

SMNS Staff Handbook



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Saint Mary's Nursery School (SMNS)
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SECTION I: GENERAL

WELCOME

We are pleased to have you on staff with **SMNS** and wish you every success in your new position. We pride ourselves on hiring and retaining individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team.

This handbook is designed to familiarize you with **SMNS**, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your immediate supervisor.

After reviewing this handbook, please sign the Acknowledgment form included at the back, confirming that you have reviewed and understand the contents.

No handbook can anticipate every situation or question about all of our policies and terms of employment. **SMNS** reserves the right to add new policies and to change or cancel existing policies at any time. We will endeavor to notify you of any changes to this handbook as they occur.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered.

Welcome to **SMNS**. We hope that your experience here will be challenging, enjoyable, and fulfilling.

SECTION 2: ABOUT SMNS

MISSION STATEMENT

Saint Mary's Nursery School (SMNS) is a nursery school where, through exploration and discovery, children learn and practice the important values and principles of respect, responsibility and community. Within SMNS' supportive and nurturing environment, children explore and discover new skills and relationships. Throughout the day children take part in constructing their own learning, making choices, and gaining independence.

Since the school was founded and still runs as a cooperative, parents are a key component of the school and are seen as partners, collaborators and advocates for their children and within the governance of the organization.

We celebrate the work and learning that happens at SMNS amongst ourselves, as well as the broader community. SMNS fosters sound financial stewardship as it reflects the culture of the school.

This mission is realized in the following ways:

- SMNS provides childcare that cultivates imagination, curiosity, self-esteem, creativity and independence in students;
- SMNS promotes the importance of direct parent participation in the educational experience of the child;
- SMNS prepares children for kindergarten; and
- SMNS improves its community by fostering economic self-improvement in low-income and/or single parent families by providing affordable, quality daycare that will enable the parents/guardians to be gainfully employed.

PROGRAM DESIGN AND TEACHING PHILOSOPHY

Saint Mary's Nursery School offers children an early educational experience embracing family, continuity and development as a basis for learning. Children are nurtured and educated in a community classroom that includes children from 18 months to five years of age, skilled teachers, parents and other involved family members. The educational curriculum is carefully planned to be developmentally appropriate, based on play, creativity and the arts with an emphasis on the social-emotional health and development of each child. We are committed to the family environment and the stability and community that generations of children enjoyed before they were placed into age groups and graduated classrooms. Our children also enjoy a single and stable classroom that does not change from year to year. It is our experience that all of these elements create a homelike environment that allow children to relax and open up to all aspects of learning.

Our teaching philosophy is centered upon the child's individual needs. The arts are the cornerstone of our educational program. Our curriculum is very closely aligned with the principles of the Reggio Emilia philosophy, in which the themes and concepts that we communicate to our students are supported and documented through their creative products. Art projects, construction projects, and theater performances, are individually catalogued, photographed and otherwise recorded to follow and document each child's development.

NAEYC CODE OF ETHICAL CONDUCT STATEMENT OF COMMITMENT

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture,* community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)

- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

* The term *culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.

SECTION 3: EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

SMNS is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, gender, age, national origin, sexual orientation, primary language, veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, **SMNS** will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

It is our responsibility to ensure that all clients have a meaningful and equal access to services. This responsibility encompasses the most basic of human needs, the need for communication and understanding.

In order to ensure effective communication **SMNS** staff will make every effort to ensure communication and understanding for those clients or their immediate families who have limited English proficiency.

In addition, the public offices have been equipped with universal symbols for bathrooms, exits and water fountains.

Once a client or their family has been identified as needing translation or interpretive services, **SMNS** staff will contact the corresponding appropriate agency.

AMERICANS WITH DISABILITIES ACT

SMNS is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, **SMNS** will provide reasonable accommodations to a qualified individual with a disability, as

defined by the ADA, who has made **SMNS** aware of his or her disability, provided that such accommodation does not constitute an undue hardship on **SMNS**.

ANTI-HARASSMENT AND NON-DISCRIMINATION

SMNS wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be **SMNS**'s policy to prohibit discrimination or harassment of employees based on race, religion, color, gender, age, national origin, citizenship, disability, marital status, sexual orientation, pregnancy or any other basis protected by state, federal or local laws.

SMNS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Sexual harassment is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment; or
- submission to or rejection of such conduct is used as basis for employment decisions; or
- such conduct interferes with an individual's work performance; or
- such conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that **could be viewed as** sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal "kidding," "teasing," or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another's body
- Pressuring someone to go on a date
- Comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons

- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one's sexual experience and discussion of one's sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of **SMNS**'s policy against harassment.

REPORTING HARASSMENT

SMNS encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment, if possible, **before** it becomes severe or pervasive.

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy should report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

INVESTIGATION

SMNS will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

RESPONSIVE ACTION

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However an individual who brings a false or frivolous complaint is subject to disciplinary actions.

ETHICS POLICY

Ethics are integral to the successful achievement of our mission at **SMNS**. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

CONFIDENTIAL, PROPRIETARY AND OTHER NONPUBLIC INFORMATION

The protection of confidential information and proprietary inventions is vital to the interest and the success of **SMNS**. Such confidential information includes but is not limited to the following:

- Child and family information
- Employee information
- Financial information
- Research and development initiatives
- Pending projects and proposals
- Donor names/information

The disclosure of **SMNS**'s confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information.

Confidential Information

Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside **SMNS**, who does not have a legitimate need for the information.
- Confidential financial information about **SMNS** must not be disclosed to outsiders.
- Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of **SMNS**, including, but not limited to, **SMNS**'s existing and contemplated products and services; procedures of distributing, pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and proprietary information related to vendors, and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of **SMNS**, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

Conflicts of Interest

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee's personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee's obligation to **SMNS** or its clients. If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his manager, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of **SMNS**.

See also “Outside Employment”

SUBSTANCE-FREE WORKPLACE

The Drug-Free Workplace Act of 1988 requires **SMNS**, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on **SMNS** business or premises and while operating vehicles on **SMNS** business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on **SMNS** premises or while performing **SMNS** business, except in connection with **SMNS**-authorized events; and

Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

EMPLOYMENT CLASSIFICATION

All employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. Nonexempt employees are entitled to overtime pay. Exempt employees are not.

In addition, employees will be classified as the following:

Full-time: An employee who is normally scheduled to work a standard forty-hour workweek.

Part-time: An employee who is normally scheduled to work less than forty hours per week, and is not temporary.

Regular: An employee who has completed their introductory period and is regularly scheduled throughout the year. For the purposes of benefits regular part-time employment is at least 25 hours/week. After 5 years of regular part time employment, benefits will be made available at 100% of full time benefits for health and dental insurance and at a pro-rata level for personal paid time off and holiday pay.

Temporary: An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

AT-WILL EMPLOYMENT

Employment with **SMNS** is at-will, meaning that either you or **SMNS** may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publication cannot modify this at-will employment relationship. Only a written and signed contract by the Executive Director or the Board can change an individual's at-will employment status.

INTRODUCTORY PERIOD

The first ninety (90) days are considered the Introductory Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to **SMNS** and to determine whether the new position meets their expectations. Similarly, **SMNS** uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

The completion of the Introductory Period does not represent a guarantee of continued employment, as employment is always at-will.

PERSONAL DATA CHANGES

To help keep record and benefits program information accurate, please notify **SMNS** of any changes to your personal information, such as: mailing address, marital status, dependents, emergency contacts, and other possible relevant information.

OPEN COMMUNICATION

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with the employee's supervisor is not able to resolve the matter, the concern then may be presented to the next level of management.

EDUCATION AND TRAINING

As of August 1, 2017, all staff at SMNS who work more than 22 hours a week (except for temporary staff) are required to have the minimum of a CDA or School Age credential or be enrolled in courses that place them

on, or move them up on, the Pennsylvania Early Learning Keys to Quality Career Lattice.

The minimum expectation for all staff who work 22 hours or more is 6 college credits in early childhood every year until the credential is secured.

Additionally staff are expected to:

- Participate in Professional development days and possibly some workshops/conferences as available.
- Maintain all state and Keystone required annual trainings: including but not limited to CPR, Fire Safety, annual required hours (up to 16).
- Have a Pennsylvania Keys account, be responsible for it, and maintain accurate training records there, as well as supply certificates to the school upon completion of courses.

The specific expectations are subject to change in order to align to Keystone Stars and/ or DHS standards and requirements.

PERFORMANCE EVALUATION

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed. A formal written performance evaluation will be conducted at the end of an employee's introductory period.

Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and correct weaknesses, and discuss positive approaches to achieving goals.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, **SMNS** requests at least two weeks' written resignation notice from all employees and prefers as much notice as possible. Individuals who resign with fewer than two weeks' notice may not be eligible for rehire.

SECTION 4: SCHEDULES, COMPENSATION & ABSENCES

WORK SCHEDULES

SMNS retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, being on time as well as variations in the total hours that may be scheduled each day and week.

Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

BONE-FIDE MEAL PERIOD

SMNS does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that pauses for rest are beneficial. Because of the need to maintain staff-child ratios at all times, such breaks will be scheduled at the discretion of the supervisor.

Non-exempt staff must to “sign out” for breaks.

Paid Break is calculate based upon the amount of time worked:

If you work for less than 4 hours (less than 240 minutes), there is no paid break provided.

If you work between 4 hours (240 minutes) and 6 hours and 14 minutes (374 minutes) you will be paid for 15 minutes break at your regular hourly rate.

If you work between 6 hours and 15 minutes (375 minutes) and 7 hours and 14 minutes (434 minutes) you will be paid for 30 minutes of break time at your regular hourly rate.

If you work 7 hours and 15 minutes (435 minutes) you will be paid for 45 minutes of break time at your regular hourly rate.

Full time staff are scheduled for 7 hours and 15 minutes of work time each day. All breaks are scheduled for 45 minutes regardless of full or part time status. Special break arrangements must be made with the staff manager.

WORKWEEK & PAYROLL

SMNS's normal business hours are 7:30am to 6:00pm, Monday through Friday. The payroll period is bi-weekly (two-weeks per pay period) beginning Monday and ending Sunday fourteen days later. Payday is on the Friday immediately following the Sunday pay period end date. In the event a regularly scheduled payday falls on a Federal holiday, employees will receive pay on the business day prior.

There is a five-day delay in the payment of wages after they are earned. Therefore, employees are paid for the two-week period ending on the Sunday before payday.

PAYROLL DEDUCTIONS

SMNS is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

SMNS will also make other deductions that have been authorized by you, such as your elected insurances and other benefits.

OVERTIME

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Exempt employees are not eligible for overtime. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Personal time, paid break time, paid leave, holiday pay, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action.

EXPENSE REIMBURSEMENT

Expense reimbursement MUST be PRE-APPROVED in writing. Employees must maintain accurate documentation of any business-related expenses incurred on behalf of **SMNS** that need to be reimbursed. Receipts and

detailed explanations of expenses must accompany all reimbursement requests.

ERRORS IN PAY

If you become aware of an error in your pay or deductions, bring it to the attention of your supervisor so that it can be corrected as soon as possible. Document the error in writing via an email.

ABSENCES

Regular attendance is a condition of employment.

You should report any anticipated absence to your supervisor ahead of time in writing via an email. If you wish to use a vacation day for an absence, this must be communicated in writing via email to the Office Manager and Director. In an emergency, let your supervisor know as soon as possible the reason for your absence and when you expect to return.

Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days **without** advising your supervisor, you will be considered to have abandoned your employment. Employees who abandon their employment are not eligible for rehire.

EMERGENCY CONDITIONS & OTHER SCHOOL CLOSURES

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work may be paid at the executive director's discretion. Should a school closure be made a director discretionary holiday, pay will be made in accordance with the holiday pay eligibility requirements described in Section 5 of this handbook. In the event of an emergency or severe weather, your supervisor will notify you of any schedule changes or closures.

Employees who come in late, leave early, or are absent because of an emergency or severe weather situation must notify their supervisor immediately. Failure to notify your supervisor may result in being charged the time against available personal leave balance. Please check with your supervisor to learn more about these policies for your specific job responsibilities.

School Closure Days that may be considered for Director's Discretionary Holiday Pay:

Good Friday

Friday prior to Labor Day

The December 24th (half day closure)

December 26 through December 31.

Emergency Closures

School Closure Days that are NOT eligible as they are Staff Training Days:

Columbus Day

Veterans' Day

The Friday of DVAEYC Conference should the school attend the annual conference.

SECTION 5: BENEFITS

HOLIDAYS

According to applicable restrictions, **SMNS** will grant unpaid **holiday time** off to all eligible employees immediately upon hire. **Holiday pay** is subject to employee eligibility described below and will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would have worked on that day.

Paid holidays are as follows:

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Day

ELIGIBILITY FOR HOLIDAY PAY

To be eligible for holiday pay you must:

- Be a full-time regular employee and have completed your introductory period, or a part-time regular employee, schedule for at least 25 hours/week and have been employed by **SMNS** for at least 5 years. The amount of holiday pay available to each employee will be paid according to tenure and attendance. Eligibility according to tenure is described in the Holiday Pay Schedule at the end of this policy statement and eligibility according to attendance is described in the next bullet point.
- have worked your scheduled hours the days before and after the holiday. If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employee's unpaid absence (e.g. unpaid leave of absence), no holiday pay will be provided. In addition, if unexcused tardiness or absences occur during the week of the Holiday, an average of actually worked hours will be used to calculate Holiday Pay rather than Scheduled Hours, otherwise, Holiday Pay will be provided according to the hours the staff person would have been schedule on the day of the holiday (if a holiday falls on a day that a staff person would not normally work, then the staff person is not eligible for holiday pay on that day). Part time eligible employees will be paid according to their normal schedule as well with

the same stipulations as above. It is critical to operations that employees maintain their schedules.

Holiday Pay Schedule

Years of Employment	Hours of Holiday Pay =	Days of Holiday Pay
3 months to 1 year	28 hours	3.5 Days
1 year to 1 year 12 months	40 hours	5 Days
2 years and longer	Up to 64 hours	8 Days

Holidays to which the above applies:

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Day

The additional days, on which SMNS is closed, **may** be compensated as director's discretionary days. See Emergency Conditions & Other Closures in Section 4 of this handbook.

INSURANCE

SMNS offers the following health and dental insurance options to employees:

- **Health Insurance:** Full-time employees are eligible to enroll in medical benefits. Medical benefits become effective the first of the month after 90 calendar days of full-time employment. Part-time employees working at least 25 hours/week are eligible after they have worked for SMNS for 5 years. SMNS pays 70-percent of the monthly premium for the eligible employee only. Employees who joined our insurance before September 1, 2016 will continue at their current coverage. The health insurance plan and the portion that is paid by SMNS are subject to change without notice.
-
- **Dental Insurance:** Full-time employees are eligible to enroll in dental benefits. The dental benefits become effective the first of the month after 90 calendar days of full-time employment. Dental insurance plan is subject to change without notice. SMNS pays 50-percent of the monthly premium for the eligible employee only. Employees who joined our insurance before September 1, 2016 will continue at their

current coverage. The health insurance plan and the portion that is paid by SMNS are subject to change without notice.

WORKERS' COMPENSATION INSURANCE

SMNS provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert **SMNS** to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither **SMNS**, nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, athletic or community-based activities sponsored by **SMNS**.

RETIREMENT PLANS

Presently **SMNS** does not provide a retirement plan to its employees.

PERSONAL TIME (PAID LEAVE)

SMNS provides **PERSONAL TIME** to all regular full-time and part-time employees. Personal time hours accrue each pay period to the employee based on the employee's classification, hours worked during the pay period, and years of service. Employees will not accrue more than the maximum allocated accrual for any one pay-period.

An employee will earn no personal time during an unpaid leave of absence.

Personal time pay will be calculated based on the employee's straight-time pay rate (in effect when personal time benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence.

Personal time pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation.

Personal time benefits for exempt employees are based on their normal wages.

The employee's supervisor must approve personal time requests. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence. However, Personal Leave Pay may be used at the discretion of the employee, as the pay is available for Sick Leave, Vacation Leave and or Personal Leave.

Eligible employees who have worked for **SMNS** for at least three years may carry over up to 5 days of personal time benefits accrued during a given year into the next fiscal year. Any carryover benefits not used within twelve months shall elapse without recourse to personal time benefits or equivalent pay.

Upon termination of employment, employees will be paid for personal time benefits which have accrued through the last day of work or as required by state law with respect to vacation pay.

Personal time benefits will be awarded to eligible employees according to the following schedules:

Full-time employees

Length of Service	No. of days of paid leave	Max. no. of carryover days
1 year	5	0
2 years	7	0
3 years	9	5
4 years	11	5
5 years	13	5
6 + years	15	5

LEAVE PROVISIONS

a. The Family Medical Leave Act (FMLA)

Because **SMNS** is a small business (less than 50 employees) it is not required to follow the provisions of the FMLA. **SMNS** does not offer the leave provisions described in the FMLA.

b. Bereavement Leave

At the discretion of director/executive director, full-time employees may be allowed up to **14** days off **without** pay in the event of the death of an immediate family member. Please notify your supervisor as soon as possible if you need to take bereavement leave.

For the purposes of this policy, immediate family is defined as husband, wife, partner, child, grandchild, parent, brother, sister, grandparent, and those same relatives of your spouse/partner, and members of your immediate household.

Additional time off without pay may be granted at the discretion of your supervisor to attend the funeral of other relatives or friends. You also have the option of using any available vacation days in these instances.

c. Jury Duty/Court

If you are called for jury duty or subpoenaed to appear in court as a witness, **SMNS** grants up to, and no more than 3 days of paid leave of absence for the period the employee is required to be present in the court. When the court obligation does not demand services for a full day, the employee must return to work. To receive this benefit, you must show the court summons or subpoena to your supervisor as soon as it is received.

d. Military Leave

SMNS will grant military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

e. Personal Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the

decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director.

All personal leave is unpaid.

f. Voting

SMNS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours will be allowed to accommodate your right to vote. Notify your supervisor prior to Election Day, if you require any such accommodation.

SICK TIME

SMNS provides "PERSONAL TIME (Paid Leave)". Personal time may be used as sick or other paid time off. See Person Time (Paid Leave).

EDUCATIONAL ACHIEVEMENT VACATION DAYS

Upon completion of a Keystone recognized ECE degree or equivalent, staff will be offered annual vacation days *in addition* to those outlined above. These days are retained each year after securing the degree (but not increased annually). Certificates must be renewed to keep the additional day.

Upon completion of a Keystone recognized ECE degree or equivalency, staff will receive the following, up to 5 additional days; these do not accrue:

- Completion of CDA/ School age Credential: 1 additional annual vacation day (this additional day is lost if the CDA or School age Credential is allowed to expire).
- Completion of AA: 2 additional annual vacation days
- Completion of BA: 3 additional annual vacation days
- Completion of MA: 5 additional annual vacation days

SECTION 6: EMPLOYEE CONDUCT

ABSENCES AND TARDINESS

Regular on-time attendance is a condition of employment.

You should report any anticipated absence or tardiness to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for your absence, or late arrival and when you expect to return.

Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days **without** advising your supervisor, you will be considered to have abandoned your employment. Employees who abandon their employment are not eligible for rehire.

Tardiness is equally regarded. Late arrival to ones shift must be arranged in advance. Regular late arrival to the start of ones shift, or late return from break present a risk to the program's ability to maintain teacher-child ratios, quality of programming and quality of work life for all staff members. This behavior is subject to immediate discipline up to and including termination. Regular tardiness is tardiness in excess of 2 times per month.

SCHEDULE MAINTENANCE

Attendance is a condition of employment as stated above. Scheduling of all staff is the responsibility of the staff manager/operations manager. All staff must attend work during the time scheduled by the staff manager/operations manager. Any changes to a staff person's work schedule must be approved by the staff manager/operations manager including work in addition to ones schedule. This includes working through scheduled break time without authorization.

STAFF-CHILD INTERACTIONS – See Staff Community Interactions and Active Supervision of Children

STAFF-PARENT INTERACTIONS – See Staff Community Interactions

STAFF-STAFF INTERACTIONS – See Staff Community Interactions

STAFF-SUPERVISOR INTERACTIONS – See Staff Community Interactions

STAFF- COMMUNITY INTERACTIONS

All interactions within the context of the SMNS community require respect, patience, a gentle approach and a demonstrable desire to understand. All interactions require listening generously and openly. Also see the mission statement and the NAEYC code of ethics statement.

Interactions may not be abusive, aggressive, hostile, defensive, angry, constitute harassment and interactions that create a hostile work environment. Such interactions include verbal and non-verbal communication. Some examples of forms of non-verbal communication that create a hostile work environment are:

- Eye Rolling
- Slamming Doors
- Throwing items/Rough handling of items
- Physical menacing
- Ignoring any member of the community
- Avoiding any member of the community

This above list is not exhaustive. Any demonstration of purposeful disrespect verbal and/or nonverbal may be construed as creating a hostile work environment and may be grounds for disciplinary action up to termination.

ACTIVE SUPERVISION OF CHILDREN

Children must be directly supervised at all times; this is called active supervision. All staff are expected to exercise active supervision at all times. Active supervision means you see, hear, and respond to children and the environment. You must set up or adjust the environment; position yourself and reposition yourself at all times to see children; scan and count children regularly and adjust to keep ratio; listen to what is happening and being said and respond; watch what is happening and intervene; engage with children and interact. All staff are expected to be responsive to children at all times.

COMPUTER USE

Use of **SMNS**'s computer and telecommunication resources and other **SMNS** equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned

computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto any work computers or the network without prior authorization from the Director. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of **SMNS** policy and federal law. **SMNS** may delete unlicensed and personal software without notice.

ELECTRONIC COMMUNICATION

All communications transmitted by, received from, or stored in **SMNS**'s computer systems are considered to be the property of **SMNS**. The following applies to the use of **SMNS**'s computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by **SMNS**'s computers. **SMNS** reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, national origin, gender, age, disability, sexual orientation, or religious or political beliefs. This also applies to downloading, displaying or storing of such materials in **SMNS**'s computers.
- The computer and telecommunication resources and services of **SMNS** may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
- While **SMNS** understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or

given to others. Employees are responsible for all transactions made using their passwords.

SOCIAL MEDIA

Social media is defined as online technology tools that enable people to communicate easily via the internet to share information. Some of the most popular social media are Facebook, Twitter, My Space, LinkedIn and Digg.

While social media can keep you connected with a broad range of colleagues and friends it also has inherent risks.

- Once information is released into cyberspace it is GONE FOREVER and CAN NEVER BE RETRIEVED. It can be copied and passed to millions of people in a fraction of a second.
- You may think social media posts are private but they are NEVER PRIVATE. They can be copied by your friends and passed to people you don't know.

Because of the nature of social media, our policy is very clear and unequivocal.

Protect confidential information at all times. Never post any information about a staff member, child or family involved in our care, either by name or by any other descriptive nature, on any social media site, ever. This includes positive as well as negative comments.

There is a good reason for this policy. What may seem like an innocent "pat on the back" to a family for handling a difficult medical situation, for example, could be a HIPAA violation, made far more serious by the broad dispersion of information via social media.

As your employer, we reserve the right to review sites to ensure adherence to this policy. Violations of this policy are grounds for discipline including the possibility of dismissal.

PHONE USAGE

Personal use of the schools business phone line (215-386-0321) should be restricted to emergency use only.

CELL PHONE USAGE

No Cell Phone Use in the childcare space is allowed unless there is an emergency or unless a teacher has been preapproved for documenting purposes or lesson plan support. This includes, classrooms, hallways,

bathrooms, playground and fields adjacent to the school building. Only during fieldtrips may a cell phone be used and only to communicate with the school, emergency services, or for a purpose that supports the care of the children on the field trip.

The usage of cell phones (here understood to include all portable electronic communications equipment) during the regular workday creates a distraction and a potentially unsafe child care environment. Employees must avoid personal calls including text messaging or technological means of communication during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. For the purpose of this policy, "USE" describes, texting, calling, emailing, social media posting and "checking" the phone for any reason. Cell phones should not even make an appearance in the spaces described in the first paragraph of this policy statement. Employees should inform their friends and family members that personal calls should only be made during non-work time. Family should be instructed to contact the center office in case of emergency.

Employees are discouraged from carrying their cell phones with them during the day. The cell phone should be stored in a staff place. The center is not responsible for the loss of personal cell phones.

The usage of cell phones while driving for work related purposes (i.e., transporting children, picking up supplies, or delivering packages) is prohibited. This ban includes, but is not limited to, receiving or placing calls, checking phone messages, emails or calendar. In the case that an employee needs to make a call, check messages, emails or calendar, the employee must stop their vehicle in a safe location prior to using the cell phone.

PERSONAL APPEARANCE

Employees' attire must be respectable and practical for the child care work environment. Employees represent our program and professional image. Attire must maintain our program's public image, promote a productive work environment and comply with safety standards. Employees are a role model for the young children and are expected to dress appropriately.

This Dress Code Policy applies uniformly to all employees.

- Clothing must be clean and in good condition, with no obvious stains, tears or holes.
- Clothing that is tight and/or revealing is not acceptable.

- Shirts, blouses and tops must cover breasts, shoulders, the back and abdomen.
- Shorts, dresses, or skirts longer than 4 inches above the knee are acceptable.
- Logo shirts must not have profanity, violence or provocative images on them.
- Jewelry, scarves and other accessories must be secure.
- Shoes must be in good repair. Sneakers or flats are appropriate.
- Good hygiene (i.e. regular bathing) and personal grooming are required.
- Reasonable accommodations may be made if the situation requires exception.
- Those who fail to comply with the Dress Code Policy will be required to clock out and return to work appropriately dressed and groomed. Repeat offenses will result in a written warning and additional offenses after the written warning may result in dismissal.
- Revisions to the policy may be made from time to time, and staff will be notified of the changes.

PERSONAL RELATIONSHIPS

- While **SMNS** has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. **SMNS** reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship.

OUTSIDE EMPLOYMENT

- **SMNS** expects that all of its employees will be professionally committed to their position and responsibilities. **SMNS** also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with **SMNS**. In addition it must be clearly indicated that **SMNS** does not take any responsibility for private arrangements between employees and parents for after hour care.
- Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

POLITICAL ACTIVITY

- You may participate in political activities as long as they do not conflict with your work performance and you make it clear in your interactions that you are acting as a private citizen, not representing **SMNS**.

SMOKING POLICY

- As required by law, all facilities and vehicles owned, operated or leased by **SMNS** are smoke-free. Smoking shall be permitted: No less than 25 feet from the Saint Mary's Episcopal Church Campus property **AND** out of direct sight of the entrance to the school.
- In personal vehicles, if out of sight of the entrance to the school.

No additional breaks beyond those allowed under **SMNS**'s break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

SEVERABILITY

If any provision of this handbook is or becomes unenforceable by law, the unenforceable provision shall be severed and all remaining provisions shall continue to be enforced.

SECTION 7: ACKNOWLEDGEMENT AND RELEASE FORM

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **SMNS**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **SMNS** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements to the contrary. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **SMNS** changes, the need may arise to change policies described in this handbook. **SMNS** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **SMNS** will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Employee Printed Name

Employee Signature

Date

SECTION 7: ACKNOWLEDGEMENT AND RELEASE FORM

(Employer's Copy—to Remain in Employee's File)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **SMNS**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **SMNS** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements to the contrary. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **SMNS** changes, the need may arise to change policies described in this handbook. **SMNS** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **SMNS** will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Employee Printed Name

Employee Signature

Date