

CONTENTS OF EARLY LEARNING CONNECTIONS HANDBOOK

Table of Contents

Equal Employment Opportunity 5

Reasonable Accommodation/Job Modification 6

Religious Accommodations Policy 7

Business Ethics and Conduct 7

Conflicts of Interest..... 8

Reporting of Illegal or Unethical Behavior 9

Standards of Conduct and Discipline 9

Policy Against Harassment 11

Policy Against Bullying 13

Drug-Free Workplace Policy 14

Tobacco Free Workplace Policy..... 19

Policy Against Violence in the Workplace 20

Vacancy Posting..... 22

Probationary Period..... 22

Time Keeping and Overtime 24

Paycheck Correction 26

Expense Reimbursement 27

Tuition Reimbursement 30

Telecommuting Policy..... 31

Holidays 34

PTO 35

Sick Leave 36

Short Term Disability..... 37

Family and Medical Leave 37

Child Rearing Leave 43

Lactation Breaks 43

Court Attendance and Jury Duty 43

Military Leave..... 43

Bereavement Leave 44

Training Leave	45
Voting	46
Workers Compensation	46
Supplementary Employment.....	47
Confidential Information.....	48
Boundary Policy.....	49
Dress Code	50
Employment of Relatives	52
Personnel Records	53
Electronic Communications & Computer Systems Use.....	54
Cell Phone Use.....	55
Social Media and Networking Policy.....	56
Performance Evaluations	58
Relationships with Coworkers	59
Problem Solving Procedure	60
Resignation Policy.....	61

INTRODUCTION / MISSION STATEMENT

Early Learning Connections, a private, non-profit United Way affiliate, was founded in 1973. The mission of the Early Learning Connections is to provide a variety of high quality early learning programs that foster a safe and positive culture through kindness and respect to meet the comprehensive needs of families.

The Vision of Early Learning Connections is to be the leading provider of children's programs and quality services for families. The Agency's founders recognized that a childcare setting which did not meet children's physical, academic, emotional and social needs would adversely affect their development. Therefore, all of the Agency's services offer an approach, which promotes healthy growth while preparing children for future success in school, in the workplace, and in the community.

Early Learning Connections has always acknowledged the importance of retaining qualified teaching staff, providing ongoing teacher training, maintaining a high ratio of adults to children, and developing and implementing written curricula.

Each year Early Learning Connections assesses the childcare needs of the community. Direct childcare programs, such as, an infant/toddler program, Head Start, Early Head Start, Pre-K Counts and HSSAP have been added to meet the changing needs of families.

The ELC also provides workshops and training for parents on many topics including child development, adult learning, nutrition, budgeting, and fire safety in the home.

Early Learning Connections has implemented Program Wide Positive Behavior Intervention and Supports (PWPBIS). The Pyramid Model is a framework of supporting the social and emotional development of our children. The goal of the Pyramid Model is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those who are struggling receive individual support.

A Word About This Handbook

This Employee Handbook is designed to help communicate the benefits of employment with Early Learning Connections. It will also provide you with an overview of our policies and procedures. You should feel free to talk to your supervisor or Human Resource representatives if you have any questions concerning the information contained in this handbook. Early Learning Connections reserves the right to revoke, change, or supplement these guidelines at any time.

Nothing in this handbook constitutes an expressed or implied contract or a promise that Early Learning Connections will handle a given situation in a particular way. Rather this handbook merely describes the Agency's general philosophy concerning policies and procedures.

Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act including, but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this employee handbook should be construed as altering terms or conditions of employment specifically set forth in the collective bargaining agreement – Early Learning Center Education Support Professionals. **In the event there is a conflict between this employee handbook and any of the terms of the collective bargaining agreement, the collective bargaining agreement will prevail.**

Unless agreed to in writing by the CEO, all employees at Early Learning Connections are employees at will. Either party is free to terminate the employment relationship at any time for any reason.

Equal Employment Opportunity

Early Learning Connections provides equal employment opportunities for everyone without regard to race, color, religion, creed, sex (including gender identity, sexual orientation, pregnancy, childbirth, breastfeeding, and related conditions), national origin, ancestry, age, disability, military/veteran status, genetic information, association with a person with a disability, the use of a guide or support animal, whether an individual has a GED, or any other characteristic protected under federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited, to, hiring, placement, promotion, termination, layoff, recall, transfer, job assignments, leave of absence, compensation, and training.

The Agency recognizes individual diversity and works so that all staff will be knowledgeable and capable of meeting the culturally diverse needs of each other and our customers. Any employee with questions or concerns about any conduct in the workplace in violation of this policy is encouraged to promptly bring these issues to the attention of the employee's immediate supervisor, Human Resources, or any other manager with whom the employee feels comfortable. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT CLASSIFICATIONS

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA) and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Non-Exempt Employees

Non-exempt employees are entitled to overtime pay as required by applicable federal and state law.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 30 hours per week that are not hired on a temporary basis.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 30 hours per week that are not hired on a temporary basis. Part-time employees are not eligible for Agency paid benefits, except as required by law.

Temporary / Substitute Employees

Employees hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for Agency paid benefits, except as required by law.

Reasonable Accommodation/Job Modification

Early Learning Connections' policy is to fully comply with the job modification/reasonable accommodation requirements of the Americans with Disabilities Act ("ADA"), the Pregnancy Discrimination Act ("PDA"), the Pregnant Workers Fairness Act ("PWFA") and other applicable federal, state or local law. Early Learning Connections will provide job modification/reasonable accommodation to otherwise qualified applicants or employees with disabilities or limitations related to pregnancy, childbirth, or related medical conditions unless to do so would cause undue hardship in accordance with applicable law, or a direct threat to the individual or others that cannot be eliminated by a reasonable accommodation, and otherwise in accordance with applicable law. Early Learning Connections is committed to providing job modifications/reasonable accommodations so that qualified individuals with disabilities enjoy equal employment opportunities. This policy is interpreted broadly, to include requests for job modification/accommodation from employees related to pregnancy, childbirth, or related medical conditions. Early Learning Connections provides job modifications/reasonable accommodations in the following circumstances:

- when applicants with disabilities need job modifications/accommodations to be considered for jobs;
- when employees with disabilities need job modifications/accommodations to enable them to perform the essential functions of jobs or to gain access to the workplace;
- when employees with disabilities need job modifications/accommodations to enjoy equal benefits and privileges of employment; and
- when employees need job modifications/accommodations due to limitations related to pregnancy, childbirth, or related medical conditions

Any applicant or employee who believes he or she needs a job modification/reasonable accommodation for a disability or a limitation related to pregnancy, childbirth, or related medical conditions should contact the Human Resource Department. Employees and applicants may request job modification/reasonable accommodations either orally or in writing. Human Resources will process requests for job modification/reasonable accommodation and, where appropriate, provide job modifications/reasonable accommodations in a prompt, fair and efficient manner. Once an accommodation request is received, Early Learning Connections will engage in an interactive process with the employee to determine the possible reasonable accommodation options available to the employee. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not an individual's disability. Employees may be required to provide medical documentation to support the request for accommodations. However, Early Learning Connections will not require medical documentation for individuals requesting permission to carry water and drink in the work area, additional restroom breaks, permission to sit in jobs that require standing, and stand in jobs that require sitting, breaks as need to eat and drink, and requests related to lactation for reasons related to limitations related to pregnancy, childbirth or related medical conditions.

- Early Learning Connections also may initiate the job modification/reasonable accommodation process whenever it reasonably believes that a physical or mental impairment may limit an employee's ability to perform essential job functions safely or successfully.
- Early Learning Connections is committed to maintaining a safe and healthy work environment. Early Learning Connections will, based upon valid and objective evidence, determine whether any individual's health condition poses a direct threat to the health or safety to the employee or others and will take appropriate measures to eliminate or minimize such risk. Accordingly, no one may refuse to work with, refuse to cooperate with or otherwise harass co-workers because of a known or suspected disability. Anyone with legitimate concerns is encouraged to discuss these with the Human Resources Department.

All medical related information is confidential and Early Learning Connections stores such information in separate confidential files as required by law.

If you have additional questions regarding Early Learning Connections' Reasonable Accommodation/Job Modification policy, please contact Human Resources.

A Note on Genetic Information: Federal law prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by the law(s). We respect your medical privacy and take our responsibility to comply with these laws seriously. Early Learning Connections will not request or require you to provide genetic information except in those limited circumstances allowed by law. If you have any questions about this policy, please speak the Human Resources Department. If you believe there has been a violation of this policy, please follow the procedure set forth in the Agency's anti-harassment policy.

Religious Accommodations Policy

Early Learning Connections will attempt to make reasonable accommodations for an employee's religious beliefs conflict with the employee's work schedule, task assignment, dress code, or other work-related matter in accordance with applicable law. Employees should contact Human Resources with requests for religious accommodations based on sincerely held religious beliefs.

Business Ethics and Conduct

The successful business operation and reputation of Early Learning Connections are 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.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Early Learning Connections, our families and our communities to act in ways that will merit the continued trust and confidence of the public.

The Code of Conduct shall include and be applicable to all directors, officers, committee members, volunteers and employees (full time, part time, temporary and contract) of ELC. ELC expects that individuals or companies including agents and authorized representatives, which enter into business relationships with ELC will conduct their respective businesses in a manner consistent with the guidance set forth in this Code.

As an organization, Early Learning Connections will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department.

It is the responsibility of every Early Learning Connections employee to comply with our policy of business ethics and conduct.

Conflicts of Interest

Early Learning Connection employees shall avoid any personal influences or relationships that would affect their ability to act in the best interests of ELC.

An obvious example of a conflict of interest is using an Early Learning Connections position to profit personally or to assist others in profiting in any way at the expense of Early Learning Connections. Although it is impossible to list every situation where a conflict of interest could arise, below are two additional examples of areas where a conflict of interest could occur.

Financial Interest — A conflict of interest may exist when an employee, or member of his/her immediate family member, directly or indirectly, owns or otherwise engages in a competitive or potentially competitive business or a business that has a current or prospective business relationship with Early Learning Connections.

Outside Activities — A conflict of interest may exist when an employee, or immediate family member, serves as director, officer, employee, or agent of an organization which has a current or prospective business relationship with Early Learning Connections or may be a competitor of Early Learning Connections. A Conflict of Interest may also exist when an employee serves in public office if the activities of any such public office directly involve the business interest of Early Learning Connections. It is assumed for purposes of this Code that a conflict of interest will not exist solely by serving on the board of directors of a not for profit entity or a for profit entity which is not a competitor or which neither has nor is likely to have a current or prospective business relationship with Early Learning Connections. If, however, such role as a board member creates a situation where a conflict of interest could exist or arise, a waiver must be requested from the Executive Committee as required under this Policy.

GIFTS AND GRATUITIES:

Receipt of or payment of kickbacks or bribes by directors, officers or employees in any way related to the performance of their duties for or on behalf of Early Learning Connections is a violation of this Code. Other gifts, gratuities, services, entertainment and business courtesies may not be accepted if offered, or appear to be offered, as an inducement to perform an act inconsistent with the best interest of Early Learning Connections or if acceptance would place the recipient under an obligation to the provider. Persons subject to this Code are expected to work out for themselves the most gracious method of declining gifts, entertainment and benefits that do not meet this standard.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient. No gifts of any value will be accepted from ELRC providers or clients by employees of Early Learning Connections who are performing ELRC duties.

Doing business with former directors, officers, committee members, employees, or families is prohibited unless approved in writing by the Executive Committee.

Reporting of Illegal or Unethical Behavior

ELC Employees are required to promptly report suspected violations of this policy. Early Learning Connections prohibits retaliation against officers or employees for reports made in good faith regarding suspected violations by other persons.

Employees are also encouraged to talk to supervisors, managers or other appropriate personnel when in doubt about a potential violation or for general ethical guidance. Reporting of violations can be made to the ethics hotline via:

WEB - earlylearningconnections.ethicspoint.com

MOBILE - earlylearningconnections.navexone.com

PHONE – 833-611-7874

All substantiated violations of the Code of conduct will be reported to the Board of Directors. Reports can be made anonymously. Anonymous reports should contain adequate information to enable Early Learning Connections to investigate the reported violation. If it is determined that a violation has occurred ELC will take action in response to the report including but not limited to disciplinary action against persons found to have violated the Code.

Standards of Conduct and Discipline

It is the policy of Early Learning Connections that rules regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Each employee therefore has an obligation to observe and follow the Agency's policies and to maintain proper standards of conduct at all times. These standards apply to everyone regardless of their position with the Agency.

Disciplinary action will be determined by the seriousness of the issue, infraction or offense. While disciplinary action may include a verbal warning, written warning, suspension without pay, or discharge, the disciplinary action imposed will be determined by the Agency based on an assessment

of all relevant factors including, but not limited to, the seriousness of the situation, the employee's past conduct and tenure, and the nature of the employee's previous performance or incidents involving the employee. The Agency does not guarantee that one form of disciplinary action will necessarily precede another and reserves the right to discipline and/or terminate employees based upon the nature of the offense and/or the employee's cumulative work record, as it deems appropriate.

It is impossible to list every reason for disciplinary action. However, what follows are examples of the types of conduct that would warrant disciplinary action, up to and including termination: violation of the Agency's policies, procedures, or safety rules; insubordination (which means the failure of an employee to follow a supervisor's direct work order); poor attendance; possession, use or sale of alcohol or controlled substances on work premises or during working hours; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; poor performance; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; disrespect toward co-workers, visitors, or customers; leaving work before the end of a scheduled shift without authorization; smoking on the premises; disclosing confidential or proprietary information; and falsification of records, including time records.

Policy Against Harassment

Early Learning Connections has zero tolerance for harassment and is committed to a workplace free of any and all harassment. Harassment of any employee by another employee, supervisor/manager or third party for any reason, including but not limited to race, color, religion, age, sex (including pregnancy, childbirth, breastfeeding, and related conditions), national origin, ancestry, age, disability, military/veteran status, genetic information, association with a person with a disability, the use of a guide or support animal, whether an individual has a GED, or any other characteristic protected under federal, state, or local law and any other protected characteristic under applicable federal, state, or local law is strictly prohibited.

Harassment:

Examples of harassment include verbal (including improper joking or teasing) or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic, and that:

- has the purpose or effect of intimidating; or
- has the purpose of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment

Sexual Harassment:

Examples of sexual harassment include unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; and
- such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Other examples of sexual harassment include: unwelcome sexual advances, requests for sexual favors, obscene gestures, visual harassment such as derogatory cartoons, posters and drawings,

sexually explicit e-mail, or voice mail and other verbal or physical conduct of a sexual nature such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, prohibited conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an individual's physical appearance, conversation about an individual's own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. It may range from inappropriate sexual suggestions to coerced sexual relations. The harasser may be the individual's employer, supervisor, co-worker, or other third party.

Reporting:

Any employee who experiences or witnesses any unlawful harassment should immediately report the matter to the department supervisor/manager or any other supervisor/manager whom the employee feels comfortable. If an employee is unsure of with whom to raise an issue of harassment, or if an employee has not received a satisfactory response after reporting any incident of what the employee perceives to be harassment, he or she should immediately contact Human Resources. Human Resources will ensure that the proper parties are made aware of the situation and that an investigation is immediately conducted. Every report of harassment will be fully investigated, and corrective action will be taken where appropriate. Early Learning Connections will protect the confidentiality of harassment complaints to the extent possible, within the constraints of applicable law.

No action will be taken against anyone who, in good faith, reports harassment. Any employee found to have engaged in harassment will be disciplined accordingly. In addition, Early Learning Connections prohibit any form of retaliation against individuals who report harassment or who cooperate in the investigation of such reports in accordance with this policy. Early Learning Connections will take appropriate disciplinary action for any such retaliation. Employees who intentionally make false claims of harassment will be subject to appropriate disciplinary action.

Policy Against Bullying

Bullying is harmful to the employees of Early Learning Connections, resulting in reduced productivity, efficiency and morale, and increased absenteeism and turnover. In providing a productive working environment, Early Learning Connections believes that its employees should be able to enjoy a workplace free from all forms of bullying conduct.

It is against the policy of the Agency for any employee, whether a manager, supervisor, or co-worker, to bully another employee. This policy applies to all Agency work locations, activities, and events.

Bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, and unrelated to the mission and success of Early Learning Connections. Bullying behavior may take many forms including physical, verbal, or written acts or behaviors. Workplace bullying often involves abuse or misuse of power. A single act or behavior generally will *not* constitute bullying unless especially severe and egregious.

Examples of bullying may include but not limited to:

- Persistent or egregious use of abusive, insulting, or offensive language directed at an employee;
- Spreading misinformation or malicious rumors;
- Behavior or language that frightens, humiliates, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, or insults;
- Making repeated inappropriate comments about a person's appearance, lifestyle, family, or culture;
- Regularly teasing or making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal property or work equipment;
- Circulating inappropriate or embarrassing photos or videos via e-mail or social media;
- Circulating rumors or inappropriate information about another staff member
- Unwarranted physical contact; or
- Purposefully excluding, isolating, or marginalizing a person from normal work activities.

Bullying vs. Supervision:

It is important to distinguish between bullying behavior and appropriate workplace supervision. Reasonable supervisory actions, when carried out in an appropriate manner, include:

- Providing performance appraisals;
- Providing constructive feedback;
- Monitoring or restricting access to sensitive information for legitimate business reasons;

- Scheduling ongoing meetings to address performance issues;
- Setting performance goals to help meet departmental goals;
- Counseling or disciplining an employee for misconduct; and
- Investigating alleged misconduct.

Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

If the concern involves any type of harassment, safety and/or supervision of any child, parent or other staff the issues should then be immediately taken to the supervisor. Violations of safety protocol and incidents of harassment are not tolerated at Early Learning Connections.

If an employee believes he or she has been bullied in violation of this policy he or she should report the conduct immediately to his or her supervisor; or, if that person is responsible for the behavior, to the Human Resources Department.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation.

Any employee of the Agency who has been found, after investigation, to have bullied another employee in violation of this policy will be subject to disciplinary action up to and including termination.

Early Learning Connections will not permit retaliation against any individual reporting bullying behavior. Examples of retaliation are defined as having a "materially adverse" action on a staff member and may include; demotion, discipline, firing, salary reduction, transfer, change in job assignments, change in job duties, change in shift, or change in other terms and conditions of employment.

Drug-Free Workplace Policy

Statement of Purpose:

Early Learning Connections has a vital interest in ensuring safe, healthful and efficient working conditions for our employees. The unlawful or improper presence or use of controlled

substances and alcohol in the workplace conflicts with this vital interest. For these reasons, we have established, as a condition of employment and continued employment with the Agency, the following drug-free workplace policy. All employees are required to sign a drug-free work place statement indicating that they have read, understand and agree to adhere to the policy.

We have attempted in designing this policy to minimize any impact upon individual privacy, to ensure the integrity and reliability of testing procedures and to protect the confidentiality of individual test results and medical histories. Questions regarding the meaning or application of this policy should be directed to the HR Director.

Prohibition against Unlawful Presence of Controlled Substances in the Workplace:

The unauthorized or unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on Agency premises, or while engaged in Agency activities is strictly prohibited.

Prohibition against the Unauthorized Presence of Alcoholic Beverages:

The unauthorized or unlawful manufacture, distribution, dispensation, possession or consumption of alcoholic beverages on Agency premises, or while engaged in Agency activities is strictly prohibited.

Prohibition against Working or Reporting to Work “Under the Influence”:

No employee shall work, report to work, be present on Agency premises, or be engaged in Agency activities while “under the influence” of illegal drugs, alcohol, or legal drugs which affect job performance or safety.

Prohibition against Working or Reporting to Work under the Influence of Legal Drugs Which Affect Safety or Performance:

- Except as provided below, using or being under the influence of any legal drug by an employee while on Agency premises, or while engaged in Agency activities is prohibited to the extent such use or influence may affect the safety of the employee, co-workers, or members of the public, the employee’s job performance, or the safe or efficient operation of the Agency and its equipment.
- An employee under the influence of a legal drug has an obligation to inquire and determine whether the legal drug he or she is taking may or will affect his or her ability to safely and efficiently perform his/her job duties. If the employee is using a legal drug at the direction of a physician, dentist or other licensed practitioner, the employee is required to obtain a written statement of any work restrictions. Any such information must be reported to management prior to commencing work under the influence of any legal drug. An employee may continue to work,

even though under the influence of a legal drug, if management has determined that the employee does not pose a threat to his/her own safety or the safety of co-workers and the public, or that the employee's job performance will not be significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by management.

Notification of Workplace Drug Conviction:

An employee who is convicted of a criminal drug statute violation occurring in the workplace as defined by this policy must report such conviction to the HR Director within five (5) days.

Compliance as a Condition of Employment:

All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment or continued employment at the Agency.

Sanctions for Violation of Drug-Free Workplace Policy:

Any employee who violates the drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

Required Participation in Drug or Alcohol Rehabilitation:

At the discretion of the Agency any employee who violates the Agency's drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate in the program to the Agency's satisfaction in an approved drug or alcohol assistance or rehabilitation program.

Drug and Alcohol Testing:

Consistent with this policy, the Agency reserves the right to conduct alcohol and drug screening tests to rule out substance and alcohol use and/or abuse.

Reasonable Suspicion Testing:

- Employees of the Agency whose job performance and/or behavior indicate possible drug/alcohol use or abuse will be subject to a drug and/or alcohol screening test based upon reasonable suspicion. Reasonable suspicion will be determined by, but not limited to, the observation of the employee who appears to be impaired, displaying inappropriate or highly unusual behavior, or if the employee is unable to perform routine job duties in a safe manner. Any manager or supervisor who suspects or observes employee drug or alcohol use or who has reasonable suspicion that a violation of this policy has occurred should immediately contact the HR Director.

Post-Accident Testing:

- Whenever an employee is involved in an accident which results in damage to Agency property and/or lost work time and/or requires medical treatment by a medical professional or health care facility, the employee will be required to submit to a post-accident drug and alcohol screening.
- All individuals being tested will be advised of the requirement for testing and the testing procedures and will be required to complete and sign a consent/release form authorizing both the testing and the release of the results of the test to the Agency. Refusal to sign such a consent/release will be considered to be the equivalent of refusing to submit to the testing and will be grounds for discipline in accordance with this policy.
- Arrangements will be made to transport any individual who is believed to be under the influence of drugs and/or alcohol to the testing facility for testing and to his or her home, if necessary.
- All tests will be conducted by physicians, medical or specially trained personnel at an independent laboratory selected by the Agency, and results of these tests are reported to the Agency's designated medical representative and/or the HR Director.
- The HR Director, in consultation with the Agency's designated medical representative, is responsible for determining whether an employee has satisfactorily completed the required tests.
- Employees who are required to submit to testing for reasonable suspicion shall be placed on indefinite disciplinary suspension pending the outcome of the analysis. If the analysis is negative, the individual, whether an exempt or non-exempt employee, will be paid for the suspension and no record of the leave will be kept. A positive analysis will result in immediate termination.
- The Agency reserves the right to conduct searches of lockers, desks, equipment or personal property located in or on or brought in or onto the Agency property. The Agency also reserves the right to use other investigative methods when a reasonable cause exists to indicate possible drug or alcohol use, possession or impairment. Refusal to cooperate during such a search will be considered a violation of this policy and will be grounds for discipline in accordance with this policy.

Self-Identification and EAP:

- As part of the Agency's commitment to provide safe, healthy and efficient working conditions to employees, the Agency maintains an Employee Assistance Program ("EAP"). The EAP provides referral services to employees and their families seeking help with, among other things, substance abuse. Participation in this program is voluntary and confidential.
- An employee who self-identifies himself or herself as having a substance abuse problem and voluntarily seeks assistance through the Agency's EAP prior to being selected for screening will be given an unpaid leave of absence to participate in the EAP, if necessary, and will be required to submit to follow-up testing.

Confidentiality:

The Agency takes all necessary steps to safeguard the confidentiality of all medical information, including test results, relating to any candidate or employee required to submit to an employment-related drug or alcohol test. Any and all records containing medical information about a candidate or employee are maintained by the HR Department and are separate and apart from the organization's general personnel or human resource files. Access to medical information in these separate files is granted by the HR Director only to individuals with a valid and documented need to know. In such cases, the HR Director grants access only to as much information as is needed to satisfy the individual's specific need for information from the medical information file.

Tobacco Free Workplace Policy

Early Learning Connections is dedicated to providing a healthy, comfortable and productive workplace for all its employees, children, visitors, contractors and patrons.

The health hazards related to tobacco use are well documented. The health hazards impact both the tobacco user and the non-tobacco users who are exposed to tobacco use. We also know that children are influenced by the actions of caregivers and adults.

Therefore, Early Learning Connections will provide a tobacco free workplace to its employees, children and all visitors. No tobacco use is to occur on or within eyesight of any Early Learning Connections location. Employees are reminded that if they choose to leave the premises to smoke or use tobacco products that they must use their designated break time. The Tobacco Free Policy prohibits the use of all tobacco products, including, but not limited to: cigarettes, cigarillos, and cigars, roll your own tobacco, snus, snuff, lozenges, sticks, bidis, vaping devices and similar electronic devices, and e-cigarettes. This policy will not prohibit cessation products such as nicotine patches or gum, provided they are properly used and maintained out of the reach of children.

This policy will apply to all persons (staff, visitors, patrons, volunteers, and contractors), at all times, in Agency owned or leased buildings, and Agency owned or leased vehicles and on Agency owned or leased outdoor property.

Appropriate signage will be placed at all campus and building entrances to notify employees, clients, visitors, contractors and volunteers of the tobacco free policy.

This policy also applies to Agency sponsored meetings and events on or off Agency premises.

This policy applies to personal vehicles belonging to staff, clients, visitors, contractors, volunteers and all others while on Agency property or within eyesight of Agency property, including the parking lots.

Policy Against Violence in the Workplace

Early Learning Connections strives to provide a safe work environment for its employees, clients and visitors. As such, Early Learning Connections does not tolerate acts of workplace violence committed by or against employees. Early Learning Connections strictly prohibits any individual from using, carrying, or possessing a deadly weapon or destructive device while on the worksite and/or during the course of employment, regardless of whether or not that person is licensed to or can otherwise lawfully be in possession of, own, or carry such a weapon or device. Early Learning Connections also prohibits employees from making threats or engaging in violent acts. This prohibition does not apply to weapons or devices in the possession of law enforcement officers who are authorized by law to carry such items. The worksite includes buildings, grounds, parking areas, out buildings and walkways or other surfaces.

Prohibited conduct includes, but is not limited to:

- Causing physical injury to another person;
- Engaging in behavior that creates a reasonable fear or injury in another person;
- Possessing, brandishing, storing, delivery, transportation, sale, purchase, receipt, or use of a weapon or other destructive device while on worksite or engaged in Employer's business; and
- Threatening to injure an individual or an individual's property.

Weapons and deadly devices include but are not limited to:

- Instruments capable of inflicting a heavy blow including, but not limited to, nightsticks, clubs, martial arts weapons, and similar devices;
- Knives [with the exception of pocket knives (job specific functions)]
- Explosive devices including, but not limited to, bombs, grenades and similar devices;
- Other devices or weapons whose primary purpose is the infliction of bodily harm;
- Personal defensive equipment such as tear gas or pepper gas used in a non-defensive way; and
- Firearms, including but not limited to handguns, rifles, pellet guns, and similar devices.

Early Learning Connections reserves the right to examine employees' personal belongings including, but not limited to, purses, briefcases, backpacks, lunch boxes, packages, desks and lockers in cases where Early Learning Connections has reason to suspect the possession of any prohibited weapon or device. The refusal by an employee to allow such a search of personal belongings will result in disciplinary action up to and including termination.

Employees are encouraged to report any suspicious activity or threat of harm to the department supervisor/manager, Human Resources or any other supervisor/manager whom the employee feels comfortable. Every report of a possible violation of this policy will be investigated

immediately and corrective action will be taken if appropriate. Violations of this policy will result in disciplinary action up to and including termination of employees and the immediate removal of visitors, guests or other persons not employed by Early Learning Connections.

Vacancy Posting

All vacancies in bargaining unit positions or newly created bargaining unit positions that Early Learning Connections decides to fill shall be posted for five (5) business days prior to Early Learning Connections filling the position with someone from outside the bargaining unit. Any member of the bargaining unit who applies for the opening and who meets the minimum qualifications for the position shall be interviewed before Early Learning Connections hires anyone outside the bargaining unit.

Parents whose children are currently enrolled in the Head Start Program are one of the categories of persons who must receive preference for employment with the Head Start Program in positions for which they qualify.

Staff openings may also be made known to the general public. Advertisements may be placed in newspapers, online job sites and/or listed with the State Employment Service or other communication media. Vacancies for the position of CEO shall be advertised for a period of at least fourteen (14) days from the date of opening to the closing date. All other vacancies which are being made known to the general public will be advertised for a period of at least five (5) days.

Probationary Period

New Hire Probationary Period:

The first 60 days of continuous employment at ELC is considered a Probationary Period. During this time, you will learn your responsibilities, get acquainted with co-workers, and both you and ELC will determine if continued employment is mutually beneficial to you and ELC. Your supervisor will closely monitor your performance during the Probationary Period. The length of the Probationary Period may, at ELC's discretion, be extended to another 30 days or longer if circumstances warrant such an extension. Performance issues during the Probationary Period are considered grounds for immediate termination inclusive of attendance issues, regardless of the point the employee is at within the Probationary Period.

Successful completion of the Probationary Period does not entitle you to remain employed by ELC for any definite period of time and in no way is to be construed as inconsistent with our employment at-will policy. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and without advance notice, at any time, by you or ELC.

New Position Probationary Period:

When an employee is appointed from his or her present position to another position, he or she shall retain all of his/her fringe benefits and seniority. The first 60 days of continuous employment in the new position is considered a Probationary Period. The employee will receive an evaluation after approximately 30 days worked in the new position. If warranted, a Personal Improvement

Plan will be developed. The employee will be evaluated again at the end of the probationary period. If, at the end of the probationary period, the employee or the supervisor determines that the employee's performance in the new position during the probationary period was not satisfactory, he/she may go back to their previous position if the position is vacant.

Attendance-Absenteeism-Tardiness

Every employee and job are vital to the overall operation of the Agency. When employees are absent, we are at risk of not servicing customers; and time-consuming re-arrangements and costly replacements become necessary. Therefore, each employee is responsible for being present every scheduled day at the correct time.

However, it is understood that situations occur when an absence cannot be avoided and that occasionally unforeseen circumstances will cause an employee to be absent or late for work.

When this occurs, the employee should call his or her supervisor at least 2 hours prior to their regularly scheduled time to begin work on the first day and each successive day of absence from work. Due to the critical nature of classroom staff, if a classroom staff is unable to come in on their scheduled time to begin work, they must follow the classroom call off procedures and call off at least 2 hours prior to their shift for all and any occurrences of absenteeism. If an employee's absence is caused by illness, after (3) consecutive sick days all employees are required to submit a doctor's note stating the cause of illness and, where applicable, the probable date the employee will return to work. Should an employee not provide sufficient notice or if the employee fails to give notice of absence or tardiness, the employee may be subject to disciplinary action unless there is reasonable cause for not giving such notice.

While we expect you to schedule personal appointments and commitments for non-working hours, we understand that there may be occasions when you have to leave work early or arrive late. When this happens, you must have your supervisor approve the dismissal and you should make up that time during that same workweek. Early dismissals should be requested as far in advance as possible.

All leave requests are entered into the payroll system for approval. **An employee who is absent for three (3) consecutive working days without notifying the Agency, will be considered to have voluntarily resigned.** Employees, who develop unsatisfactory attendance records, including tardiness, will be subject to disciplinary action up to and including termination.

Failure to adhere to this policy will result in disciplinary action up to and including termination.

Time Keeping and Overtime

The normal workweek for regular full-time non-exempt (hourly) employees is 37.5 to 40 hours. These hours may vary depending upon the position. All employees who work more than 7.5 hours are given a paid 30-minute lunch break. All employees who work 4-7.25 hours are given a paid 20-minute lunch break.

The time clock keeps track of the hours and punch times on an individual basis for all nonexempt employees. The time clock is the "judge" when it comes to disputes over an employee's time, if a time is questioned. It is the employee's responsibility to punch in and out throughout the day as required. Failure to punch in or out may cause a mistake in your next paycheck. If you forgot to punch the clock during the day, you must notify your supervisor. The supervisor will make the corrections.

All non-exempt employees are expected to: (1) punch in every day as you arrive; (2) punch out any time you leave the workplace during working hours for non-business reasons; and (3) punch out each evening as you depart. Employees must request approval from their supervisor any time they need to leave the worksite during working hours. Failure to adhere to this policy including, failing to punch in or out or punching the clock for another employee is grounds for discipline, up to and including immediate termination.

Employees may occasionally be asked by their supervisors to work beyond their regularly scheduled hours. When exempt employees work additional hours, they will be paid their salary in accordance with federal and state wage and hour laws. When non-exempt employees are required to work overtime, all hours up to and including 40 hours in any workweek are paid at the regular rate of pay. Hours beyond 40 hours in any workweek are paid at one and one half the regular rate of pay. Overtime pay is calculated based upon actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leave is not considered hours worked for the purpose of calculating overtime pay.

Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your time sheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Hourly employees are paid bi-weekly based on an hourly rate for time worked during the previous 10-day period (2 week delay).

The payroll process cannot begin until the Fiscal Office has everyone's completed and verified timecard. In order to allow enough time to process the payroll on a timely basis, it is required that staff verify completed time entries on the Monday following payday.

Time entries should then be checked by the supervisor to verify that all holiday, PTO, and sick time has been earned and recorded by the employee in accordance with the appropriate personnel policy. The supervisor should also check the time worked against the work schedule to ensure accuracy. Supervisors should approve time entries by the Wednesday after the end of a payroll period.

Paycheck Correction

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors.

Review Your Pay Stub:

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please promptly review your pay stub in the payroll system. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Non-exempt (Hourly) Employees:

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on the timekeeping system. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Exempt Employees:

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Agency. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons [if authorized by state law and any applicable contract]:

- Full day absences for personal reasons;
- Full day absences for sickness or disability;
- Full day disciplinary suspensions for major safety violations or significant infractions of our written policies and procedures;

- Family and Medical Leave absences (either full or partial day absences);
- To offset amounts received as payment for jury and witness fees or military pay; or
- The first or last week of employment in the event you work less than a full week

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- Your absence on the day before or after a paid holiday or because the facility is closed on a scheduled workday;
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or
- Any other deductions prohibited by state or federal law

Please note: it is not an improper deduction to reduce an employee's accrued paid time off for full or partial day absences for personal reasons, sickness or disability.

To Report Concerns or Obtain More Information:

If you have questions about deductions from your pay, please immediately contact Human Resources. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Fiscal Director.

Expense Reimbursement

MILEAGE REIMBURSEMENT:

Commuting from home to work is never reimbursable. This includes the second phase of a split shift.

Traveling from the main work site to a second or subsequent site is reimbursable

Travel to an alternate site is reimbursable if it is further than the main site, but only for the miles greater than the normal commute. For example, if an employee's main work site is 5 miles from home and alternate work site is 7 miles from home, employee may claim 2 miles). This would include

business meetings, home visits and trainings either during the day or evening when the distance to the second work site exceeds the distance to the main work site.

BUSINESS TRAVEL EXPENSES:

Purpose:

The purpose of this policy is to document the allowable travel expenses eligible for reimbursement. Reimbursement of expenses is only allowed within the parameters of the policy.

When an employee travels for work, they will be paid in accordance with applicable federal and state law related to travel on a one-day assignment in another city, travel in a one-day time period, and overnight travel away from home.

Travel costs include:

- Transportation;
- Lodging;
- Meals; and/or
- Incidentals, such as, parking fees, tips, taxes

Transportation:

- All airline travel must be submitted on a purchase order and approved before booking. Once booked, a copy of the confirmation must be sent to Fiscal.
- If renting a vehicle, you must submit a purchase order and get it approved before booking. Once booked, a copy of the confirmation must be sent to Fiscal.
- Mileage when using your personal vehicle will be paid after you return from your travels. Mileage will be paid at the IRS Federal rate. Submit mileage on a Travel Voucher.
- Gas costs when using an agency vehicle will be paid after you return from your travels. Submit gas costs with receipts on a Travel Voucher.
- The agency has an E-ZPass for highway tolls. Request the E-ZPass from the Secretary II at Mt Chestnut. If unexpected tolls arise when using your personal vehicle or an agency vehicle, will be paid after you return from your travels. You must ask for a receipt when you pay the toll. Submit toll costs with receipts on a Travel Voucher.

Lodging:

- All hotel rooms must be submitted on a purchase order and approved before booking. Once booked, a copy of the confirmation must be sent to Fiscal. A receipt must also be obtained at checkout and sent to Fiscal upon your return.
- Lodging should be in the hotel where the conference/training is being held.
 - If it cannot, then the night rate must be within 300% of the U.S. General Services Administration (GSA) rate. For example, if the GSA rate is \$151 per night, then your night rate should not exceed \$453 per night (\$151 per night X 300%).

- Contact Fiscal for the GSA rate for your travel area.

Meals & Incidentals:

Meals & Incidentals Expenses will be paid by Per Diem based on GSA rates of the area where you are travelling. These are expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons). You will need to sign a form that you will not use the funds for alcoholic beverages and entertainment expenses, and any expenses incurred by other persons before a check is submitted to you. A Consent to Not Use Per Diem Funds for Unauthorized Purposes form must be signed and submitted to Fiscal.

- Notify Fiscal via email the location and dates/times of your conference/training. Finance will look up the GSA rate for the travel area and reply to your email with a copy of the rates.
- If breakfast, lunch, or dinner is included in the conference/training, do not include it on your Per Diem purchase order. If you request Per Diem for a meal and it is included in the conference/training, you must return that portion of Per Diem when you return.
- Per Diem requests must be submitted on a purchase order, approved, and sent to Fiscal at least two (2) weeks before the conference/training. A Purchase Order with the breakdown by days of the Per Diem Rates. The first & last days of travel will be paid 75% per diem.
- Include an agenda, itinerary, or other documentation that verifies the location, dates & times, meals included, etc. with your purchase order.
- If your conference/training ends unexpectedly, you will have to return that portion of the per diem.
- Upon your return, you will not be required to submit receipts for Meals & Incidental Expenses.

Employees should always exercise prudent judgment when incurring expenses on behalf of ELC. Employees should seek guidance from Fiscal when unclear as to whether an expense is appropriate and reimbursable. Exceptions to this policy are only to be considered when unique and important business or health circumstances are present. The CEO must approve exceptions to this policy in advance and in writing.

Failure to provide required receipts will result in denial of reimbursement. Lost receipts will not be reimbursed.

Submitting fraudulent receipts or falsifying your travel voucher will result in loss of your reimbursement privileges and corrective action up to and including termination.

Tuition Reimbursement

Initial requests for tuition reimbursement must be approved by the Personnel Committee of the Board of Directors. Ongoing reimbursement for employees pursuing a degree need only be approved at the start of enrollment for the degree.

Tuition costs and fees are considered to be a loan to the employee and this loan will be forgiven if the employee continues employment for a period of 3 years after completion of the course. Forgiveness of the loan will be calculated as follows: Less than one year of employment 25% of the loan is forgiven, between 1 and 2 years 50% of the loan is forgiven between 2 and 3 years 75% of the loan is forgiven. After 3 years of employment the entire loan is forgiven.

If the employee fails the course, drops the course, or leaves employment prior to completion of the course 100% of the loan must be repaid by the employee.

Employee must be employed at full time status to be eligible.

Employee must have completed their probationary period with Early Learning Connections and have an overall continuing evaluation that meets or exceeds requirements.

The program/courses must be related to the employee's current position or career field or for advancement into a position which currently exists within the agency.

Employee must maintain a cumulative GPA of 3.0 or better in order to continue. If the employee does not maintain a GPA of 3.0 the employee may take courses at their own expense, if they then raise their GPA to 3.0 or better, they can be readmitted to the program pending available funds. Proof of grade and cumulative GPA must be submitted within 30 days of the end of the course.

The "Advance Approval for Continuing Education" form must be submitted to the employee's supervisor for approval 60 days prior to the start of the class.

Educational goals must be clearly defined.

If you apply for scholarship funding through other sources, you must notify your supervisor.

There is no guarantee that any funding will be available for tuition reimbursement. Each application will be evaluated based on program funding availability.

Tuition not funded by other sources will be considered on an individual basis and may be reimbursed at a rate of up to \$250 per month based on program budget and course cost.

For teaching staff interested in pursuing a CDA, please refer to Tuition Policy for Continuing Education- CDA ED 03-126.

For teaching staff interested in pursuing an Associate's, Bachelor's, or PA Teaching Certificate (Level 1 or Level 2), please refer to Tuition Policy for Continuing Education- TEACH ED 03-132.

Telecommuting Policy

Objective:

Early Learning Connections considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Early Learning Connections.

Procedures:

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Telecommuting will be limited to a maximum of two days per week based on the agency's needs, position and department. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility:

Individuals requesting formal telecommuting arrangements must be employed with Early Learning Connections for a minimum of 12 months of continuous regular employment and must have a satisfactory performance record. The CEO may grant approval for special circumstances or program needs.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the teleworking.

- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. An employee on a Performance Improvement Plan (PIP) will not be eligible to participate in the Telecommuting option.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment:

On a case-by-case basis, Early Learning Connections will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resources and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Early Learning Connections accepts no responsibility for damage or repairs to employee-owned equipment. Early Learning Connections reserves the right to make determinations as to appropriate equipment and subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Early Learning Connections property received and agree to take appropriate action to protect the items from damage or theft. Upon change in job duties, promotion, or termination of employment, all company property will be returned to the company unless other arrangements have been made.

Early Learning Connections will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Early Learning Connections will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Early Learning Connections will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security:

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees should never leave a company laptop or company information in their vehicle.

Safety:

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Early Learning Connections will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable.

Telecommuting is not designed to be a replacement for childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked:

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Early Learning Connections time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements:

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees approved for medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. A telecommuting schedule can be changed based on priorities of the organization.

Holidays

This policy applies to non-bargaining unit personnel. **Holidays for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.**

There are nine (9) paid holidays for full-time employees

- | | |
|-----------------------|-------------------------|
| >New Year's Day | >Thanksgiving Day |
| >Memorial Day | >Day After Thanksgiving |
| >July 4 th | >Christmas Eve |
| >Labor Day | >Christmas Day |
| >Juneteenth | |

ELRC will have an exception to this due to state holidays. The ELRC will be open on Christmas Eve and closed Columbus Day. Adherence to grant regulations may cause some programs to follow a different schedule but still observe the same number of ELC holidays. A holiday falling on a Saturday or Sunday shall be taken on a workday designated by the Chief Executive Officer or the Board of Directors.

A non-exempt employee will be eligible for holiday pay if:

1. The employee has worked (or been on vacation) his or her full work period immediately preceding the holiday, and the full work period immediately following the holiday, or present a physician's excuse for the day before or the day following the holiday.
2. If an employee is required to work on any of the above holidays listed, due to programmatic needs, a substitute day off with pay will be granted. This schedule adjustment must be approved by the supervisor.

PTO

This policy applies to non-bargaining unit personnel. **PTO for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.** All PTO will be awarded on January 1, of each year. New employees hired after January 1 will be prorated based upon their start date for that year. All PTO provided must be used within that year. The employee's supervisor must approve all scheduling of PTO time. Under special circumstances, a maximum of ten (10) unused PTO days may be carried until June 30th of the following year, if the inability to use those days was due to programmatic needs as determined by their supervisor. All requests to carry over PTO days must be approved by your supervisor and reported to the HR departments by the end of the current year. Employees will not be monetarily compensated for unused PTO.

Full-Time Employees hired after 1998 (Non-Bargaining):

Years of Employment	PTO per year
< 1	18
1 to 3.99	21
4 to 8.99	24
9 to 14.99	26
15+	30

PTO requests are to be submitted in the payroll system via email to the employee's immediate supervisor at least five (5) days in advance. This stipulation may be waived if an emergency situation arises if it necessitates the rescinding of the approval of those days. The employee can then coordinate with their supervisor to reschedule these days. Vacation for more than ten (10) consecutive workdays must be approved by the CEO, HR Director and supervisor.

Employees will not be granted unpaid time unless there is an FMLA or emergency reason.

The minimum amount of PTO that may be taken in hourly increments.
Upon separation of employment, employees will not be paid for unused PTO days.
Employees will not be permitted to use PTO time once they have submitted a resignation with indicated date of termination.

Sick Leave

This policy applies to non-bargaining unit personnel. **Sick time for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.**

Sick leave is to be used by the employee for personal illness, doctor's appointment(s), or when the employee is required to take care of an immediate family member who is ill as a result of an unforeseen or emergency situation or needs medical/dental treatment. All non-emergency sick leave must be requested twenty-four (24) hours in advance.

Full-time employees will be awarded 8 days per year on an annual basis.

Sick leave must be taken in hourly increments or a whole workday as defined by your classification.

Unused sick leave may be accumulated up to a maximum of ninety (90) days. Staff will not be monetarily reimbursed for unused sick leave. No more than ninety (90) days will be carried forward from year to year.

An employee who has taken sick leave beyond three days will be required to present the Agency with a physician's statement releasing the employee to return to work.

Staff absences, for whatever reason, must be reported to their direct supervisor or designee via phone call and/or text prior to the start of the employee's work time each day.

Upon separation of employment, employees will not be paid for unused sick leave.

Short Term Disability

Family/medical leave is unpaid leave, although you may be eligible for short-term or long-term disability payments and/or workers' compensation benefits under those insurance plans. In such cases, paid time off and/or paid sick time will not be substituted for unpaid time, however, in some circumstances, you may utilize paid sick time to make up the balance of your salary not covered by short-term or long-term disability payments and/or workers' compensation benefits. If you request leave because of a birth, adoption or foster care placement of a child, any accrued PTO first will be substituted for unpaid family/medical leave. If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid sick leave first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12 weeks leave period under the FMLA. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your family/medical leave runs concurrently with other types of leave, unless otherwise prohibited by law.

Family and Medical Leave

All eligible employees of Early Learning Connections may take unpaid leave under the Family and Medical Leave Act (FMLA).

A. Eligibility Requirements

In order to qualify for family or medical leave under this policy, an employee must have:

1. worked for the ELC for at least twelve (12) months, and
2. worked at least 1,250 hours during the twelve (12) month period immediately preceding the date the leave was requested or was to have commenced.

B. Types of Leave Covered

Under this policy, leave may be taken for one or more of the following reasons:

the birth of a child and/or in order to care for that child, the placement of a child for adoption or foster care, and to care for a newly placed child,

to care for a spouse, child or parent with a serious health condition, as defined, or

the serious health condition of the employee.

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard, Reserves or a regular component of the Armed Forces in support of contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

To care for a spouse, son or daughter (may be over 18), parent, or next of kin (defined as the nearest blood relative) who is a "covered service member" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

For purposes of this policy, family members include:

- biological, adopted, and foster children under age eighteen (18),
- anyone under age eighteen (18) who is treated as your child for whom you are responsible for day-to-day care and financial support,
- your disabled child of any age,
- your spouse,
- your biological parent or someone who acted as your parent when you were under age eighteen (18)

C. Length of Leave

You may receive up to twelve (12) weeks of approved leave in a rolling twelve (12) month period.

The 12-month period begins with the first date of any leave taken by the employee. For example, if an employee takes four weeks of leave starting November 1, 2007; four more weeks starting February 1, 2007; and four additional weeks starting June 1, 2007, additional leave would not be available until November 1, 2008.

If the FMLA leave is to care for an employee's spouse, son, daughter, parent, or next of kin who is an injured or ill covered service member, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member.

You may take leave intermittently for your own serious health condition or to care for a family member (as defined) with a serious health condition.

D. Serious Health Condition

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay in a hospital, hospice, or residential medical care facility, or any subsequent treatment in connection with such inpatient care.
2. Continuing treatment by a health care provider for a serious health condition including:
 - a. Any period of incapacity requiring absence of more than three consecutive days from work, school, or other regular daily activity that also involves continuing treatment by (or under the supervision of) a health care provider, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - (i) Treatment two or more times by a health care provider; or
 - (ii) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - b. Any period of incapacity due to pregnancy or for prenatal care.
 - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition which requires periodic visits for treatment by a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
 - d. Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
 - e. Any period of absence to receive multiple treatments, including recovery from, by a health care provider either for restorative surgery for a condition which would likely result in a period of incapacity for more than three consecutive calendar days in the absence of medical intervention or treatment.

E. Requesting FMLA Leave 1. Applying for Leave

All employees requesting leave under this policy must provide verbal notice to the Human Resources Department with an explanation for the reason(s) for the needed leave. If your leave is foreseeable, the request should be made at least 30 days in advance. When it is

not foreseeable, leave should be requested with as much notice as practicable, usually within two working days. If you request leave under this policy, you will be asked to complete an application form. If possible, this form must be submitted thirty (30) days in advance of the effective date of leave.

2. Certification of a Serious Health Condition

If the request for leave is to care for your seriously ill spouse, son, daughter or parent, or due to your own serious health condition that makes you unable to perform any or all of the essential functions of your position, the application must be supported by certification from your (or your family member's) health care provider. (A certification form may be obtained from the Human Resources Department.) This certification must be returned to the ELC within fifteen (15) days of the date that the request for this information is made. If you do not return the certification form to the ELC within the fifteen (15) day period, the ELC may deny your request for FMLA leave or continuation of your FMLA leave. Exceptions may be made if it is not practicable to return the certification form within the fifteen (15) day period despite the employees' diligent, good faith efforts.

3. Second and Third Medical Opinions

ELC has the right to require, at its expense, that you obtain the opinion of a second health care provider, designated or approved by the ELC, to review and evaluate the first certification. In the event that there is a conflict between the first and second opinion, the ELC may, at its expense, obtain a third opinion from a jointly agreed-upon health care provider.

F. Recertification of Medical Condition

ELC may request re-certification of medical conditions to support leave, but not more than every thirty (30) days, unless:

1. you request an extension of leave,
2. the circumstances described by the original certification have changed significantly (such as the duration of the illness, the nature of the illness or complications),
3. ELC receives information that casts doubt on the continuing validity of the certification, or
4. you are unable to return to work after the leave because of the continuation, recurrence, or onset of a serious health condition.

G. Leave When Both Spouses Are Employees

In the event that both spouses are employed by the ELC and are eligible for the leave, they will be limited to an aggregate of twelve (12) weeks of leave if that leave is related to the

birth or placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

H. Benefits During Leave

If your request for leave qualifies as leave under the Family and Medical Leave Act, and you are a current participant in the ELC's group health insurance plan, your FMLA leave shall run concurrently with any paid leave. During any paid leave, your elected payroll deductions will continue automatically. During any unpaid leave you can continue your group health insurance plan coverage by paying the applicable employee portion of the cost, which is reflected on your pay stub. If premiums change during your leave, you will be required to pay the new rate.

ELC's obligation to maintain your coverage will end if your premium payment, assuming that a premium payment is due directly from you, is more than thirty (30) days late. If the ELC intends to cancel your coverage in the event that payment has not been received, as specified above, a written notice will be provided to you fifteen (15) days prior to the actual cancellation.

If you have not paid these premiums, and the ELC has maintained your coverage during your leave, the ELC may recover your share of any premiums not paid during the period that coverage was maintained. The amount due, if any, will be deducted in a lump sum from your pay upon your return to work or a payment schedule will be arranged with the fiscal department.

If you choose not to return to work after qualified FMLA leave for reasons other than the continued serious health condition of you or your family member or a circumstance beyond your control, the ELC may require you to reimburse the ELC for the amount it paid for your health insurance premiums during the leave period.

Your participation in other benefit programs, such as life insurance, will be continued during FMLA leave and paid for by the ELC during the leave period. The period of leave will also be counted as "service time" with the ELC for other purposes such as 401(k) vesting, retirement, paid time off (PTO), etc. During any paid leave, you will accrue PTO according to the current policies of Early Learning Connections. You cannot use any PTO time you accrue during the FMLA leave until after you have returned to work from the FMLA leave. PTO hours are not accrued during unpaid leave.

I. Use of Paid and Unpaid Leave

FMLA leave is unpaid. Paid leave provided by ELC, specifically leave under any applicable insurance plan, any paid time off (PTO), Sick time, or worker's compensation benefits, will run concurrently with family and medical leave time and, as such, will count towards the maximum twelve (12) weeks that you are entitled to by the Act.

Employees requesting leave under this policy for adoption, care of a newborn or placement for foster care of a child or for a serious health condition of the employee's child, spouse or

parent, must first exhaust any accrued PTO hours, which will be included as part of the 12-week FMLA leave. Any remaining portion of the 12-week leave will be unpaid.

Employees taking leave under this policy for their own serious health condition (as defined by the FMLA) are considered to be on FMLA leave from the first day of absence. When benefits available under any applicable group insurance plan are exhausted, the remainder of the leave will be unpaid.

Service-member related FMLA runs concurrent with other FMLA leave and other leave entitlements provided under federal, state and local law. Leave to care for an injured or ill covered service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

J. Returning to Work After Leave

If you are on leave under this policy due to your own serious health condition, you are required to present a written certification from your health care provider that you are able to return to work before you return to work. (A certification form may be obtained from the Human Resources Department.) This certification should also clearly state any restrictions and the duration of such restrictions.

With the exception noted below, you will be returned to the same position you held when your leave started, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, upon your return to work from leave, you do not have a greater right to reinstatement or to other benefits and conditions of employment than you would have had if the leave had not been taken.

Certain key employees of ELC, as defined by the FMLA, may not be entitled to restoration to their position in some circumstances. If you will not be entitled to such restoration at the end of your leave period, you will be advised of the specifics of reinstatement eligibility at the time leave is requested, when the leave commences (if earlier) or as soon as possible thereafter.

K. Employee Retirement Income Security Act of 1974

To the extent that the Family and Medical Leave Policy affects any of the ELC's employee and welfare benefit plans, this explanation shall serve as a summary of material modifications for purposes of the ELC's disclosure requirements under the Employee Retirement Income Security Act of 1974.

Child Rearing Leave

An employee shall be entitled to child rearing leave within the first twelve months of the birth or adoption of a child. Child rearing leave is without pay and without benefits for a period not to exceed fourteen (14) workweeks, (twenty-six (26) workweeks when used in conjunction with family/medical leave benefits.) Employees should contact Human Resources as far in advance as possible to request child rearing leave. An employee on child rearing leave shall contact the Human Resources Department eight (8) weeks prior to the end of the child rearing leave to verify that she or he will be returning. If this is not done, then the employee shall be considered to have voluntarily quit employment.

Lactation Breaks

The Agency will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child up to one year of age, unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The Agency will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify the supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation.

Court Attendance and Jury Duty

This policy applies to non-bargaining unit personnel. **Court Attendance and Jury Duty for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.**

Employees who are called for jury duty or who are subpoenaed as a witness in court shall be excused without loss of pay up to a maximum of fifteen (15) days per calendar year for jury duty and three (3) days as a witness. Any compensation received for such service shall be reported to Human Resources, and said amount shall offset the employee's regular paycheck.

Military Leave

Employees who are called into active military service or who enlist in the uniformed services are eligible to receive a military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, employees must provide management with advance notice

of their service obligations, unless they are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice. In such instances, an employee should provide notice as far in advance as is reasonable under the circumstances. Employees who are required to attend yearly Reserves or National Guard duty can apply for temporary military leave of absence not to exceed the number of days allowed by law (including travel). Such employees should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage.

Military leave will be unpaid, unless otherwise required by applicable law. Employees may elect to use any available PTO during an otherwise unpaid military leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any military leave entitlement.

Employees whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are a member of the U.S. armed services and are called for active military duty, other than for training, ELC will continue your health insurance and other benefits in effect at the time of your leave for the first 30 days of your leave, at no additional cost to you. After the first 30 days of military leave, you have the voluntary option of continuing any health insurance and other benefits in effect at your own expense by paying for the insurance or benefits at the same rates paid by the Company, and the insurance coverage shall continue, except for injuries incurred in the line of military duty.

Please contact Human Resources for additional information about eligibility for Military Leave.

Bereavement Leave

This policy applies to non-bargaining unit personnel. **Bereavement Leave for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.**

Employees shall be excused with pay for bereavement in accordance with the following:

An absence not to exceed five (5) work periods per incident, will be granted for the death of a parent, grandparent, spouse, child, grandchild, sister, brother, or anyone with whom the employee resides.

An absence not to exceed three (3) work periods per incident, will be granted for the death of in-laws (, mother, father, grandparent, daughter, son, sister, brother,).

An absence not to exceed one (1) work period per incident, will be granted for the death of an aunt, uncle, niece, nephew, or former spouse.

"Step" relationships shall apply to all categories above and be granted an applicable leave relating thereto.

Training Leave

This policy applies to non-bargaining unit personnel. **Training leave for bargaining unit (Union) members is outlined in the Agreement between Early Learning Connections and Early Learning Connections Education Support Professionals.**

All employees are eligible for available training as scheduling permits, and as it applies to the specific employee's job responsibilities, and the need of the Program. The assigning of training will be based on Employer need and individual need. Employees will attend training during working hours only after receiving permission of the supervisor and the Chief Executive Officer.

Employees will be compensated for the time spent in training. Payment for employees for training (including tuition, fees, books, mileage, etc.) will be at the discretion of the Chief Executive Officer, the Board of Directors, or the Head Start Policy Council and will be based on available funds in the budget. Scheduled adjustments may be arranged to accommodate training at the discretion of the Chief Executive Officer.

For college credit course work non-bargaining unit employees should follow the tuition cost policy for college course work.

Voting

The Agency encourages all employees to vote. Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. Therefore, the Agency requests that employees schedule their voting for before or after their work shifts. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary.

Workers Compensation

If you are injured or become ill on the job, no matter how slight, you must immediately report such injury or illness to your supervisor or Human Resources so that they can assist you in obtaining appropriate medical treatment. If the supervisor or Human Resources is unavailable, contact the administrative office. Your failure to follow this procedure may result in delay or denial of your workers' compensation claim.

If it is a life-threatening emergency, please go directly to the closest emergency room (do not complete the papers first). If it is not a life-threatening emergency complete the packet of papers and proceed to **one of the panel physicians** listed after submitting the papers to human resources.

Supplementary Employment

Supplementary employment is defined as rendering service at or for a public or private organization or business while employed as a full-time employee of Early Learning Connections. Supplemental Employment may be permitted under the following specific circumstances:

- The employment does not conflict with the employee's work schedule;
- The employment does not present a potential conflict of interest;
- The employment does not impair or affect the employee's efficiency or effectiveness;
- The employment will not influence the employee in the performance of his/her duties;
- The employment will not bring discredit or dishonor to Early Learning Connections or its employees; and
- The type and place of employment is compatible with the mission, goals and philosophies of Early Learning Connections.

Confidential Information

During the course of employment with Early Learning Connections, employees may receive, by verbal or written disclosure, observation or otherwise, confidential or proprietary information of Early Learning Connections, its children, families, customers, suppliers, and affiliates. Such confidential information includes, but is not limited to, customer lists, pricing methods, supplier information, marketing plans, cost structures, financial condition, budgets, strategic plans, know-how, data, materials specifications, drawings, acquisitions, and computer programs, all of which are the sole and exclusive property of Early Learning Connections or of a third party to whom Early Learning Connections owes a duty of confidentiality. Both during and after employment, employees may not, without Early Learning Connections' prior written consent, disclose to any third party or use for any purpose other than for the exclusive benefit of Employer, any Confidential Information gained through employment with Early Learning Connections whether Employee has such Confidential Information in his/her memory or whether such Confidential Information is embodied in writing or in some other physical form; unless ordered to do so by a court of competent jurisdiction. Should this occur, the employee must notify Early Learning Connections before disclosing the Confidential information. Employees may not engage directly or indirectly in a personal business or activity for personal profit which is based upon his or her position with Early Learning Connections.

Nothing in this policy prevents an employee from discussing compensation or other terms and conditions of employment with other employees or other individuals or entities in accordance with applicable law.

Boundary Policy

Early Learning Connections policy on Boundaries and Ethics requires all employees to recognize that their relationship with clients is based on professional standards. Employees should avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Employees will respect the client's right to privacy and should not solicit private information from clients unless it is essential to providing services. Dual relationships with clients should be avoided as it could impair professional judgment. Employees will establish clear, appropriate and culturally sensitive boundaries. Employees shall not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between ELC employees.

Employees should not allow their personal issues to interfere with their professional judgment and performance or to jeopardize the best interest of people for whom they have professional responsibility.

No employee shall be abusive in act or language to any client.

No employee shall engage in conduct which is not consistent with the Mission of ELC while on the premises of the ELC.

Violations of this policy may lead to disciplinary actions up to and including termination.

Dress Code

The ELC Board of Directors believes the appearance and dress of teaching/staff members is an important component of the educational program of this agency. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Acceptable attire for teaching staff members shall include, but not be limited to*
 - a. Dresses- Must be knee length or longer and appropriate for sitting with kids on floor level
 - b. Long skirts
 - c. Blouses
 - d. Sweaters
 - e. Pants- Capris, khaki, cargo or leggings (leggings MUST be worn with a top that covers the backside
 - f. Scrub pants are allowed IF they are straight legged and solid color
 - g. Jeans (no holes/rips or frays. Must fit body type properly)
 - h. ELC t-shirts, pullover jackets, appropriate zip up hoodies or polo shirts. Must go below the waistline.
 - i. Shoes- Athletic shoes, Crocs™ (using the back strap) full coverage sandals- with back and covered toes, dress flats

Inappropriate attire within the regular school day includes, but is not limited to*

- a. Strapless/Spaghetti/Tank strap shirts and dresses (Capped sleeves are allowed)
- b. Sweatshirts, shorts, sweatpants, pajama pants, workout attire
- c. Beachwear
- d. Hats and/or head coverings unless for medical or religious reasons

- e. Backless sandals, sandals with toes exposed, flip flops and excessive high heels or thigh high boots
 - f. Scrub tops
2. The clothing and appearance of all teaching staff members should be clean and neat. This includes combed hair and hygiene maintained. Please refrain from strong smelling perfumes, colognes or body sprays as they can be triggering of asthma or allergies for children or other staff.
 3. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program (includes large hoop/dangling earrings, piercings or necklaces that young children may grab or pull). No offensive or suggestive logos, tops that show excessive cleavage, advertisements or profanity on clothing. Tattoos of a graphic or mature nature may be requested to be covered by the HR or the staff's supervisor.
 4. No clothing that promotes political parties or affiliation.
 5. A teaching staff member may request a waiver of this dress code for the performance of duties. Such waivers may be granted by HR Director or the DELP (Director of Early Learning Programs).
 6. The teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.

***Note for Classrooms contained inside of a school district building:**

All staff whose home site is a school district building, including substitutes or volunteers, must follow the approved school district's dress code policy. This policy supersedes any above listed items and may be different than what is allowable in other buildings. These classroom supervisors will be responsible for maintaining and monitoring these classrooms for appropriate attire. All questions should be sent to the direct supervisor and then, if necessary, they will contact the building principal.

All office staff should follow appropriate business casual attire. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others. No offensive or suggestive logos, tops that show excessive cleavage, advertisements or profanity on clothing. Tattoos of a graphic or mature nature may be requested to be covered by the HR or the staff's supervisor. The clothing and appearance of all office staff members should be clean and neat. This includes

combed hair and hygiene maintained. Please refrain from strong smelling perfumes, colognes or body sprays as they can be triggering of asthma or allergies for children or other staff.

Violations of this policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

Employment of Relatives

Relatives of current employees or board members are considered for employment on the basis of their qualifications. However, where the hiring or employment of an employee's or board member's relatives will result in the type of prohibited employment relationship identified below, the Agency will not consider or accept such application for employment

Prohibited Employment Relationships:

The hiring of relatives is prohibited if the employment of an individual would result in one of the following:

- A supervisor/subordinate relationship between a relative and employee. If a direct supervisory or managerial relationship would be established, relatives of a current employee or board member cannot be considered for an open position.
- An actual conflict of interest or the appearance of a conflict of interest. Generally, this bars the hiring or employment of an employee's or board member's relatives in any position that has an auditing or control relationship to the employee's job.

Definition of Relatives:

For the purposes of this policy, relative includes the following: spouse, parent, child, sibling, in-law, grandchild, aunt, uncle, cousin, step-relative or any individual with whom an employee has a close personal relationship such as domestic partner, co-habitant or significant other.

Marriage or Relationship Between Employees:

Employees who marry or establish a close personal relationship with another employee or board member can continue in their current positions as long as a prohibited employment relationship

is not created. If one of the prohibited employment relationships does occur, attempts will be made to find another position within the Agency to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer. If such a transfer is not feasible, the employees will be permitted to determine which of them will resign.

Covered Employment Classifications:

This policy applies to hiring and employment decisions affecting all job classifications, including regular, temporary, and part-time positions. These restrictions are also applicable when assigning, transferring or promoting an employee.

Enforcement of Policy:

All questions and concerns relating to this policy should be addressed to CEO. Employees who become subject to the policy due to marriage or commencement of a close personal relationship must inform their supervisor or Human Resources as soon as practical. All decisions and employment actions taken as a result of this policy must be reviewed and approved by the CEO.

Personnel Records

Early Learning Connections maintains a procedure for a current employee, including those on a leave of absence, and/or a designated agent, to examine his or her personnel file. Former employees may not review their personnel files. To inspect your personnel file, you must submit a written request to Human Resources. If you designate an agent to obtain access to and inspect your personnel file, the name of the individual must be included in the written request, for the purpose of preventing disclosure to persons who should not be given access. The HR Department will arrange a mutually convenient time for the employee to review the file. The scheduled time should not be during the employee's scheduled work hours unless there are extenuating circumstances as determined by the Human Resources Director. A representative of the Agency will be present during the inspection. Personnel files may not be removed from the place where the inspection takes place. Employees and their designated agents are not permitted to make copies or take photos of items in the personnel file. If you believe that there is an error in your personnel file, you may place a written statement in your personnel file explaining why you believe there is an error.

Electronic Communications & Computer Systems Use

Please refer to the Technology Use Policy. Early Learning Connections owns and provides electronic communications systems, including access to the internet, and certain devices to employees, including but not limited to, computer hard drives, monitors, keyboards, laptops, speakers, modems, scanners, printers, software, and personal wireless communication devices (for example, cell phones, I-pads, tablets, etc.) Any such systems and devices provided by Early Learning Connections are the property of Early Learning Connections, thus personal use of such systems and devices is limited. Employees may not use such devices to work beyond their regular workday without express authorization from their supervisor.

Early Learning Connections' computers, voice mail and e-mail/internet systems are primarily for business use. Employees may not download or install any hardware or software onto any Agency system or device without approval from Early Learning Connections. Employees may use Early Learning Connections' telephones, cellular phones, computers and other electronic devices provided by Early Learning Connections for limited personal use. However, employees should use discretion with this privilege and not allow personal use to interfere with individual productivity, the productivity of other employees, or performance of Early Learning Connections' business. With the previous limited exception, communications transmitted through Early Learning Connections' systems should have a business purpose. However, employees do not have any privacy rights in any communications or other documents created, sent or received using Early Learning Connections' systems or devices including, but not limited to, access to the internet and e-mail.

Early Learning Connections and specifically authorized individuals may access computer and electronic communications systems and review communications within the systems, without notice to users of the system, when Early Learning Connections deems it appropriate to do so. The reasons for which Employer may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that Early Learning Connections' operations continue appropriately during an employee's absence; and any other purpose deemed appropriate by Early Learning Connections.

Early Learning Connections may store electronic communications for a period of time after the communication is created. From time to time, communications stored in the system may be deleted, printed or utilized for any purpose.

Early Learning Connections' policies prohibiting all forms of harassment and discrimination apply fully to use of Employer's computer and electronic communications systems. No one may use Employer's systems or devices in a manner that may be construed by others as harassment or discrimination based on race, national origin, sex, age, disability, religion, or any other

characteristic protected by federal, state or local law. Because Early Learning Connections' computer and electronic communications systems are primarily for business use, these systems should not be used to solicit for social, religious, political or other causes, outside organizations or for any other purpose that violates Early Learning Connections' policies or is inconsistent with Early Learning Connections' interests.

No one may access, or attempt to obtain access to, another individual's computer and/or electronic communications systems without appropriate authorization from the CEO and Human Resources.

Early Learning Connections recognizes that employees might own personal electronic communications devices; however, such devices may not be used during working time. Employees may use personal electronic devices during designated breaks or lunch. Employees are reminded that while Early Learning Connections does not control how employees use such personal devices when they are off-duty, Early Learning Connections reserves the right to take any action appropriate to protect its name and related business when they are discussed over the internet or any other electronic media at any time. This includes actions by employees that violate Early Learning Connections' policies and work rules.

Violations of this Electronics Communications and Computer System Use Policy will result in discipline, up to and including discharge.

Cell Phone Use

All cellular phones used while in the office should be kept on vibrate mode to avoid disruption.

Agency issued cell phones are to be used for business purposes only at all times. All communications are to be professional in nature. Inappropriate unprofessional use of the device will be subject to disciplinary action.

While driving in an Agency owned vehicle, driving a privately owned vehicle for business purposes, or conducting agency business while driving regardless of who owns the vehicle; employees may not use a cell phone or other communication device with the exception of GPS. This includes, but is not limited to, sending and reading text messages, accessing the internet, and reading or responding to email. If you must accept or make a phone call while driving you must pull off the road in a safe location and stop the vehicle.

Teaching staff are prohibited from using cell phones or similar devices while caring for children. When staff are in the classroom, cell phones must be turned off. Cellular phone use is only permitted during break time. Phones located in classrooms are to be used for emergency purposes only during the school day when children are present.

Social Media and Networking Policy

Introduction:

Early Learning Connections recognizes that social networking sites such as FaceBook, Twitter, LinkedIn, SnapChat, Instagram, TikTok etc. can be valuable means of communication. The purpose of this policy is to ensure that employees who use social media understand the Agency's expectations where the postings refer to or relate in any way to Early Learning Connections, its services, its employees, its clients, and/or other business-related matters, individuals or organizations. For the purposes of this policy, a client is defined as any person or entity who seeks or receives services from Early Learning Connections or who sought or received services from Early Learning Connections in the past.

This policy applies to all social media and networking sites currently in existence as well as those that are developed and made available in the future. The policy applies to any Early Learning Connections employee at all levels of employment, including part-time and hourly, who creates, contributes to or otherwise engages with social networks, blogs, wikis, virtual worlds or any other kind of social media.

As with all of our policies, Early Learning Connections expects its employees to observe high standards of business and personal ethics when engaging in social media sites.

Policy:

It is Early Learning Connections' policy that employees may not access social media networks during work hours or from work computers. This includes using personal devices such as, I-pads, cell phones, etc. to access social media sites during work time. **To that end, Early Learning Connections has blocked some access to many of the popular social networking sites from Agency computers.**

If you choose to use social media and networking sites in a personal capacity outside of the workplace, Early Learning Connections reminds you that as an Early Learning Connections' employee, your actions may be considered to be representative of the Agency. Therefore, we expect you to use good judgment and that your postings will be respectful of all individuals and communities with whom you interact online. Remember that anyone, including your colleagues, your supervisors, your clients, and your family and friends could read anything that you post.

While it is not our intent to police your activities outside of the workplace, it is important that you comply with the following guidelines when using social media sites in a personal capacity:

1. You must protect our clients' confidential information. Protecting client confidentiality and health information is the responsibility of every Early Learning Connections employee. Never post any information that can be used to identify a client's identity, health condition, or relationship with the Agency in any way.

2. The Agency prefers that you do not refer to Early Learning Connections, its employees, clients and services, when using social media sites in a personal capacity. However, if you do refer to Early Learning Connections, you must identify yourself as an employee; state affirmatively that you are not authorized to speak on behalf of Early Learning Connections and that any views expressed by you do not reflect the views of Early Learning Connections; and refrain from referring to or using the identity, image, or in any other way portray another Early Learning Connections employee, client, partner or competitor.
3. You must be mindful of the importance of not making maliciously disparaging or defamatory statements about the Agency.
4. You must refrain from disclosing any confidential or proprietary information concerning the Agency, its employees, its clients, its services and any other matter related to the Agency.
5. You must refrain from including any logos, trademarks or other symbols that represent Early Learning Connections. This includes posting pictures of yourself or someone else wearing apparel that identifies the Agency.
6. Employees may not under any circumstances conduct Agency business via a personal blog or other personal social media site. Only employees with express authority to do so may post to the Agency's website and FaceBook page. As with all other work, hourly non-exempt employees may not perform Agency work outside of the workplace or during non-work hours without the express authorization from their supervisors.
7. You must not "friend" or contact any client of Early Learning Connections via social media networks for non-business-related reasons.
8. Your postings on social media sites must not violate any other applicable Early Learning Connections policy including, but not limited to, the Policy Against Harassment, Policy Against Bullying, Conflict of Interest, Unlawful or Illegal Activities policies, etc.

Conduct which violates this or any other Early Learning Connections policy will result in disciplinary action up to and including termination.

Performance Evaluations

Performance evaluations are a continuous process at Early Learning Connections with the intent of assisting the employee via encouragement where the employee is performing well and assistance in the case where the employee may need to improve substandard performance.

The performance evaluation is intended to help employees achieve a higher level of efficiency and effectiveness and to set new performance goals for employee development. The review also identifies training needs that can improve and enhance the employee's performance, as well as identify the employee's strengths and contributions to Early Learning Connections.

New employees will be given a performance evaluation at the end of the probationary period and at the end of the first year of employment. After the first year, performance evaluations will occur annually. An interim evaluation may be completed under certain circumstance at the discretion of management.

Relationships with Coworkers

The purpose of this policy is to provide guidelines on dating, romantic and sexual relationships between employees and to caution employees about the potential problems posed by such relationships. These problems include, but are not limited to, conflicts of interest, interference with the productivity of coworkers, and potential charges of sexual harassment. These problems can be particularly serious when they involve one person with a position of authority over the other, such as a supervisor-subordinate relationship.

The terms dating or romantic relationship as used in this policy include, but are not limited to, casual or serious dating, casual sexual involvement, cohabitation and any other conduct or behavior normally associated with romantic or sexual relationships.

The restrictions in this policy apply equally to all employees regardless of their sexual orientation.

The Agency does not prohibit consensual romantic relationships between employees but it does impose the following restrictions:

- We strongly discourage supervisors, managers and any other individual in a managerial position from engaging in romantic or sexual relationships with subordinates. Early Learning Connections requires supervisors or managers involved in such a relationship to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential sexual harassment charges, or discord or distractions that interfere with the employees' productivity.
- Any romantic relationship between a supervisor or manager and subordinate must be disclosed by the supervisor or manager to the Department Director, the next higher individual in the supervisory chain of command or Human Resources. Human Resources must immediately assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. Early Learning Connections reserves the right to take whatever action is necessary to resolve the matter including, but not limited to, requiring the non-supervisory employee to transfer to another department. If a transfer is possible, the supervisory individual is prohibited from having any involvement in decision-making affecting the individual who transfers. If transfer is not possible, the two individuals involved in the relationship will be given the opportunity to determine which one will resign. If they choose not to make this decision, Early Learning Connections reserves the right to decide which employee will be terminated.

Failure to comply with this policy will result in discipline up to and including termination.

Problem Solving Procedure

Misunderstandings or conflicts can arise from time to time and should be resolved before serious problems develop. We want to help when the need arises. Our door is always open and you should not hesitate to enter with issues or concerns.

To ensure fair and equitable treatment of all complaints or employee concerns, a problem-solving procedure has been established. You are encouraged to use it.

Many supervisors and managers are able to handle complaints in an informal and confidential manner through discussion. Whenever possible, this informal method should be used with the goal being an equitable solution to the problem at the earliest possible stage and with minimal inconvenience to all concerned.

However, if you feel that your matter is still unresolved or if for some reason you do not wish to discuss the problem with your immediate supervisor, you may submit the concern to their Department Head, who will review and investigate the matter and attempt to find a mutually agreeable solution to the problem.

If you have tried to resolve the problem with your supervisor or manager and are still not satisfied with the results, or if you are not comfortable raising your concern with your supervisor or manager, you may contact Human Resources. Human Resources will review the situation, conduct an investigation if necessary, and respond to you in a timely manner.

Information gathered during this procedure will be treated discreetly and confidentially by all parties involved to the extent feasible. We encourage you to proactively address issues that are of concern to you. Please be aware that we will not tolerate retaliation or intimidation against employees for using this procedure. If you believe that you have been retaliated against for making a complaint or for participating in the investigation, you should contact Human Resources.

Resignation Policy

To resign, a non-bargaining unit employee should give a minimum of three (3) weeks' written notice. All other employees should give a minimum of two (2) weeks' written notice.

4844-3293-6423, v. 1