



## **Personnel Policy**

See Attached Job Descriptions

### **Employee Benefits**

#### **Full Time:**

- Must work at least 35 hours a week
- Eligible to participate in the full time employee accrual benefit package as outlined below

To maintain full time status and be eligible for accrual benefit package, employees must work at least 35 hours per week. Full time employees who change hours and/or employment status and work less than 35 hours for two or more consecutive weeks, will not accrue full-time benefits as outlined below. If the staff member returns to full time status, they will be eligible to again participate in the full time accrual benefit package.

#### **Part Time:**

- Works less than 35 hours
- Cannot participant in benefit package

### **Full Time Package**

#### **Vacation Time**

Employees who have completed 12 months of full time service will be granted one week of vacation. In addition employees who have completed 12 months of full time service will be eligible to accrue vacation pay at the rate of 1.5 hours per paycheck. Those who complete 24 consecutive months of full time employment are eligible to accrue vacation pay at the rate of 3 hours per pay check. 6 hours vacation pay per paycheck can be accrued for those who complete 5 years of service while maintaining their full time status.

Up to 40 hours of unused vacation time may be carried over into the staff member's next year of service which will be based on their anniversary date.

Eligible employees who have provided at least two weeks advance notice of resignation will be paid for earned but unused vacation upon termination.

Vacation Time can only be used while the employee is working full time.

Requests for vacations should be submitted to the Director using the request for Leave form at least two weeks in advance. These forms are available through the office. When possible,



vacation periods will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

### **Holiday Pay-**

Full time Employees who have completed the 90 day probationary period and have maintained their full time status will receive holiday pay. A list of the Center's holidays will be posted each year.

### **Sick Time**

Full Time Employees who have completed the 90 probationary period and maintained their full time status will be granted 2 sick days and will begin to accrue sick time at the rate of 1.5 hours per paycheck until the anniversary date of their hire. Up to 16 hours of unused sick time can be carried over to the staff member's next year of service. A doctor's note stating that the employee can return to work may be necessary if sick time is used for 2 or more days

Supervision of Staff: The Director supervises and observes staff on a regular basis and conducts staff evaluations annually. See job descriptions for more detail.

Discipline of Staff: Our program uses progressive discipline as a positive way to correct unacceptable job performance. All employees are "at will", which means an employee can be terminated by the program for any reason. The following are steps which are taken using progressive discipline:

#### **STEP 1 Verbal Warning**

If a staff member's job performance is not meeting program standards, or if a staff member is in violation of any policy, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness. Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

#### **STEP 2 Written Warning**



A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

### STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Child abuse or neglect under Connecticut law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Probationary Period: All employees are subject to 90 days orientation/probation period. At the end of this time, the Director may:

- Recommend continued employment.
- Extend orientation time.
- Terminate employment.

Communication with Parents: Daily communication with parents is vital to the success of the children's experience at the program. Parents may speak to the teachers at drop off and/or pick up and will receive written communication daily.

