

## **Employee Philosophy**<sub>(04/05)</sub>

Southeastern Preschool Educational Center believes that its reputation is only as good as the staff that works for it. All staff at SPEC is hard working dedicated employees who enjoy working with children regardless of their status. The staff uses good judgment and common sense when dealing with children and their activities.

The staff at SPEC is very valuable to its success in the community. Therefore, staff should feel free to have an open communication system with the director and Administrator to ensure good relations with our parents and friends. Remember, do a job you and I can be proud of.

## **Ethics and Professional Courtesy**<sub>(04/05)</sub>

SPEC personnel must always act in a concerned, dignified and courteous manner and avoid discussion of personal lives in front of parents, visitors or children. Leave your personal problems at home.

Staff should not repeat any medical or personal information regarding SPEC children, parents or other staff members.

All salary and benefit information will be considered the personal business of each employee. Employees must maintain upright moral and ethical conduct at all times or be subject to loss of employment.

## **Hours**<sub>(04/05)</sub>

Flexibility in the childcare profession is a MUST. Employees must always be available to work between 6:00 am and 6:30 pm. Changes made by the director or supervisor in schedules for hours will try to be held to a minimum, but will occur to insure proper staff coverage in each age group. Employees should not expect that even though they have worked the same schedule for an extended period that it will not change, changes will happen. Staff will not have permanently scheduled hours but will work as the need is required. Lead teachers are expected to be in the classroom for two thirds of the workday, as the State requires. Changes in schedules between employees are not allowed without prior approval from the office.

Staff may be called on for a reasonable amount of extra work such as: an open house, staff meetings, special events, training or any other responsibilities as an employee of SPEC.

## **Staff Meetings**<sub>(04/05)</sub>

Each staff member is to attend any scheduled staff meeting. These meetings are to keep staff informed of changes in SPEC policies. It is also time for staff to discuss problems or ask questions of the administration about their work related concerns. Attendance is mandatory and you must let the director know in advance if you will be unable to attend a scheduled staff meeting.

## Dress Code<sub>(07/05)</sub>

SPEC encourages staff to dress appropriately for work, casual dress is best for classroom. Remember that you are a professional and should send that message by your outward appearance. The following rules must always be observed and the director or supervisor will send you home or ask you to change should you not comply with these rules.

- A clean and presentable appearance should be maintained at all times  
No stained or dirty clothing, clothing should be reasonably wrinkled free.  
No ripped clothing, no clothing that is too tight, your overall dress should be comfortable and loose enough for easy movement.
- Underclothes will be worn at all times. Underclothing should not be visible.  
You will be provided with 3 scrub tops which you must wear while on the clock.  
On Fridays you may wear a S.P.E.C. t-shirt (must be purchased)
- Dresses and skirts must be within five inches of the middle of the kneecap.  
Dresses and skirts that are slim fitting are not encouraged for the Classroom.
- Shorts are allowed but must meet one of the following conditions:  
The inseam must be at least six inches.  
The short length is within six inches of the middle of the knee.
- Jeans are allowed but must be in good condition.  
No holes or rips. No really noticeable wear spots or inappropriate markings.
- Shoes are to be worn at all times.  
No high heels of any kind are permitted; heels should be one inch or less.  
No platform shoes over one inch.  
Tennis shoes are encouraged. Sandals are allowed in warm weather.  
Kitchen personnel must wear fully enclosed shoes.  
The Director has the option to require activity appropriate shoes for safety purposes.
- No clothing advertising alcohol, tobacco or inappropriate material.  
Nothing should be offensive to any parent or child.
- Earrings are allowed, no dangling type.  
No long dangling earrings or large hoops are allowed. Small hoops are allowed except in classrooms with infants or toddlers that may yank at them and cause injuries to the employee. Be cautious about necklaces also, they are attractive to young children and they will pull and possibly break them.

## **Dress Code con't**<sup>(04/05)</sup>

- No jewelry or other pierced body parts, including facial or tongue piercing, should be exposed.  
Children copy adults and we have had children in the past cause injury to themselves therefore all other piercings must be covered by clothing, removed or covered by a bandage.
- Tattoos can be visible only if they are deemed appropriate in a child care setting.
- No visible cleavage.
- Purses and cell phones are not permitted in the classrooms.  
For safety reasons we encourage staff to lock the purses and phones in their car. If that is not possible then they must be kept in the designated place (usually a locker or in office).

## Benefits<sub>(07/05)</sub>

### Full Time Hourly Employees

A full time hourly employee is defined as an employee who regularly works more than 30 hours per week year round

1. After working full time at SPEC for one year you will earn five days of paid vacation.
2. After working at SPEC full time for three years you will earn ten days of paid vacation.
3. After working at SPEC full time for five years you will earn fifteen days of paid vacation.
  - a. Vacation days are earned from date of employment
  - b. Vacation days are paid at the same rate as regular employment
  - c. The number of hours paid for a vacation day is figured on the normal workday of the employee.
  - d. Vacation days can accrue from year to year.
  - e. Employees are not allowed to take more than one week vacation at one time without specific written approval from director and the local or regional administrator.
  - f. Vacation time should be requested at least 30 days in advance
  - g. A vacation day can be used in lieu of sick or personal time with the approval of the director.
4. After working at SPEC full time for one year you will be paid for designated holidays.
  - a. Paid holidays are New Year's Day, Easter, Memorial Day, July Fourth, Labor Day, Thanksgiving and Christmas
  - b. You must be on working status the last scheduled day before and after the holiday to be eligible for holiday pay.
  - c. The number of hours paid for a holiday is based on the normal workday of the employee.
5. Employees are allowed five absences (sick or personal) a year without pay.
  - a. Any days missed over five unpaid absences will be considered excessive absenteeism.
6. Children of SPEC employees may attend the center at one half the weekly Tuition rate (if space is available)
  - a. Employees must be active to receive this benefit. Children of employees on unpaid leave may attend the center at full tuition
  - b. Tuition must be paid by the fifth working day of the month or the children may not attend.
  - c. A childcare benefit contract must be signed and kept on file.
7. Social Security and Workman's Compensation are included as standard benefits to employees.

## **Benefits con't** (07/05)

8. Full-time employees are eligible for health insurance after 90 days through a group plan or the acquisition of an individual policy depending on your SPEC location. SPEC will pay half the cost of the employee's monthly premium up to \$200. If enrolled in the group plan, employee's half will be deducted from their monthly paycheck. If owner of an individual policy, employee will be reimbursed half upon receipt of a copy of the monthly invoice showing that premium was paid by employee.

9. SPEC offers a tax deferred 401K plan to which all employees may contribute a percentage of their monthly salary. Upon enrollment in this program, employees have free access to the financial services offered by the firm.

### **Part Time Hourly**

A part time employee is defined as an employee who regularly works 30 or fewer hours per week

1. Children of part time employees may attend the center at half price (if space is available)
  - a. Employees must be active to receive this benefit. Children of employees on unpaid leave may attend the center at full tuition.
  - b. Tuition must be paid by the fifth working day of the month or the children may not attend.
  - c. A childcare benefit contract must be signed and kept on file
2. Social Security and Workman's compensation are included as standard benefits.
3. SPEC offers a tax deferred 401K plan to which all employees may contribute a percentage of their monthly salary. Upon enrollment in this program, employees have free access to the financial services offered by the firm.

## Paid and Unpaid Leave<sup>(07/09)</sup>

Employees are what give SPEC the ability to provide the high quality care that children deserve. Good attendance is vital to insure the consistency children need. When taking time off from work, please use the guidelines in this policy, it will allow management the opportunity to cover your absence with the least amount of disruption to the children and other staff.

1. It is recommended that time off requests for paid or unpaid leave (one or two days) are submitted to the office in writing at least one week in advance to allow for scheduling.
2. Time off requests for paid or unpaid leave (three or more consecutive days) must be submitted to the office in writing at least thirty days in advance.
3. Time off requests for paid or unpaid leave (more than five consecutive days) must also be approved by the local administrator.
4. If there are three time off requests already approved on the same day, no more requests may be given *prior* approval. Additional requests may only be granted *on that day* if staffing allows.
5. Time off requests will be approved in the order in which they were received. Requests submitted on the same day will be considered by the office with seniority and previous requests in mind.
6. If calling in sick, you must call the director *at least* two hours prior to your scheduled work time.
7. A doctor's note must be submitted for two or more days sick leave. Returning to work without one may result in a write-up for misconduct.
8. Please notify the office as soon as possible in the event of an immediate family emergency or death. The office will accommodate any *reasonable* request for emergency leave.
9. Leave without pay will be allowed for jury duty. It will not count as excessive absenteeism.
10. All eligible employees may be granted up to a total of 12 workweeks of unpaid leave during a 12-month period, under the Family and Medical Leave Act of 1993, for one or more of the following reasons:
  - For the birth and care of the newborn child of the employee
  - For placement with the employee of a son or daughter for adoption or foster care
  - To care for an immediate family member (spouse, child, or parent) with a serious health condition
  - To take medical leave when the employee is unable to work because of serious health condition.

For additional information please see attached fact sheet #28

11. **Please keep in mind that attendance is not only important, but expected. Excessive absences may result in loss of hours and/or position.**



## Fact Sheet #28: The Family and Medical Leave Act of 1993

### THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

### EMPLOYER COVERAGE

FMLA applies to all:

- public agencies, including state, local and federal employers, local education agencies (schools), **and**
- private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year **and** who are engaged in commerce or in any industry or activity affecting commerce — including joint employers and successors of covered employers.

### EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

1. work for a covered employer;
2. have worked for the employer for a total of 12 months<sup>\*</sup>;

3. have worked at least 1,250 hours over the previous 12 months<sup>\*</sup>; and
4. work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

\* See [special rules for returning reservists under USERRA](#).

## LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of **unpaid** leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees **or** employers may choose to use accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information from the employee.

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

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

(1) A health condition (including treatment therefore or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:

- treatment two or more times by or under the supervision of a health care provider; **or**
- one treatment by a health care provider with a continuing regimen of treatment; **or**

(2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**

(3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**

(4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**

(5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"**Health care provider**" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; **or**
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; **or**
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; **or**
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; **or**
- Any health care provider recognized by the employer or the employer's group health plan benefits manager.

## MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

## JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "**key**" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; **and**
- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "**key**" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

## NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

- medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions (at the employer's expense) and periodic recertification; **and**
- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

## UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

## ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

## OTHER PROVISIONS

Special rules apply to **employees of local education agencies**. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

## FURTHER INFORMATION

The final rule implementing FMLA is contained in the January 6, 1995, Federal Register. For more information, please contact the nearest office of the **Wage and Hour Division**, listed in most telephone directories under U.S. Government, Department of Labor.

## Training (04/05)

In service training is an on-going process that assists an employee to function at their highest potential. Regardless of previous education and experience, employees are expected to obtain

first aid and CPR within 90 days. Employees should also receive training in fire safety. In addition teachers working with particular age groups are required to take specialized training. Employees who fail to take the mandated classes are subject to written warnings, loss of position or termination. This continued training may be done on the employee's own time or as recommended by the director

Whenever possible employees will be encouraged to attend professional conferences, meeting and workshops.

**An employee's training record will be a significant tool in determining salary increases.**

### **Payroll** (94/01)

SPEC employees are paid on the first working day of each month. Our pay cycles end on the 25<sup>th</sup> of each month. Therefore, the 26<sup>th</sup> of month one through the 25<sup>th</sup> of month two will be one pay cycle. (Example: Start period on May 26<sup>th</sup>, which will end on June 25<sup>th</sup>, and paid on the first working day of July)

### **Phone Usage** (04/05)

The telephones are for business use. Anyone needing to use the phone for personal business needs to clear it with the office first.

Office staff will not accept any long distance calls or solicitations unless advised to do so by the corporate office. This type of call will be forwarded to the corporate office.

### **Grievance Procedure** (04/05)

If there should be a lack of procedure between members of the staff, the parties involved will bring it to the attention of the Director. The Director will talk with the parties to discuss and find solutions to the problem. If the staff member is not satisfied with the decisions made, they may make an appointment to meet the administrator. The administrator will make the final and lasting decision.

### **Resignation and Termination** (94/01)

Any employee who is terminated as a result of misconduct will forfeit any and all benefits and will be paid only for actual hours worked. The employee who chooses to walk out of work will be terminated immediately.

SPEC will give notice to any employee before their position is terminated due to lack of children enrolled. SPEC would also appreciate notice from employees departing. If the departing employee has vacation time accrued and gives a two week notice the employee will be paid for any vacation time accrued.

SPEC will keep a record on file for those employees dismissed for misconduct.

## Discipline Policy<sup>(94/01)</sup>

This is to ensure that children are disciplined appropriately and that parents and staff are aware of the discipline policies and practices.

- A. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking or spanking.
- B. No child shall ever be placed in a locked room, closet or box.
- C. No discipline shall ever be relegated to another child.
- D. Discipline shall in no way be related to food, rest or toileting:
  - a. No food shall be withheld or given as a means of discipline.
  - b. No child shall ever be disciplined for lapses in toilet training.
  - c. No child shall ever be disciplined for not sleeping during rest period.

When a child is not acting appropriately the first choice to help the child get back on task should be intervention by the teacher and redirection. This simply means approach the child and let him/her know that his actions are unacceptable and redirect their action (ex. Joe, please do not throw the blocks, someone could be hurt, put them away like this.) In case of a young child simply offering them an interesting toy will usually divert and redirect their attention.

If your attempts at redirection are unsuccessful then you may have to resort to “time out.” Time out is simply away from the action so the child may have a few minutes to settle down and think about their actions. There does not have to be a designated spot for “time out” simply tell the child to sit in a spot a short space away from the action. The child should sit there only for a short time. The general rule of thumb is one minute per year of age (4-year-old sits 4 minutes). Do not leave a child in time out for long periods of time. When you direct a child to time out be patient, obviously they do not want to go. Tell them why they are going and that they will be allowed to rejoin the group in a few minutes. If a child refuses to go to time out **do not force them** – rather call the office for assistance. Remember the discipline policy above- do not handle a child roughly in any manner, pulling or pushing a child into time out is considered inappropriate discipline- a form of child abuse. The director and other office personnel are more experienced dealing with angry children and will assist you by talking with the child, taking him to the office or calling his parents, if necessary. Remember, never use force on a child- it will result in discharge.

**EMPLOYEE EVALUATIONS** (04/05)

All employees will have a written evaluation at the end of the 90 days in their first year of employment, and every (1) year thereafter. (NOTE: each employee must have a CPR and First Aid certification within the first 90 days of employment). The director, asst. and/or administrator will make these evaluations and review their findings with the employee.

A staff evaluation will be filled out by the employee for self evaluation of performance. This will be submitted to the director one day prior to the actual evaluation meeting between the employee and the director. The director will also observe the employee while working and fill out a staff evaluation sheet prior to the evaluation. The director will compare the two evaluations and note any differences. At the time of the evaluation, the employee's training record will be reviewed to make sure it is up to date and complete with the state mandated training hours that is required. All employees must complete 25% of their training within the first 90 days, 50% of their training within the first 6 months, 75% of their training within the first 9 months, and 100% by the first year of employment.

Raises are not solely based on evaluation scores. However, evaluation scores will be highly regarded in employee raises. All raises are subject to availability of funds.

Recommendations will be made to the employee in terms of how they can improve in any of the areas listed on the evaluation. The staff member will acknowledge and discuss the findings and sign the evaluation. The employee will also be given an opportunity to add their own comments to the evaluation form. This evaluation will be signed by the director and will be added to the employee's personnel file.

## **Supervision of Children** (99/01)

North Carolina Child Care Rule .0714 (f) reads as follows:

*Children shall be adequately supervised at all times. Adequate supervision shall mean that staff interact with the children while moving about the indoor or outdoor area, and are able to hear and see the children at all times, except when emergencies necessitates that direct supervision is impossible for brief periods of time.*

This means that a teacher may never leave the children unattended; teachers must always stay with their class. Even if there is a second teacher in the classroom the correct ratio must be maintained to ensure proper supervision. If you need something, call the office and the office personnel will help you. You may only leave in the case of an emergency.

While you are supervising the children, you must be able to hear and see them at all times. Outdoor playgrounds are designed so that there are no “L” shapes which make it difficult to view all the children. Children are constantly moving and the teacher must move about the area, too. Talk to and interact with the children as much as possible. The same thing applies to the time inside the classroom. You must be able to see or hear the children at all times. Try to avoid putting your back to the class, be sure that the bathroom doors are open when a child is in the bathroom so that you are able to see them. A child who requires privacy may shut the door with the supervision of the teacher. The teacher will stay in the area until the child leaves the bathroom.

Remember, State Guidelines must be followed at all time.

I have read, understand and will comply with the SPEC Policy titled “Supervision of Children”.

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Employee Signature

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Date

**Misconduct**<sup>(04/05)</sup>

- 1-3 Written Warning
- 4 Written Warning and suspended for three days without pay
- 5 Immediate Discharge

- 1) Leaving work position to visit other school areas.
- 2) Misappropriate or excessive use and waste of materials.
- 3) Leaving classroom unclean.
- 4) Failure to clock in and out when leaving the building for a break three times in one pay period.
- 5) Missing staff meeting.
- 6) Smoking in unauthorized zones (no smoking on playgrounds or in building.
- 7) Unauthorized use of telephone.
- 8) Allowing children to leave the center dirty.
- 9) Failure to follow SPEC policy.
- 10) Failure to clock in or out upon the recommendation of the director.
- 11) Failure to report to the director of misconduct of another employee
- 12) Failure to write up and submit an accident report.
- 13) Tardiness – reporting to work late, returning late from break.
- 14) Altering the setting on the thermostat without approval from the proper authority.
- 15) Failure to call two hours in advance if unable to work.

Comments

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Witness

**Serious Misconduct**<sub>(04/05)</sub>

First Offense:           Written Warning  
Second Offense:       Written warning and suspended for three days without pay  
Third Offense:         Immediate Discharge

- 1)     Excessive absenteeism.
- 2)     Failure to take a head count
- 3)     Failure to notify the office in a change of student to teacher ratio.
- 4)     Initiating or promoting gossip.
- 5)     Insubordination.
- 6)     Allowing anyone to take children over the fence.
- 7)     Violation of safety rules.
- 8)     Failure to report to the office a serious misconduct of another employee.
- 9)     Failure to uphold Licensing standards (0-4pts.)
- 10)    Failure to obtain or maintain required training.
- 11)    Remaining in office, kitchen or a classroom when you are clocked out.

Comments

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Employee Signature

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Date

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Supervisor

\_\_\_\_\_  
Witness

**Inexcusable Misconduct** (04/05)

First Offense:           Written Warning and suspended for five days without pay  
Second Offense:        Immediate Discharge

- 1) Any type of verbal, physical or psychological abuse of a child or employee.
- 2) Abusive language (yelling, sarcasm or profanity) to our children, staff or parents.
- 3) Failure to uphold all licensing standards (4-6pt)
- 4) Breach of confidentiality.
- 5) To deny food, drink or medicine to any child.
- 6) Unauthorized dispensing of medicine to a child.
- 7) Gross insubordination.
- 8) Willful acts which could or did result in danger or injury to a child or SPEC property.
- 9) Gross negligence in the performance of duties.
- 10) Unauthorized altering of a time card.
- 11) Reporting to work or any work related function under the influence of alcohol or illegal drugs.
- 12) Hiding, concealing or misappropriation of SPEC, employee or children’s property.
- 13) Failure to report to the office the inexcusable misconduct of another employee.
- 14) Refusal to work hours as scheduled.

Comments

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Witness

**Acknowledgement of Personnel Policies**(00/05)

I have read, signed and received a copy of my job description.

I have reviewed the personnel policies relating to my employment with SPEC. As an employee of SPEC, I understand the personnel policies as presented to me. This material will help build a stronger relationship between employer and employee.

I have carefully read the discipline policies of SPEC and understand what the consequences are if the rules are not followed. I understand that failure to follow these discipline policies is grounds for dismissal.

I am also aware that I have the responsibility of making sure I have read and understand the personnel policies of SPEC and any additional information presented to me ( bulletin board, memo, etc.) relating to my employment. I understand that any changes in the policy will be given in writing to the employees.

I understand that I am required to take in-service training to maintain my position at SPEC.

Print Employee Name \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date