

# **I. INTRODUCTION**

## **A. Purposes**

Valley Interfaith Child Care Center, Inc., hereinafter referred to as "VICCC," is committed to fair, clearly stated and supportive relationships between VICCC and its staff. The personnel policies of VICCC have been established in order to provide a guide to the personnel practices of VICCC and to ensure consistency of personnel decisions. It is the intention of VICCC to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at VICCC. It is not a part of any contract between VICCC and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "at will employees" which means that they may be terminated at any time with or without cause without subjecting VICCC to a claim for breach of an employment contract. These policies may not be changed or added to without the approval of the Board of Directors of VICCC.

## **B. Employee Classification**

Employees are classified as either exempt or non-exempt according to provisions of the Fair Labor Standards Act.

Regular Full-time Employees are those employees who work 30 hours per week and are eligible for all fringe benefits.

Regular Part-time Employees are those employees working at least 20 hours but less than 30 hours per week. Part-time salaried employees are eligible for sick leave and vacation at a rate proportionate to the hours they work. Regular part-time employees that work less than 20 hours per week are not eligible for fringe benefits.

# **II. NON-DISCRIMINATION POLICY**

The policy and intent of VICCC is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age, provided that the individual is qualified to safely perform the essential duties of the position and provided that the accommodation would not result in an undue hardship to VICCC.

VICCC intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. VICCC seeks to do business with organizations that encourage equal employment opportunity.

# **III. RECRUITMENT AND SELECTION**

## **A. Procedures**

VICCC intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

The Board of Directors is responsible for selecting and hiring the Executive Director.

The Executive Director has the responsibility for selecting and hiring each Site Director. All single-site level employees will be screened, interviewed, and recommended by the Site Director to the Executive Director.

When a new position is established, the Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to VICCC for posting or circulation within VICCC and for public notification. Posted positions will be open until the position is filled. Agency "Application for Employment" forms will be completed by each interviewee and kept on file for a period of one (1) year. Unsolicited resumes will be kept on file for a period of one (1) year.

## **B. Job Descriptions**

The Board of Directors must approve all administrative staff job descriptions. Revisions to those job descriptions require Board approval. All employees will be furnished copies of their job descriptions. Copies of all job descriptions may be obtained from the Executive Director.

## **C. Standards**

As a minimum, all employees must meet the education and experience requirements established by the Virginia Department of Social Services licensing regulations for their positions. Further:

1. No person will hold a paid staff position at VICCC while a member of his/her immediate family supervises that position. Immediate family will include any of the following: wife, husband, father, mother, brother, sister, son, daughter, grandfather/mother, in-laws and step-relatives (for those relatives noted previously above), or anyone living in the immediate household.
2. No person will hold a paid staff position at VICCC while a member of his/her family serves on an agency or advisory board serving VICCC.
3. No VICCC agency staff (or members of their immediate family) may serve on the VICCC Board of Directors. The only exception would be a parent/guardian of an enrolled child who works as an occasional Substitute at a Center. The definition of occasional for this purpose is less than three days per month. This individual should abstain from voting on issues that present a conflict of interest.
4. Employees are prohibited from outside work or other means of employment that conflict with VICCC programs or are in violation of any state or federal regulation. No outside employment may:
  - a. interfere with efficient performance of duties;
  - b. involve conflict of interest or duties;
  - c. be a part of duties included in the employee's job description;
  - d. be a part of agency work hours or interfere with the job requirement to be available evenings or weekends.
5. The employee shall provide necessary personal contact and emergency information to her supervisor in a timely manner.

## **D. Interviewing Procedures**

All applicants interviewed for a position will be asked a uniform set of questions to assure an adequate basis for comparison but follow-up questions based upon individual responses can be used.

## **E. Hiring Procedures and Offers of Compensation**

1. Once a selection is made, new employees will receive a letter of hire, a job description, salary and benefits detail and a copy of the personnel policies. The magnitude of the work assignments and the full scope of responsibility for the position will be fully discussed at time of hire. In setting compensation, VICCC may consider, among other things, external labor market rates, equitable relationship with other jobs within VICCC and VICCC's ability to pay. Each employee may be eligible for a salary review at the beginning of each fiscal year which may go into effect on the anniversary of hire date. The Board of Directors will determine the Executive Director's salary.
2. In emergency situations requiring timely recruitment and hiring for staff positions, to provide for continuity and stability of the program, qualified applicants may be hired without completing the selection and interview procedures described in previous sections. Persons hired under these circumstances will be classified as temporary until such time as prescribed procedures may be

Page 3 of 15 Valley Interfaith Child Care Center Personnel Policies completed. Where possible and reasonable prescribed screening, interview and hiring activities will take place within sixty (60) days following an emergency hire.

3. During the first three months of employment, a new employee shall be considered probationary. During the employee's probationary period he/she may not accumulate LEAVE, take paid LEAVE or participate in any other benefits that may be made available to other employees who have successfully completed their probation period.

## **IV. COMPENSATION**

### **A. Payroll**

VICCC will have bi-weekly pay periods for which time sheets will be prepared. Pay periods begin on Saturday 12:01 a.m. and end on Friday at midnight. Time sheets will be submitted by employees to their supervisors by 6 p.m. on the last day of that pay period. Time sheets will then be submitted to the Executive Director.

1. Employees will be paid every other Wednesday for the previous pay period. In the event that payday falls on a holiday, paychecks will be disbursed on the day after the regular payday.
2. Mandatory deductions [FICA (Social Security and Medicare), FITW (Federal Income Tax Withholding) and SITW (State Income Tax Withholding)], will be made from employee's wages.
3. If appropriate, voluntary deductions (insurance, etc.) may be made when requested in writing. Employees are encouraged to minimize these deductions. Requests should be made to the employee's supervisor. Final decisions about whether to grant the request will lie with the Executive Director.
4. Employees are prohibited from receiving gifts with a value in excess of \$10.00 from VICCC patrons, or any person or entity performing services under contract with VICCC, or any persons who are otherwise in a position to benefit from the actions of any employee of VICCC. Violations of this policy may be subject to disciplinary action up to and including termination.

### **B. Overtime Pay for Hourly Employees**

1. Overtime work (more than 40 hours per week) for non-exempt employees must be authorized in advance by the Executive Director.
2. Overtime will be recorded by the employee on the time sheet and initialed by the Executive Director.
3. Voluntary overtime work for VICCC for hourly employees is not allowed under any circumstances.
4. The rate of overtime pay shall be 1.5 times the normal rate of pay per hour.
5. Employees may volunteer for events with VICCC that do not fall under their job descriptions.

## **V. HOURS OF WORK AND LEAVE**

The standard work-week for a full-time employee shall be a minimum of thirty (30) hours per week.

### **A. Holidays**

1. The following days will be observed as paid holidays:  
New Years Day  
Memorial Day **OR** Independence Day  
Thanksgiving Day  
Christmas Day  
Additional or alternate days will be determined by the Executive Director.
2. In order to be eligible for holiday pay, an employee must be hired to work 20 or more hours per week with an anticipated period of employment being 6 months consecutively (without extended periods of absence) or longer.
3. In order to receive holiday pay, eligible employees must also be in a paid status both the last scheduled workday immediately before the holiday and the first scheduled day immediately after the holiday. If the holiday falls while the employee is on LEAVE, employee will receive holiday pay.
4. Holiday paid time off is not counted as hours worked when calculating overtime.

5. For the purposes of determining pay for holidays all permanent employees are eligible and will be paid according to the number of hours they are routinely scheduled to work.

**B. Other Expenses:**

1. Travel by any employee, except the Executive Director, outside the employee's normal area of employment must be approved in advance by the Executive Director.
2. If an advance is needed for approved travel, this request must be made seven (7) days before the date of travel.
3. Reimbursement to cover housing, meals and incidentals (e.g. tolls, parking) will be on an actual cost basis, substantiated by receipt and voucher up to a per diem maximum rate approved by the Board of Directors. Mileage will be reimbursed at a rate approved by the Board of Directors. No expenses for alcohol will be reimbursed. Additional expenses (taxi, telephone, conference registration fees, etc.) may be approved by the Executive Director and the Board of Directors.
4. When travel is completed, all vouchers and receipts will be submitted to the immediate supervisor within three (3) working days.
5. VICCC is not responsible for any damage to employees' cars while on company business.

**C. Personal Days/Sick Days/Annual Leave Days (LEAVE)**

1. Leave with or without pay is only to be taken with prior written approval from the employee's immediate supervisor.
2. Annual leave will accrue at a rate of one day per month, beginning after the employee's initial probationary employment period. Salaried employees earn an extra day of leave per quarter.
3. For the purpose of determining paid leave, all permanent employees are eligible and will be given leave according to the number of hours they are routinely scheduled to work.
4. Supervisors may excuse employees for such purposes as:
  - a. Court or jury duty
  - b. Active Duty with a National Guard or Military Reserve Unit in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
5. Leave will not accrue during excused absences.
6. Leave days, in their entirety, must be taken within the VICCC fiscal year or forfeited, unless, at the discretion of the Executive Director up to 5 leave days may be carried over 1 year.

**D. Maternity (Extended Medical) Leave-** including the birth or adoption of a child for the primary caregiver

1. Will be leave without pay.
2. The length of this leave may not exceed eight weeks.
3. Benefits will continue.
4. The employee must present written request to Site Director at least 30 days prior to anticipated leave date and include an estimated date of return to work.
5. Employee will be expected to contact their immediate supervisor two weeks prior to the anticipated date of return to confirm any extension of the previously agreed upon date of return.

**E. Inclement Weather**

1. In case of inclement weather, the Executive Director, in consultation with the Site Directors, shall determine hours of operation.
2. The Executive Director shall be available between 5:00 a.m. and 5:30 a.m. to advise of road conditions in the area and to discuss recommendations for changing regular opening hours or closing altogether. Once a decision has been made, the Site Director will notify staff and families accordingly.
3. In the event that inclement weather develops when VICCC facilities and offices are open and an early closing is determined to be necessary, every parent will be notified and sufficient staffing will be maintained until every child can be picked up by his/her parent or designee.

4. If VICCC facilities are open and staff expects to be late or unable to report to work due to the weather, staff must notify their supervisor.
5. If the center is closed, employee pay will be based on actual hours scheduled to work.
6. Employees, who do not report to work even though their facility is open, WILL BE CHARGED LEAVE. If the employee does not have paid leave to cover the time, leave without pay will be used.
7. Absence should be recorded as Inclement Weather on the timesheet and recorded as either leave or leave without pay.

#### **F. Leave without Pay**

Request for leave without pay must be presented to the Site Director in writing at least ten business days in advance of the requested start date with secured substitute. Employees must include an anticipated return-to-work date with this request.

Excessive Leave is grounds for dismissal.

#### **G. Fringe Benefits**

Health benefits will be offered to full-time employees after three months. VICCC is committed to providing access to flexible and cost-effective medical care. VICCC reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, VICCC may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

## **VI. PERSONNEL RECORDS**

A personnel file for each employee will be maintained by the Executive Director. File maintenance shall be restricted to the Executive Director and persons he/she designates to keep the file updated. A separate "health file" will be kept for employee physicals and related health material. Files will be secured in locked cabinets. Office doors shall be closed and locked in the evenings and whenever the personnel/payroll staff is absent. The personnel file shall include the following documents as applicable to position requirements:

- the original VICCC application for employment
- job description
- a copy of the written notice of employment, showing the position title, wage, effective date, beginning date and location of employment.
- record of all addresses, names, titles, and salary changes during employment period
- interview questions
- performance evaluation reports
- personal/previous employment reference letters (because of the confidential nature of reference letters, these will be maintained in a "confidential" envelope and the employee will not be permitted to see the contents)
- verification for employment eligibility form (I-9)
- certification of car liability insurance
- emergency contact form
- signed statement of receipt of Personnel Policies
- resignation or termination letters containing separation date
- driving record transcript
- criminal record check
- school transcripts and/or certifications

- cautionary letters, reprimands, or other disciplinary action records unless an appeal was sustained.
  - grievances submitted and actions taken
  - other forms, letters and data pertaining to the employee.
1. The confidentiality of this folder limits review to the employee, employee's supervisor, Executive Director and funding sources. The folder will only be reviewed in the presence of the Executive Director or his/her designee. The Executive Director is the only person authorized to remove a personnel file from the room where it is kept. The Executive Director is the only person authorized to remove anything from the personnel file. Removal of material will be with the knowledge and approval of the employee. If needed, the Executive Director or designee will make copies for the employee.
  2. This folder will be made available to the Personnel Committee or Board of Directors for the Grievance hearing.
  3. Fiscal/payroll items will be maintained as part of each employee's personnel file including:
    - Intake/payroll information form
    - Federal and State tax exemption form
    - Time and attendance forms
    - Any fringe benefit documents
  4. The personnel folder may be reviewed annually by the employee and acknowledged by signature on review sheet.
  5. When an employee terminates employment from VICCC, the personnel file will be retained for at least seven (7) years from the date of separation and then may be destroyed.

## **VII. PERFORMANCE REVIEWS**

### **A. Purpose**

Each performance review is expected to be a positive and interactive process whereby both VICCC and the employee being reviewed receive information about her success in meeting the responsibilities of the job, and VICCC can learn about its strengths and weaknesses as an employer. The evaluation should:

- Clarify job duties and responsibilities.
- Provide a record of performance.
- Promote and strengthen understanding between the employee and the supervisor.
- Emphasize the employee's strengths and ways to utilize them fully.
- Identify areas in need of improvement and objectives to achieve necessary changes in performance.
- Determine continuation of employment.
- Determine increases in compensation.
- Provide a framework for disciplinary action if necessary.

### **B. Procedures**

- The immediate supervisor is responsible for evaluating employees under her/his supervision. This evaluation will then be reviewed and endorsed by the next highest supervisor.
- Written evaluations will be recorded on a standard evaluation form.
- Written evaluations will be discussed with the employee by the supervisor and signed by both parties.
  - Employees shall have the right to appeal any evaluations using the Grievance Procedure established by the Board of Directors using the Grievance Procedure found in the Management Relations section of the Personnel Policies.
  - Evaluations will be kept in the confidential personnel records. Employees will be given a copy.

- New employees will receive initial reviews of their job performance by their supervisors no later than thirty (30) days from the date of employment.
- In general, the goal of VICCC is to conduct a performance review of each new employees during the sixth month of employment, after the first year of service and annually thereafter.

## **VIII. TRAINING AND CAREER DEVELOPMENT**

1. All new employees will receive orientation from their supervisor.
2. Subject to budget and scheduling constraints, the Executive Director will insure that employees take advantage of all possible training opportunities to improve agency service to the community.

## **IX. EMPLOYEE CONDUCT**

Employees of VICCC are appreciated for their love of children, work ethic and ability to get along with others. Taking the initiative, sharing ideas for a better program and seeing oneself as a professional in this field of early childhood education and care is the kind of conduct expected.

1. Employees who are convicted of any crime are subject to termination.
2. Employees arrested for any crime related to abuse, neglect, or exploitation of children or adults shall be placed on Leave without Pay until the charge is resolved by the legal system. Employees convicted of such crimes shall be subject to immediate dismissal.
3. Employees must report immediately any suspicion of child or adult abuse or neglect to the Site Director. The Site Director will contact the local Department of Social Services (DSS). If the Site Director determines a call need not be made and the employee disagrees, the employee is mandated to contact DSS. Law requires that a DSS report be filed within seventy-two (72) hours.
4. Employees must use the VICCC Grievance Procedure to resolve any grievance. Grievances cannot be brought directly before the Board of Directors.
5. No employee may speak as an official representative of VICCC, whether in writing, electronically or orally, without prior clearance from the Executive Director. This includes writing letters to the editor that are signed using the employee's VICCC employment title or purport to represent a position by the organization.
6. VICCC is committed to using a fair and open bidding and contract award process when it is necessary to obtain needed goods or services from outside bidders. VICCC employees, members of the Board of Directors, and family members of employees or Board members may not expect or seek special consideration when bidding to provide goods or services or in the award decision process. When necessary to avoid even the appearance of favoritism, external reviewers will be used to evaluate bids and determine the best source of needed goods and services.
7. Only the Executive Director may enter into a contract or an agreement on behalf of VICCC.
8. If any doubt exists on issues which confront VICCC or which could be of a controversial nature, the Board of Directors will be consulted to advise on agency policy.
9. A professional appearance is essential to a favorable impression with clients and the community. Site Directors have the discretion to determine the appropriateness of an employee's appearance. Employees who do not meet professional standards may be sent home to change, and will not be paid for that time off. Clothing should not include a religious or political slogan or violent or sexual themes or language. An employee unsure of what is appropriate should check with her/his Site Director.
10. Employees are prohibited from participating in any political campaign or voter turnout activities, while at work, while on agency premises, or in the name of Valley Interfaith Child Care Center, Inc.
11. Employees will report to work prepared to start in the classroom as scheduled. Excessive lateness may be subject to disciplinary action, up to and including termination of employment.

12. All employees, volunteers and Board members will observe the right of confidence at all times. As a condition of association, all employees and volunteers of VICCC must agree in writing to abide by the terms of VICCC's Confidential Information Policy outlined here:
- To keep all information learned about clients, employees or volunteers, or Board members either in the course of performing any VICCC job or incidentally as a result of participating in VICCC activities shall be kept confidential unless that person has signed Consent to Exchange Information Form giving their permission to share that information.
  - All employees, volunteers and Board Members will refrain from discussing or disclosing, except privately with a VICCC supervisor or other VICCC employees who have a need to know information that might in any way identify or be linked to a particular individual. An exception can be made if the information will affect the health, safety or well being of a child or employee of VICCC.
  - Safeguard the privacy of participants and protect the confidentiality of information.
  - Understand that the obligation to keep information confidential remains in effect after all association with VICCC ends.

## **X. TERMINATION AND DISCIPLINARY ACTION**

### **A. Voluntary Termination:**

Employees who are voluntarily resigning from their positions must submit a written notice to their supervisor at least two (2) weeks prior to termination.

### **B. Disciplinary Actions**

It is the responsibility of the employee's supervisor to communicate with each employee about her/his expectations with regard to the employee's job performance and to let the employee know when those expectations are not being met or when the employee is not complying with VICCC Personnel Policies or the terms of the employee's job description.

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

1. Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, and violation of any policies or practices of VICCC.
2. Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Executive Director, any staff member facing termination for unsatisfactory performance may be given the option to resign.
3. When a supervisor determines that an employee's job performance is less than satisfactory, the supervisor must develop a written remediation plan, signed by the employee that includes at least the following:
  - a description of the behaviors that are in need of change
  - a plan and timeframe for correction and review of the employee's progress
  - indicators that will be used to demonstrate that the corrections have been made.
4. This document will be kept in the employee's personnel file. Employee must have a copy.
5. In the event that a remediation plan does not result in effective change in the employee's performance, consultation with Executive Director will be sought for guidance about how to proceed.
6. The Executive Director shall be kept informed of all disciplinary matters.
7. As soon as possible, The Personnel Committee shall be apprised of any anticipated termination actions and any other disciplinary matters that the Executive Director may deem appropriate.

### **C. Dismissal for Cause**

Dismissal for cause is employment termination on formal charges of misconduct, malfeasance, or other causes deemed to adversely affect agency operation. This action may be accomplished immediately and without prior notice by the Executive Director or the Board of Directors, and without prior disciplinary actions.

#### **D. Exit Procedures**

Upon terminating employment with VICCC, personnel will be required to return all VICCC property to their supervisor before or on their last date of employment. Employees who do not return agency property will be required to reimburse VICCC for the cost of any unreturned property.

#### **E. Reference Policy**

1. Responses to written or verbal requests for references for former VICCC employees will consist of employment dates and the positions held only. These requests will be forwarded to the Executive Director for a response.
2. Letters of reference for current employees may be provided as approved by the Executive Director.

#### **F. Staff Eligible for VICCC Services**

- VICCC employees applying for VICCC services will be shown the same respect and confidentiality as provided to all VICCC clients.
- VICCC employees in need of services offered by VICCC and desiring to apply to VICCC for services will be required to apply for them using the same procedures used by other applicants, and meet all eligibility requirements for those services.
- VICCC employees who have applied for services may be placed on a waiting list if the centers are full and must meet the same guidelines as any other applicant.

### **XI. MANAGEMENT RELATIONS**

#### **A. Grievance and Complaint Procedures**

The grievance and complaint procedures cover such matters as:

- a. working conditions and environment
- b. relationships with supervisors, other employees or officials
- c. any disciplinary action
- d. any adverse personnel action

#### **Informal Complaint Procedures**

Employees are encouraged to bring forward complaints and grievances they may have so that these may be reviewed and settled quickly and equitably.

It is the responsibility of the supervisors to hear promptly and courteously all complaints registered by employees under their supervision and to make every effort to clarify misunderstandings and make reasonable adjustments of unsatisfactory circumstances that arise in day-to-day relationships.

- **STEP ONE:** The employee should inform her/his immediate supervisor and, if necessary, the Executive Director of the employee's desire to initiate an informal complaint, within ten (10) working days of the event or circumstances that prompted the complaint.
  - i. The immediate supervisor and/or the Executive Director hearing the complaint shall resolve the matter within fifteen (15) working days of the date of the complaint.
  - ii. The supervisor or Executive Director hearing the complaint shall prepare a simple, written statement of the meeting and the resolution which shall be signed by the employee and the supervisor or Executive Director preparing the statement. The purpose of this statement is to set forth whether the discussion was, in fact, an "Informal Complaint". A copy of this statement shall be submitted to the Executive Director. A copy of this statement shall also be maintained in the personnel files of involved employees.

- STEP TWO: If the employee is not satisfied with the resolution of the matter at STEP ONE, the employee shall then notify the Executive Director in writing of his/her dissatisfaction in writing within five (5) calendar days of receiving the resolution.  
Upon notification by the employee, the Executive Director may consult with the Personnel Chair to review the complaint and propose a resolution or, if the Executive Director was not involved in the initial resolution, s/he may choose to review the complaint and propose a resolution. In either case, STEP TWO shall be taken within ten (10) working days of the date of the employee's referral of the matter to the Executive Director.

### **Formal Grievance Procedures**

1. Should the complaint or problem not be resolved through the informal complaint process, the employee may make a formal appeal to the Chair of the Personnel Committee. The purpose of a formal grievance hearing is to consider the grievance being brought forward by an employee. The Personnel Committee shall conduct such hearings and confine its inquiry to the stated grievance.
  - STEP ONE: The employee shall make a full statement of her/his grievance in writing. The employee shall mail this written statement to the Personnel Chair c/o VICCC at P.O. Box 926, Blacksburg, VA 24063, marked confidential and postmarked within five (5) calendar days of STEP TWO of the Informal Complaint Procedures or receiving a written notice of Disciplinary Action.
    - i. The Chair of the Personnel Committee shall furnish a copy of the written statement to each member of the Committee and one copy to the Executive Director.
    - ii. The Executive Director shall supply a written statement in reply to the employee's grievance to Personnel Chair and the employee at least five (5) working days prior to the hearing.
    - iii. The Chair of the Personnel Committee shall schedule a hearing of the employee's grievance before the Committee to be held no later than ten (10) working days after receipt of the employee's written statement.
    - iv. At the hearing, the employee shall have an opportunity to present evidence, or call witnesses. The Executive Director shall have an opportunity to present evidence, or call witnesses.
    - v. The Chair of the Personnel Committee shall prepare a written summary of the hearing.
    - vi. The decision of the Personnel Committee shall be delivered in writing to the employee and the Executive Director within five (5) working days after the hearing. The decision shall specify the grounds relied upon by the Personnel Committee in reaching the decision.
  - STEP TWO: The employee or the Executive Director shall have the right to appeal to the Board of Directors any decision reached by the Personnel Committee during STEP ONE.
    - i. To appeal the decision of the Personnel Committee, the employee or the Executive Director shall notify the Chair of the Board of Directors in writing within five (5) working days of receiving the decision of the Committee.
    - ii. The Chair of the Board shall schedule a hearing of the appeal before the Board to be held no later than fourteen (14) working days after notification of appeal.
    - iii. At the appeals hearing, the employee shall have an opportunity to present evidence or call witnesses. The Executive Director shall have an opportunity to present evidence, or call witnesses, to be represented by counsel and to cross-examine witnesses.
    - iv. The Chair of the Board shall prepare a written summary of the hearing.
    - v. The decision of the Board shall be delivered in writing to the employee and the Executive Director within five (5) working days after the appeals hearing. The decision shall specify the grounds relied upon by the Board is binding and exhausts all internal mechanisms for resolving the grievance.

## **XII. EQUAL EMPLOYMENT OPPORTUNITY POLICY DISCRIMINATION COMPLAINT PROCEDURE**

### **A. Policy**

It is VICCC's belief that the employees of VICCC are the primary means by which the goals and objectives of VICCC will be met. To that end, the rights of all employees must be respected. All employees of VICCC must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director or, if appropriate, the Board Chair or a member of the Personnel Committee.

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. VICCC will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

No retaliation or any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

### **B. Discrimination Complaint Procedure**

For non-discrimination related complaints, employees should use the Grievance Procedure.

#### **Procedure**

Complaints should be raised and settled promptly. A complaint must be filed immediately following either the event giving rise to the complaint or following the time when the employee reasonably should have gained knowledge of occurrence. There shall be a time frame of 33 working days in which to settle the actual complaint. If a complaint is not appealed within the time limit set forth for an appeal, it shall be deemed settled on the basis of the last answer given. If the appropriate party fails to provide an answer within the time limit, the employee may immediately appeal to the next step. Complaints shall be processed as follows.

1. The Executive Director shall have seven working days to investigate and resolve the complaint.
2. If a mutual agreement cannot be reached to the complainant's satisfaction, the complainant has five working days to appeal to the Personnel Committee.
3. The Personnel Committee shall have eight working days to hold a hearing and submit its decision to the parties involved the VICCC Board of Directors.
4. If the complainant is still not satisfied, s/he shall have five working days to appeal to the VICCC Board of Directors.
5. The VICCC Board of Directors shall have eight (8) working days to hold a hearing and render a decision on the complaint.

### **XIII. EMPLOYEE HEALTH AND SAFETY POLICY**

#### **A. Policy**

VICCC is dedicated to providing a safe drug-free and alcohol-free workplace. Our employees are valuable resources and it is our goal to provide a healthy, satisfying working environment, which promotes personal opportunities for growth.

Employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and abating known hazards. Unsafe work conditions in any work area that might result in an accident should be reported immediately to a supervisor.

1. VICCC provides a comprehensive Workers' Compensation insurance program to our employees at no cost to employees. The Workers' Compensation program may cover injuries or illnesses that arise out of and during the course of employment.
  - a. If an employee is injured in connection with employment, regardless of severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports within three (3) working days.
2. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on diseases. Use caution to avoid contact with these body fluids. Each first aid kit contains plastic gloves; employees are required to use them. Employees must follow the Blood borne Pathogens clean-up process.
3. Employees of VICCC have certain rights regarding the use of hazardous materials in the workplace. VICCC will provide employees with information regarding the following:
  - a. What chemicals are used in the workplace by Material Safety Data Sheets (MSDS)
  - b. Where the chemicals are located
  - c. Physical and health hazards associated with the chemicals
  - d. Protection measures that must be taken to prevent exposure
  - e. What to do in case of exposure to the chemicals
4. Employee should consult their supervisor for additional information on hazardous materials at their site.

#### **B. Substance Free Workplace**

The use of illegal drugs, as well as manufacture, trafficking and/or possession of any illegal drugs or the misuse of legal drugs while performing VICCC business is prohibited.

The use of alcohol or intoxication resulting from the use of alcohol is prohibited while on duty.

Employees needing help with a substance abuse problem are encouraged to contact their supervisor or a treatment facility. Early recognition and treatment are critical to any program to curb abuse and to enhance the employee's ability to perform satisfactorily. VICCC finds that both the employee and VICCC will benefit greatly from early substance abuse recognition and treatment. No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem.

1. It shall be the policy of VICCC to provide a smoke-free environment. This policy covers the use of any tobacco products and applies to both employees and non-employee participants of VICCC. VICCC will serve as an example to other child care and community agencies. There will be no smoking in any VICCC facility at any time.
2. Employees may be subject to urine drug testing and breath alcohol testing
3. Employees are required to notify VICCC of any criminal drug or alcohol statute arrest or conviction before their next scheduled work day.
4. Employees are subject to random, unannounced testing.

Any employee who has questions regarding this policy or any other aspect of the drug-free or alcohol-free program should contact his/her supervisor.

## **XIV. VICCC PROPERTY POLICY**

All supplies, materials, and work products of an employee if purchased by VICCC shall remain the property of VICCC after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with VICCC.

1. VICCC prohibits firearms and weapons of any sort, contraband, illegal drugs, or alcohol on the premises where children are served by VICCC.
2. VICCC reserves the right to search any and all its property at any time management deems necessary to assure safety and security.
3. It will be the responsibility of staff to keep their office keys in a secure location. If staff loses key(s), they must pay for the cost of replacing the key, and in some cases, for replacing the lock. Staff in charge of agency building and offices must furnish the administrative office with an extra set of keys to their buildings.
4. Supervisors and managers are responsible for issuing agency property to employees and ensuring its return at the proper time.
5. VICCC is not responsible for personal property of the employee while at VICCC locations. This includes personal packages that may be delivered to a VICCC location. Personal property may not be covered under VICCC's insurance policy. Employees should understand that all personal property brought onto VICCC's property may be inspected with the purpose of enforcing VICCC policies and to protect against theft.

## **XV. COMPUTER/INFORMATION SYSTEMS POLICY**

### **A. General**

1. For the purposes of this policy, VICCC computer/ information systems includes the computers, disks, programs and related peripherals provided by VICCC as well as voice mail, electronic mail (e-mail), cell phones and Internet access from VICCC computers.
2. The VICCC computer/ information systems, are the property of VICCC, and documents, messages or other communications from these systems are subject to monitoring without notice to employees as deemed necessary by VICCC. Employees should not maintain an expectation of privacy with respect to the VICCC computer/ information system. Any passwords used to access these systems must be made know to VICCC at the time the password is created or at any time VICCC requests.
3. Employees should use VICCC computer/ information systems for VICCC business only. These systems shall not be used for, among other things, commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. Under no circumstances should VICCC computer/ information systems be used for sending, accessing, receiving or storing any material of an offensive, discriminatory or harassing nature or that is threatening, obscene, or defamatory, for chain letters, or for any other purpose that is illegal, against VICCC policy or contrary to VICCC interests or VICCC's reputation in the community.
5. Any unauthorized removal of files, applications or data from the VICCC computer/ information systems is prohibited. Because of the threat of viruses, the copying of files, applications and data from outside systems, or use of floppy disks formatted on outside system, onto the VICCC computer system is prohibited without the prior approval of management. Antiviral software will be installed on all VICCC computers. The copying of client files is prohibited, except for back-up purposes.

### **B. Email and Voice Mail Policy**

1. The purpose of email and voice mail is to facilitate communicating business or work-related data in a timely and efficient manner. Email is a written means of communication. Please do not transmit anything in an email message or voice mail that you would not be comfortable writing in

**C. Internet Policy**

1. Certain employees will be authorized to access the Internet. Other employees must have permission from their supervisor prior to accessing the Internet from any VICCC computer at any time. The use of the Internet shall be for VICCC business purposes only.
2. Personal use of chat channels, chat software, or news groups on the VICCC network is prohibited.
3. Employees should be aware that the date, time and Internet sites accessed on VICCC computers can be recorded and monitored.

**D. Phone /Cellular Policy**

1. Personal Cellular Phones

Cell phones are not allowed in the classroom. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any personal calls on non-work time where possible and to ensure that friends and family members are aware of VICCC's policy. VICCC will not be liable for the loss of personal cellular phones brought into the workplace.

2. VICCC-Provided Cellular

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the phone for return.

**E. Violations**

Violating the provisions of this policy, or any actions which VICCC determines is not in its best interests, may result in disciplinary action ranging from the revocation of use access to termination of employment. The users of our network and computer systems are responsible for respecting and adhering to local, state, federal and international laws related to the access and use of computer systems and software.

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Please sign and return THIS PAGE to the Executive Director upon receipt and review of VICCC Personnel Policies.

**EMPLOYEE CERTIFICATION**

- \_\_\_\_\_ I have received a copy of the Valley Interfaith Child Care Center, Inc. Personnel Policies.
- \_\_\_\_\_ I have read these policies and understand them and agree to abide by these policies.
- \_\_\_\_\_ I understand that these policies are intended to provide guidance for the management of personnel and are not intended to create a binding contract of employment.
- \_\_\_\_\_ I understand that I am an employee at will.

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

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

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