



Personnel Policy & Procedure

SECTION 1

The purpose of this policy is to establish guidelines for employees. It is an internal management document and is not intended to create an employment contract or term of employment. It is meant to guide the actions of management. The Early Learning Coalition of Pasco and Hernando Counties, Inc. reserves the right to change or rescind, in whole or in part, at any time and without liability to anyone the policies, principles and practices stated in this manual.

The employment relationship between the Early Learning Coalition of Pasco and Hernando Counties, Inc., and its employees is an employment-at-will relationship. As such, either the Early Learning Coalition of Pasco and Hernando Counties, Inc. or the employee may terminate the employment relationship at any time, with or without reason. Nothing in this manual should be interpreted to imply or state otherwise.

EQUAL OPPORTUNITY POLICY

Equal Opportunity is the Early Learning Coalition of Pasco and Hernando Counties, Inc., policy. It is the Early Learning Coalition of Pasco and Hernando Counties, Inc.'s policy to select the best-qualified person for each position in the organization. No individual of Early Learning Coalition of Pasco and Hernando Counties, Inc., with hiring responsibility will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, disability, national origin, ancestry, or age. The Early Learning Coalition of Pasco and Hernando Counties, Inc., will not discriminate against any applicant or fellow employee because of physical or mental handicap or because of the person's veteran status. This policy applies to all employment practices and personnel actions.

RECRUITMENT

Early Learning Coalition of Pasco and Hernando Counties, Inc., has adopted a recruitment policy in an aggressive manner to attract top-caliber individuals to fill positions at all levels of the organization. Many positions may be filled with employee transfers or promotions. Others will be assigned to new employees, who are recruited or apply directly to the company. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals. Supervisors/managers should discuss the most appropriate method of recruitment for filling departmental positions with the Executive Director. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner. Before filling any approved position vacancy, current employees who apply shall be given equal consideration for transfer or promotion. Refer to the policy, "Announcement of New Positions".

EMPLOYEE SELECTION PROCESS

Selection of candidates for all positions will follow the Early Learning Coalition of Pasco and Hernando Counties, Inc.'s Equal Opportunity policy. Department coordinators are responsible for preparing a position requisition. Only the Executive Director, or his/her designee, is authorized to place ads, respond to inquiries from employment agencies, and post requisitions on the company bulletin boards.

Job-related duties and qualifications, as listed on the position requisition, will provide the basis for initial screening of applications. All applications and resumes received for the requisitioned position will be forwarded to the appropriate department manager. The department coordinator will conduct initial screening for the minimum qualification. The department manager will further screen the applications to select those individuals to be interviewed for the position. The department manager will conduct the interviews, unless otherwise delegated by the Executive Director. Recommendations for hire will be made to the Executive Director who has the final hiring authority. Only job-related questions or ones, which assess the candidate's experience, skill, and training, will be asked. Definite salary commitments will be avoided during the initial interview.

Some positions will require skills for which a known level of competence must exist; for example, keyboard, mathematics. Under these circumstances, the interviewer may request applicants to demonstrate these skills by completing an exercise involving a job-related work sample. It must be evident that such an exercise measures knowledge or skills required for the particular job. The results of an exercise must prove to be a valid prediction of job performance. All interviewed applicants must be given the same exercise.

The Executive Director or designate will be responsible for verification of employment information provided by the applicant.

The applicant should be advised that this information will be verified. ***For all appointed candidates a full back round screening will be conducted which includes Live Hand Scan Fingerprinting. An annual back round check will be conducted for each staff member.***

This verification of information should be documented and will become part of the data used in the selection process.

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, gender, creed, national origin, age, sexual orientation, marital or veteran status, the presence of a medical condition or disability, or any other legal protected status.

To be considered, this employment application must be complete, accurate, and legible. All applicable areas/spaces MUST be filled out; and please do not write "refer to resume," "please see resume," or "reference to attached documentation".

PLEASE PRINT

Position for which you are applying: _____ Date: _____

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Maiden Name</i>	
<i>Street Address</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
<i>Telephone Number(s):</i>		<i>E-mail Address:</i>	<i>Social Security Number</i>	

Are you legally eligible for employment in the United States? _____yes _____no
(Proof of citizenship/immigration status and identity is required upon hire).

Date available for work: _____/_____/_____ Desired salary range: _____

Type of employment: ___Full time ___Part Time ___Temporary ___Volunteer

Do you have reliable transportation? _____yes _____no

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? _____yes _____no

Have you been convicted of or received sentence for a crime other than a minor traffic violation ___yes___no
Conviction will not necessarily disqualify an applicant from employment. If yes, please give details on back.

Are you employed now? _____Are you currently on a lay-off status and subject to recall? _____
Have you ever been discharged or requested to resign? _____If yes, please explain _____

Approved by Executive Board
November 20, 2008
Revisions Approved by Board of Directors
September 24, 2009
Revisions Approved by Board of Directors
May 26, 2011

EDUCATION

Name and Location	Number of Years Completed	Course of Study Major/Degree
High School		
Vocational/Technical College		
Undergraduate College		
Graduate/Professional		
<p>Skills and Qualifications Summarize and training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____</p> <p>_____</p> <p>_____</p>		
<p>Special Skills and Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience (include job-related military training). _____</p> <p>_____</p> <p>_____</p>		
<p>List Professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or disability or other legally protected status: _____</p> <p>_____</p> <p>_____</p>		
<p>Which foreign languages (if any) do you speak, read and/or write? _____</p> <p>_____</p>		

REFERENCES

Name	Address	Telephone	Type	Number of Years Known
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude memberships, which would reveal gender, race, religion, creed, national origin, age, ancestry, disability, or other legally protected status:

Employer	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Summarize the nature of work performed and job responsibilities. _____ _____ _____	Immediate Supervisor and Title
	Starting Job Title Final Job Title
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination
Employer	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Summarize the nature of work performed and job responsibilities. _____ _____ _____	Immediate Supervisor and Title

_____ _____ _____	Starting Job Title _____ Final Job Title _____
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination
Employer _____	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address _____	Telephone _____
Summarize the nature of work performed and job responsibilities. _____ _____ _____ _____	Immediate Supervisor and Title _____
	Starting Job Title _____ Final Job Title _____
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude memberships, which would reveal gender, race, religion, creed, national origin, age, ancestry, disability, or other legally protected status:

Employer _____	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address _____	Telephone _____
Summarize the nature of work performed and job responsibilities. _____ _____ _____ _____	Immediate Supervisor and Title _____
	Starting Job Title _____ Final Job Title _____
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination
Employer _____	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address _____	Telephone _____

Summarize the nature of work performed and job responsibilities. _____ _____ _____ _____	Immediate Supervisor and Title
	Starting Job Title Final Job Title
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination
Employer	May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Summarize the nature of work performed and job responsibilities. _____ _____ _____ _____	Immediate Supervisor and Title
	Starting Job Title Final Job Title
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

MINIMUM QUALIFICATIONS

For each position that you have applied for please describe how you meet each of the minimum qualifications based on the job description or job posting.

First position applied for: _____

Describe how you meet the minimum qualifications for this position. _____

Second position applied for: _____

Describe how you meet the minimum qualifications for this position. _____

APPLICANT'S STATEMENT

I certify that answers given therein are true and complete to the best of my knowledge.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application or, (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representative, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

This application for employment shall be considered active for a period of time not to exceed six (6) months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I also agree to undergo additional testing, possibly including a background screen and/or physical, whenever requested, if I should be asked to do so. I understand that the test results will be considered by the management in deciding whether or not to hire me, or may result in my dismissal without notice of hired.

If I am hired, I understand that I am free to resign at any time, with or without reason and without proper notice, and the employer reserves the same right to terminate my employment at any time, with our without reason and without proper notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I agree to be employed on a 180 calendar days introductory period, and that I may be dismissed at anytime during this period at the discretion of the employer without showing reason.

Approved by Executive Board
November 20, 2008
Revisions Approved by Board of Directors
September 24, 2009
Revisions Approved by Board of Directors
May 26, 2011

I understand that employment at this agency is "at-will" and it includes no guarantee, contract or promise of employment for any specific length of time.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

AUTHORIZATION OF RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

I hereby authorize the School Readiness Coalition and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report and may include, but not limited to the following areas.

Verification of social security number, current and previous residences, employment history including all personnel files, education, character references, credit history and reports, criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, birth records, motor vehicle records to include traffic citations and registration and any other public records.

I _____ authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I understand that I must provide my date of birth to adequately complete said screening, and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me, to furnish bearer with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release the School Readiness Coalition and its agents, officials, representatives or assigned agencies including officers, employees or related personnel both individually and collectively from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs family or associates because of compliance with this authorization and request to release. You may contact me as indicted below; I understand that a copy of this authorization may be given at anytime provided I do so in writing.

Please Print Clearly

Name _____
First Name Middle Name Last Name Maiden Name

Social Security Number: _____ Phone Number _____

Current Street Address _____ City _____

Early Learning Coalition of Pasco and Hernando Counties, Inc.
Personnel Policy

State: _____ Zip Code _____

May we contact your employers _____ May we contact your supervisors _____

Comments: _____

By signing below, you are certifying that the above information is true and correct:
Please print your name: _____

Signature: _____ Date _____

**A Summary of Your Rights
Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer-reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy—to creditor, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

Authorization to Obtain Consumer Credit Report

I have been notified that the School Readiness Coalition would like to obtain my consumer credit report in connection with my application for employment. I authorize the School Readiness Coalition to obtain such a report and release the School Readiness Coalition from any liability connected with obtaining such a report.

Printed Name of Applicant or Employee

Signature of Applicant or Employee

Date

INTERVIEW SUMMARY SHEET

Applicant's Name

Date

Position

Interviewer

Qualifications

(taken from job announcement)

Applicant's background

Job functions

Skills

Applicant's experience

Education

Knowledge

References of previous supervisors or managers

Preferred qualifications

Other factors

Growth in career

Accomplishments

Applicant's strengths

Applicant's limitations

Interviewer comments

DRUG FREE WORKPLACE POLICY

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the intent and obligation of the Coalition to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on company premises or while conducting company business off company premises is absolutely prohibited. Violations of this policy will result in termination, and may have legal consequences.

The company recognizes drug dependency as an illness and a major health problem. The company also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to talk to their Supervisor/Manager or the Executive Director. All discussions will be kept strictly confidential.

The Executive Director may require an Employee appearing or reasonably suspected to be in an impaired condition on the job or suffering the effects of drug or alcohol use to submit to testing by a bonafide company selected by the Coalition. The types of tests that may be used include breathalyzer tests, blood tests, and urinalysis.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. Any sale of illegal drugs during the work day or on the employer's premises will be treated as gross misconduct punishable by immediate discharge for the first offense. Any employee who is arrested for selling drugs while off duty will be discharged if convicted of a criminal offense. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988).

SMOKING POLICY

No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees.

EMPLOYEE RIGHTS

Employees are protected by the Sarbanes-Oxley Act of 2002 that allows corporate fraud whistleblowers who file complaints with OSHA within 90 days to win reinstatement, back pay and benefits, compensatory damages, abatement orders, and reasonable attorney fees and costs.

EMPLOYMENT CLASSIFICATIONS

Positions within the company are generally designed to require full-time employees. In certain functions and during some seasons, work schedules and company needs may require the services of other than full-time employees. There are four classifications of employees at Early Learning Coalition of Pasco and Hernando Counties, Inc.,

1. Full-time,(exempt and non-exempt salary and non-exempt hourly)
2. Part-time,
3. Temporary, and
4. Summer.

Full-time - An employee hired and qualified to receive benefits.

Part-time - An employee hired for an indefinite period in a position for which the normal work schedule is at least 20 but less than 40 hours per week and may be qualified for some benefits.

Temporary - An employee hired for a position for which the scheduled work week can range from less than 20 to 40 hours, but the position is required for only a specific, known duration, usually nine months or less.

Summer - An employee hired only for the summer months (typically May through September) for a position for which the scheduled work-week can range from less than 20 to 40 hours.

Neither temporary, part-time, nor summer employees qualify for regular company benefits unless contradictory to state and federal regulations.

New Employee "Introductory Period"

The purpose of this policy is to establish guidelines during which to observe the new employee's work, to secure the most effective adjustment of a new employee to the position, and to reject any employee whose performance does not meet the required work standards.

- A. The introductory or "working test" period is utilized to observe the new employee's work, to secure the most effective adjustment of a new employee to the position, and to reject any employee whose performance does not meet the required work standards.
- B. The employment of a person shall not be deemed complete for a period of ninety (90) days. The Executive Director, without cause, may discharge an employee within the introductory period. If the employee is not discharged before completion of his/her introductory period, the employee shall be confirmed in his/her position and shall be a regular employee of the Coalition.
- C. During the employee's introductory period the Executive Director will notify the employee if performance is not satisfactory. If a newly hired, introductory-period employee has been found to be unsatisfactory, the employee shall be dismissed by the Executive Director.
- D. An "Introductory Period" employee shall be evaluated ninety (90) days after his/her start date, in accordance with the following procedure:
 - A summary review of the employee's performance will be made utilizing the Introductory Period Review Form (Attachment A). The employee shall be rated "Meets Expectations," "Fair but Needs Improvement" (in which case the introductory period will be extended an additional ninety days), or "Does Not Meet Expectations" (which will result in the employee's separation from the company). The employee shall be advised of the results of the Introductory Period Review. If the employee's performance does not meet expectations, the reasons must be stated on Attachment A, and any supporting documentation must be attached and filed in the employee's personnel file.
- E. Authorized and unauthorized absences of leave without pay will not count toward completion of the introduction period.
- F. Thereafter, on the employee's anniversary date, a review of the employee's performance will be made utilizing the Annual Progress Review Form (Attachment B). The employee may receive a merit raise based upon documented, sustained, superior performance. An employee's pay increase could include a Cost of Living Adjustment (COLA), which would be effective on the first day of the new fiscal year. Lump-sum bonus payments may be awarded for career commitment. Bonuses are a one-time payment and are not included in an

employee's base rate of pay. Bonus payments may not be awarded more than once during a twelve-month period. Bonus payments must be approved by the Executive Director (or the Board of Directors in the event the Executive Director is the recipient).

CORRECTIVE COUNSELING AND PERFORMANCE IMPROVEMENT

If an employee has already completed the probationary period and their performance is deemed to be unsatisfactory, the employee shall be made aware of the areas of concern in the following manner:

- First occurrence: Verbal Coaching Session.
- Second occurrence: Written Correction Notice.
- Third occurrence: A Performance Improvement Plan will be implemented.

Should the employee disagree with the evaluation, they should be allowed to submit their grievance in writing to their supervisor. A response to this grievance must be received within five (5) working days.

Corrective counseling may be initiated when management believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of management. The company desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the company's best interests. The company expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend, or discharge any employee "at will," whichever it chooses and at any time.

The Executive Director, in consultation with the employee's supervisor, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the supervisor/manager. The letter should include a statement of the following:

- A. The specific unsatisfactory situation;
- B. A review of oral and written warnings;
- C. The specific behavior modification or acceptable level of performance;
- D. Suggestions for improvement; and
- E. A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action may include, but is not limited to reassignment, reduction in pay, grade or demotion.

Reasons for disciplinary actions include:

- A. Incompetence or unsatisfactory performance of duties.
- B. Misconduct

1. Conviction of a crime.

2. Hindrance of the regular operation of the department or unit because of excessive tardiness.
3. Knowingly giving false statements to supervisors or the public.
4. Violation of Early Learning Coalition of Pasco and Hernando Counties, Inc., administrative regulations or department rules, including safety rules.
5. Use of or under the influence of alcohol or controlled substances on the job.
6. Acceptance of gratuities.
7. Loss of job requirements such as loss of necessary license that prevents an employee from doing his job properly or adequately.
8. Deliberate falsification or omission on an application that misrepresents individual's qualification.
9. Unauthorized disclosure of confidential information.
10. Falsifying Coalition records including false recording of time sheet entries.
11. Unauthorized use, possession or removal of property belonging to the Early Learning Coalition of Pasco and Hernando Counties, Inc.,
12. Proven theft, pilfering, fraud, or any other form of dishonesty in connection with the Early Learning Coalition of Pasco and Hernando Counties, Inc.
13. Unauthorized possession of firearms or other dangerous weapons.
14. Assaulting, threatening, or intimidating anyone associated with the Early Learning Coalition of Pasco and Hernando Counties, Inc.
15. Insubordination including refusal to obey a reasonable order or any act that challenges the authority of supervisory personnel to issue a valid order.
16. Gross negligence of duty or leaving work during work hours without authorization.
17. Discrimination against employees, clients, or any other persons associated with the Early Learning Coalition of Pasco and Hernando Counties, Inc., because of race, color, creed, age, sex, national origin, religion or handicap.

None of the foregoing shall prevent the dismissal, demotion, or suspension of any employee for any cause which is justifiable even though such cause is not contained among those enumerated.

The Executive Director shall personally meet with the employee to discuss the probationary letter and answer any questions. The employee shall acknowledge receipt by signing the letter. If the employee should refuse to sign, the Executive Director may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee shall meet with the supervisor/manager to review the employee's progress in correcting the problem that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the Executive Director.

At the completion of the probationary period, the Executive Director, or representative, and the supervisor/manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee will be advised in writing of the decision. If probation is completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

1. Suspension - A two or three-day suspension with pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the Executive Director, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation of safety rules, fighting, or drinking on the job. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written counseling report should set forth the circumstances justifying the suspension. Such a report may become part of the employee's personnel file.
2. Involuntary Termination - The involuntary termination notice is prepared by the supervisor/manager with concurrence of, and review by, the Executive Director. The employee is notified of the termination by the Executive Director and will be directed to report to the personnel department for debriefing and completion of termination documentation. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated. Discipline procedures may be disregarded where the health and well-being of the staff is perceived as being in jeopardy.

GRIEVANCE PROCEDURE

Subjects of Grievance

A grievance may be filed regarding the following matters and no others:

- Involuntary Termination of Employment
- Demotion/Reduction in Grade
- Suspension
- Denial of Request for Leave of more than thirty (30) days
- Violation of Coalition Policies

In order to be timely, a grievance must be filed within seven (7) days after the event. Failure to file a grievance within that time period shall be deemed a waiver of the right to file a grievance, however, shall not preclude filing a grievance over subsequent events of the same or similar nature.

Grievance Procedure

- A. An employee must first verbally take the issue to his or her immediate supervisor; e.g., the Administrative Assistant to the Executive Director, the Executive Director to the chair of the Coalition, etc. If the grievance is with the immediate supervisor, the grievance would then be directed to the next person in charge. The supervisor must respond to the employee within one (1) business week of being notified of the situation.
- B. If the employee does not feel that resolution has been achieved, he or she must write a formal grievance and submit it to the Chair of the Coalition, who in turn must call an Executive Committee meeting within ten (10) working days of receipt of the formal grievance.
- C. If the employee is still not satisfied with the resolution, the issue must be brought to the attention of the Board of Directors at the next scheduled meeting of the full Board.

GRIEVANCE FORM

Name of employee _____ SS# _____

Department _____ Date of Hire _____

Job title _____ Date submitted _____

Complete details of grievance: (Include references to any law or policies)

Remedy requested

Employee signature _____ Date _____

Disposition-Step 1 Date received:

Supervisor _____ Date communicated _____ accepted _____ appealed _____

Disposition-Step 2 Date received:

Department Head _____ Date communicated _____ accepted _____ appealed _____

Disposition-Step 3 Date received:

Department Head _____ Date communicated _____ accepted _____ appealed _____

NINETY- (90) DAY INTRODUCTORY PERIOD PROGRESS REVIEW

Employee Name (Last, First, Middle)	Employment Date
Position Title	Supervisor's Name and Title

Below is an assessment of your progress and degree of achievement toward meeting performance expectations:

A. PROGRESS EVALUATION		
<i>Check the box that most accurately describes the level of work performance achieved to date.</i>		
	MEETS EXPECTATIONS	Performance results show consistent achievement toward meeting performance expectations.
	FAIR BUT NEEDS IMPROVEMENT	Performance results show inconsistent achievement of job objectives; performance improvement needed. Performance Development Needs are identified under "C" below. Introductory Period will be extended an additional ninety (90) days.
	DOES NOT MEET EXPECTATIONS	Performance results show consistent deficiencies that seriously interfere with the attainment of job and performance expectations. Action to separate during introductory period has been initiated.
B. GENERAL COMMENTS CONCERNING PERFORMANCE:		
C. PERFORMANCE DEVELOPMENT NEEDS:		
D. GENERAL REASONS FOR REQUESTING DISMISSAL, IF APPLICABLE:		
<i>(Attach supporting documentation)</i>		

Supervisor's Signature Date

Employee's Signature Date

ANNUAL PROGRESS REVIEW

Employee Name (Last, First middle)	Employment Date
Position Title	Supervisor's Name and Title

Below is an assessment of your progress and degree of achievement toward meeting performance expectations.

A. PROGRESS EVALUATION		
<i>Check the box that most accurately describes the level of work performance achieved to date.</i>		
	EXCEEDS EXPECTATIONS	Performance results consistently exceed achievement of performance expectations.
	MEETS EXPECTATIONS	Performance results show consistent achievement toward meeting performance expectations.
	FAIR BUT NEEDS IMPROVEMENT	Performance results show inconsistent achievement of job objectives; performance improvement needed. Performance Development Needs are identified under "C" below.
	DOES NOT MEET EXPECTATIONS	Performance results show consistent deficiencies that seriously interfere with the attainment of job and performance expectations.
B. GENERAL COMMENTS CONCERNING PERFORMANCE:		
C. PERFORMANCE DEVELOPMENT NEEDS:		
D. GENERAL REASONS FOR REQUESTING DISMISSAL, IF APPLICABLE: (Attach supporting documentation)		

Supervisor's Signature Date

Employee's Signature Date

Personnel Evaluation Rating Elements

O = Outstanding	G = Good
VG = Very Good	U = Unsatisfactory
M = Minimal	

NAME: _____

<i>Element</i>	<i>Components</i>	<i>O</i>	<i>VG</i>	<i>G</i>	<i>M</i>	<i>U</i>	<i>Comments Attached</i>
Attitude							
	Willingness to perform duties						
	Enthusiasm about job						
	Acceptance of supervision						
	Willingly accepts responsibility						
Job Knowledge							
	Knowledge of rules and best practices						
	Ability to prioritize						
	Ability to perform that which is required						
Work Habits							
	Industry in producing work						
	Observance of rules and procedures						
	Begins work promptly and on time						
	Conduct on the job						
	Conformity with office practices						
Quality of Work							
	Accuracy of work						
	Precision						
	Completes assignments on time						
	Work Effectiveness						
	Work Acceptability						
Dependability							
	Consistency of quality performance						
	Trustworthiness						
	Ability to withstand pressure						
	Ability to work well under stress						
	<i>Time & Attendance</i>						
Office Persona							
	Ability to work well with supervisor						
	Ability to work well with public						
	Ability to work well with other agencies						
	Tact						
	Friendliness						
	Personal grooming						

Signature

Date

Terminations are to be treated in a confidential, professional manner by all concerned. The supervisor, department coordinator, and Executive Director must assure that the termination is handled in a thorough, consistent, and evenhanded manner. This policy and its administration will be implemented in accordance with the company equal opportunity statement.

Terminating employees are entitled to receive all earned pay, including all accrued PDO pay, up to a maximum of 240 hours for professional staff and full-time employees, and a maximum of 520 hours for executive staff.

Employment with the company is normally terminated through one of the following actions:

1. Resignation - voluntary termination by the employee;
2. Dismissal - involuntary termination for substandard performance or misconduct;
3. Layoff - termination due to reduction of the workforce or elimination of a position;
4. Non-Renewal of Contract.

Resignation

An employee desiring to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Resignation shall be submitted in writing to the Executive Director. To resign any position in good standing the employee shall give at least two weeks notice unless otherwise authorized. Terminating employees are entitled to receive all earned pay, including all accrued PDO pay up to a maximum of 240 hours for professional staff and full-time employees, and a maximum of 520 hours for executive staff.

Dismissal

1. Substandard Performance. An employee may be discharged if his or her performance is unacceptable. The supervisor/manager or Executive Director shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor or department manager is expected to be alert to any performance deficiencies. The Executive Director or her designate shall perform discharge action.

Documentation to be prepared by the supervisor/manager or Executive Director shall include reason for separation, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information.

2. Misconduct. An employee found to be engaged in activities such as, but not limited to the following, shall be subject to termination by the Executive Director.
 - A. Conviction of a crime.
 - B. Hindrance of the regular operation of the department or unit because of excessive tardiness.
 - C. Knowingly giving false statements to supervisors or the public.
 - D. Violation of Early Learning Coalition of Pasco and Hernando Counties, Inc., administrative regulations or department rules, including safety rules.
 - E. Use of or under the influence of alcohol or controlled substances on the job.

- F. Acceptance of gratuities
- G. Loss of job requirements, such as loss of necessary license that prevents an employee from doing his or her job adequately.
- H. Deliberate falsification or omission on an application that misrepresents the individual's qualifications.
- I. Unauthorized disclosure of confidential information.
- J. Falsifying records including false recording of time sheet entries.
- K. Unauthorized use, possession or removal of property belonging to the Early Learning Coalition of Pasco and Hernando Counties, Inc.
- L. Proven theft, pilfering, fraud, or any other form of dishonesty in connection with the Early Learning Coalition of Pasco and Hernando Counties, Inc.
- M. Unauthorized possession of firearms or other dangerous weapons.
- N. Assaulting, threatening, or intimidating anyone associated with the Early Learning Coalition of Pasco and Hernando Counties, Inc.
- O. Insubordination including refusal to obey a reasonable order or any act that challenges the authority of supervisory personnel to issue a valid order.
- P. Gross negligence of duty or leaving work during work hours without authorization.
- Q. Discrimination against employees, clients, or any other persons associated with Early Learning Coalition of Pasco and Hernando Counties, Inc., because of race, color, creed, age, sex, national origin, religion or handicap.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Company work requirements;
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization;
4. Length of service.

The Executive Director will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff such as the effect the layoff will have on his or her anniversary date at time of call-back; the procedure to be followed if time off to seek other employment is granted; and the company's role in assisting employees to find other work. The employee and the Executive Director, after consultation with the employee's supervisor/manager, will follow the following procedure:

The employee will receive at least two weeks advance notice of layoff.

Termination Processing Procedures

1. The Executive Director must initiate a termination checklist. The Executive Director will direct and coordinate the termination procedure.
2. All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.
3. The employee will pick up his or her final payroll check on the next regularly scheduled payroll distribution date. The final check shall include all earned pay and any expenses due the employee.
4. On the final day of employment, the personnel department must receive all keys, ID card, and company property from the employee.
5. The Executive Director may conduct either a formal or informal exit interview with the employee.

SECTION II

POSITION DESCRIPTIONS

The purpose of position descriptions at Early Learning Coalition of Pasco and Hernando Counties, Inc., is to define a position's duties and set requirements for filling the position. A supervisor shall review an employee's position description when he or she requests it.

All position descriptions shall include the following information:

1. Title of position;
2. Reporting relationship;
3. Position summary or overview; and
4. Major duties and responsibilities.

Management shall review all position descriptions annually to ensure equity and consistency within and across job families and functional lines.

PAYROLL PROCEDURE

The pay periods are Saturday through Friday for a one-week period. Direct Deposit is available and is the preferred method of payment.

All time, worked or PDO time, must be entered bi-weekly on the PAR forms by each staff member. All PAR forms must be approved and signed off by your immediate Manager. If your Manager is not available your completed PAR must be approved and signed off by the Executive Director. PAR forms must be submitted no later than 8:00 a.m. every other Monday morning to your manager. After the manager approves and signs the PAR it will then be forwarded to the Office Manager for processing. The signed forms must be turned in no later than 8:30 a.m. each other Monday to the Office Manager. This will ensure enough time for processing.

WORKDAY AND PAYDAY

Workday - Payday

Employees are paid bi-weekly, 26 times annually, every other Wednesday. A full time workday consists of 8 hours with one hour off for lunch. Specific hours will be consistent with those of the agency where the individual is physically located. Each work week consists of forty (40) working hours.

If a company holiday falls on payday, employees will receive their payroll check on the last workday prior to the holiday.

OVERTIME & FLEX TIME

Management has the authority to adjust schedules to meet the needs of the organization. When this occurs, the coalition operates in accordance with state and federal regulations. Employees in certain positions are eligible for overtime pay whenever they work in excess of forty (40) hours during the workweek. Such employees are classified as "non-exempt" and will be compensated at a rate of one and one-half times the regular hourly rate for the overtime. Budget restraints usually do not allow for overtime, so this should be an exception. *Overtime pay for eligible employees must be authorized, in advance, by the Executive Director. An Authorization for Overtime must be completed and signed prior to the occurrence of overtime. Failure to do so will result in a letter placed in their personnel file.*

When it becomes necessary for non-exempt employees to make schedule adjustments to avoid overtime (working past 40 hours in the workweek) flex time should be used. In these cases, with the Executive Director's approval, an employee may leave early or report in later during the week in which the excessive hours will occur.

COMPENSATORY TIME AND COMPENSATION

Employees who do not qualify for overtime compensation based on their job duties are classified as "exempt" from overtime. Personnel in performance of their duties beyond the normal operations hours may, under certain conditions be considered for compensatory time off at the discretion of the Executive Director. No monetary reimbursement will be given in lieu of compensatory time off. Only full time, exempt staff is eligible for compensatory time, although they are expected to work, on occasion, irregular hours as part of their job. Compensatory time shall be reimbursed on an hour for hour basis.

PERFORMANCE REVIEW AND EVALUATION

Any employee of the Early Learning Coalition of Pasco and Hernando Counties, Inc., shall be subject to performance evaluations. Any increase in an employee's salary shall have a performance evaluation as a prerequisite. Increases will be capped at 6% and will be a combination of a Cost of Living Adjustment (COLA) and a merit increase, unless otherwise directed by the Executive Director. ***COLA and merit increase will be determined by the Board of Directors and contingent upon current availability of funds.*** The Cost of Living Adjustment, if awarded, will be given at the beginning of each new fiscal year.

An employee's performance evaluation must reflect a rating of satisfactory or above or continued employment with the Early Learning Coalition of Pasco and Hernando Counties, Inc., will be jeopardized.

Evaluations shall be conducted:

1. At the end of the **90 day** probationary period.
2. ***At least once annually, during the month of the anniversary of employment.***

At the discretion of the Executive Director an employee may be eligible to receive an incentive for performance of duties above and beyond their job description.

PROBATIONARY PERIOD

There will be a 90-day probationary period for all new employees and for those employees who have been promoted. At the conclusion of the probationary period, the supervisor will conduct an evaluation detailing the individual's performance and provide feedback. Individuals whose performance does not meet the standards outlined in their job descriptions will not be eligible to continue employment with the Coalition.

PAYROLL DEDUCTIONS

The following mandatory deductions will be made from every employee's gross wages: federal income tax, social security tax (FICA), Medicare.

SECTION III

BENEFITS

INSURANCE

The Early Learning Coalition of Pasco and Hernando Counties, Inc., provides health insurance and a retirement system for all full-time employees. New employees shall be eligible for these benefits on the 1st day of the ***month following their first full month of employment.*** The employee may have the option of purchasing dependent medical insurance. These costs shall be paid through payroll deduction. As an option, should the employees choose not to avail themselves of the health insurance benefit; a stipend equal to the amount of insurance premium will be added to their bi-weekly payroll amount.

Specifics on the terms/conditions of each policy shall be provided at the time of employment.

Leave/Paid Day Off (PDO)

Employees of the Early Learning Coalition will earn PDO (Paid day off) time that may be utilized as vacation time, sick time or personal time. ***These PDO earning rates are effective for employees hired after January 2008. Employees hired prior to that date will continue to accrue PDO established for them upon hire.***

1. The Executive Staff will earn 4.62 hours of leave/PDO per week (30 days per year) and may accumulate up to 13 weeks of unused leave time.
2. The Professional Staff will earn 4 hours of leave/PDO per week (27 days per year) and may accumulate up to 6 weeks of unused leave time.
3. Full time hourly employees will earn 3.62 hours of leave/PDO per week (24 days per year) and may accumulate up to 6 weeks of unused leave time.

4. Any leave/PDO earned over the maximum accumulation will be put into a "time bank". This leave/PDO may be used in case of emergency, as determined by the Executive Director, but is not eligible to be paid upon termination.
5. Part time employees shall earn annual leave in proportion to their time actually worked and should not exceed the monthly accrual rate earned by full time employees.
6. Temporary employees, hired for twelve months or less or substitute employees shall not earn or accrue annual leave.

Whenever possible, a request for PDO shall be submitted to the supervisor for review and approval not less than three (3) workdays prior to the first day of requested PDO. Upon return from unanticipated PDO, a request shall be filed immediately.

It is in the best interest of an employee who is ill or injured that the employees not remain at work. It is the supervisor's or manager's responsibility to send the employee home if the employee is incapacitated. If the employee has no PDO accrued, the employee will not be paid for that period.

Time for routine doctor or dentist appointments is to be charged to PDO. Employees are encouraged to make such appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

The employee must use accumulated PDO in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

An employee is expected to notify his or her supervisor or manager at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period.

The employee shall be entitled to use three days of PDO for the bereavement of his/her mother, father, husband, wife, children, ***grandparents, mother in-law, father in-law, brother in-law or sister in-law.*** ***Each employee will then be given up to three (3) additional paid days off.***

A Medical Release Statement is to be submitted to the employee's supervisor/manager for review before the employee returns to work in the following situations:

1. Ten or more consecutive work days of absence due to illness or injury;
2. In all cases of work-related injury when the employee has been unable to work after the time of the injury;
3. When returning from medical or maternity leave of absence.

LEAVE OF ABSENCE

Leave of absence is time off in a non-pay status. An employee must submit a request for leave of absence in writing to his or her supervisor/manager. Managers will forward the request for final approval to the Executive Director accompanied by the supervisor/manager's recommendation. The employee is expected to request the leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. PDO should be used for such absences. The Early Learning Coalition of Pasco and Hernando Counties, Inc., will pay for employee benefits for the first 30 days of an approved leave of absence. After that time, the individual will be responsible to refer to his/her certificate of coverage to determine what continuation rights, if any, are available. The individual will be responsible for all costs associated with employee and dependent benefits. Terms and conditions of benefit continuation will be subject to the contract for services between the Early Learning Coalition of Pasco and Hernando Counties, Inc., and the provider of the benefits.

The reason for leave should fall into one of the following categories:

1. Medical (including pregnancy-related)
2. Military
3. Personal

The employee has the responsibility to keep the Executive Director advised of the leave situation and to contact his or her supervisor/manager at least two weeks prior to the expiration or the approved leave to discuss return to work. If the employee desires voluntary termination, this should be reported as soon as possible. The Early Learning Coalition of Pasco and Hernando Counties, Inc. will make a reasonable effort, consistent with good business practices and the Early Learning Coalition of Pasco and Hernando Counties, Inc., needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, in the case of leaves over six months, the company cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the Early Learning Coalition of Pasco and Hernando Counties, Inc., reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position. An exception to this rule is where an employee is guaranteed reemployment rights under federal or state laws.

Benefits Determination

1. Holidays. To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. .
2. PDO. No PDO hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned PDO before beginning leave of absence.

Notwithstanding the above, an employee on leave of absence who fails to return to work at the agreed upon time will be terminated effective his or her last day of work or paid leave, whichever is later.

Disability Leave

Medical Disability Leave

Disability leave is available to an employee whose physician certifies that the employee is temporarily disabled from performing his or her job because of illness, injury, physical or mental impairment, pregnancy, or childbirth. After using accrued sick time, an employee may elect to use accrued vacation, provided that the employee gives advance notice of this election to the supervisor prior to or at the time the leave begins. If accrued vacation is to be used, it shall be used at the beginning of the leave or immediately after any accrued sick time is exhausted. Following the use of accrued sick time and vacation time, the remainder of the leave shall be unpaid. Employees on disability leave should apply promptly for state disability insurance, workers' compensation insurance, or long-term disability benefits, whichever is applicable.

Medical certification of disability must be submitted at or before the start of a disability leave of absence and at least every thirty (30) days of leave thereafter, stating the nature of your disability and the expected date of return to work. Requests to extend an initial leave must be accompanied by supporting medical certification and must be received by the supervisor at least two (2) working days in advance of the previously estimated return date. An employee returning to work from a disability leave must give at least two (2) days' advance notice to the supervisor and, upon returning to work, must submit a written release from the employee's physician. Employees returning from such a leave will be returned to the job they left unless, for organizational reasons, the Coalition was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. The Coalition may, in the absence of a substantially similar position, offer the returning employee a lesser position at the pay rate established for that position.

Work-Related Illness or Injury Leave

A leave of absence due to a disabling work-related illness or injury is generally not limited in duration. Employees returning from such a leave will be returned to the job they left unless, for organizational reasons, the Coalition was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. The Coalition may, in the absence of a substantially similar position, offer the returning employee a lesser position at the pay rate established for that position.

Non-Work-Related Illness or Injury Leave

A leave of absence necessitated by a disabling non-work-related illness, injury, or medical condition that is temporary or of relatively short duration may not exceed two (2) months in any twelve (12)-month period and does not have to be continuous. Employees returning from such a leave of two (2) months or less will be returned to the job they left unless, for organizational reasons, the Coalition was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. The Coalition may, in the absence of a substantially similar position, offer the returning employee a lesser position at the pay rate established for that position.

Resignation during a Medical Leave

Failure either to comply with The Coalition's certification or notice requirements during a leave or to return from a leave on the first working day following the end of the leave will be considered a resignation on the part of the employee.

Long-Term Illness or Permanent Disability

An employee whose leave is necessitated by a disabling non-work-related physical or mental impairment, which substantially limits one of the employee's major life activities and is expected to be ongoing for a substantial period of time or is of permanent duration, may be accommodated with longer and more frequent leaves as long as such leaves will not result in an undue hardship on the agency.

Such employees will be returned to the job they left unless, for organizational reasons, the agency was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. The Coalition may, in the absence of a substantially similar position, offer the returning employee a lesser position at the pay rate established for that position.

Drug or Alcohol Rehabilitation Leave

The Coalition recognizes that drug and alcohol abuse are serious medical problems and wants to assist employees who realize that they have such a problem, which may interfere with their ability to perform their job in a satisfactory manner. Employees who decide to enroll voluntarily in a rehabilitation program due to a problem with drugs or alcohol use will be given time off to participate in such a program, and the Coalition will make reasonable efforts to keep this fact confidential.

To be granted a leave for this purpose, the employee must submit certification of enrollment in a drug or alcohol rehabilitation program at or before the leave begins. The certification must include a statement that the employee's participation in the program prevents him or her from working and must specify beginning and ending dates of the program and the employee's estimated date of return to work. An extension of the leave requires supporting documentation prior to the end of the initial leave.

Employees returning from such a leave will be returned to the job they left unless, for organizational reasons, the Coalition was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. The Coalition may, in the absence of a substantially similar position, offer the returning employee a lesser position at the pay rate established for that position.

RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS

Notification will be necessary and it shall include a statement written by the employee's medical doctor specifying the length of the absence, the anticipated return date, and any restrictions, which the employee may be under when returning. As a joint protection to the employee and the company, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than

two consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make a reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

HOLIDAYS

The following holidays and any other days that the Board of Directors may declare are Coalition holidays.. They shall be granted with pay to all eligible full-time employees. The company is officially closed on these days:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
Two (2) Personal Holidays	Employee Choice

If these holidays fall on Saturday, the preceding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

Eligible employee will be paid for holidays falling during an approved vacation period.

Use of Personal Holidays is based on a calendar year. At December 31, any unused Personal Holiday(s) for that year is forfeited. Staff will be credited with two (2) Personal Holidays during the first year if hired between January 1 and June 30 and one (1) Personal Holiday if hired between July 1 to December 31. Unused Personal Holidays are not compensated at termination.

Employees are eligible for paid holidays after ninety (90) days of full time employment and will received eight (8) hours off with pay for each of the holidays earned.

Part-time, temporary and substitute employees will not be paid for observed holidays.



Request for Leave

A two (2) week notice of intention to take leave is requested when the event is foreseeable. When the occurrence is unforeseeable notice must be given as soon as it is practical. Your supervisor reserves the right to reject this leave request when insufficient notice is given or as other factors may dictate.

Employee's name _____ Date of Request _____

Please check one:

PDO (vacation) _____ PDO (sick) _____ Personal Time (2 given each year) _____

Civil Leave _____ Bereavement Leave _____

Date(s) requested off ____ / ____ / ____ to ____ / ____ / ____

Day(s) of the week (Monday, Tues, Wed, Thurs, Friday)

If not requesting a full day off please indicate the hours you will be out of the office.

(example 10:15 a.m to 12:45 p.m. = 2.5 PDO hours)

_____ to _____

Return Date _____ Total Number of PDO Hours requested: _____

Day of the week (returning): _____

Employee's Signature

Date

Early Learning Coalition of Pasco and Hernando Counties, Inc.
Personnel Policy and Procedure

Supervisor's Signature

Date

FMLA

Organizations of less than fifty (50) employees are not required to participate in FMLA.

PENSION PLAN

The pension plan offered by Early Learning Coalition of Pasco and Hernando Counties, Inc. provides for an employer contribution match of three percent (3%) of the employee's salary for all full-time regular employees beginning on the first day of the month following their hire. Employees must contribute an equal amount to receive this match. Employees may contribute an optional amount of their salary. .

JURY DUTY

Time off for mandatory jury duty or court appearances required because of a valid subpoena or court order is excused and paid at full salary for the first 10 days of such duty. Required absence in excess of 10 days shall be evaluated for impact on the corporation. There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor/manager periodically informed about the amount of time required for jury duty or court appearances. Time off for court appearances as the Early Learning Coalition of Pasco and Hernando Counties, Inc. shall not compensate a party to any civil or criminal litigation, and the employee must arrange for time off without pay or use accrued PDO for such appearances.

SECTION IV

EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance in accordance with the Coalition's fiscal/accounting policies, unless circumstances prevent advance approval.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditure to receive reimbursement.

MILEAGE AND TRAVEL REIMBURSEMENT

Eligible employees of the Early Learning Coalition of Pasco and Hernando Counties, Inc. will be reimbursed for travel expenses in accordance with the Coalition's travel policy and procedure.

SECTION V

ANNOUNCEMENT OF NEW POSITIONS

The company believes that the best candidates to fill job openings may well be present employees. The Early Learning Coalition of Pasco and Hernando Counties, Inc., will announce all new positions for five working days within the company prior to any outside recruitment. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested. Applications will be given the same consideration as outlined in the company recruitment policy.

IMMEDIATE FAMILY & RELATIVES

Relatives of Early Learning Coalition of Pasco and Hernando Counties, Inc., employees may apply and, if qualified, will be considered for employment except in certain sensitive areas, such as Accounting or Personnel. Relatives will not be allowed to supervise or evaluate each other. Immediate family and relatives are defined as any persons related to the employee by blood, marriage, or adoption in the following degrees: parent, child, grandparent, grandchild; brother, sister, brother-in-law, sister-in-law; aunt, uncle, niece, nephew; first-cousin.

Relatives may participate in an Early Learning Coalition of Pasco and Hernando Counties, Inc., program as determined on a case-by-case basis by the Executive Director.

No employee's relative may be enrolled or employed in an Early Learning Coalition of Pasco and Hernando Counties, Inc., program without written consent of the Executive Director.

GRATUITIES TO GOVERNMENT EMPLOYEES OR OFFICIALS

In adherence to government regulations, no company employee may not offer to give or accept a gratuity to any government employee or official on behalf of, or in pursuance of, company business. Gratuities are defined as meals, drinks, gifts, expenses, cash, or any other item of value including personal service. An offer to provide, or the actual provision of any form of gratuity to a government employee or official, will constitute grounds for immediate termination.

GRATUITIES TO CUSTOMER REPRESENTATIVES

As an employee of the Early Learning Coalition of Pasco and Hernando Counties, Inc., you may not offer to give, or accept a gratuity from a client, contractor or potential contractor or a representative of in pursuance of business or in conjunction with negotiating business on behalf of this corporation. Gratuities are defined as anything of value. Expenses for meals as part of a seminar, convention, or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a client, contractor or potential contractor to participate in any program or activity should be referred to your manager for approval on a case-by-case basis. Any violation of this policy will constitute grounds for immediate termination of the employee.

POLITICAL ACTIVITIES

In recognition of its responsibilities as a business citizen, the Early Learning Coalition of Pasco and Hernando Counties, Inc., encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities in accordance with their interests and abilities.

Early Learning Coalition of Pasco and Hernando Counties, Inc. accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the company will be affected, in any way, whatsoever, because of participation or non-participation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within company premises. Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The company reserves the right to deny time off for political activity where the activities, in the opinion of the company, would unduly interfere with the employee's fulfillment of any obligations to the company. However, when an employee's full time is required for political activity, a leave of absence without pay may be granted (Refer to Section III).

POLICY REGARDING PROHIBITION OF LOBBYING ACTIVITIES

No federal or state funds may be utilized by or on behalf of the Early Learning Coalition of Pasco and Hernando Counties, Inc. to influence a federal or state employee or legislator to award a contract, grant, or other form of funding to the Early Learning Coalition of Pasco and Hernando Counties, Inc. No federal or state funds may be utilized for any partisan political activity. No employee of the Early Learning Coalition of Pasco and Hernando Counties may engage in partisan or nonpartisan political activities during working hours or while at the offices of the Coalition. No Director, officer, or member of the Early Learning Coalition of Pasco and Hernando Counties shall involve the Coalition in any campaign on behalf of any candidate for public office or in any political, partisan, or sectarian issue. None of the foregoing prohibits an employee, Director, officer, or member of the Early Learning Coalition of Pasco and Hernando Counties from educating federal or state employees or legislators regarding the programs and services the Coalition provides and the cost of such programs or services.

TELEPHONE, INTERNET AND CELL PHONE POLICY

A large percentage of the coalition's business is transacted by telephone. The telephone equipment of the company is provided for the purpose of providing service to customers; therefore, it is necessary to limit personal calls to an absolute minimum number. Personal calls should be only made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to keep them to a minimum. No long distance personal calls may be made on company phones.

Many of our positions require the use of electronic mail and research through internet services.

Each employee is responsible for the content of all text, audio, or images they place or send over the coalition's email and internet system. Personal use of the internet and e-mail is unallowable during normal business hours except in emergency circumstances. Permission for any personal use not within the parameters listed must be granted by the Executive Director or his/her designee.

Coalition purchased cell phones will be utilized by staff whose positions require them to be accessible during frequent out of office travel. Upon receipt of the initial cellular telephone, the employee will sign a statement attesting to the fact that all cell phone usage was in performance of PHELC business.

In the event that personal calls are made or received using the coalition cell phone, the employee will provide a personal check or money order payable to the Coalition for full reimbursement for personal usage on a pro rated per minute basis.

CONFIDENTIALITY AND INFORMATION SYSTEM ACCESS

As the Coalition, through multiple funding sources, has access to sensitive computerized data, all employees are required to understand and comply with the Florida Computer Crimes Act, Chapter 815, Florida Statutes. The minimum security requirements are: passwords are not to be disclosed and information is not to be obtained for the individual or another person's personal use. Security violations may result in disciplinary action.