

***St. James Lutheran Church Child Care
Center Employee Handbook***

109 York St., Gettysburg, PA 17325

www.stjamesgettysburg.org

(717)-334-7171 is a Pennsylvania Department of Public Welfare
licensed, non-profit, Christian, child care facility.

Approved by the St. James Lutheran Child Care Committee
May 25, 1993

Revised November 23, 1999

Revised & Approved by the

St. James Lutheran Child Care Center Governance Committee

February 5, 2002, March 30, 2004, October 19, 2004, November 10, 2004

December 5, 2006, March 2010, August 6, 2013, June 3, 2014,

September 3, 2014, February 7, 2017

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St. James Lutheran Child Care Center

The St. James Lutheran Church Child Care Center is a ministry of service and stewardship of the St. James Lutheran Church. The Center aspires in its operation to provide quality early childhood care and education in a loving Christian environment, so support families in need and to empower the Child Care staff in this mission.

We seek to provide experiences that foster faith in a loving God;

We seek to serve the community in its need for quality child care;

We seek to respond to the needs of families and support them;

We seek to serve families and children who need financial aid in order to attend;

We seek to be a witness to faith in Jesus Christ;

We seek to strengthen the staff in its vocation.

Since, St. James Lutheran Church Child Care Center aspires to provide quality Early Childhood Care and Education, the Child Care Governance Committee relies on the Keystone Star and National Association for the Education of Young Children to guide the policies, practices and procedures. If a policy in the preceding document appears unclear or a situation arises that is not addressed in the document that follows, the Child Care Governance Committee will rely on the standards of Pennsylvania's Keystone Stars quality initiative and the guidelines of the National Association for the Education of Young Children to direct all other policy and procedural decisions.

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1. EMPLOYMENT:

Equal Opportunity: The center is dedicated to the principles of serving the community with integrity and respect for the dignity and rights of the individual. The center will comply with the applicable regulatory requirements of the major civil rights laws. Specifically, the center will not permit discrimination on the basis of race, color, religious creed, handicap, ancestry, national origin, age or sex in any aspect of service delivery to eligible beneficiaries, and will apply the principles of equal opportunity in all matters of employment and contractual agreements.

Employment Relocation: At the discretion of the director and/or the St. James Child Care Governance Committee, an employee may be moved to another location within the Center, other than the position originally hired for, to benefit any reorganization that may occur at the Center.

Openings: Notice of vacancies will be made known to all employees, so that employees desiring a change of assignment will be aware of the opportunities. Present employees of the center will be given full and first consideration for all positions for which they qualify.

Personnel Records: A personnel file is kept for each employee. St. James Lutheran Child Care Center is licensed by the Pennsylvania Department of Welfare. In compliance with the department and all federal agencies, personnel records include: initial employment applications and any supportive documentation submitted by the employee; two written references from non-family members; a copy of college transcript or diploma, high school diploma or G. E. D. certificate, training documentation; health appraisal with T. B. test record in compliance with state regulation; correspondence related to the employee; employment record and termination date; records of promotions and salary changes; performance evaluation reports; including disciplinary actions, reports of conferences with the employee; information the employee wishes to have included; record or requests for references; copy of the request for Criminal Record Check and the Pennsylvania Child Abuse History Clearance and disclosure statement. Employees are responsible for paying the costs of the clearances and health appraisals. Employees may give written consent for the release of employment information. (Employment information, upon receiving written request, will be released in writing directly to the prospective employer). Personal data will be updated yearly during the performance review. Personnel records are confidential. An employee may request access to her/his file and may examine the same at any reasonable time in the presence of the center director. The Pennsylvania Department of Public Welfare personnel and the St. James Lutheran Child Care Governance Committee have the right to examine the files of all Center personnel without prior consent for information that pertains to the Center operation.

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Orientation Period: The orientation period provides the opportunity to learn the job. The orientation period for the director is six months and all other employees' is three months. The director will evaluate an employee's ability, interest and efficiency while performing the tasks in the job description. During this time the director may dismiss an employee if duties are not performed as specified or the needs of the center are not being met.

Orientation Training Period: All new staff (paid and volunteer, including substitutes) will be oriented to the following:

- 1) The goals and philosophy of the program.
- 2) Regulatory requirements.
- 3) Written policies of the program with an emphasis on:
 - The planned program of activities of the program.
 - Routines and transitions:
 - Acceptable methods of discipline.
 - Parent relationships.
 - Occupational health hazards such as back injuries and stress, infectious diseases, issues for pregnant workers and environmental hazards.
 - Hand washing, diapering or underclothing changing and surface sanitation techniques.
 - Standard precautions for handling body fluids.
 - Meal patterns, food preparation and handling.
 - Facility maintenance and cleaning routines.
 - Back to sleep positioning for infants.
 - Teaching health promotion to children and families.
 - Administration of medication.
 - Recognizing symptoms of illness when to exclude ill children.
 - Emergency procedures including emergency evacuation, fire drills, release of children, sign in and out procedures and unauthorized visitors on the premises.
 - Child abuse prevention, recognition, and reporting.
 - Injury prevention and hazard recognition.
 - Compliance with the regulations of United States Occupational Safety and Health Administration and the facility's Blood borne Pathogen Exposure Control Plan.
 - The names and ages of children whose care will involve the staff and the developmental and special needs of these children.
 - Daily record keeping and daily health checks.

All procedures for the above policies are outlined in the book, Model Child Care Policies and Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out of Home Child Care Programs, which is located in the director's office above the staff mailboxes at all times for use.

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- 2.0 What the St. James Lutheran Child Care Center expects of you, the employee:**
- 2.1 Positive Attitude:** The correct attitude toward your job is demonstrated by a display of genuine interest in your work and in the welfare of SJCCC. You show interest in your work by taking pride in what you do, by mastering the details of your job, and by displaying a wholehearted willingness to work. Good manners, cooperation, and consideration for others are established habits that bring about harmony between you and fellow workers. An individual job of public relations can be accomplished by promoting good will through your loyalty and enthusiasm for SJCCC. Remember that on and off the job you are direct reflection of SJCCC.
 - 2.2 Attendance and Punctuality:** Your attendance record, which includes both absences and tardiness, should be of extreme importance to you. It is given consideration in connection with your performance reviews, salary increases and promotion. Excessive absences and/or tardiness may jeopardize your continued employment.
 - 2.3 Discipline:** Staff will use positive guidance techniques when disciplining children such as redirection, planning ahead to prevent problems, positive reinforcement and active problem solving. Staff will guide the children to develop positive self-esteem, respect for other people and property, values of trust and fairness as well as teach them responsibility for their own actions. Staff will guide children to develop self control and orderly conduct for relationships in group situations. Aggressive physical behavior toward staff or other children is unacceptable. Further methods of discipline are outlined in the parent handbook. Physical punishment, abusive language and withholding food are not permitted and subject to review.
 - 2.4 Harassment Policy:** St. James has a policy against harassment of any employee or applicant on the basis of gender, race, ethnicity, age, physical handicap, sexual orientation, or medical condition. Harassment is an extremely sensitive issue that can have dire consequences even if accusations are false. We ask all employees to share in the responsibility to maintain a workplace that is free of discrimination and abuse. Any employee who believes he/she has been or is being harassed by a coworker or supervisor should immediately report the facts of the incident to his or her director, or the governance committee in the event that the accusation is being made against the director.
 - 2.5 Lesson Plans:** Lesson plans, which include field trips, special events and other activities that would be of interest to the families, must be posted in advance in the classroom. Lesson Plans for one week will be

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prepared by the lead teacher of each classroom in consultation with classroom assistants.

Each teaching team will be provided with at least 4 hours per month of paid curriculum and lesson planning time. Teachers will have no responsibility for care of children during planning time. A teacher resource area with books and other materials is available to assist in preparation of lessons. Lesson plans must be aligned with state learning standards and indicate ways in which needs of individual children are being met.

Revised November 2014

Lesson plans must be posted weekly on Friday for the coming week. Changes in planning will occur, however changes, deletions and additions must be noted on the lesson plans.

Revised Dec, 2006

- 2.6 Mandated Reporting:** As professionals working with young children we are mandated reporters in suspected cases of child abuse. All cases of suspected child abuse must be reported immediately to the center director. If signs of physical abuse are apparent, Child Protective Services should be contacted immediately and can be contacted through Child Line at 1-800-932-0313. Each incident and other suspicions will be handled individually and should be reported to the center director. Some situations may require information gathering and documentation over a period of time before a case of abuse can be made, therefore all suspicions must be taken to the center director who will then decide the plan of action that may be necessary to take place in each incident.
- 2.7 Personal Appearance:** Whatever the employee's position or work assignment might be, neatness in attire and good grooming are important. The personal appearance of each employee is important in inspiring confidence in the quality of our work and in that of the child care provided. Each employee should check his/her appearance so that she/he and the Center can be proud of what the public sees. Below are some guidelines for appropriate and safe dress:
- Comfortable clothes that free you to move easily, to be down on the floor and active with the children.
 - Clothing must be clean, neat, unstained, modest and in good repair.
 - Sayings on clothing must be positive and appropriate for young children.
 - Jeans, shorts, sandals and tee shorts may be worn with the above guidelines.
 - Fingernail and toenail polish may be worn if it is in good repair.
 - Hair ornaments and jewelry may be worn when they do not pose a hazard to the children in the employees care.

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Children and families and other staff enjoy cheerful, colorful and unusual clothing and accessories. Remember that sometimes there is messy work at the Center, so please wear clothing that is sturdy and easy to launder.

2.8 Supervision of children:

- No child will be left unsupervised while attending the program and at least two staff will be available when more than two children are in care. Caregivers will directly supervise infants, toddlers and preschool children by sight and sound at all times, even when the children are sleeping.
- Caregivers will regularly count children on a scheduled basis, at every transition and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times. Lead teachers will assign and reassign counting responsibilities as needed. Staff will assist the environment for opportunities to improve visibility and hearing of child activities.
- Child/staff ratios followed by SJCCC will always comply with the Pennsylvania Department of Welfare's regulations which are:
 1. Infants (children 0 – 12 months)
One adult for every four children
 2. Young Toddlers (13 – 24 months)
One adult for every five children
 3. Older Toddlers (25 – 35 months)
One adult for every six children
 4. Preschool (36 months – 60 months)
One adult for every ten children
 5. School – Age (six years – twelve years)
One adult for every twelve children.
- Supervision of Active (Large Muscle) Play:
 1. High – risk play areas will receive the most staff attention. (i.e. climbers, slide and water table)
 2. Remaining staff will supervise entranceways and exits.
 3. At no time should this portion of the day be looked at as a time for the adults to socialize. NO two staff persons should be located in the same area of the large muscle play, indoor or outside

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3.0 EMPLOYEE GROUPINGS: Hours vary according individual needs of the employees and the children and families that we serve.

Group A:

Pastors
Associate Pastors
Interim Pastor
Diaconal Minister

Group B:

Minister of Music
Minister of Youth
Child Care Center Director

Group C:

Building Superintendent
Office Manager
Assistant Director
Group Supervisor – Lead Teachers

Group D:

Administrative Assistant
Assistant Teachers (full – time)

Group E

Assistant Teachers (part – time)
Assistant Sexton

What the employee can expect from St. James Lutheran Child Care Center:

4.0 WORK HOURS AND COMPENSATION:

4.1 Hours of Work: Hours vary according to the room and staff position. When due to an emergency or unavoidable situation an employee is unable to be present for working hours, call the director at least two hours before your normal start time so arrangements can be made to cover those hours. Employees may plan, with the approval of the director, to be absent during usual working hours for a personal, but avoidable reason. The employee is then responsible for arranging a qualified substitute. The director prior to the absence must approve all arrangements.

Daily Breaks

Employees are provided breaks during the day in order to be refreshed, remain alert and ready to meet the needs of the children. For each 4 hour period worked, each staff member will be given a break of at least of 15 minutes with no program responsibilities. All breaks

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are planned by the employee's supervisor or administrator responsible for scheduling. Break time may not be used to compensate for arriving late to work or leaving early. As always, all requests to be at work at a time different from the scheduled work time must be approved by the administrator responsible for scheduling.

Revised November 2014

4.2 Salary and Wages: The St. James Lutheran Child Care Governance Committee, which includes the director, will determine the salary of each employee at the Center. The salary scales of the employees will be reviewed once a year as part of the overall budget planning. Increases will be based on, but not limited to the budget, job performance, attendance, punctuality, continued training and education, leadership abilities, positive attitude, and willingness to accept other job responsibilities. The church is required by law to take deductions from each employee's paycheck for federal income tax, social security tax, Medicare tax, Pennsylvania state tax, and certain local taxes. Each employee is required to fill out and sign time sheets daily, which are filed in the director's office. The pay period ends every other Friday and paychecks are issued on the Wednesday following the end of the pay period. If an hourly employee works more than 80 hours during the two-week pay period, the employee is paid time and a half for each hour over 80 hours.

4.3 Performance Review: At the end of the orientation period, the first performance review is conducted. Thereafter, reviews are conducted annually in January.

4.4 Bonus Pay: Employees may be considered for and awarded a bonus in addition to their regular hourly wage. Such bonuses may be paid when the St. James Lutheran Child Care Center is awarded a merit or ERA award from a government agency which award is partially based on a component of staff development and professional growth. The amount of the bonus will be determined by the years of service to the center, level of education plus ongoing educational enrichment.

4.5 Staff Meetings: In addition to the annual training events, staff meetings are held approximately 7 months per year, tentatively the second Tuesday of each month unless otherwise notified. These meetings will run approximately one hour in length. All staff is expected to attend meetings and will be paid accordingly.

4.6 Training:

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization.

The Pennsylvania Department of Public Welfare requires a minimum of six hours of annual training as well as fire safety and bi-annual first aid training and Keystone

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Stars requires 18 – 24 hours. Pediatric first aid training will be successfully completed within the first 90 days of employment and every other year thereafter. The first aid training will include the following items: ability to demonstrate rescue breathing and management of a blocked airway as well as conditions listed in Caring for Our Children Standard 1.027.

All staff will be paid for the additional hours required by this regulation as time worked. Any time the total hours worked exceeds 80 hours in a pay period; the employee will be paid at time and a half for hours in excess of 80 as required by Federal Labor Laws.

Policy

The work performance of the staff is a vital key to the success of SJLCCC. Providing professional development to our employees is an investment in their careers and the organization's future.

All employees are eligible for reimbursement for training costs that are approved by the organization. It is the employee's responsibility to seek out the training mediums that will enhance his or her career development and align with the organization's mission and individual annual staff training plans.

Procedure

- a. All employees are eligible for professional development reimbursement.
- b. Professional development can be obtained through attendance at trainings approved by the Pennsylvania Key and posted on their website at: www.pakeys.org
- c. Requests for reimbursement must be made within 60 days of completed training.
- d. Receipt for cost of the training and certificate of completion must be provided for reimbursement.
- e. Completed requests with receipts and certificates must be provided by noon Thursday the day prior to payroll.

Revised 9.2.14

4.7 Travel Expenses: When an employee is engaged in business out of town that pertains to the Center, mileage shall be reimbursed at the current rate established by the state. It shall be the responsibility of the employee to submit the official mileage to the director for reimbursement. Claims will be made monthly and are not allowed to accumulate.

5.0 EMPLOYEE BENEFITS

St. James Lutheran Child Care Center offers certain benefits to eligible employees. These are not a right but a benefit that we wish to extend. Prior notice will be given

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if these benefits are to be increased, decreased or changed. Employees will be eligible for benefits at the first day of the first month following the end of their orientation period.

5.1 PAID TIME-OFF

Revised March, 2010

Paid Time Off includes vacation, illness, and other personal needs not otherwise covered in this section. The center director must approve all non-emergency PTO requests two weeks prior to the date scheduled to be off.

PTO shall be carried forward from year to year with a maximum accrual of 30 days which will be carried over to a sick bank.

Earned Sick Leave and/or PTO must be used for illnesses lasting at least three consecutive days with a written note from the doctor.

Revised 02/7/2017

PTO cannot be used until the end of the orientation period.

After three consecutive days of absence without prior approval, a note from a physician is required.

PTO may be taken without notice if the Center is closed for an emergency.

Revised June 2014

5.1 Upon separation from employment, the employee will NOT be compensated for any unused accrued PTO. A departing employee who used ***PTO leave*** prior to accrual will be responsible to reimburse St. James Lutheran Church Child Care Center through their last paycheck ***or through a payment plan as agreed by both parties.***

Requests for vacation are limited to one week's vacation, five days, preferably Monday through Friday, during the time period of Memorial Day to Labor Day.

A second week may be requested during this time period, only after all "first weeks" requests have been accommodated. These "second week" requests should be submitted in writing to the Center Director who will present them to the Child Care Governance Committee. Remaining accrued vacation should be scheduled outside of that time period. No more than two employees will be permitted to schedule vacation at any given time. The Center Director, under the direction of the Child Care Governance Committee, will make every attempt to honor all employee requests. However, requests will not be granted that could put the health and safety of the program at risk. Exceptions would be

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granted in the event of an emergency or in the event of a low census schedule day of operation.

Employees will accrue Paid Time Off according to the following schedule:

PTO accrual will be calculated quarterly. Advance payments for PTO will be subject to the approval of St. James Lutheran Church Child Care Governance Committee.

Employees will accrue Paid Time Off according to the following schedule:

Employee Category	Years of Service	Days Accrued Per Month	Quarterly Accrual	Days Per Year
Group A, B & C- Director/Group Supervisor (staff working 30 hours or more a week)	0 - 5 completed years of service	1.5	4.5	18
	6 - 10 completed years of service	2	6	24
	11 + years	2.5	7.5	30
Category D - Assistant Group Supervisor (staff working 30 hours or more a week)	0 - 5 completed years of service	1.25	3.75	15
	6 - 10 completed years of service	1.5	4.5	18
	11 + years	2	6	24

5.10 PAID TIME OFF (PTO) CASH-OUT OPTION GUIDE:

St. James Lutheran Church Child Care Center encourages our employees to take time off away from work in order to have a more balanced life style. In addition, SJLCCC is offering a PTO Cash-Out Option for eligible employees. This program is intended to provide you with more flexibility in utilizing your time-off benefits.

Eligibility

- Benefit Eligible employees with one year of employment who accrue PTO and have a minimum of 80 hours in their sick banks.

Policy

- An election period will be held each year in May and November, during which time you will have the opportunity to make an irrevocable election to cash-out PTO hours that **are accrued in the current calendar year. You may not cash-out hours that have not yet been accrued at the time of Cash - Out Option.** You may not elect to cash-out PTO hours previously accrued in previous years. PTO shall be carried

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forward from year to year with a maximum accrual of 30 days which will be carried over to a sick bank.

- This benefit requires an **Annual** election. Due to IRS regulations, elections will not carry over from one calendar year to the next calendar year.
 - You may elect to cash-out either 40 or 80 PTO hours, depending on your annual PTO accrual.
 - A minimum of 40 hours **MUST** be in your PTO bank at the elected time in the period you are making the election. Remember to allow enough PTO hours in your bank in order to cover vacation, sick days, and emergencies. The PTO hours you will accrue in the next calendar year that you elect to cash-out **will not be available** to use during the year for these purposes. If your accrual rate changes (such as due to a leave or change in scheduled hours) so that there are insufficient hours accrued in the plan year to cover your election, you will receive only the balance of your elected PTO cash-out available at the time of the cash-out. If there are no hours available, no cash-out will occur.
 - There are two PTO Cash-Out pay dates. The cash-out will be on Wednesday on the first payday in June and/or the Wednesday on the first payday in December. Two cash-out pay dates may be elected, not to exceed a total of 80 hours.
 - The PTO Cash-Out will be a separate **live** check. The check will be available in Payroll for pickup after 12 p.m. on the day the check is due. If the check is not picked-up in Payroll by 3 p.m., it will be mailed to your home.
 - **Reminder: If you reach your maximum bank accrual, you will not receive cash-out if you do not accrue the PTO hours you elected. The cash out is based on hours you accrue in the calendar year, not on the bank you had prior to making the election. Plan to take time off so you continue to accrue PTO hours.**
 - ***Maximum annual PTO Cash-Out election available is 80 hours, provided you have a minimum balance of 80 hours in your PTO bank at the time you make an election.***
Accruals will differ based on years of service and employment status.
- Procedure**
- *To elect this benefit, you **MUST** complete, date, and sign the irrevocable PTO election form, attached.*
All copies of the form MUST be signed and received by Child Care Director for verification and approved by Benefits/Office Manager two weeks prior to the elected pay out dates. The IRS requires that there can be no exceptions.
 - Provided your election is received by the due date and provided you have 80 hours in your Sick Bank and 80 hours in your PTO bank at the time you make an election,

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you will automatically receive your PTO Cash-Out in either June and/or December. **No other action is required.**

- The “employee copy” of the form will be returned to you once the 120 hours in PTO bank has been verified.
- Your PTO Cash-Out will be based on your current **base rate** of pay at the time of the payout. **Tax Sheltered Account (TSA-403(b) deductions will be taken**, provided you have not reached the IRS maximum!
- **PTO Cash-Out is subject to all applicable taxes and deductions taken on earnings.**

5.11 Holidays: Seven paid holidays are observed each calendar year. New Years Day, Easter (observed on Good Friday), Memorial Day, and July 4th, Labor Day, Thanksgiving and Christmas Day. All employees will be eligible for holiday pay. Holiday pay shall not duplicate any payment made for vacation. Each employee will be paid their regular rate of pay for their usual number of scheduled hours. In order to receive holiday pay, an employee must work the last day scheduled day before the holiday and first scheduled after the holiday. If a holiday falls on a Saturday, the center will celebrate it on Friday, and if a holiday falls on Sunday, the center will celebrate it on Monday.

5.12 Compassionate Leave: In the case of the death of a member of an employee’s immediate family, or at the director’s discretion, three days absence from work will be granted at the employee’s regular rate of pay. The employee must have completed his/her orientation period to be eligible for compassionate leave pay. The immediate family is defined as wife, husband, father, mother, child, sibling, stepparent, or stepchild. One day of leave with pay will be granted for the death of an aunt, uncle, grandparent, parent-in-law, sister-in-law and son/daughter in law.

5.2 Leave of Absence: A leave of absence without pay may be granted after two years of continuous service for illness, advanced study, familial concerns or restoration of health. No PTO time is accumulated during this time. Request should be submitted to the SJCC for approval.

5.3 Maternity Leave: With physician’s approval, an employee may continue to work during her pregnancy. Maternity leave may be applied for and granted by consent of the SJCCC.

5.4 Health Insurance: Health insurance will be provided based on insurance guidelines for the current calendar year. Provision for insurance will be evaluated annually based on budgetary projections.

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5.5 Emergency Closing: The director will make the decision to close the Center based on weather reports and the closing of other local child care facilities. The decision will be made by 5:00 a.m. and will be broadcast on radio stations: WGET, WGTY and WYCR as well as television WGAL channel 8 which can be accessed on line at: www.thewgalchannel.com.

5.6 Civic Responsibilities:

- **Jury and Witness duty:** any employee who is called to serve on a jury panel or serve as a witness in court proceedings which she/he is not a litigant, will be allowed time off to serve. The employee's job will be protected while serving in this capacity. The employee will be paid the usual pay for the usual hours less the amount they are reimbursed by the county or state. It is the responsibility of the employee to inform the director of the rate of county reimbursement.
- **Voting Time:** a good citizen always finds the time and incentive to vote on Election Day, not only in national elections, but also in the community elections. Employees of the Center are also encouraged to do so. The voting polls are usually open from early morning to late evening. It is expected that the employee will find time to vote either before or after work.

6.0 EMPLOYEE/EMPLOYER RELATIONS

6.1 Grievances: the St. James Lutheran Child Care Center has grown tremendously in a few short years. The Center's growth is because our people at all levels have worked with the common understanding and the ability to communicate freely. The director is a vital two-way link in our communication system. The director is the St. James Child Care Governance Committee's voice in bringing Center policies and direction to the employee. Equally important, the director is the first means of communication with the committee each employee has about personal concerns, job concerns and the Center. Employees should feel free to talk to the director about their views, questions or problems. This is the employee's right and privilege and that is why the director is there.

A grievance is a claim by a permanent staff member that she/he has been personally affected by a violation, misapplication or misrepresentation of one or more policies at the SJCCC. In the event an employee feels a situation exists which warrants a grievance, the following procedure should be followed:

- The employee should discuss the problem with his/her immediate supervisor as soon as possible. Classroom supervisors are responsible for their classroom personnel. Every effort should be made to reach a satisfactory solution to the problem at this level.
- If the employee does not receive a satisfactory answer or settlement to her/his problem from his/her immediate supervisor, she/he should discuss the problem with the director.

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- If one or more parties remain dissatisfied with the outcome, the grievance must be brought to the chairperson of the SJCCC Governance Committee in writing.

6.2 Confidential Information: Revealing information about enrolled children and their families, unless authorized to do so by the director is not allowed. It is important that each employee exercise confidentiality concerning the children enrolled at the Center and their families as well as fellow employees and themselves. The condition and/or care of any child and information about the family should never be discussed with other employees or anyone else not directly responsible for the care of the child. Anyone requesting information about a particular child, family or coworker should be directed to speak with the director.

6.3 Smoking: Smoking is not permitted in the Church or surrounding properties. If you choose to smoke, please use discretion.

6.4 Telephone Calls: Families of employees should know that they are welcome to call the Center if they have a need. Please instruct them to tell the person who answers the phone whether the call is an emergency that cannot wait or whether the call can be returned at a later time. Employees may use the Center's telephone in the director's office to make brief calls to check on or make arrangements to handle unexpected situations. This is a "family friendly" workplace. We want families of employees to know that they have access to the employee when needed. If an employee's work is being interrupted too often, we expect the employee to take actions to eliminate the situation.

6.5 Cell Phones or Similar Devices at Work

SJLCCC is aware that employees utilize their personal cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. We recognize that other distractions occur; however curbing the use of cell phones, while working is one way to minimize the risks of accidents. Due to research that indicates that cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk. Although you are not driving while at work, the distractions cellular or similar devices put the safety of children at risk and are strictly prohibited during scheduled work hours.

This prohibition of cell phone or similar devices include receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment.

To ensure the effectiveness of performance, employees are asked to leave cell phones in their designated locker or mailbox in the child care office. On the occasion while staff and children leave the premises, personal cell phones may be carried on

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the walks or field trips to be used only in an emergency. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Revised 8.6.13

6.6 Fire Drills: A fire drill will take place six months per year. All staff on duty will: direct the evacuation of the children from the building, exit according to the directions posted in each room, account for all children once outside of the building and in a safe location.

6.7 Personal Injury While Working: If you receive any injury while working on the job or in the course of employment, immediately report in writing to your supervisor the following information: time, location, circumstances of the incident and description of the injury. If injured, the director should report to the SJCC Governance Committee.

6.8 Parking: The employees are welcomed to park in the church parking lot except on occasion when the church has a funeral or special event. The parking spaces nearest to the church are for child drop-off and pick-up for the convenience of the parent and the safety of the children. Staff should park in the middle to the back of the lot.

7.0 SEPARATION

7.1 Resignation and Termination: We value each employee and hope that she/he will look on this position at the Center as the important work that it is. Every effort will be made to allow the employee personal and professional growth. The desire at the Center that the employee is fulfilled with the work she/he is doing and will remain at the Center for a long time. Any employee who experiences job dissatisfaction is requested to discuss it with her/his immediate supervisor and the director to see if there are adjustments that can be made to bring more satisfaction. (Refer to Grievances). Any employee wishing to resign her/his employment with the Center for any reason is required to submit a two-week written notice. The Center respectfully asks for more notice, if possible.

If at any time after the orientation period, the employee's performance does not meet the job description requirements, the employee will have two weeks to improve these deficiencies. After two weeks, the director and/or the St. James Lutheran Child Care Center's Governance Committee will meet with the employee to evaluate improvement. If at that time, the deficiencies have been corrected, no further action will be necessary. If at that time, enough improvement has been shown, the director will arrange to meet with the employee in one week to evaluate the continued progress. If at the initial review or the second review it is determined

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that the employee is unable or unwilling to meet the requirements as set forth in the job description, the employee will be asked to resign.

The following may also serve as, but are not limited to reasons for termination:

- Reorganization or retrenchment.
- Unsatisfactory job performance.
- Excessive tardiness and/or absenteeism.
- Summary dismissal (immediate termination).

7.2 Summary Dismissal: Summary dismissal means that an employee will be fired and receive no additional benefits. There will be no notice. The following will be causes for summary dismissal:

- **Violation of Confidential Information:** Information that an employee acquires while working at the Center about the children in the care of the Center, their families, co-workers or themselves, is to remain in this Center. Any topic concerning the personal lives of the same must be held as a sacred trust. Employees should never leave information where it can be observed by the casual visitor or other parents. Be careful with records, correspondence and personal information. Mishandling of confidential information may result in a summary dismissal.
- **Embezzlement of Funds, Equipment or Supplies:** Employees must be careful when handling money or property. Careless handling will not be tolerated and proof of dishonesty will result in dismissal. It is the policy of this Center to pursue reimbursement and this may mean indictment or criminal charges.
- **Fraudulent Forgery of Documents:** If it can be proven that an employee deliberately forged any documents or papers, that employee will be summarily dismissed.
- **Illegal Use of Controlled Substances or Alcohol:** Consuming alcohol or controlled substances during work hours or when directly supervising or responsible for the supervision of children is prohibited. Being under the influence of alcohol or controlled substances by any individual when involved in the care or supervision of children is not permitted and will result in immediate dismissal.
- **Abuse/Neglect:** If at any time an employee, by willful neglect, endangers the health or safety of the Center children, or other staff member, she/he will be terminated immediately. Abusive treatment, including inappropriate physical contact or foul language directed at a child, their family member or coworker will not be tolerated and result in immediate termination.
- **Conviction of Felonious Charge:** If an employee is convicted of a felony or convicted of child abuse, her/his work here will be terminated.

After the termination of employment, for any reason, the employee's final pay check will be issued at the end of that pay period. The final paycheck will be

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mailed to the employee after all debts to the Center have been settled and all Center materials have been returned.

Receipt and Acknowledgement:

This is to acknowledge that I have read and understand the contents of the St. James Lutheran Child Care Center's employee handbook.

I understand that the contents of the handbook are presented as a matter of information only and are not to be construed as an employment contract. I also understand and agree that St. James Child Care Center may change, rescind or add to any procedures, benefits or practices described in the handbook from time to time in its sole and absolute discretion, with or without prior notice.

I further understand that my employment is not for a specified term and that it may be terminated with or without cause at the will of the St. James Lutheran Child Care Center Governance Committee in agreement with the center director.

I have received and carefully read the foregoing RECEIPT AND ACKNOWLEDGEMENT, and I sign the same of my own free will and deed.

Upon completions, give this page to the center director.

Employee Signature: _____ DATE _____

Employee's Name typed or printed: _____

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Appendix A

St. James Lutheran Church Child Care Center Employee Training Reimbursement Form

Name: _____

Address: _____

Telephone: _____

Training Date	Title of Training	Training Hours	Cost

Total Reimbursement Amount Request: _____

Employee Signature

Date

Director Signature

Date

All requests must be accompanied by a completed paid receipt and completed certificate of training.

Appendix B

2016 Paid Time Off (PTO) Cash-Out Request

Employee Name (please print): _____

Date: _____

I request to make the following irrevocable PTO Cash-Out Election for PTO Accrued during 2015 and to be paid out in 2016 calendar year.

I understand that I may elect only 40 hours in June, and/or 40 or 80 hours in December.

If no election is made in June, I may elect a maximum of 80 hours in December. Reminder -Total PTO Cash-Out cannot exceed 80 hours. Also, I understand that I must have a minimum of 80 hours in my PTO Bank as of December 31, 2016.

JUNE (to be paid on June 8, 2016) 40 hrs.

AND/OR

DECEMBER (to be paid on December 14, 2016) 40 hrs. 80 hrs.

IMPORTANT: I understand that the PTO hours I will accrue next year for which I have elected a cash-out will be considered accrued first before those hours for which I have not elected a cash-out, and that the PTO for which I have elected a cash-out will not be available for use to cover vacations, sick days or emergency time off needs. I understand that in order to receive the cash-out, the PTO hours I have elected for cash-out must be accrued starting January 1 of the cash-out year and must be accrued by the specified cash-out check date, and that the cash-out amount will be reduced by any shortfall in such PTO hours accrued by that date. I also understand that the resulting cash-out check is considered supplemental wage and therefore is subject to all applicable taxes, in addition to any other payroll reductions/deductions taken on earnings such as TSA, etc.

Employee Signature Date*

****Must be signed and received by Human Resources/Benefits prior to the 15th day of May and November as required by the IRS. An Approved or Denied copy will be returned to you once eligibility has been verified.***

Application Approved

Application Denied

Verified by Director: _____ **Date:** _____

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Approved by Benefits Administrator: _____ Date: _____

Appendix C

St. James Lutheran Church Child Care Center Employee Request for Time Off

Name: _____ Date of Request: _____

***Remember to check the calendar in the office before you schedule a day that you really would like to have off. It is more likely to be granted if no other person is scheduled off.**

Date or Days of Requested Leave: _____

Paid Time Off: _____

Vacation Leave: _____

Approved: _____ Date _____

St. James Lutheran Church Child Care Center Employee Request for Time Off

Name: _____ Date of Request: _____

***Remember to check the calendar in the office before you schedule a day that you really would like to have off. It is more likely to be granted if no other person is scheduled off.**

Date or Days of Requested Leave: _____

Paid Time Off: _____

Vacation Leave: _____

Approved: _____ Date _____

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Appendix D

Time Sheet

St. James Lutheran Child Care Center;
109 York St.; Gettysburg, PA 17325; (717)-334-7171

Employee Name: _____

Pay period Beginning → Ending Date: _____

Day	Date	Time In	Break (Time in/ Time Out)	Time Out	Total Regular Hours	Staff Meeting	PTO	Training	Holiday	Total Hours Paid
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Total Hours	XXXX	XXXX	XXXX	XXXX						

****If you are taking a paid time off or holiday pay, then do NOT mark any of those hours as hours worked. Put the total number of hours claimed in the appropriate column.***

Total Regular Hours: _____ Staff Meeting: _____

Paid Time Off: _____ Training: _____

Holiday Leave: _____ Total Hours Paid: _____

Employee Signature & Date: _____

Director & Date: _____

Office Manager & Date: _____

