

EMPLOYEE HANDBOOK



TECH GENERATION LEARNING CENTER

26056 W. Main Street | Post Office Box 1475

West Point, MS 39773

Phone: 662.605.0925

Mobile: 662.889.7003

Email: techgenerationlc@gmail.com

Web: www.techgenerationLC.com

Revised: January 10, 2022

Equal Opportunity Employer

Welcome

Welcome to *Tech Generation Learning Center*. We are pleased that you have chosen to work with us and hope that your association with our center will be a long and mutually rewarding experience. You and your work are very important to accomplish the overall goal of Tech Generation Learning Center (TGLC) to provide a high-quality childcare and learning experiences that promote the health, safety, well-being, and social-emotional needs of children living in West Point, (Clay County) MS and the surrounding communities.

Your contribution is essential to our center's success and fulfillment of our mission. TGLC is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same courtesy, respect, and dignity towards the children, parents, other staff members, volunteers, guests, contractors, administration, and owners.

This **Employee Handbook** has been developed to provide you with information about your employment and sets expectations, guidelines for employee behavior and responsibilities. This Handbook will help answer questions you may have about our center's operational guidelines, policies, and procedures. As part of your orientation, the Center Director (Administrator) will discuss the policies and procedures outlined in this handbook. Please read these policies carefully and bring any questions to the Director's attention. A copy of this Handbook is available at our website for further study.

TGLC reserves the right to revise, supplement or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and its absolute discretion. Employees will be notified of changes in policy, benefits or to the Handbook as they occur. This Handbook is intended to give you information about the main features of our employment policies, benefits, and certain other general information. It does not and is not intended to cover these matters in detail or serve as a contract between you and the employer. All statements in this Handbook are subject to change without notice.

May we offer our Personal Good Wishes to you as a current and/or new employee.

The Center Owners, Directors, & Administrators

TABLE OF CONTENTS

Mission Statement	4
Goal and Philosophy Statement	5
Ownership Statement	6
Non-Discrimination Policy	6
Personnel Policies	7
Code of Ethical Conduct Policies	13
General Policies	14
Dress Code Policy	14
Media and Social Media Policy	17
Acceptable Use Technology Policy	18
Hours and Pay Periods Policy	21
Absenteeism and Tardiness Policy	22
Vans and Commercial Vehicles Policy	24
Pay Period Policy	24
Orientation and Inservice Training	25
Staff Orientation and Training Policy	26
Continuing Education Policy	27
New Hires Requirements – Personnel File	28
Criminal background Check Policy	28
Certificate of Immunization Policy – Form 121	29
Disciplinary Policy and Procedures	30
Complaint Resolution/Grievance Policy	31
Employment Resignation Policy	32
Employee Handbook Acknowledgement Form – Must Be Signed	34

OUR MISSION STATEMENT



The Mission of Tech Generation Learning Center is *“to provide high-quality childcare and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically, and intellectually.”*

Our Center works cooperatively and collaboratively with parents, schools, community-based organizations, and local and state agencies to develop healthy, happy, academically, and emotionally strong children who love learning and have respect for themselves and others. We take pride in our highly qualified teachers and staff and recruit the best candidates to fill vacant positions at the Center.

We strive to provide a safe and nurturing environment where children can express their individuality, while we provide them with a variety of experiences and enhance their development. TGLC takes pride in its caring and competent reputation as a childcare center, after school, summer camp, and parent and community involvement programs that strive to uphold and promote values and principles, which encompass fairness, honesty, and mutual respect.



OUR GOAL STATEMENT

OUR NUMBER ONE GOAL

Tech Generation Learning Center's number one goal is to provide a caring and concerned environment and learning experiences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is for excellence in meeting the needs of children and their families for nurturing, growth and development, relationships and understanding.

OUR PHILOSOPHY STATEMENT

We deeply believe in diversity and fair treatment of all people. We believe each child is unique and special and has many talents and ideas to offer the world. Our values and beliefs about children are deeply rooted in character development and early childhood education. We believe "we should treat people the way we want to be treated."

<i>We believe</i>	<i>All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self-esteem.</i>
<i>We believe</i>	<i>The home is the most important factor in a child's development. We will always strive to support and complement the family to promote the healthy development of children and parents.</i>
<i>We believe</i>	<i>Loving, trusting, and respecting each child enables that child to love, trust, and respect others. Each child and family are due the respect for personal privacy demanded by professional ethics.</i>
<i>We believe</i>	<i>It is important to meet each child's needs for physical, social, emotional, and intellectual growth by providing diverse experiences in a supportive environment.</i>
<i>We believe</i>	<i>Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.</i>
<i>We believe</i>	<i>Children deserve to have teachers who are capable, caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.</i>

OWNERSHIP STATEMENT

Tech Generation Learning Center LLC is a business incorporated on September 14, 2018, in the State of Mississippi by the Mississippi Secretary of State. Any person recruited to be hired during the childcare center's operational hours must pass a criminal background check, show current immunization records, and take and successfully pass the Mississippi State Department of Health (MSDH) health and safety course. All potential employees and/or independent contractors considered for hiring must be approved by one or more of the Center's managing members before they can be hired or promoted.

NON-DISCRIMINATION POLICY

Tech Generation Learning Center does not discriminate in any way, either in employment or in the provision of any of its services, against any individual or group, because of age, gender, gender identity, gender expression, religion, creed, color, political affiliation, national origin, disability, marital status, actual or perceived sexual orientation, or ancestry.

PERSONNEL POLICIES

Employment Policies:

TGLC expects all employees to work together in harmony for the good of the children and families that we serve. This employee handbook is given to you to outline your responsibilities, your expectations, and enhance your employment. Written personnel policies are made available to all center staff upon hire and are available to all staff while at the center in print and electronic form.

Employment Practices:

TGLC retains the right to recruit, select, and hire employees, generally as independent contractors, and to determine the necessary qualifications for employment. To insure effective employee performance, TGLC retains the right to promote, demote, to classify, determine the size and composition of the work force, to assign and allocate work, to transfer employees from job to job and from shift to shift, to determine schedules, hours worked, and to effect layoffs or terminations as needed.

Selection of employees will be made according to Administrator's assessment of their ability to provide quality care for the children of TGLC. These assessments will be made on a basis of ability, skill, experience, character, dependability, and the ability to meet the requirements of the job description. Processes concerning hiring, recruiting, interviewing and selection of potential employees align with appropriate employment law practices. TGLC is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same values toward children, parents, other staff members, and management.

TGLC reserves the right to conduct pre-employment investigations and background checks of the potential employee's educational and work experience. All potential employees must pass a criminal background check as a condition of employment. Results of background checks will be carefully evaluated. Persons failing the background check

will be immediately released from employment. Staff members will be formally evaluated annually and assessed for continued employment, placed on an improvement plan, or released from employment based on the Administrator's evaluation results.

Hiring Practices:

The Center Administrator/Center Director will oversee the hiring process, including recruiting, interviewing, and selection of new employees and/or requests for internal position changes. Current TGLC employees may apply for positions as they become available. Any current employee who applies for an internal position must submit a written request. In most cases, any position that becomes open at TGLC will be considered internally prior to solicitation from outside. However, in some cases, the Administrator/Center Director may determine that it is appropriate to advertise a position when seeking specific skill sets, educational background, and qualifications.

Applicants will receive a wage scale, and a copy of this Employee Handbook that includes personnel policies and information regarding the position-to-hire to assist in their decision to join the TGLC Team. New employees will receive an employment packet containing a job application, background check information, and orientation guides. The Administrator will provide additional information if necessary to assist the employee with successful training experience and to enable them to meet all requirements set forth by the Center's licensing authority.

Equal Opportunity Employment:

Tech Generation Learning Center is an Equal Opportunity Employer. Its employment practices are intended to be consistent with both State of Mississippi and Federal laws concerning discrimination. TGLC is committed to employing personnel who are qualified to meet the assigned responsibilities in their job positions. It is the intent and desire of TGLC that equal employment opportunity will be provided in employment, wages, benefits, and all other privileges, terms, and conditions of employment. State and federal EEOC (*Equal Employment Opportunity Commission*) laws are posted on employee bulletin boards.

Anti-Harassment Policy:

TGLC is committed to providing a professional work environment free from any type or form of harassment. Harassment of any employee on the basis of his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, or the presence of any physical, mental or sensory disability is a serious violation and will not be tolerated.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior which may include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, or pranks. Some examples may include but are not limited to the following:

1. Physical or verbal abuse
2. Racial, ethnic, or sexual insults
3. Racial, ethnic, or sexual slurs or jokes
4. Religious slurs or other slurs directed toward the group set forth above
5. Unwelcome sexual comments, advances, or innuendoes
6. Taunting, intended to provoke an employee
7. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

Sexual Harassment:

Sexual harassment is a type of harassment and occurs when the verbal and physical conduct is sexual in nature or is gender-based, that is, directed at a person because of gender. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful and against TGLC policy.

Sexual harassment includes: unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances,

pressure for sexual favors and/or basing employment decisions upon the employee's submission to sexually harassing behavior in the workplace.

Employees who feel they have been or have witnessed other employees subjected to harassment of any kind are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the employee feels uncomfortable in addressing the matter directly with the harasser, or if they have done so and the behavior does not stop, the matter should be immediately discussed with the Administrator/Center Director or owner(s) with whom the employee feels comfortable.

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. All employees found to have harassed an employee will be subject to appropriate corrective action, ranging from disciplinary action to termination. **No employee will suffer retaliation in any form for reporting instances of harassment.**

Responsibilities Include:

1. **Employees:** Bring to the attention of the Administrator/Center Director perceived or actual incident of harassment or witness of such.
2. **Administrator/Center Director:** Maintain a work environment free of intimidation and harassment and respond immediately and appropriately to any complaints or indications of such behavior. Investigate all initial complaints and report them to the appropriate managing members company officials.
3. **Administrator/Center Director:** Administer the necessary disciplinary action toward any individuals proven guilty of such an act or who, knowingly, falsely accuse another of sexual or other form of harassment.

Childcare Center State Regulations Policy / Legal Authority:

Rule 1.1.1 Legal Authority: The "*Mississippi Child Care Licensing Law*," Section 43-20-1 et seq. of the Mississippi Code of 1972 provides the legal authority under which the Mississippi State Department of Health (MSDH) prescribes minimum regulations for childcare facilities defined under the law. A childcare facility may exceed the minimum quality standards required in these regulations but may not operate without meeting the minimum standards set forth in these regulations. A childcare facility is subject to inspection at any time at the discretion of the licensing agency. The childcare facility **Administrator/Director** and designee(s) are responsible for ensuring that the MSDH minimum guidelines are always adhered to. All employees, staff, independent contractors, and volunteers must adhere to the childcare standards set forth by the State of Mississippi.

Conceal & Carry Policy:

Mississippi Code prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed childcare facility. The Code addresses the presence of firearms and ammunition in a licensed group childcare center as follows: Firearms, ammunition, and other potentially dangerous items may not be kept on the premises. This code applies regardless of whether or not the individual is licensed to carry a concealed weapon under Mississippi State Law. The code does not apply to law enforcement officers while engaged in their official capacity.

Rule 1.1.4 Definitions:

1. Act: The "*Mississippi Child Care Licensing Law*," Section 43-20-1 et seq. of the Mississippi Code of 1972.
2. Agency Representative: An authorized representative of the Mississippi State Department of Health.
3. Caregiver: A person who provides direct care, supervision, and guidance to children in a childcare facility, regardless of title or occupation.

4. Child Care Facility (Facility): A place which provides shelter and personal care for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under 13 years of age, for any part of the twenty-four-hour day, whether such place be organized or operated for profit or not. The term “childcare facility” includes day nurseries, day care centers, childcare centers, preschool programs, and any other facility that fall within the scope of the definition set forth above.

Zero Tolerance for Workplace Violence Policy:

TGLC will, within reason, do whatever is necessary to protect the lives and health of employees and provide a workplace free from verbal abuse, threats, or assaults that could cause or result in harm to those who are employed. TGLC has a definitive “zero tolerance” for violence of any kind, including threats of violence.

Drug and Alcohol Policy:

TGLC advocates that our institution be free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees. Additionally, employees are to work free from the effect of alcohol and other performance-impairing substances. Drug testing may be required by any employee, who while on duty, demonstrates signs of being under the influence, and demonstrates inappropriate behavior suggesting impairment or who is observed consuming alcoholic beverages or drugs. Refusal to cooperate with drug testing and/or rehabilitation will result in immediate discharge. Violations of this policy will subject the employee to disciplinary action up to and including discharge.

Because prescription medication can also affect an individual’s demeanor and job performance, it is the employee’s responsibility to notify the Administrator/Center Director if he or she is taking legal prescription drugs. Such prescription drugs must be given under a medical prescription and may not interfere with the performance of job duties.

CODE OF ETHICAL CONDUCT POLICY

Aligned with NAEYC (*National Association for the Education of Young Children*)

Ethical Responsibilities to Children. Childhood is a unique and valuable stage in the human life cycle. Our paramount responsibility is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children's development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, and physical well-being.

Ethical Responsibilities to Families. Families are of primary importance in children's development. Because the family and the early childhood practitioner have a common interest in the child's well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child's development.

Ethical Responsibilities to Colleagues. In a caring, cooperative workplace, human dignity is respected, professional satisfaction is promoted, and positive relationships are developed and sustained. Based upon our core values, our primary responsibility to colleagues is to establish and maintain settings and relationships that support productive work and meet professional needs. The same ideals that apply to children also apply as we interact with adults in the workplace

Ethical Responsibilities to Community and Society. Early childhood programs operate within the context of their immediate community made up of families and other institutions concerned with children's welfare. Our responsibilities to the community are to provide programs that meet the diverse needs of families, to cooperate with agencies and professions that share the responsibility for children, to assist families in gaining

access to those agencies and allied professionals, and to assist in the development of community programs that are needed but not currently available. As individuals, we

acknowledge our responsibility to provide the best possible programs of care and education for children and to conduct ourselves with honesty and integrity. Because of our specialized expertise in early childhood development and education and because the larger society shares responsibility for the welfare and protection of young children, we acknowledge a collective obligation to advocate for the best interests of children within early childhood programs and in the larger community and to serve as a voice for young children everywhere.

The ideals and principles in this section are presented to distinguish between those that pertain to the work of the individual early childhood educator and those that more typically are engaged collectively on behalf of the best interests of children – with the understanding that individual early childhood educators have a shared responsibility for addressing the ideals and principles that are identified as “collective.”

GENERAL POLICIES

Confidentiality Policy:

All information concerning employees should be considered confidential. All information concerning children and/or families available to employees of TGLC should be considered confidential. Any breach of the confidentiality of any information is grounds for disciplinary action up to and including termination.

Dress Code Policy:

Employees are expected to dress in a manner that promotes pride and respect for TGLC and for the children and families it serves. Good grooming practices and appropriate attire promote an employee’s overall effectiveness in fostering and maintaining a positive image. Safety, positive role modeling and customer service goals are attained through these measures. The Administrator / Center Director will reserve the right to send an

employee home if the attire is not deemed workplace appropriate. Proper attire consists of business comfortable to casual professional dress Monday through Friday. Shorts and skirts may be worn in hot weather so long as they no more than 4 inches above the knee when standing and sitting. No thigh high shorts or miniskirts can be worn at the Center. No low-cut shirts, blouses, or dresses can be worn that reveal the lower crevices of breasts or reveal too much chest area as determined by the Center Administrator/Director. Staff employees may wear short sleeve or long sleeves at the workplace, no muscle shirts may be worn.

Jeans may be worn at the workplace so long as they meet professional standards. Mid-regions of the body should be always covered (no stomach-out attire). The Center Administrator/Director reserves the right to send staff / employees home to change if deemed necessary. Repeated violations (more than one) of the dress code may lead to termination. Personal hygiene and appearance must promote a professional and clean look. Childcare is a service orientated business and employees are expected to represent professionalism in the work environment.

On the Job Injury Policy:

All injuries, large or small, shall be reported to the Administrator/Center Director immediately. It is the intent of TGLC to maintain a safe workplace for all employees. Any injuries not reported within 24 hours may subject you to disciplinary action up to and including termination.

No Smoking Policy:

TGLC has a smoke-free policy in accordance with the MSDH Childcare licensing regulations. There will be no smoking within the TGLC building or grounds, including company vehicles.

Telephone Policy:

TGLC staff are expected to always answer the phone during business hours and when the Center is open. Telephones are never to be answered or played with by children.

Personal phone usage causing distraction from supervision and/or interference with job duties is grounds for disciplinary action up to and including termination.

It is expected that all staff answer the phone in a professional manner, for example:

“Hello...Tech Generation Learning Center, this is [name], how may I help you?”

It is not acceptable for staff to hear the business phone ringing and make no attempt to answer the phone. When necessary, the staff member will take written messages and give them to the appropriate staff member or supervisor.

Personal Cell Phone Use Policy:

The use of personal cell phones should be limited to employee break times. Personal cell phone calls or never to be made or answered in front of children unless there is an emergency or urgent need. Whenever possible, the employee / staff should make or take a personal cell phone call in a private area out of listening areas of children and other staff members. Employees should use extreme discretion when making or answering personal cell phone calls.

All phone calls during work time must be brief and shall not interfere with supervision of children. Staff and employees shall not use company time to conduct personal business or engage in activities on the job that are not related to the job or the supervision, care, and education of children (such as taking unauthorized online courses, playing online games, listening to online music while on the job, etc.). Repeated violations to the cell phone policy (more than 2 reprimands per calendar year) may result in termination.

TGLC will protect the sanctity of the work schedule. Employees and staff are expected to focus 100% on their work duties for their scheduled work hours, not outside activities. Personal telephone calls while on the job shall be made or returned in the case of an urgency or emergency only.

Employee/Staff Breaks Policy:

An employee/staff break is limited to one 15-minute break (this break includes restroom breaks) per 4-hour period so long as the staff member has made verbal arrangements for another staff member to temporarily care and supervise his or her assigned children while they take a break. If there is a need for a personal cell phone call to be made or returned on the job, break time is the time to do it.

Media Policy:

All media inquiries (TV interviews, TV video recording, Ads, radio announcements, Facebook Posts, TV Commercials, etc.) are the express duty and assignment of the Center Administrator/Director/Owners. No employee/ staff member shall schedule any kind of media event on behalf of the Center at no time or participate in any interviews regarding the Center at no time without the permission of the Center Administrator/Director/Owners. All media inquiries and interviews shall be directed immediately to the Director's office and attention for response. Phones call from any media representative must be directed to the Center Administrator/Director/ Owners for further action. Take a message for the Director if necessary and inform the media representative that the Center Director shall contact them back as soon as possible.

Social Media Policy:

This policy provides guidance for employee / staff use of social media, which should be broadly understood for purposes of this policy to include Facebook, Tik Tok, Snap Chat, blogs, instant messaging (IMs), and other forms of social media platforms or chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

- TGLC Employees / staff need to know and adhere to the Code of Ethical Conduct, Employee Handbook, and other company policies when using social media.
- Employees should be aware of the effect their actions may have on their images, as well as that of TGLC. The information that employees post or publish may be public information for a long time.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- TGLC / staff are not to publish, post or release any information that is considered confidential or not public. Student images must be approved by parents through a written permission statement through the Center Director's office.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities at work. TGLC laptops, computer systems, internet connections, and phone services are to be used for business purposes only.
- Subject to applicable law, after-hours online activity that violates the TGLC Code of Conduct or any other company policy may subject an employee to disciplinary action or termination if it negatively affects the employee / staff image as a childcare professional and is not wholesome for persons responsible for the care and supervision of children.

Acceptable Use Technology Policy:

TGLC prides itself on offering one-to-one technology and computers for children and staff use. However, with this opportunity comes important responsibilities for online safety and security and individual compliance with the organization's acceptable use policies that follow.

TGLC managing members and owners has adopted this policy to outline acceptable use for employees / staff must follow. TGLC employees / staff agree not to post any material or lines to any material that you know to be false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's or child's privacy, or that otherwise violate any local, state, or federal law.

TGLC employees / staff agree not to transmit or otherwise make available any content that infringes any patent, trademark, copyright, or other proprietary rights of any party. You also agree not to transmit or make available any content containing any “virus,” “worm,” “Trojan horse,” or any computer code, file, or program designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.

TGLC employees / staff agree not to undertake or accomplish any unlawful purpose. This includes posting, sorting, transmitting, or disseminating information, data or materials that is libelous, obscene, unlawful, threatening, defamatory, or infringes the intellectual property rights of any person or entity, or that in any way constitutes or encourage conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, federal or international law, order, or regulation.

TGLC employees / staff agree not to post, store, send, transmit, or disseminate any information or material that a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially, or ethnically offensive, or otherwise inappropriate, regardless or whether this material or its dissemination is unlawful.

TGLC employees / staff agree not to impersonate any person or entity, engage in sender falsification, forge anyone else’s digital manual signature or perform any other similar fraudulent activity.

TGLC employees / staff agree not to violate the rules, regulations, or policies applicable to any network, servers, computer databases or websites that you access.

Visitor Policy:

All visitors are to report to the office. Visitations should only occur in case of an urgency or emergency. Visitations to the Center by a person or persons not a part of the staff shall be brief and done outside of classroom areas.

Solicitation Policy:

Employees / staff may not solicit campaign or accept a solicitation from an outside individual or company, collect contributions, or distribute literature to children or families for any purpose. Employees / staff may not solicit campaign, collect

contributions, or distribute literature to other employees except when all employees involved are not on work time. From time to time, the owners may partner with its nonprofit partnering agency and ask staff members to voluntarily assist with a specific fundraising campaign(s). Any staff participation with fundraising is strictly voluntary and will not affect positively or negatively their employment in any form or any manner.

Safety Policy:

Safety is an ongoing process that seeks to avoid, reduce, or eliminate unsafe acts or conditions that may result in injury to children, parents, or employees. Employees / staff are to immediately communicate any recognizable hazards to the Administrator/Center Director.

Parking Policy:

Employees are expected to park in the parking areas on the side of the building and to the far right of the building front (do not park in front of the building) to allow parents access to center/front rows during drop-off and pick-up times. The parking lot is handicap accessible. Employees / staff requiring special accommodations should contact the Center Administrator and make necessary arrangements.

Policies and Procedures Statement:

The Administrator/Center Director / Owners of **Tech Generation Learning Center** (TGLC) have set forth various policies and procedures. A copy of this Employee Handbook will be given to staff members with a signed receipt from them indicating that they have received and read the handbook in its entirety.

Children and parent policies and procedures should be reviewed by reviewing the TGLC Parent Handbook that is given to each parent utilizing the services of TGLC. These policies and procedures are essential to the safe operation of TGLC and should be read carefully and kept for future reference. TGLC complies with all State Licensing codes.

As a matter of policy, TGLC does not enter into written or oral contract or agreements guarantying employment or compensation for any particular period of time with any individual employees. No employee is authorized to make guaranties of employment or compensation. **Employment with TGLC is at-will; that is, employment may be terminated with or without cause at any time by the employee or by TGLC.**

Nothing in this Employee Handbook or any other document or statement shall limit the right to terminate employment at-will. No express or implied agreement to the contrary may be made unless it is made by the authority of the Managing Members of TGLC. All employees shall work as at-will Independent Contractors (ICs), and complete a W9 Form prior to employment.

HOURS AND PAY PERIODS

Recording Time Worked Policy:

Employees are required to record their hours each workday on timesheets. TGLC reserves the right to also use the time clock to record your time-in and time-out. Your work hours should be reflective of your scheduled hours. The employee will calculate his/her time timesheet totals. However, all timesheets will be reviewed by the Administrator / Center Director. Any mistakes noted on the timesheet or other items related to pay shall be corrected by the Center Administrator prior to submitting for payment.

Copies of Employment Eligibility and Payroll Forms will be kept in the personnel files. It is the employee's responsibility to update banking information forms for payroll as needed. Any employee who falsifies payroll records in any manner will be subject to disciplinary action up to and including termination. Staff are expected to always maintain

appropriate staff-to-child-ratios, this would justify working your scheduled hours. TGLC hires ICs who are at-will employees. TGLC employees / staff do not qualify for overtime pay, however bonus pay may be paid when funding is available. Vacation days, sick days, and days the Center is closed are considered unpaid leave.

Absenteeism and Tardiness Policy:

TGLC values stability and consistency of quality childcare services provided by our employees, which relies on staff adhering to their scheduled hours. TGLC requires regular attendance by all employees. All time off must be approved by the Administrator/Center Director. Unscheduled time off should be used only in cases of illness and emergency. We hold employees accountable for non-scheduled absences while at the same time remain sensitive to family, medical, and personal emergencies. Excessive unscheduled absences will result in disciplinary action up to and including termination.

Employees who are unable to work a shift because of illness should notify the Administrator/Center Director at least two hours before starting time, if the employee is unable to report to work. Employees that are going to be late for work must inform the Administrator/Center Director as soon as possible. If the Administrator/Center Director is not immediately available, the employee should leave a message and a number where she/he can be reached. When the Administrator/Center Director is unavailable, the employee must arrange for coverage of the shift or shifts being missed.

Employees / staff will receive a written notice indicating that you are late (arriving at work 15 or more minutes late) according to scheduled hours. Exceptions may be granted due to actions beyond the employee's control such as inclement weather or an emergency. Three (3) late notices will result in a one-day suspension without pay. Three (3) suspensions due to lateness will result in termination. Employees that adhere to scheduled hours for six months without an infraction have the opportunity to remove prior late occurrence action from their record via documentation (it will not be stricken from their file).

If an employee is off work because of illness for more than three days, the employee may be requested to bring in a release from a health care professional certifying that the employee is able to return to work. Two consecutive days of unauthorized or unreported absence is considered a quit by the employee.

Communicable Disease Policy:

Any employee exhibiting evidence of an infectious disease (COVID-19, Pink Eye, Flu, rash, fever, etc.) will, at the discretion of the Administrator/Center, be required to submit to medical evaluation to determine if a communicable disease condition exists which threatens the health or wellbeing of the children or other staff. The affected employee will be required to furnish a statement from a licensed health professional attesting to freedom from a communicable disease before being allowed to return to work.

Meals Policy:

Staff will eat TGLC prepared meals with their group of children when working during breakfast, lunch, supper, or snack in order to supervise their children. Mealtimes are considered a teachable time and staff are expected to sit, assist, and participate in an appropriate manner. Dietary restrictions/substitutions will be taken into consideration as per physician's recommendations and upon preauthorization from administration. Food from outside sources is allowed only during the employee's break times and must be taken in the employee break lounge to consume unless the outside meal is sponsored by the Center (for example, Pizza Party). Otherwise, do not consume outside meals (McDonalds, Subway, etc.) in front of children as per health department regulations. Considerations must be given to all children and all allergy situations. TGLC meals will be provided at no charge as a benefit to the employees.

Break Periods Policy:

A break period is a privilege, not a right. It is intended to provide a brief break in the scheduled workday. The break is a non-productive paid time and shall be limited to 15 minutes for every four hours worked. If essential to provide service or meeting licensing requirements, the Administrator/Center Director may withdraw the break. Employees should not leave the premises during their break.

Vans / Commercial Vehicles Policy: Any staff member who may drive the Center's commercial vehicles, vans, and / or bus must be an appropriately licensed driver in the State of Mississippi and be free of significant vehicle operations law enforcement violations such as drunk driving, reckless driving, and habitual speeding citations or history of these citations. Background checks will be conducted prior to the hiring TGLC employees. Should any of these violations come to the attention of the Administrator/Center Director, it will be investigated, and the employee is subject to removal of commercial driving privileges. All eligible TGLC commercial vehicle drivers shall be included on the Center's commercial insurance and liability policy.

Scheduled Hours Policy:

Schedules will be made in accordance with meeting licensing requirements per center room. When child attendance ratios decrease, staff hours adjustments will be made, and layoffs could occur. TGLC work schedule is assigned by Administrator/Center Director as needed. Employees may be hired for a specific room; however, they should be aware that they will be trained for more than one room and will be expected to work in other rooms as needed. Work schedules will be adjusted as needed and provided to staff members in writing. Employees are expected to work the hours assigned. Hourly work shifts may be adjusted periodically in response to enrollment changes and/or to meet mandated staff/child ratios.

Pay Periods:

The pay periods for employees of TGLC are one pay period per month paid on the last working day of the month. In the event of holidays, the pay period may be paid on the last working day prior to a holiday break as in the case of Christmas Holiday Break. TGLC hires W9 employees, and no deductions are withheld from their paycheck. Employees are responsible for all applicable year end taxes in accordance with the IRS

guidelines for independent contractors / W9 employees. TGLC reserves the right to adjust pay periods based on company needs and employment trends.

Wage/Salary Structure Policy:

Starting salary for all employees will be based upon the Center's approved hourly rate scale of \$8.00 per hour to \$15.00 per hour based on the employee's job responsibility, education level, expertise, and years of experience in the industry or related industry. The Center Administrators / Directors annual salary is approved and ratified by the Managing Members of the company based on industry standards. TGLC reserves the right to set and maintain an annual salary for Administrators, Directors, and/or Owners. Movement within the salary structure will be determined based on years of service, Registry Level, Job Title, and maintaining acceptable performance standards to be determined by successful completion the Annual Employee Merit Review.

ORIENTATION, INSERVICE AND TRAINING

Probationary and In-Service Period Policy:

The orientation period provides the TGLC a reasonable period to evaluate the qualifications of a new employee during the first 30 days of service. New Staff will be given a tour of the facility and introduced to key personnel. New staff will be assisted with meeting children, families, and co-workers during the orientation period. All staff hired will automatically be enrolled in the Center's "probationary period."

If at the end (or before) the end of the probationary period of 30 days, the employee does not meet company standards and/or violate company policies, he or she will be released from further employment at the Center and his or her employment will be terminated.

In the event, the company agrees to host grant or program employees with other organizations, the "probationary period" still stands, and the company can withdraw its host status with other organizations at any time if the employee fails the probationary period, violates company policies, or is released as an at-will employee. The host agency will be given appropriate notice of the termination.

Staff Orientation and Training Policy:

A complete orientation to policies, procedures, childcare, and safety will be provided for you during your first three months of employment. The employee will be required to complete the “new hire” packet of forms before the first day of employment. These forms will be kept in the employee’s personnel file. You will be offered certification in CPR/AED/First Aid, Shaken Baby Syndrome, Sudden Infant Death Syndrome, and Child Abuse and Neglect Training through TGLC (Health & Safety Training). These classes are a mandatory requirement by the Mississippi State Department of Health (MSDH), the Center’s licensing authority to be employed at a childcare center. You may also be enrolled in food service training certification (Safeserv, Tummy Safe) should your job responsibility be in those areas.

TGLC Orientation of new staff to be completed within one week of working with children includes:

1. Review of the licensing administrative code
2. Policies included in TGLC Parent Handbook and Employee Handbook.
3. Review of contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers
4. First aid procedures
5. Job responsibilities in relation to the job description
6. Training in the recognition of childhood illnesses and infectious disease control including hand washing procedures and universal precautions for handling bodily fluids
7. Schedule of activities of center
8. Review of child abuse and neglect laws and reporting procedures
9. The procedures for ensuring that all childcare workers know the children always assigned to their care and their whereabouts including during center-provided transportation
10. Child management techniques

11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social, or cognitive disabilities with any childcare worker who may be assigned to care for that child
12. Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) & Shaken Baby Syndrome (SBS) within 10 days of employment
13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met

The TGLC Licensing Orientation Checklist Form will be signed and dated upon completion of the orientation and placed in the personnel file. Staff will be given a copy of the Employee (Personnel Policy) and Parent Handbooks during orientation. Training staff will be appointed to new staff to provide guidance and feedback during their first 90 days of employment. In the event of a lengthy absence of a regular staff member from the center, a substitute staff will be assigned from within the center and will have met the requirements of a regular staff.

Continuing Education policy:

All employee / staff are required to be certified in CPR and First Aid. Staff will receive training in Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Child Abuse/Neglect (CAN). All TGLC staff are also required to obtain 15 MSDH Contact Hours annually of continuing education through approved classes, seminars, workshops, conferences, and other related early childhood events. TGLC staff meetings are mandatory as scheduled by the Center Director. Staff meetings and training will be provided by TGLC. All employees are required to attend. Staff meetings and training may be held within the facility or at another location and will be paid time based on hourly rates. Attendance at such sessions is seen as an important avenue for staff development and is mandatory unless excused for good cause by the Administrator/Center Director. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at TGLC.

Performance Management and Evaluation Policy:

Employees receive their first performance evaluation at the end of their 30 day “probationary period.” Thereafter, your performance and salary will be reviewed once each year using The TGLC Annual Employee Merit Review Form. TGLC Quality Improvement Planning Goals will be reviewed, assessed, and updated annually during the annual performance (merit) review phase. Employees will meet with the Administrator / Center Director to review and sign Annual Performance (Merit) Review, which becomes a permanent part of your personnel file. TGLC reserves the right to layoff and/or terminate your employment at any time.

NEW HIRE REQUIREMENTS – PERSONNEL FILE**Staff Records Policy:**

The employee’s name, address, date of birth, education, position, previous work experience in childcare including reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.

Employment Eligibility Verification Policy:

Federal law mandates all persons hired must be able to verify their eligibility for employment in the United States. Section I of the Employment Eligibility form must be completed by the employee and the manager within 72 hours (3 days) of date of hire.

Criminal Background Check Policy:

A complete caregiver background check including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment. Staff must be supervised at all time until a background check is completed. Fingerprint checks are required by State Licensing for all childcare employees and will be completed in accordance with the law. Child Care workers must obtain a one-time fingerprint background check through the Mississippi FBI Registry.

Certificate of Immunization (Form 121) Policy:

All employees must show proof of immunization showing up-to-date immunization (shots) for MMR (Measles, Mumps, and Rubella) within 5 days of starting work assignment. Only the Mississippi State Department of Health **Form 121** immunization compliance form will be accepted to fulfill this required health regulation.

Change in Personnel Records Policy:

It is important that you report in writing to the Administrator/Center Director any change in the information that was originally given on your application, such as change of address, telephone number, or email address. Employees must notify the Administrator/Center Director immediately.

Charges or Pending Charges Policy:

Pending charges, investigations, findings, etc. must be reported to MSDH by the Department's next business day. A notification is required when any of the following charges or pending charges occur:

- The person has been convicted of any crime.
- The person has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child.
- In the case of a position for which the person must be credentialed by the department of regulations and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

RULES OF CONDUCT / COMPLAINT RESOLUTION

Disciplinary Policy and Procedure Policy:

When an employee / staff member disregards the rules established by TGLC or conducts herself/himself in a manner which is deemed unacceptable, the first approach (when practical) will be that of guidance. Counseling by the Administrator/Center Director is intended to assist you in correction of your conduct. All matters of disciplinary procedures are done in private.

Disciplinary Action Steps:

The first infraction will lead to a conversation with the Administrator/Center Director. This will be a “verbal warning” that the behavior is not appropriate and corrective action will be necessary. This conversation will be documented on the Employee Disciplinary Action Form and signed by the Administrator/Center Director and employee. The form will be kept in the employee’s personnel file.

The second infraction will lead to a “written warning” with one-day suspension without pay. The Administrator/Center Director will document the behavior which is in error and the corrective action necessary to prevent further disciplinary action on the Employee Disciplinary Action Form. The form will be signed by the Administrator/Program Director and the employee. A copy will be given to the employee. The original form will be placed in the employee’s personnel file.

The third infraction will lead to a second written warning and a three-day suspension without pay. The Administrator/Center Director will submit in writing a description of the inappropriate behavior and the corrective disciplinary action needed. The Administrator/Center Director and employee will sign the document.

The fourth infraction will result in termination. In the case of termination, notice will be in writing and signed by the Administrator/Center Director and the employee.

TGLC reserves the right to initiate an immediate and permanent dismissal of an employee / staff member at any time depending on the severity of the infraction or action. Disciplinary Action Steps are not guaranteed and may be overridden at any time by the Administrator/Center Director and/or Owners as deemed necessary.

These steps are meant to establish consistent guidelines to consider in conjunction with the severity of the offenses and the employee's personnel and performance records when administering discipline. We are not required to go through the entire four step process and discipline may begin or continue at any step depending on the severity of the infraction. The nature and severity of any violation can be of such a degree as determined by management to eliminate any and all steps and discharge immediately. An employee may be subject to discipline or discharge for any reason, whether or not set forth in this Employee Handbook. In all cases, determination of appropriate discipline, including discharge, rests solely in the discretion of the employer and will be determined on a case-by-case basis. All steps are documented in writing regardless of the phase of process.

Complaint Resolution / Grievance Policy:

The Administrator/Center Director and Owners of TGLC will do its best to make your employment a good experience. If for any reason, you are unhappy or dissatisfied with the work, work conditions, or with management policies, you should contact the Administrator/Center Director to discuss the problem. If no satisfactory solution can be reached, the center owner(s) shall be advised of the situation for resolution.

TGLC recognizes that grievances may arise in the normal course of employment and are fully committed to ensuring that any such issues that arise can be discussed openly and dealt with satisfactorily and promptly. This policy provides a mechanism for you to raise a grievance relating to your employment. This may be about your job, your working conditions, training etc. All employees are encouraged to raise issues informally in the normal course of their work with their immediate co-workers. This should be done as issues arise and is normally the most effective way to resolve matters speedily.

When a problem or issue arises that cannot be dealt with in this manner, the formal grievance procedure may be invoked. If you are not happy with the response received through the informal stage or you wish to raise a grievance formally in the first instance, you should raise the issue in writing with the Administrator/Center Director. This should clearly set out the nature of the grievance and make it clear that the formal grievance procedure is being invoked.

A Conflict Resolution Worksheet is available upon request. A meeting will be arranged with you to discuss the grievance. If necessary, more than one meeting will be held. A decision on the grievance will be confirmed in writing within 10 working days of the grievance meeting being held. If you are not happy with the outcome after this process, you may appeal the decision in writing to the Board President. The decision at this stage will be final. All grievances will be dealt with in a confidential manner and no employee will be penalized for raising a grievance in good faith. All meetings and outcomes will be documented, and a copy given to you. A copy will be placed on your personnel file.

EMPLOYMENT RESIGNATION

Employees must give a two-week written notice when voluntarily terminating their employment with TGLC. The two-week notice will begin on the date the Administrator receives the written notice directly from the employee. TGLC requests a two-week notice of employment resignation to give adequate time to recruit replacement staff.

TECH GENERATION LEARNING CENTER



EMPLOYEE HANDBOOK

www.techgenerationLC.com

TECH GENERATION LEARNING CENTER

Employee Acknowledgement Form

Welcome to the Tech Generation Learning Center. We are pleased that you have chosen to work with us and hope that your association with TGLC will be a long and mutually rewarding experience. You and your work are very important to accomplish the main goal of TGLC – to provide quality childcare for West Point (Clay County), Mississippi and surrounding communities. Your contribution is essential to our success.

TGLC is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same towards the children, parents, other employees, and administration. TGLC strives to make your orientation and employment experience pleasant, informative, and comfortable. You can look forward to the following information when you join our team.

- **Review Mission, philosophy, and history of the program**
- **Job Description**
- **Organizational outline of the team**
- **Personnel policies**
- **Operation procedures**
- **Parent Handbook**
- **Employment Forms**
- **Licensing & Regulatory Standards**
- **Educational Curriculum**
- **Tour of the Facility**
- **Introduction to key personnel**
- **Meeting children, families, and co-workers**
- **Observation in classroom**

I hereby acknowledge that I have received the Employee Handbook and I understand that it is my responsibility to read and understand the policies contained in the Handbook and any revisions made to it. I further acknowledge that the Handbook is neither a contract of employment nor a legal document. The Handbook describes important information about TGLC. I understand that I should consult with the Administrator / Center Director about any questions not answered in the Handbook.

I have entered into my employment relationship with TGLC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or TGLC may terminate the relationship at-will, with or without cause, at any time.

I acknowledge that the information, policies, and benefits described in the Handbook are subject to change.

Employee/Staff Signature

Date

Must be signed and placed in employee file – REQUIRED Document

Equal Opportunity Employer (EOE)

This page left blank intentionally.