, the first response from another member is a disagreement, skeptical question, or challenge.
- Questions about the processes used in meetings are constantly raised.
- Individuals raise potentially contentious topics that might be important to address but are not relevant or appropriate time at that time.
- Team members put each other down or attack each other.
- People speak their truth to attack someone else.
- One person can hijack the meeting--because of her opinion, confusion, disagreement, or emotional state.
- There's a lot of blaming others (e.g., parents, administration, the district).
- Conversations often focus on the sphere outside of our control or influence.
- Personal beliefs are exposed as truths, for example, "Our students can't do that."
- Team members don't follow the guidelines for activities. For example, in a silent reflection activity, there's talking, getting up to leave the room, or engaging in some other distracted activity.

“Group emotional intelligence isn’t a question of dealing with a necessary evil--catching emotions as they bubble up and promptly suppressing them. Far from it. It’s about bringing emotions deliberately to the surface and understanding how they affect the team’s work. It’s also about behaving in ways that build relationships both inside and outside of the team and that strengthen the team’s ability to face challenges. Emotional intelligence means exploring, embracing, and ultimately relying on emotion in work that is, at the end of the day, deeply human.”

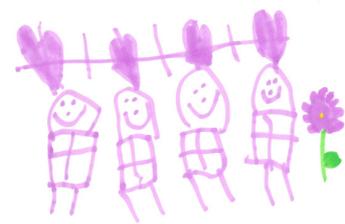
DRUSKAT AND WOLFF (2001)

EXHIBIT 6.1. INDICATORS OF A TEAM'S EMOTIONAL INTELLIGENCE

(PART 2)

Indicators of Strong Emotional Intelligence:

- When a team member is talking, he makes eye contact with all others.
- Team members paraphrase each other's ideas.
- When a new idea is put on the table, there's curiosity and questions about it.
- You hear comments such as:
 - "I've shared a lot of already. I'm going to sit back and listen to others on this topic."
 - "I'd really like to hear your perspective on this, _____. We haven't heard much from you today."
 - "That activity triggered something for me, and I'm experiencing a lot of feelings." And you might hear someone else say, "Thanks for sharing that. It helps me understand your comments in the conversation."
 - "I'm having a hard day and not feeling great this afternoon. I'm working on shifting this, and I don't want you to wonder why I'm less engaged today. "
- Team members express empathy for each other and for others outside of their team.
- Conversations focus on seeking solutions.
- Team members monitor their verbal participation.
- Team members address when others seem to be having emotions. This can sound like, "I'm wondering what's going on for you right now, _____. You seem upset."
- Team members offer feedback at the moment on their process. This can sound like, "I feel like we might have rushed through that discussion too fast to surface everyone's ideas. Do others feel that way?"
- Team members offer feedback at the end of meetings on their process. This can sound like, "I appreciated our conversation at the start of our meeting. That was really helpful for me to get clarity. I wish we had more time to articulate our next steps. Is that something others would like to spend time on next time?"
- Humor is used appropriately to lighten situations and to call awareness to a group or individual's mood.
- People find things to be optimistic about.
- Team members appreciate each other for their contributions to the team, and their actions.



CONFIDENTIAL INFORMATION

Each employee is responsible for safeguarding the confidential information obtained during employment. During your work, you may have access to confidential information and similarly protected proprietary information regarding SVP's business (such as financial data, marketing, funders, or family information). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and SVP may take legal action.

This policy does not prohibit employees from confidentially disclosing proprietary or confidential information to federal, state, and local government officials or an attorney when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

CONFLICTS OF INTEREST

All employees must avoid situations involving a conflict of interest. Personal or romantic involvement with a competitor, vendor, or subordinate employee of SVP, which impairs an employee's ability to exercise good judgment on behalf of SVP, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, to determine whether an actual conflict exists. If an actual conflict is determined, SVP may take appropriate corrective action according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

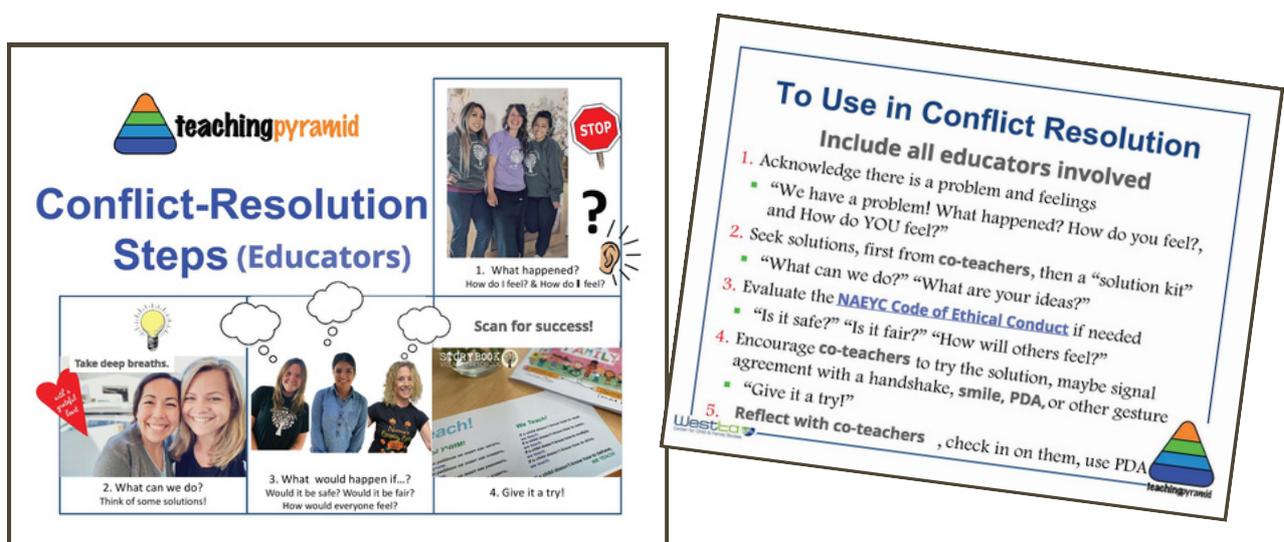
EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with SVP only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. SVP defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, any immediate family, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

CONFLICT RESOLUTION POLICY

Storybook Village Preschool has a written conflict resolution policy regarding handling staff disputes, describing who to go to with a grievance. Our policy addresses conflict resolution in the context of the work environment and identifies our expectation that staff work together to resolve their disputes using open, professional communication. We train teachers in conflict resolution during their orientation, then provide ongoing professional learning opportunities and support to foster a healthy working environment. We have written procedures to guide staff implementation of a conflict resolution policy, using both behavior and communication strategies.

When we have concerns about the professional behavior of a co-worker, we shall first let that person know of our concern in a way that shows respect for personal dignity and for the diversity to be found among staff members, and then attempt to resolve the matter collegially and in a confidential manner (NAEYC's Code of Ethical Conduct, P-3A.2).



Employees may request a mediation meeting with their supervisor if conflict resolution is needed. A neutral and qualified leadership team member will facilitate the meeting as the mediator. The mediator should obtain agreement from all parties on the following:

- Work to resolve the conflict.
- Act professionally, be calm, be patient, and treat each other respectfully.
- Be clear and truthful about the issues and what they want to change.
- Actively listen to other participants and make an effort to understand the views of others.
- Be willing to take responsibility for their own behavior.
- Be willing to compromise and agree to acceptable solutions.

DRESS CODES & OTHER PERSONAL STANDARDS

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean, and tasteful without rips or holes. Avoid clothing that can create a safety hazard. If you have any questions about proper attire, please don't hesitate to ask your supervisor. Supervisors will be responsible for their staff's adherence to the policy guidelines and will advise individual staff members as necessary. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Grooming: SVP requires you as a professional to be generally clean and presentable. If your tattoos or "body art" is offensive or creates a Negative Climate (CLASS Tool) for a young child, they must be covered. If piercings must be removed if there are concerns of safety. Nails must be kept shorter to ensure safe and appropriate adult-child interactions.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state, or local law. For more information, see the Harassment, Discrimination, and Retaliation Prevention policy. Employees needing reasonable accommodations because of religious beliefs, observances, or practices should contact the Human Resources Representative. For more specific guidelines, see below:

PRESCHOOL STAFF:

- **Shoes:** Staff should wear flat shoes at all times. The safest choice is tennis shoes. However, any shoe that provides good, solid footing and a non-slip surface is acceptable and decreases the likelihood of injuries by slipping or tripping. A shoe that covers the entire foot is likely to provide more protection. In warmer weather, sandals can be worn as long as they offer protection and safety. Flip-flops and slide sandals are not allowed.
- **Jewelry:** Dangly, shiny objects attract very young children. Their natural response is to grab the object. Teachers are advised to wear minimal jewelry and not to wear large, shiny, or dangly objects to avoid being hurt or having something valuable broken.
- **Clothing:** SVP has two distinctly different work environments. Some of what represents a professional appearance in the office may be inappropriate in the preschool environment. However, the SVP staff adhere to a professional dress code of avoiding provocative clothing, such as low-cut blouses, short skirts and shorts, and leggings without a long, tunic-style top. Upon hire, teachers are given work shirts to wear as part of a professional uniform, choosing personal pants, shorts, skirts, or dresses. Teachers must wear comfortable clothing that allows freedom of movement, is easy to clean, minimizes media exposure, and provides appropriate messaging. In addition, because Sonoma County's temperatures vary greatly from early morning to early evening, and preschool staff spend a great deal of time outdoors with the children, it is a good idea to wear layers or keep warmer clothing close at hand.

OFFICE STAFF:

The attire of SVP office employees should reflect positively on the agency and instill confidence in our professional abilities. Specific dress requirements include, but are not limited to, the following: Shoes are required and should provide safe footing and appropriate professional appearance. Revealing tank tops, bare midriffs, tube or halter tops, and shorts (except knee-length dress shorts) may not be worn. Moderation and good taste in dressing and grooming are expected, as well as personal cleanliness and hygiene. In general, the office attire is business casual.

SCENT/FRAGRANCE FREE POLICY

Scents and fragrances are dangerous to some individuals, especially young children. Therefore, the SVP facilities are designated fragrance and scent-free areas. Perfume is not the only possible offender. Employees may not wear any of the following in the workplace or when on the job, regardless of location: cologne, after-shave lotion, perfume, perfumed hand lotion, scented hair products, and similar products, as they may cause problems for those around you. Please be considerate of SVP staff, families, and children by wearing scent-free products.

EMPLOYEE PROPERTY

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of SVP property, possession of dangerous weapons or firearms, or abuse of the SVP drug and alcohol policy.



Learn from the mistakes of others. You can't live long enough to make them all yourself.

ELEANOR
ROOSEVELT

DRUG & ALCOHOL ABUSE

SVP is concerned about the use of alcohol, marijuana, and illegal drugs, including the misuse of prescription drugs as there is an opioid crisis dominating the news and our community, and controlled substances as it affects the workplace. The use of these substances can detract from an employee's work performance, efficiency, safety, and health and seriously impair SVP operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other individuals. It exposes SVP to the risks of property loss, damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on SVP property, at work, or working on SVP business. The following are strictly prohibited by SVP policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, including alcohol or marijuana, while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while on the job (including the unlawful use of prescription drugs and possessing drug paraphernalia)
- Distributing, manufacturing, selling, or purchasing of an illegal or controlled substance, including alcohol or marijuana, while on the job.

Violation of these rules and standards of conduct will not be tolerated. SVP also may bring the matter to the attention of appropriate law enforcement authorities.

To enforce this policy, SVP reserves the right to conduct searches of SVP property or employees and their personal property and to implement other measures necessary to deter and detect abuse of this policy. An employee's conviction on a charge of illegal sale or possession of any controlled substance while off SVP property will not be tolerated because such conduct, even though off duty, reflects adversely on SVP. In addition, SVP must keep people who sell or possess controlled substances off SVP premises to keep the controlled substances themselves off the premises. SVP will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The California Labor Code also expressly states that the law does not "prohibit an employer from refusing to hire, or discharging an employee who, because of the current employee's use of alcohol or drugs, is unable to perform his or her duties, or cannot perform the duties in a manner which would not endanger his or her health or safety or the health or safety of others."

Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to treat their dependency or problem successfully, will not automatically be reemployed or be given a second opportunity to seek treatment and rehabilitation. This policy on treatment and rehabilitation is not intended to affect SVP's treatment of employees who violate the regulations described previously. Instead, rehabilitation is encouraged for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to manage that dependency.

Help is available through the SAMHSA National Helpline at 1-800-662-4357

OFF DUTY CONDUCT

While SVP does not seek to interfere with its employees' off-duty and personal conduct, certain types of off-duty conduct may interfere with SVP's legitimate business interests. Off-duty conduct by an employee that directly conflicts with the SVP's essential business interests and disrupt operations will not be tolerated.

OUTSIDE EMPLOYMENT

While employed by SVP, employees are expected to devote their energies to their jobs at SVP. Employment that directly conflicts with the SVP's essential business interests and disrupts business operations is strictly prohibited. Employees who wish to engage in additional employment that may create an actual conflict of interest must submit a written request to SVP explaining the details of the additional employment. If the additional employment is authorized, SVP assumes no responsibility for it. SVP shall not provide workers' compensation coverage or any other benefit for injuries arising from or arising from additional employment. Authorization to engage in additional employment with conflicts can be revoked at anytime.

POLITICAL ACTIVITY

Many employees participate in political activities on their own time. Company time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. SVP will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by SVP announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that SVP officially endorses or opposes any candidates for political office that SVP itself has not publicly announced. SVP employees are entitled to their own personal position. SVP will not discriminate against employees based on their lawful political activity engaged in outside of work.



PROHIBITED CONDUCT

Employees are expected to conduct themselves in a manner to further SVP objectives. The following conduct is prohibited and will not be tolerated by SVP. This list of prohibited conduct is not comprehensive; other types of conduct that threaten security, personal safety, children, family, and employee welfare, and SVP operations may also be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other SVP records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any SVP property, or the property of any employee or family;
- Removing or borrowing SVP property without prior authorization;
- Unauthorized use or misuse of SVP equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on SVP property;
- Carrying firearms or any other dangerous weapons on SVP premises at any time;
- Engaging in criminal conduct, whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on SVP property
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening, or intimidating language at any time on SVP premises;
- Violation of SVP punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Excessive personal telephone calls, including cell phone calls during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security, or SVP policy, rule, procedure, or violation of the SVP drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating SVP's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

PUNCTUALITY & ATTENDANCE

As an employee of SVP, you are expected to be punctual and regular in attendance. Regular, on-time, attendance at work is as important to you as it is to SVP and may influence your opportunities for advancement. Each employee is expected to perform his or her share of the work. Absences place an unfair burden on other employees and affect our overall performance. You are expected to be at work each day unless you have a pre-approved absence.

For adjusted scheduling, employees must find a replacement from our Teacher Phone List. If you are sick or have an emergency absence, you must notify the Director, or designated supervisor if the Director has scheduled time off, within 2 hours of your scheduled time to work. A phone call must be made directly to the director, if unable to work, followed by a text message.

We realize that due to illness or other compelling reasons, it may be necessary for you to be absent on occasion. If this happens, you are required to notify the Director (or other staff in the absence of the Director) with a two-hour notice, or as soon as possible, before the start of your regular work day and inform your supervisor of the expected duration of the absence. If it is impossible for you to notify us of your absence, a member of your family or a friend may do so for you.

All vacations and personal need days must be planned in advance. Any time off during work must be requested in writing at least two weeks in advance and will be approved after verifying that staffing is adequate during your absence.

1. When an absence is longer than one day, notify your supervisor daily or as often as needed to keep him/her informed as to the date of your probable return to work.
2. List of approved absences and required documentation
 - a. **Zero tolerance for no-shows:** The employee has disciplinary action or is terminated when he or she skips work without a valid excuse. If an employee misses 3 days without informing the director, he or she will be terminated.
 - b. **Shift cover:** unscheduled shift change is okay with the director's approval, but employees are responsible for arranging a substitute (from our teacher phone list) to cover shifts and must use personal time off.
 - c. **Emergency situations:** unscheduled absence or no call, no show is okay in certain emergency situations (with documentation).

Excessive absenteeism or tardiness, providing false information, or abuse of leave laws are grounds for disciplinary action. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, SVP will consider that you have voluntarily abandoned or quit your employment. Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

NO-NONSENSE TARDINESS POLICY

If an employee is more than 5 minutes late on three occasions, disciplinary action will be taken. Tardiness is when an employee is late to work or takes longer breaks than expected.

1. **Zero tolerance:** Employees have disciplinary action when they are 5 minutes late to work; being late is considered an employee not in ratio as a teacher at their scheduled work time.
2. **Consequences:** Employee doesn't receive the opportunity for an annual pay increase or bonus if there are tardiness and attendance problems, including loss of opportunities for professional learning event invites.
3. **Uncommon incident:** The employee is not penalized if the situation is uncontrollable. Documentation required.
4. **First offenses:** Employee is allowed three instances of tardiness.
5. **Makeup work:** Employees may only make up work and time with the director's approval. Please take a look at SVP's *Makeup Time Policy*.

REQUESTING TIME OFF

For *all* planned absences or adjusted scheduling, a minimum of two weeks' notice is required for time-off requests, which must be made and approved through the school's scheduling app.

Blackout Periods There are off-limit times to request time off, like the beginning of the school year, school events, professional learning events, staff meetings, and other special times that directly impact our preschool program. Please check our school calendar before planning time off for personal reasons and vacations since everyone on our team is important and valued at school and team-building events.

Pandemic & Natural Disasters SVP will not grant vacations or time off if health orders are strict and staffing is limited to operate during a particular time. Healthy and emotional wellness is our priority while preparing for illness or emergency call-outs. Sometimes, we may not allow vacation time or personal days, which everyone must understand while addressing the program's needs. This policy enables the program to manage unknown circumstances and to return to a positive work environment with job security.



HOURS + COMPENSATION

HOURS OF OPERATION

The SVP main office's regular operating hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, and the SVP preschools vary by either program or site but are also Monday through Friday. Hours may vary depending on your position and work requirements. If applicable, your supervisor will provide direction for lunch and rest breaks to facilitate the smooth flow of business and to maintain an adequate number of staff. Give your supervisor at least a 2-week advance notice as soon as possible for any schedule changes.

COMPENSATION POLICY

At SVP, we are committed to providing and promoting equal opportunities for all employees regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. You will receive equal pay for work of equal value.

Objective:

- To attract and retain a highly qualified and motivated staff inspired to fulfill the mission of SVP.

Compensation Goals:

- To provide base pay that is competitive (median) with similar positions in other private organizations in our geographic area
- To provide periodic increases in compensation that are based on:
 - Available budget; Employee performance evaluations; Employee education, skill enhancement, and participation.
- To recognize years of service through:
 - Vacation accrual; Anniversary Recognition
- To apply consistent compensation criteria across SVP
- To comply with all federal and state laws governing pay policies and practices, and to foster a diverse environment that is fair to everyone and free from discrimination
- To clearly communicate our compensation philosophy and practices to employees
- To review these goals annually and provide training to new supervisors
- To strive for simplicity of design and administration

PAYMENT OF WAGES & PAYROLL SCHEDULES

All employees of SVP are paid twice a month. SVP's regular paydays are the 10th and 25th of each month. SVP's semi-monthly payroll schedule consists of the following pay periods: the 1st through the 15th and the 16th through the last day of the month. Please take a look at the image below for a visual of how and when employees are paid for work performed.

SVP strongly encourages all employees to enroll in direct deposit for their payroll. Direct deposit is a secure and convenient method for receiving your pay. You may begin and stop direct deposit at any time. To enroll in direct deposit, you must complete a form (available from the payroll and HR department) and return it to payroll at least ten working days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

Sample Payroll Schedule and Matching Pay Date

- **Payroll period 1:** January 1st to January 15th
- **Pay Date 1:** January 25th
- **Payroll Period 2:** January 16th to January 31st
- **Pay Date 2:** February 10th

If you prefer a physical paycheck, you may opt out of direct deposit anytime. To stop direct deposit, send an email or written request to the payroll representative at accounting@storybookvillagepreschool.com at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after receipt of the written request, provided it is received by 10 days before the end of the pay period.

TIMEKEEPING REQUIREMENTS

All SVP employees are responsible for recording time worked for payroll purposes through the school's kiosk. All time worked must be accurately reported on your time record. After each period, your worked hours are calculated through the child care management software, creating a timecard summary you must review for approval, addressing discrepancies with the supervisor. Employees must provide approval with a signature before being paid. All non-exempt employees must use timesheets; according to California law, preschool teachers are non-exempt.

"This is the real secret of life – to be completely engaged with what you are doing in the here and now. And instead of calling it work, realize it is play."

—ALAN WATTS

Employees must clock out for their meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." Working off the clock violates SVP policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please make sure to report the work to your supervisor.

Employees also must record their time whenever they leave the building for any reason other than legally required rest break or SVP business. Employees will be required to certify that their time record is accurate. Any handwritten marks or changes on the timecard must be initiated by a supervisor. Any errors on your timecard should be reported immediately to your supervisor. It is important to communicate to all employees that falsifying time records, in any form, is considered a fraudulent use of organization funds, which can result in disciplinary action up to and including termination of employment.

SVP greatly values its employees and promotes a family-friendly, positive work environment, including sick and vacation benefits, paid holidays, and a generous additional 3-week time off per year to support employees in maintaining a healthy work/life balance. Employees are encouraged to ask questions about this policy and communicate any concerns in fulfilling their agreed-upon work schedule and work activities with the director.

MEAL & REST PERIODS

REST BREAKS All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods and will not clock out. SVP fosters a healthy workplace and ensures all employees receive their rest time through an intentional rest break and lunch schedule, which is flexible to meet the daily staffing schedules.

NUMBER OF REST BREAKS You will be authorized and permitted one (1) 10-minute rest break for every four (4) hours you work (or a major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.



| Shift (Hours Worked in a Day) | Number of Paid Rest Breaks |
|---------------------------------------|-------------------------------|
| At least 3.5 but less than 6 hours | 1 |
| At least 6 but less than 10 hours | 2 |
| At least 10 but less than 14 hours | 3 |

tea time

If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) 10-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) 10-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) 10-minute rest breaks.

TIMING OF REST BREAKS You are authorized and permitted to take a rest break to the extent possible in the middle of each four-hour work period. Your direct supervisor may schedule your rest break.

It is SVP policy to relieve employees of all duties during their rest breaks so that employees are free to use their rest break time as they wish. However, employees are required to remain on company premises during their rest breaks. SVP schedules work assignments with the expectation that all employees will take their duty-free rest breaks, and SVP encourages employees to do so. Employees are expected to return to their work area promptly at the end of any rest break.

MEAL PERIODS All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you are free to leave the premises. You are expected to return to work promptly at the end of any meal period. If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You'll need to discuss any such waiver with your supervisor beforehand.

TIMING OF MEAL PERIOD Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (before the end of your fifth hour of work). Your direct supervisor will schedule your meal period.

SECOND MEAL PERIOD If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period. Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

TIMING OF SECOND MEAL PERIOD This second meal period will be provided no later than the end of your 10th hour of work. Your second meal period will be scheduled by your direct supervisor.

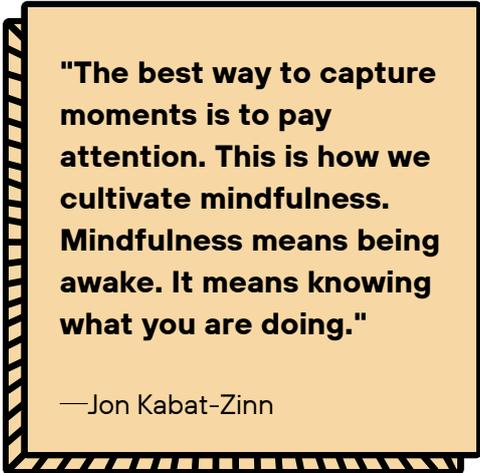
RECORDING MEAL PERIODS You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If, for any reason, you are not provided a meal period per our policy, or if you are discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify Nicole Monachello.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your direct supervisor and document the reason for the missed meal period or time worked.

Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their rest breaks during a particular pay period or, in the alternative, to identify any rest breaks or meals they missed. Suppose an employee fails to take a meal or rest period per the law. In that case, SVP shall pay the employee one additional hour of pay at the employee's regular rate of compensation for each workday that the meal or rest period is not provided.

All employees must know the daily scheduling needs of a responsible team. For employees who intentionally fail to take their rest and lunch periods, including the prohibited conduct of not requesting support from their supervisor within the appropriate time during the work shift, this policy will result in disciplinary action up to and including termination.



"The best way to capture moments is to pay attention. This is how we cultivate mindfulness. Mindfulness means being awake. It means knowing what you are doing."

—Jon Kabat-Zinn

OVERTIME FOR NON-EXEMPT EMPLOYEES

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Paid time off, including vacation, sick, holiday, or any paid leave of absence, will not be considered hours worked for purposes of performing overtime calculations. SVP will attempt to distribute overtime evenly and accommodate individual schedules.

All overtime work must be previously authorized by a supervisor. SVP provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Friday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

MAKE-UP TIME

SVP allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the "Time Off / Schedule Request" form. Requests will be considered for approval based on the legitimate business needs of SVP at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. SVP's seven-day workweek is Monday through Friday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation. If you take time off and cannot work the scheduled makeup time for any reason, the hours missed will normally be unpaid unless sick or vacation balances are available. However, your supervisor may arrange with you another day to make up the time, if possible, based on scheduling needs. If you work make up time in advance of the time you plan to take off, you must take that time off, even if you no longer need the time off for any reason. An employee's use of makeup time is completely voluntary. SVP does not encourage, discourage, or solicit the use of makeup time.

REQUEST TO WORK A NON-TRADITIONAL SCHEDULE

SVP office is open each weekday from 8:00 a.m. until 5:00 p.m. These are the usual work hours for non-exempt office staff. Some positions in the office have the ability to be flexible. An employee may be permitted to work a different weekly schedule, provided the needs of our school, and can be met with adequate office coverage and staffing support.

With your supervisor's permission, an SVP office employee may begin work as early as 7:30 a.m. Regular schedules beyond 5:00 p.m. are not permitted, with the exception of scheduled evening training and events. Non-exempt employees may not work more than 8 hours in a given day. Employees who work different hours than 8:00 a.m. to 5:00 p.m. must have permission from their supervisor, and follow the same work rules as other employees. Requests may be submitted using the "Time Off / Schedule Request" form.

TIME OFF WITHOUT PAY

SVP hires the appropriate staff to work in our programs to meet work demands. At the same time, SVP understands that from time to time, employees may need to take time off from work without pay. To minimize the effects on work and the workload of fellow staff members when employees are absent from work, the following guidelines will apply when time off without pay is requested.

Employees of SVP must have permission from their supervisor to take time off without pay. The signed approval on the "Time Off/Schedule Request" form must be attached to the timesheet when it is submitted for payroll. Employees must be in good standing to request time off without pay. In order to decide whether or not to approve the request, supervisors will:

- Determine the reason for the request.
- Determine whether the employee has remaining vacation or sick leave time. (Sick leave may not be used for vacation time off, but vacation hours may be used for sick time.) In general, the policy will be to use available sick leave or vacation first.
- Determine if the request may qualify as a job-protected leave of absence (e.g., FMLA), and consult the Human Resources Representative or director. If so, or if unsure.
- Consider the frequency that the employee has requested time off without pay. If an excessive amount of time is being taken, supervisors may place an employee on a development plan in order to improve attendance.
- SVP may request additional documentation for unpaid sick leave or absence that is over 5 days.
- Employees may request up to 80 hours per calendar year of time off without pay, and supervisor approval is still based on the needs of the business.
- In the event that the operations are closed, employees will have the option to use their vacation leave or take it as time off without pay, provided that they follow the guidelines mentioned above. See the SVP policy regarding absences and school closures.

SUBSTITUTION OF PAID TIME

SVP reserves the right to apply paid time off to an employee timesheet if the following conditions are met:

- The "Time Off/Schedule Request" form is not received and approved at least 48 hours prior to the employee's desire to go on unpaid leave and/or
- All attempts to communicate with the employee go unresponded, SVP will use any available sick and vacation time.

PAY ADVANCES

SVP does not allow pay advances under any circumstances

grow in grace



BUSINESS EXPENSE REIMBURSEMENTS

SVP will provide employees with the necessary furnishings, tools, and equipment to perform their job duties. SVP reimburses employees for authorized and necessary work-related business expenses, including:

- Use of an employee's personal vehicle for business purposes; and
- Approved business travel expenses such as meals and lodging.

Employees must receive approval from the Director to purchase business items beforehand. Employees who have incurred work-related expenses must submit the required receipts and the Employee Expense Reimbursement Form to the Accounting Department by the 5th of the following month. Provided the timely submission of these forms and receipts, employees can expect to receive reimbursement via an accounts payable check no later than the end of the month.

Personal and vacation travel may be combined with business travel provided there is no additional cost to SVP and it meets with the approval of the Director. SVP credit cards are not to be used for personal expenses; employees must have permission to use the school credit card and turn the receipts into the office immediately. Contact the Director or the Accounting Department if you have any questions about the expense reimbursement policy or travel guidelines.

PAY FOR MANDATORY MEETINGS/TRAININGS

While SVP generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, some activities do not qualify for reimbursement or compensation unless prior written approval is obtained, or SVP requires current employees to attend mandatory professional learning events. This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance.

SVP will pay employees their hourly wage who attend director-approved meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job, and approved or required by the organization;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;
- Employees who do perform productive work following SVP policies during attendance at meetings, lectures, or training programs will be compensated at their regular rate of pay and
- Any hours over eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Employee attendance at authorized professional learning activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

REPORTING-TIME PAY

SVP will comply with all applicable regulations regarding reporting-time pay for non-exempt employees. SVP will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

SVP may pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities or
- Interruption of work because of natural causes or other circumstances beyond SVP's power to control.


**TEACHING IS A
WORK OF HEART**

Employee Benefits



"Our bodies are our gardens – Our wills are our gardeners."

–William Shakespeare

Benefits Overview

All eligible employees are entitled to benefits and holiday pay after their 90-day probation period.

SVP is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on the length of continuous employment at SVP. The plans themselves may also impose benefit eligibility requirements. Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions, which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have, contact our Human Resource Representative. SVP reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to legal restrictions.

SVP offers the following employee benefits to full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance

Holiday & School Closure Pay

All eligible employees are entitled to paid holidays after their 90-day probationary period ends. Employees not scheduled to work on a holiday do not qualify for paid holiday leave. Eligible employees include regular full-time employees. Part-time and substitute teaching staff are not eligible for paid holidays or school closures. Full-time employees (those working 30 hours per week) are paid 7.75 hours per holiday. If the holiday falls on the weekend, SVP will be closed on the closest workday. See the School calendar for holidays and celebrations.



SVP observes the following paid holidays each calendar year:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Eve Day and Christmas Day
- New Year's Day

"Every child needs one person who is crazy about him." –Uri Bronfenbrenner

(We can't share this quote enough!)



SVP will provide employees with a written notice stating the amount of paid sick leave or paid vacation available for use on the employee's wage statement provided on each designated pay date with the employee's payment of wages.

SVP voluntarily offers holiday benefits to eligible, full-time employees, and below is a list of reasons employees may no longer be entitled to holiday benefits:

- Employees who call out for any reason for their scheduled day before or after a holiday or school closure day will not receive the holiday pay.
- Holidays falling on a weekend shall be observed at the discretion of the Director.
- Employees on an unpaid leave of absence will not receive pay for holidays that occur during the leave period.
- Employees who are not employed at the time of the holiday observed are not paid holiday pay.
- Unused holidays do not accrue and are not paid out at termination.

Child Care for Staff

Tuition discounts are offered for all employees. There is no tuition discount provided for the infant and toddler classrooms. All employees must apply for a preschool spot and follow the waiting list process. Full-time employees receive priority.

- Employees with children enrolled will pay full price for tuition if the teacher is not working; approval is mandatory for the children to attend if the parent isn't working; if the child stays after the teacher clocks out, then a full rate for the day will be charged.
- If the employee is absent, then discounts cannot be honored.
- Teachers are responsible for following all program policies within the Family Handbook.

Sick Pay

California law provides mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. Employees cannot be discriminated against or retaliated against for requesting or using paid sick time. SVP does not combine sick benefits and vacation benefits as PTO. Please contact the Human Resources Representative if you have any questions about paid sick leave.

SICK PAY AMOUNT Paid Sick Leave (PSL) is a permanent law in California that requires employers to provide at least 24 hours or three days off each year to most workers. Beginning January 1, 2024, employees will receive 40 hours or five days. This includes full-time, part-time, and temporary workers who meet these qualifications:

- Work for the same employer for at least 30 days within a year in California and
- Complete a 90-day employment period before taking any paid sick leave

SVP's PSL After the probationary period, employees will receive an upfront grant of 40 hours or five days of paid sick leave (whichever is greater). All employees receive their annual sick benefits on January 1. Employees, including part-time and temporary employees, earn at least one hour of paid leave for every 30 hours worked. Sick benefits are paid at the employee's current rate of pay.

SVP limits the paid sick leave an employee can use in one year to 40 hours or five days, whichever is more. Employees' unused paid sick leave will be carried over to the following year, but there is a cap on carryover hours of at least 80 hours or 10 days.

**"Difficult roads often lead to beautiful destinations.
The best is yet to come."**

– Zig Ziglar

Qualifying Reasons for Paid Sick

SVP does not pay employees for unused paid sick leave at the time of separation from employment. Employees rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

QUALIFYING REASONS FOR PAID SICK Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition (including mental health) for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For specific specified purposes, the employee is a victim of domestic violence, sexual assault, or stalking.
- Covid-related care for an employee or a covered family member, including caring for a child whose school or place of care is closed due to Covid-related reasons.

For purposes of paid sick leave, a covered family member includes:

- A child is defined as a biological, foster, or adopted child, a stepchild, or a legal ward, regardless of the age or dependency status of the child. A "child" may also be someone you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent" is defined as a biological, foster, or adoptive parent, a stepparent, or a legal guardian of an employee, spouse, or registered domestic partner. A parent may also accept the duties and responsibilities of raising you as a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.



VACATION TIME

Under California law, earned vacation time is considered wages and vacation time is earned as labor is performed. Regular full-time employees earn paid vacation time on the anniversary of their hiring date. Part-time and substitute teaching staff are not eligible for paid vacation time. Vacation hours are deemed earned at the pay period following their anniversary for employees on active status. Accrual rates based on employment category and years of service are listed in the table below. Employees are encouraged to use vacation benefits for their intended purpose, which is to allow for rest and relaxation.

The employee's immediate supervisor must approve requests to use vacation. Employees on an unpaid leave of absence do not receive vacation time during the leave period, as service time is measured as actual days worked totaling a consecutive year. Eligible employees will be compensated for unused vacation days upon termination of employment.

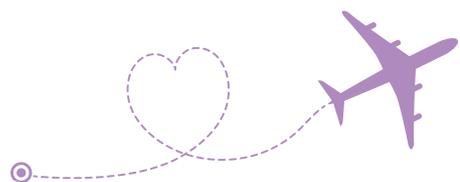
SVP has a four-week cap on accrued vacation time (twenty days or 155 hours). One day of vacation pay equals 7.75 hours, and one week of vacation earned is calculated based on the employee's average hours of their working week. An employee who has achieved the maximum number of vacation hours may not earn or accrue any vacation hours more than that amount until some vacation hours have been used. It is the individual responsibility of each employee to be aware when they reach the max. The earned balances are provided on paycheck stubs, and individual alerts are not offered.

BLACKOUT PERIOD

Read this Employee Handbook thoroughly and ask questions directly to the Director for more information about the policies regarding vacation time, requesting time off, and absences, such as requesting time off and blackout periods. SVP allows one approved teacher off at a time, so check the work calendar for planning days off. Please review the guidelines for requesting time off during specific or unusual times, such as a pandemic, fire season, and school events.

SVP does not approve vacation time or unpaid days off the first month of the school year. SVP will not approve early departure or afternoons off during the monthly teacher workdays, scheduled on the Wednesday of the second full week of each month.

| WORK ANNIVERSARY | VACATION DAYS EARNER |
|------------------|----------------------|
| 1 - 4 Years | One Week |
| 5 - 9 Years | Two Weeks |
| 10+ Years | Three Weeks |



Leaves of Absence

CONTINUATION OF BENEFITS

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period. Learn more about your rights as an employee at <https://calcivilrights.ca.gov/family-medical-pregnancy-leave/>.

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. SVP will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, SVP may recover from an employee the premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue participating in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Benefit payments are due monthly to SVP via check or cash while on leave. Employees may be allowed to extend their health benefits as mandated by state or federal law in the event that benefits are terminated for failure to pay. Please see the COBRA section for more information.

BEREAVEMENT LEAVE

SVP grants an eligible employee's request for up to five days of bereavement leave from work following the death of the employee's family member. This is unpaid; however, employees can use their vacation or sick leave time to be paid during their Bereavement Leave. To qualify for the bereavement leave, an employee must have been employed for 30 days before taking the leave. Employees are not required to take the leave on consecutive days. The leave must be used within three months of the date of death, and SVP may ask for certain documentation to be provided within 30 days of that death.

This policy considers family members as a spouse, child, parent, sibling, grandparent, grandchild, or parent-in-law. Employees must inform the director in writing that they are taking Bereavement Leave. In certain circumstances, Bereavement Leave may be granted in the event of the death of a person not listed above with the approval of a Director with approval from the Human Resources Representative.

JURY DUTY & WITNESS LEAVE

SVP encourages employees to serve on jury duty when called. An employee called for jury duty will be provided an excused absence to perform this service and will receive time off without pay for the length of the service. While on an excused absence for jury duty, all benefits shall remain in effect, and the employee will continue to accrue vacation and sick days. Employees can use vacation days or sick leave to serve jury duty. Please inform your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You will be requested to provide written verification from the court clerk of the performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

FAMILY AND MEDICAL LEAVE

You do not have to share a medical diagnosis but must provide enough information to SVP so it can be determined whether the leave qualifies for FMLA protection. You must also inform SVP if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within 12 months under the following conditions:

- The employee has been employed with SVP for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- The employee has worked at least 1,250 hours during the last 12-month period before the need for leave*; AND
- The employee is employed at a work site with 50 or more employees within a 75-mile radius



Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or childbirth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, call 1-866-487-9243 or visit dol.gov/fmla to learn more.

MILITARY FAMILY LEAVE ENTITLEMENTS

California Paid Family Leave (PFL) provides military families up to eight weeks of partial wage-replacement benefits to participate in a qualifying event because a family member is deployed to a foreign country. PFL can be taken all at once or can be split over a 12-month period.

To be eligible for PFL benefit payments, you must:

- Need time off work to participate in a qualifying event because of a family member's military deployment to a foreign country. A family member is a spouse, registered domestic partner, parent, or child.
- Have worked in California and paid into State Disability Insurance (SDI) (noted as "CASDI" on most paystubs) in the past 5 to 18 months.
- Not have taken the maximum eight weeks of PFL in the past 12 months.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Learn more by visiting Paid Family Leave for Military Family Members (edd.ca.gov/disability/paid-family-leave/Military-Family-Members.htm).

CALCULATING THE 12 months For calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, SVP uses a "rolling" 12-month period measured backward from the date the employee uses any leave. Under most circumstances, leave under federal and state law will run at the same time, and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum the required amount an employer offers an employee in California during a 12-month period.

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee's disability for pregnancy, childbirth, or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth, or related medical conditions does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, SVP will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. SVP may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

EMPLOYEE NOTICE AND CERTIFICATION

The following procedures shall apply when an employee requests family medical leave:

- Contact the Human Resources Representative and Director as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify SVP at least 30 days before the leave is to begin. The employee shall discuss with their supervisor the scheduling of any planned medical treatment in order to help plan for the absence. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, then SVP must be informed as soon as is practical. If SVP has a good faith, objective reason to doubt the validity of a medical certification for an employee's medical condition, the employer may require a second medical opinion. The request will be at the employer's own expense. (California Code of Regulations, title 2, section 11091, subd. SVP may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions (at the employer's expense) for the employee only.
- Periodic re-certification, but only if additional leave is requested and the time period the health care provider originally estimated for leave has expired.

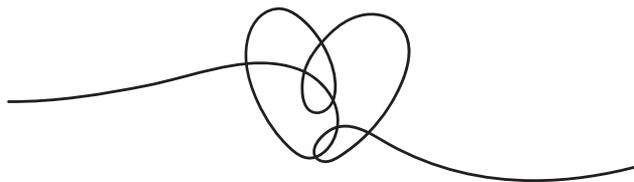
The CFRA regulations provide SVP may only contact the health care provider for the limited purpose of authenticating the certification. (California Code of Regulations, title 2, section 11091, subd. (b)(2).) Accordingly, if SVP receives a deficient or incomplete certification, SVP will provide written documentation to the employee explaining the deficiencies in the certification and provide the employee an opportunity to provide the necessary information. Moreover, the employee must understand the consequences of failing to timely provide a complete certification.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- The inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of a serious health condition.

If an employee is absent because of his/her own serious health condition, SVP will also require a medical release to return to work form or certification from the employee's healthcare provider that the employee is able to resume work.

Failure to submit a release to return to work certificate from the employee's healthcare provider will result in denial of reinstatement for the employee until the certificate is obtained.



SUBSTITUTION OF PAID LEAVE

Generally, FMLA/CFRA leave is unpaid. SVP may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with SVP's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave, contact The Human Resources Representative or the Director.

REINSTATEMENT

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to SVP's operations;
- The employee is notified of SVP's intent to refuse reinstatement at the time SVP determines the refusal is necessary; and
- If leave has already begun, SVP gives the employee a reasonable opportunity to return to work following the notice described previously.

TIME ACCRUAL Please contact The Human Resources Representative with any questions regarding the accrual of other SVP-provided paid leave benefits (such as vacation, or sick leave) during unpaid FMLA/CFRA leave.

CARRYOVER Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the healthcare provider of the person with the serious health condition. Employee's entitlement to intermittent leave will be determined based on their regular scheduled workweek hours. For example, an employee who works 20 hours per week is entitled to a maximum of 240 hours of intermittent leave (12 weeks x 20 hours per week) rather than the full 480 hours available to employees who work 40 hours per week. The smallest increment of time that can be used for such leave is 15 minutes.

Examples of intermittent leave may include, but are not limited to:

- Taking time off work for doctor's appointments related to a serious health condition, such as chemotherapy treatments, regular physical therapy, or check-ups with a specialist.
- Reducing a work schedule to part-time or fewer hours per week due to a serious health condition, such as recovering from surgery, managing a chronic illness, or caring for a family member with a serious health condition.
- Taking time off work periodically to care for a family member with a serious health condition, such as a parent, spouse, or child who requires regular medical treatment or assistance with daily activities.
- Taking time off work intermittently due to a qualifying exigency related to a family member's military service, such as attending military events, arranging for alternative childcare or school activities, or addressing financial or legal issues.

See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

PREGNANCY DISABILITY LEAVE

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise the Human Resources Representative and the Director as early as possible. The individual should discuss the following conditions:

- The duration of pregnancy disability leave will be determined by the advice of the employee's physician. Employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- SVP will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform SVP when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave, or transfer is to begin. Employees must consult with the Human Resources Representative regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of SVP. Any such scheduling is subject to the approval of the employee's healthcare provider;
- For emergencies or events that are unforeseeable, we need you to notify SVP, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide SVP with a written certification from a health care provider for the need of PDL, reasonable accommodation, or transfer. The certification must be returned no later than 15 calendar days after it is requested by SVP. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation, or transfer. Please see the Human Resources Representative for a medical certification form to give to your health provider.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable, the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transferring to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee's premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the Human Resources Representative for more information.

LACTATION POLICY

SVP wishes to support and be respectful of a mother's decision to breastfeed her child. SVP accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee may be unpaid.

We will make reasonable efforts to provide employees who need lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices may use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

PAID FAMILY LEAVE

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll tax deductions and coordinated through the Employment Development Department. PFL provides partial pay for up to six weeks when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

EXTENDED MEDICAL LEAVE

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with SVP's obligations under federal and state disability laws. Employees should request any leave in writing as far in advance as possible. If you are granted medical leave, you may request to be paid accrued sick time hours to cover the leave period. You also may use any paid vacation time previously accrued. Medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your doctor must furnish a letter or "work status report", verifying the date you were disabled and the estimated date you will be able to return to work. This certification must be turned in to the HR Department. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. SVP makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Human Resources Representative and discuss the need for an accommodation. Any leave taken under this provision qualifying as leave under the state and/or federal family and medical leave laws (FMLA/CFRA) will be counted as family/medical leave, charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period, and governed by the rules relating to family/medical leave.

PERSONAL LEAVE OF ABSENCE

Employees are entitled to one personal leave of absence per calendar year or no more than four weeks per calendar year, whichever is greater. A personal leave of absence without pay may be granted at the discretion of SVP. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. Concurrent Personal and Family/Medical Leave Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault, and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the Director for more information.

Employees who are victims of domestic violence, sexual assault, or stalking and need a reasonable accommodation for their safety at work should contact the Human Representative or the Director and discuss the need for an accommodation. If you are requesting such an accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, SVP may also require certification demonstrating that you are the victim of domestic violence, sexual assault, or stalking. Any of the forms of certification described above for leave purposes will suffice. SVP may request recertification every six months from the date of the previous certification. You should notify the Human Resources Representative if an approved accommodation is no longer needed.

SVP will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. SVP will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

TREATMENT

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety in future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

SVP will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact The Human Representative for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

MILITARY SPOUSE LEAVE

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard, or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Human Resources Representative within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

ORGAN & BONE MARROW DONOR LEAVE

Employees who are donors for organ or bone marrow may take unpaid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, SVP will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

SCHOOL & CHILD CARE ACTIVITIES LEAVE

Employees are encouraged to participate in the school or childcare activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents, or a person who stands in loco parentis to one or more children of the age to attend kindergarten through grade 12 or a licensed childcare provider;
- The amount of time off for school or childcare activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A childcare provider or school emergency means that the employee's child cannot remain in a school or with a childcare provider due to one of the following:
 - The school or childcare provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or childcare provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake, or flood.
 - Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child-related activities on the day and time of the absence;

SCHOOL APPEARANCES INVOLVING SUSPENSION If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.



VICTIMS OF CRIME LEAVE

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving the rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child, or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off. For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the Human Resources Representative.

VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as volunteer firefighters, reserve peace officers, or emergency rescue personnel may also take up to a total of fourteen days of unpaid leave time per calendar year to engage in required fire, law enforcement, or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. An employee requesting time off to vote shall give his or her supervisor at least two days' notice.



OPERATIONS/ COMMUNICATIONS

All Definitions Used in The Following Policies

- **Agency** includes files (paper and electronic), records and logs, email messages, voice messages, and faxes.
- **Personal Data** includes files that an employee would expect to take with them should they leave the organization.
- **Confidential Information** includes, but is not limited to:
 - Personal Identification, including social security numbers, date of birth, birth certificates, home address, and other person-identifiable data
 - Paystubs, bank statements and financial statements
- **Business Sensitive** information includes contracts, grants, agreements, and proposals, family information, child reports, and internal documents including, but not limited to, draft, final, or any other version, and associated documents.

Personal Devices & Time

As always, personal calls, e-mails, or text messaging during the workday--regardless of the device used--can interfere with employee productivity and be distracting to others. Employees must handle personal matters outside of work hours and ensure that friends and family members are aware of the policy.

All teachers, including non-exempt office employees, may not perform work-related functions outside of their approved work hours or while on a leave of absence.

No personal devices are allowed in the classroom or to be used for school related data, school apps for parents, photos, or parent contact. Use of personal devices is strictly limited to personal use on work breaks or off work hours.

Wearable Technology

“Wearable technology” typically invokes images of smartwatches or fitness trackers, but it isn’t limited to those electronics. Rather, wearable technology can be any device kept on someone’s person that connects to the internet and logs activity—even a cellphone can be considered wearable technology.

The only wearable technology allowed while working in the classroom is a watch and may be used for telling the time. Text messaging, phone calls, using the internet, etc. is not allowed.

Employees can be expected to give their undivided attention to the work SVP pays them to perform, and if that means smart devices (phones, watches, etc.) need to be turned off or put away, supervisors are entitled to make this request.

SVP has a central line or a way for employees to be reached directly in case their family members or friends need to reach them in an emergency, so it is reasonable to require that phones or devices be turned completely off while working.

“Be prepared and be honest.” – John Wooden



UNALLOWED USES OF EMPLOYEE OWNED DEVICES:

- Allowing others to use your device to access agency information.
- Downloading work-related documents onto your own device.
- Taking photos and recording video or audio without supervisors or site supervisors (for children enrolled in SVP preschool programs) approval. Please refer to SVP Electronic and Social Media Policy regarding appropriate uses for work-related photos and other content on social media. Any work-related photos taken with the appropriate approval on their own device are to be deleted.
- Delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing email attachments.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of agency and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- Devices may not be used at any time to:
 - Store or transmit illicit or offensive materials.
 - Store or transmit proprietary information belonging to another agency.

EMPLOYEE RESPONSIBILITIES:

- Notify SVP within 24 hours if a work device is lost, damaged, or stolen or if you believe agency information stored on the device may have been compromised.
- Keep all school devices on the premises, including returning them to the charging docks at the end of the day.
- Keep them stored in the designated areas, away from children and liquids.
- Do not change or share school devices passwords.
- Ensuring that any other users of the device do not access confidential agency information.
- Follow all laws and regulations regarding texting or emailing while driving. Only hands-free talking on the device while driving is permitted. Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions.

END OF EMPLOYMENT

Should your employment with SVP end, you must promptly remove any and all agency information from your device. Pursuant to this policy, you may be required to submit your device for inspection to ensure that all such information has been removed or to remove it for you manually.

PRIVACY/COMPANY ACCESS

No employee using his or her personal device should expect any privacy except that which is governed by law. SVP has the right, at any time, to monitor and preserve any communications that use SVP networks in any way, including data, voice mail, telephone logs, Internet use and network traffic.

COPYRIGHTS & ROYALTIES

All materials conceived and developed on SVP’s time, by an employee or contractor during the term of his/her employment, shall remain the exclusive property of SVP (or its funders). The employee shall receive no other compensation other than normal pay and benefits. The agency retains all copyrights and royalties to these materials. Materials developed with school funds shall remain the exclusive property of SVP.

ELECTRONIC & SOCIAL MEDIA POLICY

This policy is intended to protect the SVP computer systems and electronic information. For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to smart phones, iPads, and other electronic tablets and cell phones), and computer software/hardware and data.

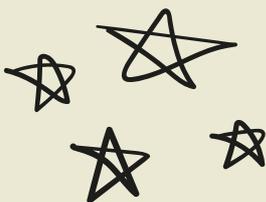
SVP also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, or tablets/iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.



The following general policies apply:

- Computers and all data transmitted through SVP networks and systems are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to SVP rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage.
- All electronic communications remain the sole property of SVP and are to be used for Company business. For example, email messages are considered SVP records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of SVP and remains the property of SVP.
- Violation of any of the provisions of this policy, whether intentional or not, will subject SVP employees to disciplinary action, up to and including termination.
- These policies are not intended to limit or interfere with the ability of employees to communicate with other employees regarding the terms and conditions of their employment.



MONITORING OF COMPANY PROPERTY

SVP reserves the right to inspect all SVP property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. SVP computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. SVP reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of SVP policy or any law occurs. E-mail may be monitored by SVP and there is no expectation of privacy.

Always assume that e-mail may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security, but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. SVP may override an employee's password for any reason. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by SVP management. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

SOCIAL MEDIA

SVP uses social media for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the director supervisor.

Use of Internet based programs such as Facebook, YouTube, and Instagram (this is not meant to be an exhaustive list) may be used in furtherance of Company goals. However, only authorized individuals are allowed to speak/write in the name of SVP using the social media tools of the SVP such as: Facebook, Instagram, etc. Your Direct Supervisor will authorize you in writing if you can use the SVP social media tools to perform your job duties. Authorized individuals using the SVP social media tools shall identify themselves honestly, accurately and completely and comply with all Company policies in using this media.

Your authorization is limited to business purposes and personal use of these Organizations social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Company property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other SVP policies against inappropriate usage, including SVP no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Do not post any comment or picture involving an employee, volunteer, family, or child of SVP engaged in a SVP activity without their consent. Photos taken for public relation purposes will generally have the consent of the subjects. Be aware that you are responsible for what you write or present on social media. You can be sued by other employees or any individual that views your social media posts as defamatory, harassing, or libelous.

Whatever you say on social media, you're representing SVP—even when on your personal accounts. Avoid saying negative things about our brand or other companies, and do not speak on our behalf. When conversations regarding SVP matters on a social platform or within a private message (social media or email) occurs, employees must direct the situation toward the Director, who is trained to manage PR matters and conflict resolution.

All employees must protect SVP's brand's security, privacy, and legal interests.

EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees whose job duties require them to drive a SVP vehicle or their own vehicles for SVP business will be required to show proof of current valid driving licenses and proof of insurability under the SVP policy or current effective insurance coverage before the first day of employment.

If an employee is required to drive as part of his or her job, SVP retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on SVP business will be reimbursed per mile at the current allowable rate.

HOUSEKEEPING

All employees are expected to keep the classrooms and their work areas clean and organized. People using common areas such as break/lunch rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly and immediately before leaving the space, or beginning a new task..

NEWS MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Director may comment to news reporters on SVP policy or events relevant to SVP.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

OFF-DUTY USE OF FACILITIES

Employees are prohibited from remaining on SVP premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use without prior authorization. This policy is not intended to limit the ability of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

PARKING

Employees may park their vehicles in designated areas if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of SVP property. SVP is not responsible for any loss or damage to employee vehicles or contents while parked on Company or public property.

SMOKE-FREE POLICY

All employees and visitors are required to comply with SVP's smoke-free workplace policy. Smoking and using e-cigarettes are not allowed in any parts of the workplace, including all indoor areas, including within 25 feet of all entrances and exits, and company-owned vehicles. Employees who violate this policy may face disciplinary action. Violations of the smoke-free workplace policy will follow the company's procedure for resolving other work-related issues.

The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

SVP supports all employees who want to quit smoking and vaping. For support and coaching to craft a quitting plan, employees can visit www.kickitca.org.

There is NO SAFE level of exposure to secondhand smoke. — 2006 Surgeon General Report

STAFF OUTREACH / EVENT PARTICIPATION

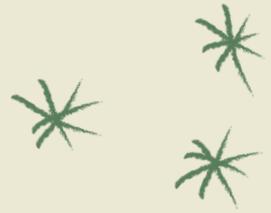
As part of a strong, loving ECE community, it is the policy of SVP to participate in community events that benefit children, families, providers, educators and others interested in children and family issues.

All employees must participate in school events; there is an annual school calendar for planning purposes. Employees will be paid their regular rate of pay for their event shift. Supervisors will make arrangements for Non-exempt (hourly) staff to flex their schedule accordingly, in order to avoid working more than 8 hours/day and 40 hours/week.



Storybook Village Preschool's first graduation, 2019

EMPLOYEE HEALTH & SAFETY



“Trust is the glue of life. It’s the most essential ingredient in effective communication. It’s the foundational principle that holds all relationships.”

– STEPHEN R. COVEY



HEALTH & SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to Nicole Monachello. In compliance with California law, and to promote the concept of a safe workplace, SVP maintains an Injury and Illness Prevention Program, (IIPP), which is outlined in these policies, and included in the onboarding training.

SVP will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

ERGONOMICS

SVP is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. SVP will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. SVP encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

“When you’re surrounded by people who share a passionate commitment around a common purpose, anything is possible.”

– HOWARD SCHULTZ



SVP believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Director.

WORKERS' COMPENSATION

- SVP, in accordance with state law, provides insurance coverage for employees in case of work related injury. The workers' compensation benefits provided to injured employees may include:
 - Medical care;
 - Cash benefits, tax free, to replace lost wages; and
 - Assistance to help qualified injured employees return to suitable employment.
- To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:
 - Immediately report any work-related injury to your supervisor;
 - Seek medical treatment and follow-up care if required;
 - Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to the director; and
- Provide SVP with a certification from your healthcare provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available.

An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining SVP's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, SVP obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires SVP to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

WORKERS COMPENSATION FRAUD

Any employee who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Workers' compensation fraud is punishable by up to five years in state prison and a fine of up to \$150,000.

WORKERS' COMPENSATION & FMLA/CFRA Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month rolling period, measured backward. Additional details are included in the "Leave of Absence" section of this handbook.

RECREATIONAL ACTIVITIES & PROGRAMS

SVP or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

SECURITY

SVP has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Director. Secure the classrooms, break rooms, offices, and buildings at the end of the day. Do not leave valuable and/or personal articles in or around your workstation that may be accessible to others if left unattended. The security of facilities as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys or building access fobs are missing.

The SVP workplace security program is described in detail in the SVP Injury and Illness Prevention Program (IIPP).

WORKPLACE VIOLENCE

SVP has adopted the following workplace violence policy to ensure a safe working environment for all employees. The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline up to and including termination.

Possession of non-work related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident that may be threatening to you or your co-workers or any event that you reasonably believe is threatening or violent. You may report an incident to any supervisor or director.

A threat includes but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

PROGRESSIVE DISCIPLINE

SVP has adopted a progressive discipline policy to identify and address employee and employment-related problems. This policy applies to any and all employee conduct that SVP, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, SVP will consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of SVP policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, SVP need not resort to progressive discipline but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less discipline is imposed in a given situation. Individual policies with their own progressive discipline process will be followed in accordance with that policy.

In the instance of violations of different rules by the same individual, each violation may be considered the same as repeated violations of the same rule for purposes of progressive discipline. In addition, progressive discipline is the exception and not the rule for probationary employees. SVP will normally adhere to the following progressive discipline stages.

Verbal Warning – at the onset of a lack of professional behavior or policy violations, an employee will typically be given a verbal warning. This warning will be a conversation between the employee and supervisor. A note to file detailing the conversation will be included in the employee's permanent file.

Written Warning – once the employee has received a verbal warning, another instance of the same violation or another violation warranting disciplinary action will result in a written warning. This warning will be a formal document that outlines actions that are needed to be taken immediately to correct the behavior. Both the employee and supervisor will sign the document.

Termination – because of the nature of SVP business and our commitment to our children and their families to provide exceptional care and service, professional behavior is expected at all times. If an employee, with the help of their supervisor, cannot maintain professional behavior that results in verbal and/or written warning or commit an offense that warrants immediate termination, they will be terminated.

This policy is meant to provide general guidelines. SVP will generally take disciplinary action in a progressive manner; however, we reserve the right to treat circumstances in a different way from that described in this policy based on the situation, including skipping steps. SVP is always obliged to act fairly and lawfully and document every stage of the progressive discipline process.

ATTENDANCE ISSUES

From time to time, it may be necessary for you to be absent from work. SVP is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Benefit hours have been provided for this purpose.

If you are unable to report to work or if you arrive late, please contact the Director to let them know. If you are unable to call in yourself because of an illness, emergency, or for some other reason, have someone call for you. If you know in advance that you will need to be absent, please request this time off directly from your manager.

Frequent unexcused absences or tardiness from work will lead to disciplinary action up to and including termination. In addition, if you are absent for three days in a row and do not report your absence during that time, SVP will assume that you have voluntarily quit your job. At that time your employment will formally end.

CHOOSE YOUR
SHINE

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement,

lack of work, poor performance, or other reasons. Voluntary resignation results when an employee voluntarily quits their employment at SVP or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). SVP asks that employees provide a supervisor with at least two (2) weeks advance written notice of departure. Thoughtfulness will be appreciated. All SVP-owned property, including vehicles, keys, building access fobs, and credit cards, must be returned immediately upon termination of employment. As noted, all employees are employed at will, and nothing in this handbook changes that status.

EXIT INTERVIEWS Management may conduct an exit interview to discuss your reasons for leaving and any other impressions you may have about SVP. During the exit interview, we'd appreciate it if you could give us some insights into areas for improvement for the school and your specific position.

FINAL PAYCHECK AND VACATION PAYOUT If an employee voluntarily quits, they will receive their final paycheck within 72 hours or immediately if the employee gave at least 72 hours' notice. If an employee is involuntarily terminated, they will receive their final paycheck immediately. Any accrued unused vacation balance will be paid out on the final paycheck. SVP does not pay employees for unused sick leave at the time of separation from employment

BENEFITS/COBRA Regular benefits will end on the last day of the month following separation; however, eligible employees may have the option to continue health benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act). COBRA packets with information on rates and how to apply will be mailed to your home within fourteen days of separation. Under COBRA law, an individual has 60 days to elect coverage and may continue their coverage for 18 months or 36 months if they are considered disabled. Employees who elect COBRA are responsible for 100% of the premium amount.

CAL-COBRA Cal-COBRA is a California Law that lets you keep your group health plan when your job ends or your hours are cut. It may also be available to people who have exhausted their Federal COBRA.

FILE RETENTION Files for former employees will be kept no longer than three years or as required by state or federal law. Former employees may submit one request per year to inspect or receive a copy of their personnel records. A former employee may choose to receive a copy of their files by mail if they reimburse SVP for the actual printing and postal expenses.

EMPLOYMENT REFERENCES

All requests for references or information about a current or former SVP employee must be directed to the Director. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, SVP discloses only the dates of employment and the title of the last position held by former employees.

Individuals may request letters of recommendation from their supervisors, but the information in the letter must be objective and job-related. Letters of recommendation should be reviewed with the Director before they are released. A copy of the letter should be placed in the employee's personnel file.

UNEMPLOYMENT INFO

The purpose of the State Unemployment Insurance Program is to provide partial income protection to those employees who become unemployed through no fault of their own. The program may provide temporary income to individuals after job loss as long as they can work, are available to work, and are actively seeking work.

Contact the State of California Employment Development Department for more information or for a copy of the publication; visit: <http://www.edd.ca.gov/Unemployment/>.



SVP's first Holiday Concert, 2019.

Employee Acknowledgment

CONFIRMATION OF RECEIPT OF EMPLOYEE HANDBOOK

(Employer Copy—to Be Placed in Employee File)

I have received my copy of Storybook Village Preschool’s employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at SVP is employment at-will; employment may be terminated at the will of either SVP or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between SVP and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with SVP.

I understand that except for employment-at-will status, any and all policies or practices can be changed at any time by SVP. SVP reserves the right to change my hours, wages, and working conditions at anytime. I understand and agree that other than the CEO of SVP, no supervisor or representative of SVP has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO.

In addition, I have received my copy of the SVP Harassment, Discrimination, and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy. I understand that SVP is committed to providing a work environment free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee’s Signature

Employee’s Printed Name

Date

Get in touch



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707-843--7704



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