



Personnel Policy & Procedure

SECTION I

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 within the 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 an aggressive recruitment policy 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 Section V of this 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. Only the Executive Director, or his/her designee, is authorized to place ads, respond to inquiries from employment agencies, and post requisitions on the Coalition's website or other community or web-based company bulletin boards.

Job-related duties and qualifications, as listed on each job description, 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 manager 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 or 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 thorough background review, to include at minimum – reference review, employment verification through the US Department of Homeland Security E-Verify system, drug screening and fingerprinting through a VECHS approved contractor/location, will be accomplished.****

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

* Refer to Background Screening Policy for additional information.



APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of the organization. Qualified applicants are considered for all positions without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, sexual orientation, marital or veteran status, gender identity or the presence of a medical condition or disability, (mental or physical).

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: _____ Per _____

Type of employment desired: 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 a sentence for a crime other than a minor traffic violation? (*Conviction will not necessarily disqualify an applicant from employment.*) Yes No

If “yes”, please explain:

Are you currently employed? Yes No

Are you currently on a lay-off status and subject to recall? Yes No

Have you ever been discharged or requested to resign? Yes No

If “yes”, please explain:

EDUCATION

| Name and Location | Number of Years Completed | Course of Study Major/Degree |
|------------------------------|---------------------------|------------------------------|
| High School | | |
| Vocational/Technical College | | |
| Undergraduate College | | |
| Graduate/Professional | | |
| | | |

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.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience (include job-related military training).

Foreign Languages

Which foreign languages (if any) do you speak, read and/or write?

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.)

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

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

EMPLOYMENT EXPERIENCE (continued)

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

EMPLOYMENT EXPERIENCE (continued)

| | |
|---|--|
| Employer | May we contact as a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |
| Address | Telephone |
| Immediate Supervisor and Title | Starting Job Title: Final Job Title: |
| Summarize the nature of work performed and job responsibilities: _____ _____ _____ | |
| 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 |
| Immediate Supervisor and Title | Starting Job Title: Final Job Title: |
| Summarize the nature of work performed and job responsibilities: _____ _____ _____ | |
| 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.

PRE-EMPLOYMENT QUESTIONNAIRE

1. Can you travel if the job requires it? Yes No

2. Have you been convicted of or received a sentence for a crime other than a minor traffic violation?
 Yes No (*Conviction will not necessarily disqualify an applicant from employment.*)

If "yes", give date(s): _____

Location(s): _____

Type(s) of crime(s): _____

3. Are you currently on a lay-off status and subject to recall? Yes No

4. Are you employed now? Yes No

5. May we contact your present employer? Yes No

6. Have you ever been discharged or requested to resign? Yes No

If yes, please explain:

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, 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 or 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 90 calendar days introductory period, and that I may be dismissed at any time during this period at the discretion of the employer without showing reason.

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.

Applicant's Name (Print)

Applicant's Signature

Date

AUTHORIZATION OF RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

I hereby authorize the Early Learning Coalition of Pasco and Hernando Counties, Inc. 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 Early Learning Coalition of Pasco and Hernando Counties, Inc. 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 any time 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 any time 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 _____

State: _____ Zip Code _____

May we contact your employers? Yes No May we contact your supervisors? Yes No

By signing below, you are certifying that the above information is true and correct:

Applicant's Name (Print)

Applicant's 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 creditors, 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 Early Learning Coalition of Pasco and Hernando Counties, Inc. would like to obtain my consumer credit report in connection with my application for employment. I authorize the Early Learning Coalition of Pasco and Hernando Counties, Inc. to obtain such a report and release the Early Learning Coalition of Pasco and Hernando Counties, Inc. from any liability connected with obtaining such a report.

Applicant’s Name (Print)

Applicant’s Signature

Date



E-VERIFY POLICY FOR ALL NEW HIRES

PURPOSE

To ensure that the Early Learning Coalition of Pasco and Hernando Counties, Inc. is in compliance with the State of Florida's Governor's Executive Order #11-116, Verification of Employment Status, where it states:

“...any new employee hired after July 1, 2012 will be required to have their employment eligibility verified by the United States Department of Homeland Security (DHS) through that agency's E-Verify system.”

ACTIONS

The Early Learning Coalition of Pasco and Hernando Counties, Inc. requires all non-employees to be verified through the United States Department of Homeland Security's E-Verify system within three (3) days of initial employment through the following steps:

- Within three (3) days after completion of the Employment Eligibility Verification Form (Form I-9), information will be forwarded to the Department of Homeland Security's E-Verify system;
- In collaboration with DHS, the Social Security Administration (SSA) will provide confirmation or tentative non-confirmation of the employee's employment eligibility;
- The employee will be notified in writing of the findings;
- The Coalition will take no adverse action should the finding indicate the individual is not eligible for employment within the United States until a secondary verification by DHS or SSA has been completed and a final non-confirmation has been issued;
- The Coalition will immediately terminate a non-confirmed employee's employment;
- The employee may contest a non-confirmation finding through DHS via its toll-free hotline (as found on the referral letter) within eight (8) Federal Government work days.

Approved: by Executive Committee on July 19, 2012

Approved: By Board of Directors on January 24, 2013

GENERAL OFFICE POLICIES:

SMOKING POLICY

No smoking will be allowed in the office area, on the outside grounds or in Coalition vans or vehicles 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, should they be discharged for reporting fraud.

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 (4) 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 for 40 hours per week; qualified to receive all benefits.

Part-time - An employee hired for at least 20, but less than 40 hours per week and may be qualified for some benefits such as Paid Days Off (PDO). Part-time employees working 30 hours or more per week are eligible for benefits including health insurance, enrollment in the pension plan and pro-rated PDO accrual. Enrollment in the pension plan is available for employees working at least 20 hours per week. Part-time employees working less than 20 hours per week do not qualify for 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.

Temporary nor summer employees qualify for regular company benefits unless contradictory to state and federal regulations.

New Employee 90-Day Probationary 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 90-day probationary 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 or Designee 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. The employee shall be rated "Meets Expectations," "Fair but Needs Improvement" (in which case the introductory period will be extended an additional ninety (90) 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 the form, 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. The employee may receive a merit raise based upon documented, sustained, or 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 incentive payments may be awarded for special achievement, as recommended by the Executive Director. All incentive payments will be approved by the Board of Directors prior to payment. All employees will be considered for such payments. Incentive payments will be calculated and determined in a fair and consistent manner. All incentive payments will be adequately documented. Incentive payments are not included in an employee's base rate of pay.

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 (2) weeks and no longer than sixty (60) days, depending on the circumstances, or as deemed necessary by the Executive Director. A written probationary notice to the employee is prepared by the supervisor/manager. The letter should include a statement containing 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 expected;
- 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;
- C. Conviction of a Crime;
- D. Hindrance of the regular operation of the department or unit because of excessive tardiness;
- E. Knowingly giving false statements to supervisors or the public;
- F. Violation of Early Learning of Pasco and Hernando Counties, Inc. administrative regulations or department rules, including safety rules;
- G. Use of or under the influence of alcohol or controlled substances on the job;
- H. Acceptance of gratuities;
- I. Loss of job requirements such as loss of necessary license that prevents an employee from doing his/her job properly or adequately;
- J. Deliberate falsification or omission on employment application that misrepresents individual's qualifications;
- K. Unauthorized disclosure of confidential information;
- L. Falsifying Coalition records including false recording of employee time entry on web-based portal;
- M. Unauthorized use, possession or removal of property belonging to the Early Learning Coalition of Pasco and Hernando Counties, Inc.;
- N. Proven theft, pilfering, fraud, or any other form of dishonesty in connection with the Early Learning Coalition of Pasco and Hernando Counties, Inc.;
- O. Unauthorized possession of firearms or other dangerous weapons;
- P. Assaulting, threatening, or intimidating anyone associated with the Early Learning Coalition of Pasco and Hernando Counties, Inc.;
- Q. Insubordination including refusal to obey a reasonable order or any act that challenges the authority of supervisory personnel issuing a valid order;
- R. Gross negligence of duty or leaving work during work hours without authorization;
- S. 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 previously indicated.

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 or designate a witness to 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. These summaries will also become part of the employee's personnel file.

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.

Additional Disciplinary Actions May Include:

1. Suspension - A two (2) or three (3) 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 (3) 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 will 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 five (5) 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.
- D. In all cases, decision of the Board of Directors is final.



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> | | | | | | | | | | | |
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| 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. |
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| C. PERFORMANCE DEVELOPMENT NEEDS: | | |
| D. GENERAL REASONS FOR REQUESTING DISMISSAL, IF APPLICABLE: (Attach supporting documentation) | | |

Supervisor's Signature Date

Employee's Signature Date

TERMINATIONS

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. Employees who are terminated or dismissed for substandard performance or misconduct or leave with insufficient notice, will not be entitled to receive accrued PDO pay.

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, defined as not being subject to pending disciplinary action, the employee shall give at least two (2) full calendar weeks' notice unless otherwise authorized by the Executive Director. The Executive Director may, at his/her discretion, accept a resignation, effective immediately, in lieu of termination. Employees who resign or otherwise terminate their employment in good standing 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 his/her designee 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 employment application that misrepresents the individual's qualifications;
- I. Unauthorized disclosure of confidential information;
- J. Falsifying records including false recording of employee time entry on web-based portal;
- 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 issuing 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, any reimbursable PDO hours 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. This letter will be placed in the employee's personnel file.

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 (2) weeks advance notice of layoff.

Termination Processing Procedures

1. The Executive Director must initiate a termination based on the outcome of the employee's Annual Progress Review. 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 have his or her final payroll check deposited 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 Immediate Supervisor or Manager must receive all keys, ID card, and company property from the employee.
5. The Executive Director or designee may conduct either a formal or informal exit interview with the employee.

SECTION II

JOB DESCRIPTIONS

The purpose of job 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 job description when he or she requests it.

All job 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 job descriptions annually to ensure equity and consistency within and across job responsibilities and functional lines.

PAYROLL PROCEDURE

The pay periods are Saturday through Friday for a two (2) week period. Direct Deposit is the only method of payment.

All time, worked or PDO time, must be entered either daily, weekly or bi-weekly in the online payroll system by each staff member. All online time entries must be approved by the immediate Manager/Supervisor. If the Manager/Supervisor is not available the online payroll hours must be approved by the Executive Director or designee. Online payroll must be submitted no later than 8:00 a.m. every other Monday morning to the Manager/Supervisor. After the Manager/Supervisor approves and signs off on the online hours, the information will then be forwarded to the Office Manager for processing. The online entry forms must be submitted no later than 8:30 a.m. every other Monday to the Office Manager. This will ensure enough time for processing.

WORKDAY AND PAYDAY

Employees are paid bi-weekly, 26 times annually, every other Wednesday. A full-time workday consists of eight (8) hours with one (1) 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 AND 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 (1.5) times the regular hourly rate for the overtime. Budget restraints usually do not allow for overtime, so this should be an exception.

When it becomes necessary for non-exempt employees to make scheduled adjustments to avoid overtime (working past forty (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.

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 **ninety (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 ninety (90) day probationary period for all new employees and for those employees who have been transferred to a new position. 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 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, at their own expense. These costs shall be paid through payroll deduction.

Employees that opt out of the Coalition's health insurance plan will receive a \$50.00 health stipend per bi-weekly payroll cycle. Proof of insurance will be required.

An employee receiving a stipend who later elects to opt into the Coalition's health insurance plan shall no longer be eligible for a stipend.

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

PENSION PLAN

The pension plan offered by Early Learning Coalition of Pasco and Hernando Counties, Inc. provides for an employer contribution match of up to five percent (5%) 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 additional amount of their salary.

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 (26 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 may be put into a "PDO time bank". This leave/PDO bank may be used by any employee who has donated hours to the PDO Time Bank 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 (12) months or less or summer employees shall not earn or accrue annual leave.

Whenever possible, a Request for Leave form for PDO shall be submitted to the supervisor for review and approval not less than two (2) weeks prior to the first day of requested PDO. Upon return from unanticipated PDO, a request shall be filed immediately, which may or may not be approved by the employee's supervisor based on the reason for the unapproved/unanticipated leave.

New employees under ninety (90) probation will begin to earn and accrue PDO hours with the commencement of their employment. However, these employees will not be reimbursed for any PDO hours taken during their probation.

It is in the best interest of an employee who is ill or injured that the employee 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.

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 (10) 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.

The employee shall be entitled to use three (3) days of PDO for the bereavement of his/her mother, father, husband, wife, children, brother, sister, 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.

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 (2) 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 thirty (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 (2) weeks prior to the expiration of 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 its' own employment 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 (6) 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. An employee may elect to use accrued PDO hours provided that the employee gives advance notice of this election to the supervisor prior to or at the time the leave begins. If accrued PDO is to be used, it shall be used at the beginning of the leave. Following the use of accrued PDO 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 the 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 not 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 (2) 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 employment can be resumed.

HOLIDAYS

Effective as of July 1, 2019, all full-time employees and those employees working 20 hour or more per week, without exception, will be paid for holidays including those holidays falling during an approved vacation period. The following holidays, and any other days that the Board of Directors may declare, are Coalition holidays. The coalition 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 |

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.

In addition to the holidays listed above, full-time employees have two (2) Personal Days per calendar year (January – December). These days do not rollover so it is recommended to use these days first in the New Year vs. any PDO time.

Use of Personal Days is based on the month the employee was hired. For example, an employee hired between January 1st and June 30th would be granted two (2) Personal Days to be used by December 31st. Those employees that are hired as of July 1st through December, will be granted one (1) Personal Day for the remainder of the calendar year. As of December 31st, any unused Personal Day for that calendar year will be forfeited.

As of January 1st of the new calendar year, all current full-time employees will again be credited with two (2) Personal Days to use within the New Year, with their supervisor's approval.

Part-time employees working 20 hours per week or more are entitled to one (1) Personal Day per year.

Part-time and/or substitute employees will not be paid for observed holidays and are not entitled to Personal Days if they work under 20 hours per week.

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

Any employee separating from employment will not be compensated for unused Personal Days.



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 _____

Total number of PDO Hours requested: _____

Total number of PERSONAL hours requested: _____

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 _____

Employee's Signature

Date

Supervisor's Signature

Date

FMLA

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

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 ten (10) days of such duty. Required absence in excess of ten (10) days shall be evaluated for impact on the Coalition. 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 not related to jury duty or affiliated with the Early Learning Coalition of Pasco and Hernando Counties, Inc. shall not be compensated and the Coalition will not be a party to any civil or criminal litigation. 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 (5) 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 AND 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.

The Executive Director shall be informed whenever children of employees are enrolled in either/or the School Readiness and/or Voluntary PreKindergarten program.

No employee's relative may be 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 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 POLITICAL 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 Coalition 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 Article I, Section 24 of the Florida Constitution and Chapter 119, F.S. The minimum security requirements are: passwords are not to be disclosed and information is not to be obtained for an individual or another person's personal use. Security violations may result in disciplinary action.

NOTE: The Early Learning Coalition of Pasco and Hernando Counties, Inc. is a qualified entity under the Volunteer & Employee Criminal History System (VEHCS) - E51040068 and V51040068.

Applicable Authoritative Citations: (Additional information can be found in OEL Grant Agreement)
Grant Agreement Exhibit I, Section E Paragraph 1 and Paragraph 2
OEL's Program Guidance 101.02, Records Confidentiality
OEL IT Security Policies and Procedures
OEL's Data Security Agreement
Additional information is also available in the Coalition's Information Technology Security Policy

Approved by Executive Board:
November 20, 2008;
Revisions approved by Executive Committee:
August 21, 2014
September 17, 2014
Revisions Approved by Board of Directors:
September 24, 2009
May 26, 2012
January 24, 2013
May 23, 2013
January 23, 2014
July 23, 2015
Revisions Approved by Executive Committee:
October 19, 2015
August 17, 2016
Revisions Approved by Board of Directors:
October 27, 2016
Revisions Approved by Executive Committee:
April 19, 2017
June 19, 2019
September 18, 2019