

# **‘WEE’ DISCIPLES LUTHERAN SCHOOL**



## **STAFF HANDBOOK**

Updated March 23, 2025

Approved by the Board of Early Childhood—September 4, 2025

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# **SECTION 1**

## **INTRODUCTION**

### **WELCOME!**

Welcome to Wee Disciples Lutheran School and Childcare! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents which you bring to your position are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of Wee Disciples Lutheran School, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the School's Mission Statement.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from "The Lutheran Book of Prayer."

.....  
*"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor, sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen*

### **INTRODUCTORY STATEMENT**

The following pages contain rules and conditions of work established by our school for its employees, as well as an explanation of certain benefits provided with this employment. We want you to feel that, although there are rules to follow, you also sense participation in the servant roll to the co-workers of Wee Disciples Lutheran School. We hope you will find joy in your work and friendship among your co-workers.

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with us. However, this handbook cannot anticipate every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies and procedures, only the Wee Disciples Board has the power to change, revise, or eliminate any of the policies and/or benefits described in this handbook. Employees will be notified of such changes to the handbook as they occur. Please talk with your supervisor if you have any questions or need additional information.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's call, or contract, the terms of the call or contract shall prevail.

## **MISSION STATEMENT**

The mission of this school shall be to give honor and glory to God, to assist in bringing the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Savior, to foster Christian fellowship and love, and to extend a helping hand in human need. This is to be achieved by our devotion to the Word of God.

## **STATEMENT OF FAITH**

### **PREAMBLE**

The Word of God requires that a Christian school shall conform to the Divine Word in doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8, 2 Timothy 4:1-5) and that all things be done decently and in order (1 Corinthians 14:40). Therefore, we, the members of the Board of Early Childhood Education of Trinity Lutheran Church, The Lutheran Church-Missouri Synod (LCMS), accept and subscribe to God's most holy, sacred, and inerrant Word.

### **PHILOSOPHY**

It is a belief of Wee Disciples that children are a gift from God and that each child is God's unique creation. Therefore, the primary mission of the center is, with the Spirit's help, to bring children into the presence of Christ. We intend to do this by maintaining a warm, loving, stimulating, and Christ centered environment with planned activities appropriate to young children and their developmental stages. Through the staff, children will learn of the unconditional love of Jesus. Parents will be assisted in understanding their children and in celebrating God's blessings in our lives. Each child will be allowed to develop to his or her fullest potential spiritually, socially, physically, creatively, intellectually and emotionally.

At Wee Disciples, we want to support the families we serve by providing a place where young children can explore the world in a secure environment and experience love and acceptance. Although the children are exposed to academics (ABC's, writing and numbers), they are only introduced as the child shows a readiness for them. All students' efforts are applauded and encouraged, but not forced.

As a distinctly CHRISTIAN child care center and school, our entire day revolves around God's Word, Jesus' love and forgiveness, and the Holy Spirit's power. The children will receive a strong Christian foundation for their life. They will be taught to forgive and be forgiven, love and be loved, encourage and be encouraged.

## **SECTION 2** **EMPLOYMENT**

### **YOUR EMPLOYMENT**

#### **Nature of Employment**

Families are among our organization's most valuable assets. Every employee represents Wee Disciples to our families and the public.

We stress that we are a Christian Child Care Center. We represent and are a part of Trinity Lutheran Church. We are responsible to portray and live a healthy moral life.

Anyone found to be living an immoral lifestyle may be dismissed from employment.

Wee Disciples' sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Wee Disciples and to provide a biblical role model to the student body and the community, it is imperative that all persons employed by Wee Disciples in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Wee Disciples.

The way we do our jobs presents an image of our entire organization. Families judge all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any family or potential family. It is very important to be courteous, friendly, helpful, and prompt in the attention you give to families.

Our personal contact with the public, our manners on the telephone, and the communications we send to families are a reflection of ourselves and the professionalism of Wee Disciples. Positive family relations enhance the public's perception and image of Wee Disciples as well as encouraging greater childcare loyalty.

Families who wish to voice specific comments or complaints should be directed to the Board of Early Childhood Education.

## **INITIAL EMPLOYMENT PERIOD/PROBATIONARY PERIOD**

Newly hired employees are in a **probationary period for 6 months from the date of hire**. This is a period during which both the employee and the employer can evaluate whether the employment relationship will meet both of their needs. **At any time during the probationary period either party may terminate the employment relationship, with or without cause.**

## **EQUAL EMPLOYMENT OPPORTUNITY**

Wee Disciples Lutheran School is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, or political beliefs. ("Sex" means the biological condition of being male or female as determined at birth.) Any applicant for employment or employee who believes that he or she has been subjected to discrimination based upon any of these factors should immediately contact your supervisor or the Board of Education. You may also contact the Montana Human Rights Bureau and/or the federal Equal Employment Opportunity Commission. We will not retaliate for making or participating in a complaint of discrimination.

Because we are a church school, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church-Missouri Synod. For such situations it is necessary for us to seek out individuals with specific religious training and synodical recognition. To the extent allowed by State Law, the school Board may give preference in hiring of persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

The school is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States which includes the completion of Form I-9, Employment Eligibility Verification.

## **FEDERAL USDA CHILD AND ADULT CARE FOOD PROGRAM**

This center participates in the Federal USDA Child and Adult Care Food Program and receives reimbursements for meals served which meet certain nutritional requirements.

*"And Justice for All..."*

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient

detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

## **EMPLOYMENT OF MINORS**

The school's minimum age for employment is in accordance with the current State and Federal Laws. The hours of employment and working conditions strictly follow the regulations set forth by Federal and State Laws.

## **EMPLOYMENT CLASSIFICATIONS**

There are four classifications of employees as follows:

**REGULAR FULL-TIME** - Any worker who works more than 30 hours a week and more than 5 months per year.

**REGULAR PART-TIME** - Any worker who works up to, but less than full-time, but more than 20 hours a week for more than 5 months in a year.

**PART-TIME** - Any worker who works less than 20 hours a week.

**TEMPORARY** - Any worker employed five months or less.

You may be asked to sign a statement recognizing your part-time or temporary status and therefore not eligible for benefits.

## **BUSINESS ETHICS AND CONDUCT**

The successful business operation and reputation of Wee Disciples is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

## **CONFIDENTIALITY IS A MUST**

Any child will not be discussed with anyone besides the family of that child. Any discussion between providers must be done in a confidential manner. If there is an incident between two children, both children's names may be used when notifying the parents of the incident, but only when it seems necessary. Any breach of confidentiality will result in immediate dismissal. The



continued success of Wee Disciples is dependent upon our families' trust and we are dedicated to preserving that trust.

Wee Disciples will comply with all applicable laws and regulations and expects its directors, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from all illegal, dishonest, or unethical conduct. All employees must contact a supervisor immediately with any concerns regarding this arise.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Wee Disciples employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join Wee Disciples are well qualified and have a strong potential to be productive and successful, it is the policy of Wee Disciples to meet the State of Montana requirements for background checks. Wee Disciples will pay the cost of required background checks.

--- Per State of Montana requirements, a caregiver must attest that they have no chronic conditions, physical, mental, emotional illnesses that would prohibit them from meeting requirements of their role type. A caregiver cannot be chemically dependent upon drugs or alcohol.

The Director will respond to all reference check inquiries from other employers.

## **CONDITIONS OF EMPLOYMENT**

Wee Disciples

- Employees must participate in Facility Overview Training
- Employees must submit a Personal Information Form and Release of Information
- Employees must complete a FBI fingerprint background check initially and every 5 years after
- Employees are responsible for providing proper documentation regarding vaccination (MMR & DPT).
- Employees are responsible for maintaining certification for First Aid and CPR.
- Employees are responsible for attending 20 hours of continuing education online and workshops to include Health and Safety, Early Childhood Essentials and STARS to Quality
- Employees must complete a Practitioner Registry Application
- Employees must complete and document CACFP (Child and Adult Food Care Program) Training
- Employees must sign an acknowledgement form of the Staff Manual and State Licensing Regulations
- Permanent employment is jeopardized if the employee is not currently certified, vaccinated and trained.

## **JOB DESCRIPTIONS**

In order to mutually understand what is expected of a new employee and what the employee will be held accountable for, a job description is utilized.

Employees will generally be given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions.

The Board of Early Childhood Education reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

## **PERFORMANCE EVALUATIONS**

Based on actual work performance and your job description, a review will be conducted with you by your supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions/observations with your supervisor and/or board member will also be a part of your performance evaluation.

**PURPOSE:** All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals. Your signature on the review form will serve as notice that the review has taken place and not whether you agree or disagree with the contents.

### **Initial Performance Review**

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial review(s) is/are conducted, annual reviews will be conducted.

The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you do not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

### **Work Schedules**

Employees will be advised of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times.

## **EMPLOYEE OBLIGATIONS**

All Wee Disciples' employees are responsible for the children in our care.

**All employees of Wee Disciples Childcare Facility will adhere to the following:**

1. Maintain and report all incidents involving children, families or fellow employees. All reports must be kept confidential, put in writing, and given to the supervisor
2. Take an active part in planning and preparing for curriculum activities.
3. Maintain confidentiality. Do not discuss any child with anyone besides the family of that child. Any discussion between providers must be done in a confidential manner. If there is an incident between two children, children's names must be kept confidential when notifying parents of the incident. Any breach of confidentiality will result in immediate dismissal.
4. Help the parent or person taking the child home. Get coats, jackets, personal effects together to help them exit the center in a timely manner. Offer to change a child, if needed. Do not visit about issues that do not concern the child or the day they had. If they are a personal friend, avoid visiting during your work time and offer to call them when you are off work.
5. Be aware of all the children you are in charge of at all times.
6. Work with teachers, providers, and aides on any special needs of individual children.
7. Remain alert to signs of child abuse or neglect and report suspected cases as prescribed. As a childcare provider you are a mandatory reporter and must report any suspicions of abuse or neglect immediately. *Please see the General Section--Sexual Abuse*
8. Prepare meals and snacks as needed.

**Wee Disciples' Employees Are Responsible for the Building**

1. The first employee to arrive in the morning is responsible for:
  - a. Opening the east and west side doors
  - b. Disarm the security system
  - c. Snow removal in front of the church
  - d. Setting up the classroom, if needed
  - e. Breakfast preparation
2. The last employee to leave is responsible for:
  - a. Locking the east and west side doors
  - b. Shutting off all lights
  - c. Folding up the classroom, if there is an activity to take place in the evening.
  - d. Setting the security system if you are the last to leave the building
3. All employees of Wee Disciples Childcare Facility must take appropriate measures to ensure that no structural damage occur to Trinity Lutheran Church.
  - a. If damage should occur, report it to the director or supervisor.
  - b. The director will report the damage to the Wee Disciples' Board
4. All employees of Wee Disciples Childcare Facility are responsible for:
  - a. Daily cleaning of the area they worked in and other areas as needed.
  - b. Restrooms in the basement of the church.
5. All employees must familiarize themselves with the exiting procedures in the case of an emergency.

*Please review and initial the Emergency Response Plan/Evacuation Procedures*

# **EMERGENCY PREPAREDNESS PLAN**

## **EMERGENCY CLOSING PLAN:**

### **Before Open Procedure**

The director of Wee Disciples will make a decision to close based on weather reports, emergency notification, closure of local schools or power outages affecting Wee Disciples. If the Director is unavailable to make this decision the Assistant Director will make it. The decision to close will be made by 6:00 in the morning when the Director will then call an administrator (Assistant Director), then the families who are generally first to arrive, then the first section of the alphabetical listing of parents. Another teacher will be called by the Assistant Director, and they will divide the list of employees scheduled for the day, call them initially and then call down their list of parents. The Director or Assistant Director will also arrange for the status of the closure to be posted on the Wee Disciples website and direct parents there. When the decision to re-open is made the director and administrators will call down the same list of employees and families to notify them. These communications could also be done digitally via text or ProCare, with a request for parents to acknowledge receipt of the information.

### **After Open Procedure**

If a decision to close is made based on impending emergency situations during business hours the Director will have each lead teacher call a list of parents (utilizing any float staff that are available). If necessary, Wee Disciples will implement safe-place procedures while waiting for parents to arrive. These communications could also be done digitally via text or ProCare, with a request for parents to acknowledge receipt of the information.

## **Evacuation Plan**

### Updated procedures – Plan A: out the 1<sup>st</sup> Ave N doors

If a fire or other hazard is discovered, pull the nearest fire alarm.

Upon hearing the alarm, each teacher will line up with their students and get their attendance clipboard – checking to be sure all children are in line.

One hallway teacher will take the 4 youngest children, to include a child with special health needs, and put them in the blue stroller next to the boiler room. Any other hallway teachers and aides will take the rest of the children and lead the children out the 1<sup>st</sup> Ave North doors.

The pre-school teacher will lead the class outside, helping other classes move out the doors as needed.

The pre-kindergarten teacher will lead the class out the front doors, taking an emergency backpack with them.

Kitchen staff will grab a baby if needed, check the bathrooms for children hiding, grab the backpack and phone from the office, and will grab a red/green stroller from the Youth Room & take it outside. If Assistant Director is unavailable, this person will hand the stroller off and come back and sweep the classrooms.

Staff will load any other children into the red/green stroller as needed after they are clear of the building.

Infant/Toddler staff will load toddlers into 6-person stroller (& 2-person, as needed), and will carry out any infants. Infants can be handed off to other staff, such as kitchen staff and/or other available teachers or assistant director. I/T staff will take their backpack and strollers and take the children outside.

Assistant Director will sweep the classrooms (& bathrooms) and robe closet corner for children who may be hiding and will cover Kitchen Staff responsibilities if that person is unavailable.

Any extra help can walk out with children & give support.

All of the classes will cross 13<sup>th</sup> Street together at the 1<sup>st</sup> Avenue North corner as a group; then will walk down the sidewalk to meet in the alley behind Croxford (rendezvous point). Every classroom teacher will take attendance at the rendezvous point, to ensure that no child or staff member is left behind. Everyone will wait there until the “All Clear” is given, OR until the decision is made to move to a safe location.

If needed, we will walk up the alley to First Presbyterian Church. If we are unable to relocate there, then we go to Our Saviors’ Lutheran Church. In an emergency, these churches will welcome us into their building. Each teacher will check their roll call sheet at the outside rendezvous point in the alley AND once we arrive at either church to be sure all children have arrived safely.

When returning to Wee Disciples, all staff and children will proceed in a line to the side of the alley, to remain safe and allow for any emergency vehicles to pass.

#### Updated procedures – Plan B: **no egress** out 1<sup>st</sup> Ave N doors

If a fire or other hazard is discovered, pull the nearest fire alarm.

Upon hearing the alarm, each teacher will line up with their students and get their attendance clipboard – checking to be sure all children are in line.

Infant/Toddler staff will carry children up the back stairwell next to the changing room. They will take their backpack with them. Any available staff (Kitchen, Assistant Director, Pastor, Secretary) will come to help carry children out to safety. They will load children into the red stroller from the garage once safely away from the building. This would include any children with special health needs.

Hallway classes will go up and out the playground stairs. If anyone can carry a baby out in addition to their own class, Infant/Toddler staff will pass along a child for them to carry up.

The pre-school teacher will lead the class outside, helping other classes move out the doors as needed (main stairwell).

The pre-kindergarten teacher will lead the class out the front doors, taking an emergency backpack with them. They will proceed to the garage to access the red stroller for infants and toddlers.

Kitchen staff will grab a baby if needed, check the bathrooms for children hiding, grab the backpack and phone from the office and proceed to exit the building. If the Assistant Director is unavailable, this person should also sweep the classrooms if it is safe to do so.

Assistant Director will sweep the classrooms (& bathrooms) and robe closet corner for children who may be hiding and will cover Kitchen Staff responsibilities if that person is unavailable.

Any extra help can walk out with children & give support.

Everyone will gather in the parking lot just south of the playground (Green Apple), then walk to Central Avenue together. All of the classes will cross 13<sup>th</sup> Street together at the Central Avenue corner as a group; then will walk down the sidewalk to meet in the alley behind Croxford (rendezvous point). Every classroom teacher will take attendance at the rendezvous point, to ensure that no child or staff member is left behind. Everyone will wait there until the “All Clear” is given, OR until the decision is made to move to a safe location.

If needed, we will walk up the alley to First Presbyterian Church. If we are unable to relocate there, then we go to Our Saviors’ Lutheran Church. In an emergency, these churches will welcome us into their building. Each teacher will check their roll call sheet at the outside rendezvous point in the alley AND once we arrive at either church to be sure all children have arrived safely.

When returning to Wee Disciples, all staff and children will proceed in a line to the side of the alley, to remain safe and allow for any emergency vehicles to pass.

### **Relocation Plan**

In the event of an emergency requiring Wee Disciples to relocate the children out of the neighborhood immediately we would execute the evacuation plan and van children to Peace Lutheran at 3340 11th Ave. S. 761-7343. The Director or Assistant Director will get the ‘go kit’ from the room located next to the North doors. As soon as we evacuate the Director will phone those board members/ families who have volunteered to help with emergency transportation. The emergency contact list will be in the emergency backpack that relocates with the children. The youngest children will be transported first.

### **Class Hold**

*– stay in classrooms; no doors locked*

If there is an emergency within the building (possibly requiring the hallways to be clear) we will ask everyone to stay in their classrooms until given the “all clear.” Classroom doors will not need to be locked.

### **Safe Place Plan**

*– outside doors locked; everyone in basement; staff watching door to allow parents in/out; movement throughout basement allowed; lock classrooms when inside them*

If we are notified that there is a harmful person in the vicinity, we will institute our safe place plan. All children and staff will be relocated to the basement. The upstairs teacher will bring children downstairs and the Director and/or Assistant Director will secure all doors. One of them will then stand inside the front doors to allow access to parents bringing in or picking up children. The staff person standing guard will have the daycare cell phone with them to notify a teacher downstairs if further precautions are necessary. Care will be taken to be expedient and watchful in this process. While movement within the building will not be restricted, teachers will keep their classroom doors locked while in their rooms out of an abundance of caution. In the

event a dangerous person is located inside the building, staff will be notified by administrators to go to shelter-in-place plan. Once the situation is resolved and it is safe, the Director will communicate it is “all clear” and normal operations may resume.

### **Shelter-in-Place Plan**

*– classroom doors locked w/ “go kit”, no movement*

There may be an emergency that requires Wee Disciples to take shelter-in-place. In this instance, the director will take any children in his or her care to the pre-school room while the Assistant Director notifies other teachers and kitchen staff of the need to take shelter-in-place with the children.

Hallway teachers will escort their children to the main room/fellowship hall and pre-school/pre-kindergarten teachers will escort their children to the preschool room with a bathroom. The kitchen staff will help bring hallway classes to the main room. The main “go kit” will be located in the main room; another “go kit” will be located in the pre-school room.

If we are notified of local air contamination we will follow suggested protocol and procedures from local emergency personnel. Once the situation is resolved and it is safe, the Director will communicate it is “all clear” and normal operations may resume.

### **Lockdown Plan**

*– nearest secure room; doors locked; lights off, quiet; show med emergency w/ placard*

There may be an emergency that requires Wee Disciples to go into the lockdown plan. If this should happen indoors, scan the hallway. All teachers will escort their children quickly to nearest secure room (preferably the main room/fellowship hall and preschool room). Students should quietly move to a safe spot away from doors and windows. The kitchen staff will help bring hallway classes to the main room or the nearest secure room. The “go it” will already be in the main room; another will be located in the pre-school room. Lock the classroom door. Shut off the lights. Remain as quiet as possible during the lockdown. In case of a life-threatening medical emergency, place one red placard under the classroom door, if possible. If children are outdoors, they will be taken inside to the closest secure room, using the same procedures as listed above. Once the situation is resolved and it is safe, the Director will communicate it is “all clear” and normal operations may resume.

### **Medical Emergency**

Medical emergencies consist of difficulty breathing, chemical or heat burn, loss of consciousness, severe bleeding, seizures, broken bones, and spinal injuries.

In the event of a medical emergency, staff will always contact 911 first. Once 911 has been contacted, follow 911 instructions. DO NOT move the person unless he/she is in danger. Provide First Aid and CPR (if needed) until EMS arrives. After EMS arrives, notify guardian of that child. If you cannot get a hold of guardian of injured child, notify emergency contacts immediately. Supervisor will be notified immediately.

### **Unauthorized Removal of a Child/Kidnapping**

If a Wee Disciples child is taken away from our care without authorization of the parent/guardian, staff **must** call 911 immediately and report a possible kidnapping. Staff will follow directions given by law enforcement. Staff will then notify immediate supervisor as soon as 911 has been contacted.

Information from Great Falls Public Schools -

**SAFETY PROCEDURES DEFINITIONS** – GFPS website, accessed 1/31/25

**EVACUATION:** Defined as an internal emergency that requires students and staff to leave the building for their safety. Parents should follow emergency notifications.

**LOCKDOWN:** Defined as an internal and/or immediate threat. All staff and students are locked in rooms. No one IN or OUT!

**SHELTER-IN-PLACE:** Defined as a safety precaution for an external threat that is not an immediate or internal threat.

**CLASS HOLD:** Defined as a safety precaution implemented during an incident where students need to be kept in the classroom.

**RELEASE WITH CARE:** Defined as a possible threat in the schools' neighborhoods during arrival and release time. Release with care procedures.

- To ensure safety, the building administrator may ask staff to escort students to/from buses or waiting cars.
- Staff may also be asked to accompany students home.

## **EMERGENCY EVACUATION PROCEDURES FOR WEE DISCIPLES**

See **Evacuation** section in the Emergency Preparedness section above.

Staff Initial to Acknowledge Emergency Preparedness Information

## **SECTION 3** **BENEFITS**

### **INTRODUCTION**

The school maintains a benefit program which is designed to help meet the needs of its employees. The following information in this section outlines your benefits as an employee of the school.

### **CHILD CARE**

Employees will receive 50% discount on any childcare services they request for dependent children, which will be provided based on available space.

### **VACATION**

**Regular full-time employees will be given vacation on their anniversary date based on their length of continuous service with the school, as follows:**

Paid vacations are available to full time employees upon one year of continuous service. The amount of vacation is based upon the employee's years of continuous service and full vs. part time status. Full time employees are employees who work 30+ hours per week.

#### **Full Time Vacation Accrual:**

<b>Number of Years of Continuous Service</b>	<b>Days of Vacation</b>
1 through 5	5
6 through 10	10
11 and over	15

Part time employees will receive 5 days of vacation accrual per year (daily standard hours x 5) regardless of number of years of continuous service.



Employees will accrue one-twelfth of the annual vacation day allotment each month in which the employee is an active employee at Wee Disciples and works at least one full working day during the month in which the vacation accrues. A vacation day accrual cap of 3 additional days over the annual allotment will be the accrual limit and vacation will stop accruing until vacation days are used to bring the accrual under the cap.

An employee's anniversary date corresponds to the month and day the employee was hired as a regular full-time employee.

Requests for vacation time must be made in writing and should be submitted to the appropriate supervisor for approval at least one (1) month in advance for vacations of at least five (5) days. Shorter notice may be allowed for vacations of four (4) days or less provided it does not interfere with scheduled work. Seniority will apply when more than one person requests the same vacation day(s).

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Accrued but unused vacation will be paid to the employee at the end of employment.

## **HOLIDAYS**

Wee Disciples Lutheran School closes for New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Eve and Christmas Day. Each employee is entitled to their Baptismal birthday anniversary off.

## **SICK LEAVE**

Sick leave provides continuous salary for an employee during the employee's absence due to injury, illness, or doctor appointment not covered by Worker's Compensation. It also includes absences due to illness, injury or doctor appointment for employee's immediate family (parents, spouse or child). Any unauthorized sick leave use will result in immediate disciplinary action, including termination.

After one year of continuous service, employees will be entitled to take up to 16 sick hours per year for part time employees and 32 hours per year for full time employees. Sick hours will accrue monthly with 1/12 (1.33 hours for part time and 2.67 hours for full time) of the annual accrual being awarded each calendar month that the employee works at least one day. Unused sick days will not be carried forward to the subsequent year, and no payout for unused sick days will be given upon termination.

Sick time must be approved by your supervisor. It is your responsibility to contact your supervisor as soon as possible when you are unable to report for work. You are required to call in sick by 7:30 a.m. on the morning of your regularly scheduled shift. After 3 consecutive sick days, a doctor's note may be required.

## **BEREAVEMENT PAY**

Time off with pay for regular full-time employees may be approved in the event of a death in your immediate family.

--- If a death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to 3 days will be approved to attend the funeral.

--- If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law), 1 day will be approved.

## **OTHER LEAVES**

### **Introduction**

The school makes leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is recommended by the School Board. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leaves will be granted at the sole discretion of the school, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave.

**Personal Leave** - a leave of absence for a compelling personal reason that is not medically related. A total of 5 days leave is granted, with no pay or change in status. Once again, the Board of Early Childhood Education [contact and approval with member of the Board] must give prior approval for the leave.

**Jury Duty** - a leave of absence to serve on jury duty.

Staff members called for jury duty may be absent from duty without loss of pay or other benefits provided the teacher has:

- a) advised the immediate supervisor on the first school day following the receipt of the jury summons; and
- b) submitted one copy of the jury summons at the time the request for absence is made on the proper request for leave form; and
- c) endorsed the jury duty fee payment, excluding reimbursement for travel, meals, and lodging, over to Wee Disciples within sixty (60) calendar days from the last day on which jury duty was served. **Failure to deliver the endorsed fee payment to Wee Disciples within this time period shall result in the loss of wages for the period of absence.**

Leave is provided for absence from duty with pay, only for the time actually spent on jury duty. Teachers relieved for part of their duty day to participate in jury duty, must return to their assignment for the remainder of the day. Reasonable allowance for time to and from the courts will be taken into account. Staff who fail to return under these circumstances will be considered absent without leave and subject to disciplinary action.

**Military Leave** - a leave of absence for required active or reserve military service.

--- The school complies with applicable state and federal law concerning leaves for military service.

**Workers Compensation Leave** - a leave of absence because of work-related illness or injury.

--- The school complies with applicable state and federal law concerning leaves for work-related illness or injury. You must report any work-related injury to your supervisor as soon as it happens.

## **GROUP INSURANCE PLANS**

### **General Provisions**

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the school's group employee benefit plans will be continued on the following basis:
  - Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days.
  - Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
  - Employees on leave of absence must communicate with the school on a regular basis, at least twice each month, regarding their status and anticipated return to work date.
4. Employees on leave of absence who seek or accept other employment without the school's prior written approval may be subject to disciplinary action, up to and including possible termination.
5. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
6. All leaves of absence must be approved in advance, in writing, by the School Board.

**Family Care and Medical Leave** - A leave of absence of up to six weeks without pay will be granted for the birth, adoption or foster care placement of an employee's child, or the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties.

## **GROUP EMPLOYEE BENEFIT PLANS**

Because of its Christian concern for its employees, Wee Disciples Lutheran School provides benefit programs in order to help its employees with expenses related to illness, injury, or death, as well as to provide retirement income.

**Eligibility:** All regular full-time and regular part-time employees working more than 20 hours per week are eligible for enrollment in the Concordia Plans on the first day of the month after a 90 day probation period.

**Benefits Provided:** The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits. The Concordia Health Plan provides medical and dental coverage. For further details about the benefits of these Plans, booklets are available either in the church office or can be requested by calling the Concordia Plans office at 1-800-283-2552.

**Enrollment:** You will be asked to fill out an Enrollment Form and Beneficiary Form, and these forms will be forwarded to the Concordia Plans office for processing. The Plans office will then mail you a letter confirming enrollment as well as your own booklets and other informational materials.

**Cost:** The school pays a percentage of the cost for the Concordia Retirement Plan and Concordia Disability and Survivor Plan. Concordia Health Plan is available upon recommendation of the Board of Early Childhood Education and the staff working over 30 hours per week. The Board will determine the exact percentage.

**Termination of Benefits:** Coverage for you and your dependents through the Concordia Plans will discontinue effective at the end of the calendar month in which termination of regular full-time or regular part-time employment occurs. Information about extension of coverage on an individual basis will be mailed to you by the Plans' office.

## **WORKERS COMPENSATION INSURANCE**

Wee Disciples Lutheran School maintains Workers Compensation coverage.

## **UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE**

Should you decide to leave the employment of the school or you are involuntarily terminated, you are not eligible for either state or federal unemployment claims. This is due to the school being exempt from federal unemployment tax and being either exempt or opting not to participate in the state unemployment tax program.

# **SECTION 4** **PERSONNEL STATUS**

## **TARDINESS AND ABSENCE**

### **Introduction**

It is important that employees are present at the start of their day to promptly begin work. Other staff and school members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

### **Absences**

Employees should contact their supervisor as soon as it's determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the work day allows adequate time to arrange a replacement. In the case of tardiness, a worker (or someone else) should contact the supervisor as soon as it is determined that the employee will be late.

### **Tardiness**

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The school shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor according to school policy, will be considered "unexcused".

--- A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee who fails to call in or report to work for 3 consecutive days, may be considered to have abandoned their job and may be terminated.

### **Attendance and Punctuality**

- Employees are expected to attend **mandatory** scheduled staff meetings.
- To maintain a safe and productive work environment, Wee Disciples expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees.

- Arrive ahead of your schedule time so you are ready for work at the scheduled time. If you have to get a cup of coffee, hang up your coat, etc., make sure that is completed before your shift begins. Please be aware of who you are replacing. Report to that person and take over wherever they are.
- Any switching of scheduled hours must be pre-approved through the supervisor.
- Any request for a scheduled leave must be submitted in writing and pre-approved.
- In the rare instances when employees cannot avoid being late to work, the employee should notify their supervisor as soon as possible in advance of the anticipated tardiness.
- If you are unable to attend work, call the evening before or at least two hours before your scheduled shift. All absences without prior notification will be treated as a voluntary dismissal from employment.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **TERMINATION**

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Employees will receive their final pay in accordance with applicable state law. *See Compensation Section.*

### **Resignation**

Resignation is initiated by the employee. A two week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and be signed and dated by the employee.

### **Involuntary Termination**

Involuntary termination is initiated by the employer. An employee may be involuntarily terminated when the school determines that continued employment will not be to the benefit of the employee or school.

### **Layoff**

When conditions dictate that the school must reduce staff through a layoff, the needs of the school will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

### **Discharge**

Discharge is an immediate termination from employment initiated by the school. Normally it is for a serious or flagrant offense involving willful misconduct that violates standards outlined in the school's policy manual, constitution and bylaws; bylaws of LCMS; and laws of the state or federal government.

### **Exit Interview**

An exit interview with the employee conducted by a member of the school board may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, check-out procedures, and final pay details.

## **DISCIPLINE AND TERMINATION PROCEDURES**

### **Progressive Disciplinary Systems**

Procedure:

#### **1. Verbal Warning**

If you fail to follow the school's policies regarding job performance, you are subject to disciplinary action, including termination of employment. For other than major infractions which can result in immediate termination, you will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. This oral warning will be documented by your supervisor noting that the discussion took place, the date, and the subject. Continued violation of policies will result in levels of written notification to you of unacceptable action, and can lead to ineligibility for your merit increases, probation, suspension, or termination.

#### **2. Personnel Memo**

The second step in the counseling procedure will be a personnel memo. The personnel memo is a tool to help the church communicate more effectively with you. It may be used to compliment special effort or results, or to advise, warn, or otherwise notify you of performance or conduct that is not acceptable. If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. You will be asked to sign the memo indicating that you have seen the memo. We encourage you to respond with comments & feedback.

#### **3. Probation**

Continued violations will necessitate the next step to be taken which will be probation. A letter advising you of the reason and the length of probation will be given to you. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. You will be asked to sign the memo.

#### **4. Termination**

The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive counseling procedures as outlined above will assist you in developing as a supportive employee.

The above procedures are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination step could be taken.

### **Non-Renewal of Contract**

If you are a contract employee, Wee Disciples Lutheran School may choose to simply not renew your contract due to unsatisfactory performance during a previous contract period rather than initiate a formal dismissal. The school may also choose not to renew a contract due to a change in fiscal or personnel circumstances.

### **Exceptions**

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a flagrant first offense, and your immediate

dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious negligence of duty.

## **GRIEVANCE PROCEDURE**

Should any difference of opinion regarding work situations arise between an employee and the immediate supervisor, the procedure below will be followed in an effort to arrive at a conclusion that is satisfactory to both the church and the employee.

### **Procedure:**

1. The employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.)
2. If the grievance is not resolved, the employee is to discuss the matter with the school Administrator.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the president of the School Board who will convene a meeting with the employee and appropriate people to discuss the grievance.
4. The next steps will be to review the complaint with the School's Pastors.

## **TIME KEEPING**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Wee Disciples to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees should report to their work site no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **Signing In and Signing Out**

All employees are required to sign in and out each day according to the following guidelines:

- + **SIGN IN** *when reporting to work at the beginning of the day;*
- + **SIGN OUT** *when leaving for a scheduled break*
- + **SIGN IN** *when returning to work after a scheduled break*
- + **SIGN OUT** *when leaving work at the end of the day.*

--- An employee should not sign in until they are ready to begin work. Employees should not mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record.

- If a change or correction is needed on a time record, that change can only be performed by the supervisor.
- Violations of this policy may result in disciplinary action, up to and including possible termination.

## **BREAKS AND MEAL PERIODS**

Nonexempt employees who work at least 5 hours a day must take an unpaid meal period of at least 30 minutes. However, nonexempt employees who do not work more than 6 hours a day may voluntarily waive their right to a meal period.

- Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.

## **PERSONNEL RECORDS**

### **Introduction**

The school needs to have complete and accurate information on each of its workers. This includes all nonexempt, exempt, rostered, contracted, full and part-time employees. Personnel may review their records upon request.

- It is important that the school always have current information about its employees. Employees should immediately notify the congregation of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

## **PROMOTION AND TRANSFER**

The school's intent is to give qualified employees preference over others when filling job openings within the school. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public.

However, because of the experience, skills, and educational requirements of many jobs, promotions from within the school are not always possible.

An employee's past performance, experience, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

# **SECTION 5** **COMPENSATION**

## **PAYDAY**

### **Paydays**

All employees are paid twice monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. A schedule with the payday dates for the year will be posted in the office and sent to each staff member at the beginning of each calendar year. New hires will be provided with the payday schedule at the time of hiring.

- Raises would all be based on the availability of funds in the system and periodic reviews remaining in the satisfactory range.



--- Training time is paid at salary rate for the first 8 hours per year – please notify supervisor well in advance of training planned. The remaining hours will be done during work hours when possible. It is the responsibility of the employee to use time for training or do it outside of work hours.

### **Advances**

Salary advances are not permitted.

### **Termination Checks**

Termination checks will be written the following scheduled payday and shall be released upon return of all building keys and other school property which may have been entrusted to the care of the employee. If termination is due to resignation, a written document must be provided.

## **WAGE AND SALARY REVIEWS**

The wage and salary structure for employees of the school is reviewed and proposed by the appropriate board or committee and approved by the School Board.

--- Individual wage and salary reviews may occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary reviews may be held in conjunction with performance reviews.

## **PAYROLL DEDUCTIONS**

Employees who are not Ministers of the Gospel for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes and social security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The worker, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for social security and Medicare taxes are at a fixed percentage of earnings.

### **Garnishment**

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity.

### **Other Payroll Deductions**

Other payroll deductions are strictly voluntary and must be requested in writing by the employee. By providing these deductions, the school provides their workers with the opportunity to save dollars for their future and to experience current tax savings not permitted through non-payroll deducted savings plans.

Voluntary deductions may include: All-Cause Accident Insurance through the Worker Benefit Plans; Church Extension Fund Payroll Savings, Tax-Sheltered Annuities (TSA), and Flexible Spending Arrangements.

## **OVERTIME**

The overtime compensation requirements (**Section IV-C**) of the **Fair Labor Standards Act (FLSA)** classify all employees as exempt or non-exempt according to the following definitions:

**SALARIED EXEMPT** - Positions of managerial, administrative, or professional nature are exempt from mandatory overtime payments. Such positions will perform office work related to management operations, exercise discretion, latitude in judgment, assist managers, or perform specialized or technical work.

**SALARIED NON-EXEMPT** - Positions of clerical, technical or service nature as defined by statute are covered by provisions for overtime payments.

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day work week if approved by an immediate supervisor.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

## **SECTION 6**

### **GENERAL INFORMATION**

#### **INTRODUCTION**

At Wee Disciples Lutheran School it is important that all employees work together as a team so that the rights and interests of both the school and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make Wee Disciples Lutheran School a desirable place to work.

#### **EMPLOYEE CONDUCT AND WORK RULES**

Wee Disciples staff are expected to meet a higher standard. “Since an overseer is entrusted with God’s work, he must be blameless ... one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.” Titus 1:7-9

Orderly conduct in relations with parents, students, the public, and other staff members should be observed at all times, since the school is judged to a great extent by its staff members and their work habits and professionalism. It is most important that staff member conduct be above reproach, both in fact and appearance. Standards of conduct are essential and include performing work to the best of your ability, creativity and effort, willingness to carry out instructions, willingness to assist others when work is completed or when there is an overload in another area, willingness to maintain work areas in a clean and orderly appearance, courtesy and respect towards other staff members, students, and visitors, regular attendance, and honesty in all working relationships.

The use of the Wee Disciples’ telephone for personal use must be kept to a minimum. Cell phones are not permitted during working hours. Please give the Wee Disciples business number for emergency purposes.

It is not possible to list all the forms of behavior that would be considered unacceptable in the workplace. The following are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Excessive absenteeism or any absence without prior notice
- Unsatisfactory performance or conduct

Employees are to treat each other with understanding and respect. Not everyone is going to have the same beliefs, philosophies or values. Our job is not to judge one another, but to provide a pleasant working environment.

If you have a grievance with a fellow employee, calmly discuss the issue with that person, not everyone else first. Demonstrate what we ask the children to do, use an “I” statement. If you are unable to work it out together, then discuss the issue with a supervisor.

Employee input in staff meetings is a vital part of the staff growth and development. Please keep in mind that if you are not part of the solution, you are, by default, part of the problem.

Wee Disciples employees stand behind each other and do not degrade others. When conversing with parents, never speak negatively of a fellow employee, supervisor, or other parent. If you can't say something nice, please refrain from commenting. Some cases may be considered a breach of confidentiality. Employees exhibiting negative behavior may be dismissed from employment.

## **ALCOHOL, DRUGS, MARIJUANA, AND CONTROLLED SUBSTANCE USE**

It is Wee Disciples' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. ("Be careful, or your hearts will be weighed down with carousing, drunkenness and the anxieties of life, and that day will close on you suddenly like a trap." Luke 21:34)

--- The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, marijuana, or controlled substances when on duty, on school/church property, or in school/church vehicles is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or school property.

--- The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

--- In addition, off duty conduct which may adversely affect the reputation or interests of the school is prohibited.

--- Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and / or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

## **PERSONAL APPEARANCE**

All staff members shall dress in a professional manner, suitable to their position and occasion.

--- During business hours or when representing Wee Disciples, you are expected to present a clean, neat, and tasteful appearance and dress in such a way to respect and honor God, yourself, and

others. You should dress and groom yourself according to the requirements of your position and according to the sex given at your birth.

--- Please keep in mind this is a business and we want to represent the business in the most professional way possible. We ask that you wear a smock or t-shirt provided or purchased representing Wee Disciples.

--- Consult your supervisor if you have questions as to what constitutes appropriate appearance.

## **PROBLEM RESOLUTION**

Wee Disciples is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Wee Disciples supervisors and management. Every effort should be made to settle concerns consistent with Matthew 18:15, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." Matthew 5:23 states, "Therefore, if you are offering your gift in front of the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First, go and be reconciled to your brother, then come and offer your gift." And Colossians 3:12-15 says, "Therefore as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues, put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful." If the grievance cannot be resolved at this informal level, the employee may bring the grievance in writing to the Chairman of the Wee Disciples Board.

--- If you have a concern about another staff member, document the situation and speak with the supervisor about it.

--- The Wee Disciples Board has the final authority in deciding the resolution of any concern.

--- Wee Disciples strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

--- "Whatever you do, work at it with all your heart, as working for the Lord, not for man."  
*Colossians 3:23*

## **HARASSMENT/ABUSE**

The school is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the school maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

### **Sexual Harassment**

It is the policy of Wee Disciples Lutheran School to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee guilty of such conduct.

--- "Acts of sexual harassment by employees, supervisors, and managers, are prohibited employment practices and are subject to sanctions and disciplinary measures."

--- If you believe that you are being, or have been harassed in any way, or have witnessed any incident of sexual harassment, please report the facts of the incident or incidents to your supervisor, or the Pastor if the complaint involves your supervisor, immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

It is the policy of Wee Disciples Lutheran School to encourage any witness of an incident of sexual harassment to report such incident to your supervisor.

### **Sexual Abuse**

Wee Disciples Lutheran School prohibits the employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.

All accusations of sexual abuse will be taken seriously. As a childcare provider you are a mandatory reporter and must report any suspicions of abuse or neglect immediately.

### **\*WARNING SIGNS OF CHILD SEXUAL ABUSE BY AGE:**

#### **SIGNS OF MOLESTATION AT 0-3 YEARS OF AGE:**

- fear
- excessive crying
- feeding and bowel problems
- sleeping problems
- failure to thrive

#### **SIGNS OF MOLESTATION AT 2-9 YEARS OF AGE:**

- fear of certain things: people, places, activities
- behavioral regression: bed wetting, stranger anxiety
- trouble eating or changes in appetite
- nightmares, trouble sleeping
- withdrawal from loved ones
- feeling shameful or guilty
- masturbating excessively
  
- victimizing others
- fear of recurring attack

#### **SIGNS OF MOLESTATION IN ADOLESCENTS 9+:**

- depression
- nightmares, trouble sleeping
- doing poorly in school
- promiscuous activity
- drug and alcohol abuse
- signs of aggression
- running away from home
- fear of recurring attack
- changes in appetite
- early pregnancy

- suicidal thoughts and gestures
- overly mature behavior
- exuding anger toward being forced into situations out of their control

## **OTHER EMOTIONAL, BEHAVIORAL, PSYCHOSOCIAL INDICATORS OF SEXUAL ABUSE IN CHILDREN:**

- aggressive sexual behavior
- setting fires
- showing cruelty to animals
- running away from home
- acting especially clingy and dependent
- having poor social skills
- being withdrawn or isolating oneself from social activity

## **PHYSICAL WARNING SIGNS OF CHILD SEXUAL ABUSE:**

- pain during urination and/or bowel movements
- bleeding, discharges or pain in mouth, genitals or anus
- sexually transmitted diseases
- difficulty walking, sitting, standing
- torn, bloody, stained underwear
- involuntary urination or defecation
- self-induced injuries ie: cutting, burning, suicide attempts

\* [www.childmolestationvictims.com](http://www.childmolestationvictims.com)

## **OUTSIDE ACTIVITIES**

Full-time employees are prohibited from engaging in outside employment without the prior written approval of the School Board. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with the school.

## **PERSONAL BELONGINGS**

Employees should not bring large sums of money, jewelry, or other valuables to work. The school will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

--- If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

Personal property cannot be brought for use at Wee Disciples without prior approval from the director. Wee Disciples cannot be responsible for replacing and/or fixing property that has been brought to Wee Disciples that may be lost, misplaced, or broken.

Every classroom teacher will be completing an inventory sheet for their classroom. While completing this inventory, should you come across items that are broken and need replacing, the director will be providing a designated area to discard these items. Labels will be provided to identify Wee Disciples property.

The Board of Early Childhood Education wants to ensure that you have the tools and equipment you need as a teacher to succeed. Should you need additional equipment or resources, please fill

out a requisition form located in the office. Requisitions will be reviewed by the Board and approved or denied as soon as possible.

## **SMOKING**

Smoking is prohibited in the building. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building.

## **ACCESS TO SCHOOL PROPERTY**

It is important that the school have access at all times to school property, as well as other records, documents, and files. As a result, the school reserves the right to access employee offices, work stations, filing cabinets, desks, and any other school property at its discretion, with or without advance notice or consent.

## **BUSINESS EXPENSE REPORTING**

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the appropriate board or committee. These expenses must be approved by a supervisor prior to purchase. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

## **USE OF SCHOOL TELEPHONES**

From time to time it may be necessary for employees to make and receive personal calls on school phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Long-distance calls will be paid by the employee who made them.

Employees who violate this policy may be subject to disciplinary action.

## **EMPLOYEE PARKING**

Employees park at their own risk and the school will not be responsible for theft or damage to any vehicles parked on or near school property. Also, the school will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. We ask you not to park directly in front of the church building on either side of the street.

## **SCHOOL BULLETIN BOARDS**

Posted information on school bulletin boards is for the benefit of all employees. The school reserves the right to monitor posted information on the bulletin boards and Pastor and the office staff is responsible for this monitoring. You will find posters that explain state and federal law, as well as updated information about school policy and procedures. You are responsible for checking school bulletin boards on a regular basis and for reading all posted materials.

## **USE OF PHOTOGRAPHS**

Employees are not permitted to use cell phones or personal cameras to take pictures of children enrolled at Wee Disciples Lutheran School. A school camera is available to use for taking pictures that will be for school use only.

Photographs of staff members may occasionally be used for school bulletin boards, on the website or in a school presentation. If you do not want your photo used, you must notify the director of Wee Disciples.

## **REFERENCES**

It is against the policy of Wee Disciples Lutheran School to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

# **SECTION 7** **ACKNOWLEDGEMENT FORMS**

## **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Wee Disciples, and I understand that I should consult with my director or the Board of Education at Trinity Lutheran regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only our Board of Education has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not an employment contract and is not intended to create contractual obligations of any kind. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **WEE DISCIPLES' SOCIAL MEDIA AND CELL PHONE POLICY**

### **Social Media**

Every employee has the responsibility to maintain and enhance the public image of Wee Disciples and Trinity Lutheran Church and to use the internet in a responsible manner. We expect that employees will reflect our school in a positive way at all times, even when they are not at work. Because of the nature of the service that we provide, it is important that teachers maintain the respect and integrity that clients expect from professional caregivers. Employees are expressly urged to decline the invitation to interact with parents on a social level via networking sites or email. If a parent approaches you with a friend request or message, please refer them to this policy. If you are already a "friend" on social media to any parents or family members of any child/children enrolled at Wee Disciples or connect with them in any way using



social media, we request that you no longer have contact with them using social media. This protects both employee and school privacy.

Understand that any defamation of Wee Disciples, including one of its clients or employees, or the inappropriate sharing of workplace information on the internet may result in employee discipline as described in the staff manual. Be aware of these expectations as you network with friends and coworkers, and remember that your professionalism and conduct are, at all times a reflection of Wee Disciples.

- Employees must maintain professionalism at all times in all communications (in-person, written or online) with the Wee Disciples community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from outside the Wee Disciples community; therefore, we request that staff avoid social networking relationships with family members, extended family members, and friends of students that are currently enrolled at Wee Disciples. Therefore, all information disseminated will be consistent with the professional standards of Wee Disciples as expressed within this Social Media Policy and the Wee Disciples' Handbook.
- Employees will be held responsible for any online behavior or content that connects them to Wee Disciples or implicates Wee Disciples in that behavior. Employees will be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the mission and philosophy of Wee Disciples.
- The publication of photos, images, or artwork of students at Wee Disciples whether online or otherwise, is strictly prohibited without prior written approval from the Director.
- Employees must consider and respect the privacy of the students, faculty, staff and administrators of the Wee Disciples in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at Wee Disciples on social media (including, but not limited to: Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does Wee Disciples wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to Wee Disciples and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it will result in disciplinary action for the employee.
- The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (Wee Disciples' website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

### **Cell Phone Use**

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore:

- Cell phones are to be stored in the room in a secure place, accessible for use if a situation arises that requires a staff member to get in contact with the Director or another staff member concerning a problem or situation in the classroom. This privilege could be revoked if a staff member is found using the cell phone for personal use (conversations, texting, accessing social media, etc.) during class time.
- Cell phones should remain set on vibrate at all times.

- Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.
- It is expected that when leaving Wee Disciples for any reason (walk, field trip, etc.) one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.
- In the event of an emergency, the staff member must inform the Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.
- Employees should not use their cell phones to take photos of children in their care at any time.

**I HAVE READ AND UNDERSTAND THIS SOCIAL MEDIA POLICY AND CELL PHONE USE POLICY. I AGREE TO ABIDE BY THESE POLICIES AND UNDERSTAND THAT VIOLATION OF THESE POLICIES COULD RESULT IN TERMINATION OF EMPLOYMENT.**

**PLEASE INITIAL BESIDE EACH BULLETED ITEM AND SIGN BELOW:**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

