

POLICY ID	POLICY SUBJECT	PAGE #
P01-d	Written Policies	1
P02-d	Organizational Structure	2
P03-d	Nepotism (Employment of Relatives)	3
EMPLOYMEE BENEFITS AND COMPENSATION		
P04-d	Sick Leave	5 - 6
P05-d	Sick Leave Transfer Plan	7
P06-d	Employee Compensation	8 – 9
P07-d	Compensation Determination	10
P08-d	Employee Benefits	11 – 12
P09-d	Family and Medical Leave	13
P10-d	Military Leave	14
P11-d	Bereavement Leave	15
P12-d	Illness and Injury at Work	16
P13-d	Jury and Witness Duty	17
P14-d	Domestic Violence Leave Policy	18
P15-d	Leave of Absence	19
P16-d	Attendance, Tardiness, and Absenteeism	20
P17-d	Vacations	21
P18-d	Holidays	22
EMPLOYMENT TERMS AND CONDITIONS		
P19-d	Nature of Employment	24
P20-d	Days and Hours and Location(s) of Work	25
P21-d	Employee Relations	26 – 27
P22-d	Immigration Law Compliance	28
P23-d	Pre-Employment Requirements Including Health Exam	29
P24-d	Criminal History and Fingerprint Information	30 – 31
P25-d	Employee Licensure, Registration, Certification	32
P26-d	Discrimination Prohibited	33
P27-d	Change in Personal Information	34
P28-d	Dress Code and Personal Appearance	35
P29-d	Staffing Patterns	36
P30-d	Staffing Positions	37
P31-d	Staff Qualifications – General	38
P32-d	Staff, Center Staff, and Volunteer Health	39
P33-d	Equal Opportunity Employer and Disability Accommodation	40
P34-d	Staff Recruitment and Selection Procedures	41 -42
P35-d	Parent Preference in Hiring	43
P36-d	Attendance at Meetings, Trainings, and Planned Agency Activities	44
P37-d	Staff Performance Reviews	45
P38-d	Employee Introductory Period	46 -47
P39-d	Promotions and Transfers	48
P40-d	Standards of Conduct	49 -50
P41-d	Employment Categories	51
P42-d	Temporary Appointments	52
P43-d	Seniority	53

P44-d	Short Term Contract Employees	54
P45-d	Termination of Employment	55 – 57
P46-d	Resignations	58
P47-d	Reduction in Force	59
P48-d	Reinstatement of Employment	60
P49-d	Long Term Service Recognition	61
P50-d	Community and Customer Relations	62
P51-d	Public Relations and Release of Information	63
P52-d	Outside Employment	64
P53-d	Disciplinary Action	65 -67
P54-d	Grievance Procedures	68-69
P55-d	Appeal – Employee	70 -72
P56-d	Training	73 -75
P57-d	Orientation	76
P58-d	Travel	77 -78
P59-d	Confidentiality	79
P60-d	Conflict of Interest	80
P61-d	Political Activity and Lobbying	81
P62-d	Child Abuse and Neglect	82–83
P63-d	Sexual and Other Unlawful Harassment is Prohibited	84-85
P64-d	Drug Free Workplace	86-88
EMPLOYEE CONDUCT AND RELATIONS		
P65-d	Right to Privacy	90
P66-d	Smoke Free Workplace	91
P67-d	Use of Computers and Email	92
P68-d	Use of Internet	93
P69-d	Use of Facilities	94
P70-d	Use of Materials and Equipment	95
P71-d	Use of Vehicles	96

PERSONNEL POLICIES

Policy ID: P01-d

Subject: Written Policies

Policy: NFCD establishes and implements written personnel policies for staff that are approved by the Governing Boards and that are made available to all NFCD staff.

Procedures

1. NFCD establishes and implements these written personnel policies for staff that are approved by the Governing Boards and that are made available to all NFCD staff.
2. NFCD's personnel policies and subsequent changes to those policies, including standards of conduct, are developed with Policy Council, Personnel Committee, key management staff and the governing body working in partnership.

Regulations: 1301.31 a, 1304.50 d 1 ix

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P02-d

Subject: Organizational Structure

Policy: NFCD establishes and maintains an organizational structure that provides adequate oversight and supervision, supports the accomplishment of agency goals and objectives, and formally assigns management functions for key programmatic areas.

Revisions to the existing organizational structure must be approved by the Governing Boards.

Procedures:

1. Each year following the completion of the community assessment, the Management Team and CEO analyzes the effectiveness of the organizational structure in providing oversight and supervision, and the delivery of services and as indicated recommends changes to address weaknesses
2. The findings and recommendations of the management team are reviewed by the CEO and if concurred with based on their independent analysis, a revised structure and justification for changes is drafted and submitted to the appropriate committee of the Board of Directors.
3. If the committee concurs with the proposed changes, the draft is forwarded to the Policy Council for consideration and action.
4. If approved by the Policy Council, the proposed revised structure is sent to the Board of Directors. If approved, the Board will establish an implementation date and forward a notice of intent to implement the revised structure to the Regional Office, along with copies of the Board's and Policy Council's minutes.
5. Following all approvals, and pursuant to the instructions of the Board of Directors, the CEO implements the changes to the organizational structure.

Regulations: 1304.52 a, 1304.52 a 1, 1304.52 a 2, 1304.52 a 2 I, 1304.52 a 2 ii, 1304.52 a 2 iii

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P03-d

Subject: Nepotism (Employment of Relatives)

Policy: It is the policy of North Florida Child Development, Inc. that when employees are related as specified below, such persons will not have direct supervisory or administrative relationships.

The relationships covered by this policy are as follows: Spouse, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, niece, nephew or cousin in the first and second degree of the employee or spouse of the employee, or any other person living in the immediate household of the employee.

NFCD employees must disclose family relatives upon hire. If this information is not revealed and it is discovered, disciplinary action could occur, leading up to and including termination. If a relative relationship occurs after employment, the individuals concerned must make this information known immediately to Human Resources.

Procedures:

In the event a relationship as defined above exist between two employees who are in a direct supervisory and/or administrative relationship, one of the employees shall be reassigned to eliminate the supervisory and/or administrative relationship, *within fifteen (15) days*. The choice as to which employee is to be reassigned shall be made in writing by the CEO after conferring with the affected employee.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

EMPLOYEE BENEFITS AND COMPENSATION

PERSONNEL POLICIES

Policy ID: P04-d

Subject: Sick Leave

Policy: A paid sick leave plan is provided to protect NFCD's permanent employees from loss of earnings in the event of illness or injury. The plan provides for the approximate amount of sick leave being accrued per pay period to be roughly equal to 0.05 hour per hour of work during the pay period.

A maximum of 240 hours of sick leave can be accrued. Once an individual reaches the maximum limit, no further illness leave can be accrued until the employee uses sick leave benefits, and falls below the limit.

Employees may be granted sick leave for:

- a) The individual's own illness, injury or disability.
- b) Scheduled doctor/medical appointment. (Reasonable prior notification is required, two weeks notice is preferred except in verifiable cases of unusual/pressing circumstances.)
- c) Care for an ill child, spouse, or parent.

Employees may not use sick leave for absences of a non-medical nature.

Supervisor may request that the employee provide a doctor's certification of illness and release to return to work. It is the employee's responsibility to locate and confirm that an approved substitute will be in the center.

If the employee produces evidence of being hospitalized or under the care of a physician while on approved vacation, sick leave credit may be utilized and the balance of the unused vacation time may be rescheduled.

Payment of unused sick leave hours will not be made upon termination.

Procedure

1. An employee desiring to use earned sick leave completes and submits a leave request to their supervisor for approval, **TWO WEEKS IN ADVANCE**, if possible.
2. If the supervisor approves the leave, the request is marked approved, signed and a copy is returned to the employee and the original is forwarded to the fiscal office, with payroll.
3. When the employee completes their time sheet they should indicate on the time sheet in the date column of the leave the appropriate indicator for sick leave and the amount of leave taken. If prior approval of the leave was not obtained, the employee attaches a sick leave request to the time sheet for approval by their supervisor. A leave form must be attached to the time sheet and marked approved by the supervisor in order for the employee to be paid for the time taken.
4. The time sheet with attached leave request is forwarded to the fiscal department for processing.
5. If the nature of the illness or injury permits, an employee is personally required to call their supervisor, one and one half (1 ½) hours prior to the start of his/her shift.
6. The employee must call in each consecutive day that the absences occur, unless a return date has been designated by a physician.

Abuse of Sick Leave - This procedure establishes policy for controlling the use of sick leave where there is a pattern of absence by the employee.

Definition of a Pattern of Absence. A series of repetitive and undocumented and/or documented absences that occur over a period of time on predictable occasions. For example, consistent absence on the day preceding or following the employee's regular day off; on the same day of each week or month; and/or one or two different days each month.

Action to be taken. When the supervisor determines that an employee's use of sick leave shows a pattern of usage that indicates possible abuse of sick leave by the employee, then the supervisor will:

- i) Discuss the employee's sick leave usage pointing out to the employee the specific dates that appear to constitute a pattern of absence.
- ii) Afford the employee an opportunity to explain any physical or medical condition which may establish that the absences in question were for a bonafide reason.
- iii) When the employee does not provide appropriate justification or explanation for his/her pattern of absences, the supervisor must inform the employee in writing that the approval of future sick leave will be granted only after the employee presents medical certification of a bonafide need and that such certification is required until that individual's attendance improves. If the employee does not provide acceptable medical certification, the supervisor may disapprove the employee's sick leave or withdraw a previous approval.
- iv) If, after written notification that no further sick leave will be granted, the employee refuses or neglects to comply with the procedure outlined in the above paragraph, no additional sick leave will be granted for any absence that conforms to the employee's pattern of absence. Any such absence constitutes unauthorized leave and will be handled in accordance with NFCD's disciplinary policies and procedures.

Monitor and Document. Supervisors are responsible for monitoring the use of sick leave by all their employees and recognizing any potential patterns of abuse. Supervisors must record all absences including specific dates, times, duration of such absences and reasons reported by the employee. Supervisors must also record counseling sessions related to the absences.

Regulations: 1301.31 a 1

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Policy Council and Board of Directors on 05/30/2001
PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P05-d

Subject: Sick Leave Transfer Plan

Policy: It is the policy of NCFD that an employee who has more than 48 hours of sick leave may voluntarily donate earned sick leave to another employee; as long as the number of hours being donated is eight (8) or more hours and the donated amount will not decrease the donating employee's sick leave below forty (40) hours, unless approved by COO or CEO.

For an employee to be eligible to receive and use sick leave credits transferred under this policy, the following conditions must be met:

- * The employee must have suffered a personal illness, accident, or injury that may include disability caused or contributed to by recovery from pregnancy, miscarriage, abortion, and childbirth.
- * Written certification from the attending physician.
- * The employee has used all accrued sick and annual leave.
- * The employee shall not be receiving workers' compensation benefits.
- * The employee has not received more than 1,040 hours of transferred sick leave credits within a consecutive 12 month period, beginning the 1st month that transferred sick leave credits are received.

Procedures:

1. An employee desiring to donate earned sick leave to an eligible employee, obtains from the employee to whom the donation is to be made, the information necessary for the recipient to receive the donation.
2. A written notice to the fiscal department with the qualifying information attached and the number of hours being donated is sent to the fiscal department.
3. The fiscal department after reviewing the request and attached information determines if a donation can be made under this policy. If the donation can be made the donated leave is transferred from the donating employee's balance to the recipient's balance and the donating employee is notified of the completion of the transfer.
4. If the request for the donation cannot be met under this policy, the employee who desired to make the donation is notified that the donation was not permitted under this policy.

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P06-d

Subject: Employee Compensation

Policy: Employees are compensated based on the agency's approved compensation schedule for the position an employee holds and documented with the submission of a time sheet approved by the employee's supervisor. The maximum number of hours of work for non-exempt employees is 40 hours a week unless additional hours are approved by the CEO. When a non-exempt employee works in excess of 40 hours a week, that employee shall receive overtime pay for the hours in excess of 40 hours in a week.

OVERTIME: Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all hours worked over forty in a seven day week, beginning on *Saturday* and ending on *Friday*. Hours paid, but not worked, such as sick pay, vacation or holiday pay, do not accrue towards overtime pay. All overtime must be authorized by the Center Manager and approved by the CEO. *Overtime work without prior authorization may result in disciplinary action, up to and including possible termination of employment.*

- a) Non-Exempt, hourly employees are eligible for overtime or any other premium pay in accordance with applicable wage and hour laws.
- b) Exempt, salaried employees are not eligible for overtime pay and do not accrue compensatory time off that is tracked on an hour to hour basis. Compensatory time off should only be allowed based on excessive amounts of overtime worked which is mutually agreed upon with the CEO.

TIME SHEETS: Each employee shall record on their times sheets all hours worked as well as benefit entitlement time taken. Increments of $\frac{1}{4}$, $\frac{1}{2}$ -hour and 1-hour units should be used. The time sheet must be approved by an employee's supervisor and turned into the Fiscal Department at designated time frames in order for a check to be produced. **NOTE:** Deliberately or knowingly defacing or falsifying a time sheet, or allowing another fellow employee to fill out a time sheet, is grounds for disciplinary action, up to and including possible termination. See Fiscal Policies for detail instructions.

PAYDAYS: Pay checks will be distributed bi-weekly (every other Friday) except that new employees will not receive a pay check until the second pay day of their employment. The pay check will reflect hours worked during the previous pay period. Employees will be paid a pay period in arrears. When a payday falls on a holiday, pay will be issued the last workday before the holiday.

EARLY PAYCHECK REQUESTS: Request for paychecks for time worked prior to the normally scheduled payday is only granted with approval of the CEO following a recommendation by the employee's supervisor.

PAYROLL ADVANCE: Request for pay that has not been worked is not allowed under any circumstances.

ADMINISTRATIVE PAY CORRECTIONS – NFCD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount paid to an employee, the employee should promptly bring the discrepancy to the attention of the CFO. If the error occurred as a result of a mistake by the Fiscal Department, the error will be corrected and a new deposit issued within 72-working hours. If the error occurred as a result of a mistake by the employee, the correction will be fixed on the next scheduled payroll. No recovery of either overpayment or underpayment to an employee is made retroactively except for the six month period immediately preceding discovery of the pay error, except in instances of fraudulently.

MANDATORY PAYROLL DEDUCTION include: Federal income tax: social security, State tax.

VOLUNTARY PAYROLL DEDUCTION include: United Way donations, deferred compensation programs: health, dental, and life insurance plans, and other types of sponsored programs.

Procedures:

1. Employee completes signs, dates and submits an original timesheet to their supervisor.
2. The time sheet is reviewed by the supervisor and if correct signed. If incorrect, collaborating with the employee, the supervisor corrects the time sheet signs, dates and forwards to the fiscal department along with all time sheets of employees working at the center.
3. Time sheets received by the fiscal department are processed and the payroll is made using direct deposit in accordance with financial management policies and procedures.
4. When NFCD notifies an employee of an overpayment or underpayment and proposed repayment schedule and the employee chooses to meet with NFCD, a meeting will be held at which time a repayment schedule will be determined.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Policy Council and Board of Directors on 05/30/2002
PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P07-d

Subject: Compensation Determination

Policy: Employees are paid salaries that reflect due regard to market rate in combination with internal budget requirements for job markets competitiveness and job performance. Provisions of the current salary classifications are incorporated into these policies and are applicable to all programs administered by and/or under contract with NFCD. All employees will be paid in accordance, unless otherwise approved.

Salary ranges and new positions are established after a review of the job description, comparisons with comparable positions, appropriate salary surveys, and approval by the Governing Boards.

Re-classification – studies of current position titles and salary surveys are conducted as needed, to ensure that ranges remain competitive within the market place. Upgrades to existing ranges may occur only with the appropriate documentation to the CEO and approvals by the Governing Boards

All NEW HIRES will be hired at the first step of the appropriate salary range. Only if exceptionally difficulties have been encountered during recruitment, or an individual with unusually high qualifications is being considered for employment, may an individual be hired higher than step one of the range, upon a recommendation and subsequent approvals of the Governing Boards.

Regulations: 1301.31 (a); Head Start Act

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P08-d

Subject: Employee Benefits

Policy: NFCD employees are entitled to specific benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification.

1. Full time permanent employees are eligible to participate in NFCD's 401(k) savings plan. The plan provides employees the potential for future financial security for retirement
2. Employees are eligible for workers compensation benefits if an injury or illness is work-related. Employees will be compensated in accordance with the workers' compensation laws. All employees are paid for the day of the accident; therefore, leave will not be charged for the first day. However, employees are expected to return to work unless the treating physician gives the employee a statement that he or she is not fit to return to work. NFCD will make every effort to accommodate an employee that is released to a light-duty position; however, NFCD is not required to create a light-duty status position. If an employee is placed in a light duty position and does not perform satisfactorily, NFCD has the right to terminate that option. If such a position is available and an employee declines the placement, they will not be eligible for wage-replacement benefits through workers' compensation. In most instances, the workers' compensation carrier has full and final authority in the determination of compensable benefits. A claim will either be approved or denied. NFCD has a right to appeal an approved claim. Workers' compensation benefits are subject to change, with or without notice, as permitted or required by applicable law, rule, or regulation.
3. Full-time employees are eligible for health insurance after a waiting period of thirty (30) days. Currently, NFCD pays 75% of the single employee coverage for all employees. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between NFCD and the insurance carrier.
4. Full-time employees are eligible for life insurance after a waiting period of thirty (30) days. NFCD pays 100% of the single employee coverage. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between NFCD and the insurance carrier.
5. Full-time employees are eligible for dental insurance. NFCD will pay 100% of single employee coverage after a waiting period of thirty (30) days. Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between NFCD and the insurance carrier.
6. Employees and their qualified beneficiaries may continue to their health and dental insurance coverage under NFCD health and dental plans when a "qualifying event" would normally result in the loss of eligibility, COBRA. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours, or a leave or absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. If an employee wishes to continue their coverage, the employee or beneficiary pays the full cost of coverage.

7. Several miscellaneous benefit programs offered by other insurance carriers are available to eligible employees. Such plans include vision, life insurance, disability, accident, and cancer. Employee pays 100% of the cost.
8. NFCD pays 100% of an employee's coverage for short term and long term disability insurance. Waiting period of thirty (30) days. Eligible employees may participate in the disability insurance plans subject to all terms and conditions of the agreement between NFCD and the insurance carrier.
9. Unemployment compensation is a benefit established to assist those employees who, due to a variety of circumstances beyond their control, have lost their positions. If an employee's position is permanently terminated through no fault of their own and there is no assurance of continued work, they are covered under Florida's Unemployment Compensation laws. Examples of circumstances under which an employee would be eligible for unemployment compensation include a lay-off due to lack of work, reduction in force for budget reasons, loss of grant-funding, etc. Unemployment compensation benefits are subject to change, with or without notice, as permitted or required by applicable law, rule, or regulation.
10. Federal Social Security (F.I.C.A.) – FICA is a federal mandate that requires employers and employees to pay a part of all salaries and wages to the government in return for retirement benefits, disability benefits, life insurance/survivor benefits, and medical insurance. Neither you nor NFCD has any choice in this. More detailed information can be obtained from any Social Security Administration Office.

Procedures:

Workman Compensation: Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Health and Dental Insurance: NFCD provides each eligible employee with a written notice describing rights granted under this policy when the employee becomes eligible for coverage under NFCD's health and dental insurance plans. The notice contains important information about the employee's rights and obligations.

Regulations: 1301.31, 1301.31 a 1

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): 07/2002, 11/2004
PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P09-d

Subject: Family and Medical Leave

Policy: Employees are provided with time off to resolve medical matters by means of leave of absences.

A. Family Medical Leave (FMLA): regular full-time employees who have been employed for at least twelve months, or worked 1250 hours in the last twelve months and who become, as a result of a serious health condition, unable to perform the duties of his/her position, are eligible to take a medical leave of absence of up to twelve weeks in a twelve month period. This same period may also be used to care for a newborn, newly adopted or foster children within one year of birth or placement, or to care for children, parents or spouses who have serious health conditions. This leave guarantees the right to reinstatement in the same or similar position as long as the employee returns within this 12 weeks period. This leave is covered under the Family and Medical Leave Act (FMLA, 1993) and the Family Rights Act (FRA, 1993).

B. Pregnancy-Related Absences: regular employees are eligible for a leave due to disability because of pregnancy, childbirth, or a related medical condition of a period not to exceed two (2) months for each pregnancy. This leave guarantees the right to reinstatement in the same or similar position as long as the employee returns within this two month period. Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

C. Employees on leave will not accrue vacation, sick time, or working hours towards retirement calculations while on leave, nor will they be paid for holidays during the leave period.

Procedures:

Eligible employees should make requests for FMLA to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting FMLA may be required to submit a health care provider's statement verifying the need for a family leave, its beginning and expected ending dates, and the estimated time required. Any changes in this information should be promptly reported to NFCD. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work. Benefit accruals, such as vacation and sick leave, will be suspended during the leave and will resume upon return to active employment. So that an employee's return to work can be properly scheduled, an employee on FMLA is requested to provide NFCD with at least 30 days advance notice of the date the employee intends to return to work. If an employee fails to return to work on the agreed upon return date, NFCD will assume that the employee has resigned.

Regulation: FMLA, 1993; FRA, 1993; FEHS, 1987; 1301.31; OMB Circular A-122-B 7f

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P10-d

Subject: Military Leave

Policy: A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of the service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave will be suspended during the leave and will resume upon the employee's return to active employment. Employees returning from military leave will be placed in the position they would have held had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA.

For purposes of determining benefits based on length of service, employees on military leave of absence will be treated as though they were continuously employed.

Procedures:

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable to their immediate supervisor.

Regulation: USERRA, 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P11-d

Subject: Bereavement Leave

Policy: Permanent employees may receive up to three (3) days of bereavement leave with pay as a result of the death of an immediate family member or significant other, if requested and approved prior to taking the leave by the immediate supervisor, or in the case of the CEO, by the chairman of the Board of Directors.

Time must be taken within seven days following the death unless a special need has been established.

Eligible family members include parent, children, grandparents, spouse, sibling, mother-in-law/father-in-law, legal guardian or any family member living permanently in the employee's home. Significant others include anyone permanently living in the employee's home, including a fiancée.

NFCD may use program funds up to \$50.00 for bereavement of employees or immediate family members to purchase such items as memorials, food, or flowers.

Procedure

1. Following the death of an eligible family member or significant other, an employee who determines that they have a need for bereavement leave submits to their supervisor a leave request containing an explanation for the requested leave. The employee is responsible for documenting such leave when submitting their time sheets.
2. The supervisor considers the leave request and completes the appropriate section of the request. The supervisor will notify the CEO and Human Resource Manager of the request. A request by the CEO is approved by the Chairman of the Board.
3. The approved leave request is forwarded to the fiscal department, with payroll.

Regulations: 1301.31

History: Approved: Policy Council on 03/19/2002 Board of Directors on 04/10/2002
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P12-d

Subject: Illness and Injury at Work

Policy: Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he/she has to be absent from work because of personal injury received in the discharge of his/her duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-the-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases; such as, mumps, measles, and chicken pox.

Procedures:

In order to be considered for injury-in-the-line-of-duty leave, the following conditions shall be met:

- a. Report on the job injuries immediately to your supervisory. The employee must complete a "First Report of Injury or Illness" form that includes written testimony or evidence that his/her injury was received in the line of duty. In case of a life threatening or major emergency, call 911 or go to the nearest hospital. In the case of accidents that result in injury, regardless of how significant the injury may appear, the employee must immediately notify his/her supervisor and the Human Resource Manager immediately, but in any case, before leaving work.
- b. The employee must supply a letter from a medical doctor, who treated them, stating that in his/her opinion there is a strong probability that the illness was contracted at the work site.
- c. The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a written claim immediately to his/her supervisor. The CEO may approve such claims and authorize the payment.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001.
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P13-d

Subject: Jury and Witness Duty

Policy: Full-time employees are allowed to assume the civic duty of jury duty/jury selection/jury participation and to serve as a witness if they received a disposition subpoena on behalf of NFCD, and will be paid time away from work not covered by the courts. NFCD encourages employees to appear in court for witness duty when subpoenaed to do so.

An employee is required to report to work during periods when they are excused from appearing in court.

A maximum of 16 working days, or 4 working weeks (whichever is less) will be paid for jury duty per calendar year.

The employee must turn over the remuneration received from the courts to the Fiscal office in order to receive his/her regular rate of pay. NFCD shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

NFCD will continue to provide insurance benefits for the full term of the jury duty absence. Vacation and sick leave benefits will continue to accrue during jury duty leave.

An employee, who is called to serve as a witness on a non-work related case, may do so with prior approval from his/her immediate supervisor. The employee may take time off without pay, or use any accrued vacation time. A leave form and the subpoena must be submitted. The employee is required to report for work whenever the court schedule permits.

An employee who is served a deposition subpoena on behalf of NFCD will be paid as time worked. This is the only time an employee will be paid to serve as a witness.

Procedures:

- a) An employee who receives notice to report for jury selection/duty or a disposition subpoena should immediately complete and submit a request for leave and the notice attached to it to their immediate supervisor, who approves/disapproves the request. Notification is then given to the CEO of the request.
- b) The supervisor processes the request the same as all other request with the timesheets.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P14-d

Subject: Domestic Violence Leave Policy

Policy: Full-time employees who have been employed for three (3) or more months are eligible to request and take leave in connection with domestic violence under certain circumstances.

Eligible employees can take up to three (3) working days of leave in any twelve (12) month period if the employee, or family, or household member of the employee, is the victim of domestic violence. This leave may be with or without the pay, at the discretion of the employer. Before receiving such leave, employees must exhaust all vacation or sick leave.

This leave applies if the employee is:

1. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeated violence, dating violence or sexual violence;
2. Obtaining medical care or mental health counseling, or both, for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining the services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of a domestic violence act;
4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the domestic violence or attending and preparing for court-related proceedings arising from the domestic violence.

Procedures:

1. Except in cases of immediate danger to the health or safety of the employee, family, or household member, employees seeking such leave must provide NFCD with appropriate advance notice of the leave, along with sufficient documentation of the domestic violence act.
2. Employee must submit a request for leave and the documentation attached to it to their immediate supervisor, who approves/disapproves the request. Notification is then given to the CEO of the request.
3. The supervisor processes the request the same as all other request with the timesheets.

Regulation: F.S. 741.313

History: Adopted by Policy Council
Revision Date(s): PC approved 10/29/07

Board of Directors on
BD 10/26/07

PERSONNEL POLICIES

Policy ID: P15-d

Subject: Leave of Absence

Policy: A leave of absence is permission granted under the agency's adopted policies by the CEO for an employee to be absent from duty for a specified period of time with the right to return to employment on or before the expiration date of the leave. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay.

A leave of absence may not be granted to an employee who has a vacation leave balance or a sick leave balance if the leave is for sickness if the employee has a sick leave balance.

Employees on leave of absence status is not eligible for holiday pay and benefit accruals, such as vacation and sick leave, will be suspended during the leave and will resume upon the employee's return to active employment. During the leave of absence period, the employee is responsible for the paying of the continuation of insurance benefits.

Procedure:

An employee wishing to take a leave of absence should submit their request including the reason for the request to their immediate supervisor, who will forward the request to the CEO. The decision of the CEO is final.

A request for leave of absence by the CEO is submitted to the Chairperson of the Board of Directors who has fourteen (14) days to approve the request. A leave of absence request in excess of 14 days is submitted to the Secretary of the Board of Directors who will place the request on the agenda of regular or call meeting of the Board of Directors for action.

Regulation: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P16-d

Subject: Attendance, Tardiness, and Absenteeism

Policy: Employees of NFCD are required to be present, on time to work, and at their duty station unless excused by their supervisor, or on approved leave.

An employee who will be absent or tardy must contact his/her immediate supervisor one and one-half hours (1 ½) prior to the start of his/her shift or in the case of tardiness as soon as they *are aware they will be tardy*.

Except in the case of an emergency, an employee who has a position in which they are responsible for the care of children is responsible for contacting an approved substitute and obtaining their commitment to work during their absence and giving the name of the substitute to their supervisor prior to the start of the employee's scheduled reporting time.

An employee who is absent from work without leave shall forfeit compensation for the time of the absence. Three (3) consecutive days "no call, no show" will result in NFCD assuming, that the employee has abandoned their position and terminated. Absences without notice of less than three (3) days will result in disciplinary action at the discretion of the employee's supervisor.

Supervisors must record all absences and tardiness including specific dates, times, duration of absences and reasons reported by the employee. Supervisors must also record the date and counseling sessions related to the absences and tardiness.

Procedures:

1. An employee who determines that they will be tardy or absent from work should contact their supervisor and inform them of the need for them to be absent, along with the substitute who has agree to work, one and one-half hours (1 ½) prior to the start of the work day.
2. If an employee is unable to contact a supervisor, the employee is to leave a message on the supervisor's telephone. The message should include the time they will arrive at work, or the period of time the employee will be absent not to exceed one (1) day.
3. Employees who anticipate absence will exceed two (2) hours must request leave in accordance with the appropriate leave policy and procedure.
4. Upon notification of an employee's tardiness or absence, the supervisor of the employee is responsible for the care of children, makes arrangement for the employee's position being covered as necessary.
5. Upon the employee's arrival or return to work they must complete a leave request for the missed time and submit it to their supervisor. The supervisor will conduct a counseling session or schedule the time of the counseling session that will be held prior to the end of the day of the employee's return.
6. If a disciplinary action is to be taken by the supervisor, at the end of the counseling session the supervisor will inform the employee of the action, and follow-up the counseling session and verbal notice of disciplinary action with a written notice prior to the end of the work day of the counseling session.

Regulations: 1301.31

History: Approved by Policy Council and Board of Directors on 07/17/2001

Revision Date(s): Policy Council and Board of Directors on 05/30/2002

PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P17-d

Subject: Vacations

Policy: Full time employees accrue time for vacation after successfully completing the 90-day introductory period at a rate of 0.050 per hour worked. A maximum of 240 hours of vacation leave can be accrued. Once an individual reaches the maximum limit, no further leave can be accrued until the employee uses vacation benefits and falls below the limit.

Vacation time may be taken only AFTER it has been accrued and approved. However, the CEO may advance to an “employee in good standing” up to forty (40) hours of advance vacation time if approved by the employee's supervisor. The advance vacation leave under no circumstances should be approved for more time than the employee will earn by the close of the grant year.

The supervisor may grant accrued leave at any time but shall have the authority to schedule vacation leaves according to the needs of NCFD

If a holiday occurs during vacation leave, such holiday(s) shall not be charged against accrued vacation.

An employee's vacation hours will transfer with the employee if he/she transfers within NCFD during the course of his/her employment.

The Governing Boards has the discretion to approve to pay the accrued vacation time upon request of the employee, if funds are available.

Vacation time accrued at termination will be paid as a lump sum with the final pay check, if leaving in good standing.

Procedures:

1. For each employee eligible for receiving vacation time, the Fiscal Department following receipt and processing of approved time sheets, calculates and logs accrued vacation time for each employee eligible.
2. The time accumulated during the current pay period is added to the time already accrued and the time earned during that pay period and the total accumulated to date is recorded on the employee's pay stub.
3. An employee who desires to take vacation time off completes a Request for Leave Form checking the space for vacation leave and submits it to their immediate supervisor.
4. If the leave is approved, the supervisor sign in the space provided and verifies the employee's available leave from the leave form provided by the Fiscal Department, after each payroll period.
5. The approved leave form is submitted to the Fiscal Department with the time sheets for processing.
6. On the time sheet submitted by the employee that covers the period in which approved leave was taken, the employee indicates the leave by entering the hours in the proper column.
7. If the fiscal officer receives an approved time sheet with vacation leave reported that does not coincide with the approved leave request, only that time approved will be processed for payroll.

Regulations: 1301.31 a

History: Adopted: Policy Council on 03/19/2002 Board of Directors on 04/10/2002

Revision Date(s): PC approved 10/29/07 BD 10/26/07

PC approved 07/27/10 BD approved 07/29/10

PERSONNEL POLICIES

Policy ID: P18-d

Subject: Holidays

Policy: NFGD will be closed and will provide full time employees holiday pay for the following 17 agency-observed holidays, and at the discretion of the CEO an additional eight (8) days each calendar year. A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday. The CEO may also call any special days off for national days of mourning/observation declared by Federal, State or local authorities.

The holidays are:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (third Monday in January)
- Memorial Day (last day in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day following Thanksgiving Day (fourth Friday in November)
- Christmas Day plus six (6) days. Three (3) additional days may be given at the discretion of the CEO
- Spring Break (Based on County School District calendar) three (3) days. Two (2) additional days may be given at the discretion of the CEO

**In complying with this policy the students will observe the holidays based on the school schedule in their district.

Temporary status employees and On-Call/Substitute status employees do not receive holiday pay. EXCEPTION- an exception may be requested to the CEO to pay a temporary employee holiday pay, if the employee has worked on a continuous, scheduled full time or part time assignment.

Holiday pay is effective upon hire. Holiday pay shall be at the employee's current rate of pay for time not to exceed the number of hours during a normal work day for the employee. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

If the holiday falls during an employee's scheduled vacation, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

EMPLOYMENT TERMS AND CONDITIONS

PERSONNEL POLICIES

Policy ID: P19-d

Subject: Nature of Employment

Policy: Employment with NFCD is voluntarily entered into and employees are free to resign at will at any time, with or without cause. Similarly, NFCD's CEO may terminate your employment at will at any time, with or without cause or advance notice. Any written or oral statement to the contrary by an officer or other agent of NFCD is invalid and should not be relied upon by any prospective or existing employee.

Policies set forth in these personnel policies are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between NFCD and its employees.

Regulation:

History: Adopted by Policy Council Board of Directors
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P20-d

Subject: Days and Hours and Location(s) of Work

Policy: NCFD operates five (5) days a week, Monday thru Friday, 12 months a year except for holidays and non-work days designated by the Board of Directors.

Employee work schedules and work locations are assigned based on need and may change periodically due to the unique nature of the agency's business.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001

Revision Date(s): Policy Council and Board of Directors on 05/30/2002

PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P21-d

Subject: Employee Relations

Policy: NFCD believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in the employment and training field in general. As a part of a team providing services for the benefit of the public, each employee must cooperate with co-workers and the public in order to set a high standard for work performance.

We believe that NFCD amply demonstrates its commitment to employees by responding effectively to employee concerns. NFCD strives to create a climate of open communication and a forum for the constructive exchange of ideas.

The total staff of NFCD must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

In its continuing effort to implement fair and effective personnel policies and practices, NFCD pledges:

- * To employ individuals on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, national origin, marital status, political or union affiliation, or disability;
- * To provide salaries and employee benefits which bear a fair and reasonable relationship to the work performed;
- * To establish reasonable hours of work based on the service needs of the organization;
- * To maintain safe and healthful working conditions and to monitor and comply with applicable federal, state, and local laws and regulations regarding employee safety;
- * To place employees in the kind of work best suited to their abilities;
- * To provide systematic training for those whose needs, capabilities, and desires warrant such training;
- * To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
- * To establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisors; and
- * To permit each employee as much discretion and responsibility as is consistent with a well-coordinated and effective organization.

NFCD expects all employees:

- * To deal with clients, fellow employees, parents, and the public in a professional manner;
- * To give a productive day's work to the best of their abilities and skills;
- * To arrive at their work station and begin work on time;
- * To demonstrate a considerate, friendly, and constructive attitude toward fellow employees;
- * To adhere to the policies adopted by the agency.

NFCD retains the sole right to exercise customary managerial functions in collaboration with applicable policy group, and/or funding source approval, including but not limited to:

- To dismiss, assign, supervise, and discipline employees;
- To determine and change hours of work, quitting times, and shifts;
- To transfer employees within departments and programs or into other departments and other classification;
- To determine and change the size and qualifications of the work force;
- To establish, change, and abolish policies, practices, rules, and regulations;
- To determine and change methods by which its operations are to be carried out;
- To determine and change the nature and extent of services rendered, location, number of clients served, and continued operation of the agency;
- To assign duties to employees in accordance with NFCD's needs and requirements; and
- To carry out all ordinary administrative functions.

Unwillingness or failure to cooperate shall be cause for disciplinary action.

Regulations: 1301.31, 1301.31 a 7

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P22-d

Subject: Immigration Law Compliance

Policy: NFCD employs only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with NFCD within the past three years or if their previous I-9 is no longer retained or valid.

Regulation: Immigration Reform and Control Act of 1986

History: Adopted by Policy Council Board of Directors
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P23-d

Subject: Pre-Employment Requirements Including Health Exam

Policy Objective: All newly hired and rehired employees to NFCD are required to fill out pre-employment documents and successfully complete a pre-employment health exam/screening that includes screening for tuberculosis submit or have submitted the results to the Human Resource Manager.

Before an employee is hire, NFCD will complete an interview with the applicant, verification of personal and employment references, and conduct a local, state, and national criminal record check.

Employee medical examination/screening records are retained by the Human Resource Manager and remain confidential.

See also Policy P32-d, Staff, Center Staff, and Volunteer Health and Policy 34-d, Staff Recruitment and Selection Procedures.

Regulations: 1301.31; 1304.52 b 65C-22 Florida Child Care Standards

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Updated on 06/16/2002 PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P24-d

Subject: Criminal History and Fingerprint Information

Policy: As condition of employment, all employment positions require a review of criminal history information. All employees, volunteers, and contractual personnel, who have direct contact with students, must have a current Florida Department of Law Enforcement (FDLE), Level 2 background screening.

1. NFCD reviews each application for employment individually in order to assess the relevancy of an arrest, a pending criminal charge, or a conviction.
2. NFCD maintains a signed Attestation of Good Moral Character, a copy of the fingerprint card, copy of local law enforcement requests and results on all employees. Additionally, the FDLE criminal history results, copy of employment history checks, and a copy of the DCF screening letter are maintained in the Office of the Human Resource Manager. The fingerprints shall be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
3. Based upon facts of the criminal history report, applicants who are, or have been convicted of certain serious offenses may be denied employment by NFCD. When any of the offenses listed on the Attestation of Good Moral Character or in Florida Statutes Chapter 435, appears in the criminal history report, you may be disqualified from being employed. If the judicial disposition is adjudication of guilt, adjudication withheld, a plea of guilty, or a plea of nolo contendere, or a verdict of guilt, the applicant is not eligible for employment and must be disqualified.
4. If an arrest charge is listed on the criminal history report and the judicial disposition is pretrial intervention (PTI), the status of the case should be followed until disposition is determined by the court.
5. If an arrest charge is listed, and the judicial disposition is not reported, the disposition must be determined. The applicant must contact the Clerk of Court for the county where the arrest occurred to obtain the record.
6. If the arrest charge is listed, and the judicial disposition is dismissed or not guilty or nolle prosequi, the applicant is not disqualified.
7. If the arrest charge or its equivalent is not listed in Chapter 435, Florida Statutes, the arrest does not disqualify the applicant under the law.
8. An individual must be disqualified from working with children if a Domestic Violence Injunction has been issued against the individual after an evidentiary hearing before a circuit court judge.
9. An employee/substitute can be suspended from employment when charged with a crime in which a conviction would preclude employment, until disposition of the charges.

10. Disqualified persons may be entitled to request an opportunity to obtain a copy of the relevant information for the purposes of challenge or correction if he/she disputes its accuracy. Questions regarding the disqualification and appeals process are directed to contact the DCF District screening office.
11. Teachers, Family Case Managers, Center Managers and regular volunteers are required to submit a new fingerprint card, every five years.
12. For breaks of employment of 90-days or more, applicants will need to submit new Level 2 background information, including new fingerprint cards.

Procedure:

1. Employees must be fingerprinted and cleared prior to the first day of employment.
2. Employees must complete an Attestation of Good Moral Character form within ten (10) days of the first day of employment and annually thereafter.

Regulations: Head Start Performance Standards 1301.31 b, 1301.31 c
The new Head Start Act, Section 648(g), ACF-PI-HS-08-02 and 08-04
Section 402.302(3) Florida Statutes, Florida Child Care Standards 65C-22.006(5)
Chapter 435 Florida Statutes, the Jessica Lunsford Act of 2005

History: Approved by Policy Council and Board of Directors on July 17, 2001
Revision Date(s): 05/02/2007, PC approved 10/29/07 BD 10/26/07
Updated Procedures: October 2008

PERSONNEL POLICIES

Policy ID: P25-d

Subject: Employee Licensure, Registration, Certification

Policy: Employees holding positions in NFCD requiring the possession of a license, registration and/or certification are required to maintain and update such license, registration and/or certification as required by local, state and/or federal regulations.

Teaching staff are required to possess a Child Development Associate Certification (CDA, NECC, FCCPC Birth -5) that meets the requirements of the Head Start/Early Head Start Performance Standards and to maintain that certification as a requisite of continued employment with NFCD if the teacher does not possess at least an AA or AS Degree in Early Childhood Education/Child Development.

The agency may waive the CDA (NECC, FCCPC) requirement for a selected teacher applicant who does not possess the required certification or degree for a period not to exceed 180 days.

If a requirement is established by local, state or federal regulations, or agency policy, for positions not currently affected, the Governing Boards will establish a timeline for employees to meet the requirement.

Failure to meet the licensure, registration or certification requirements of this policy will result in the appropriate action as determined by the CEO to be in the best interest of the agency.

Procedures:

1. Before a final decision is made to hire an applicant for a position requiring a license, registration or certification, the HR Manager will obtain a copy and certify that it is current.
2. Employees holding positions in the agency should submit to the HR Manager who has responsibility for certifying and tracking employee status, a current copy of the licensure, registration or certification.
3. At least 90 days prior to the renewal date of an employee's license, registration or certification the HR Manager will send notice to the employees to forward a copy of their application for renewal and the due date for receipt of a copy of their renewed license, registration or certification.
4. In the event the required said document described above is not renewed, or no evidence of application for renewal was produced prior to the expiration date, the HR Manager will schedule with the employee's supervisor a meeting with the employee to ascertain an explanation for the delay in submitting the renewed document and/or the delay in renewal and the employee given a date for submission. Minutes from this meeting will be filed in the employee's file and a copy forwarded to the CEO.
5. If the employees to meet the established date, notice of the failure is sent to the CEO who will review the situation and make a determination of action to be taken against the employee.

Regulations: 1301.31; 1304.52

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P26-d

Subject: Discrimination Prohibited

Policy: NFCD does not discriminate in any of its programs, procedures, or practices on the basis of age, color, race, national or ethnic origin, religion, sex (including pregnancy), sexual orientation, disability, political affiliation, or veteran status. All employees are considered equitably in personnel actions such as hiring, firing, layoffs, return from layoffs, promotion, demotion, transfers, training programs, compensation, and benefits. Discrimination in any form by its employees or agents is unacceptable behavior and will not be tolerated by NFCD.

1. A person who feels they have been discriminated against must file a written complaint of unlawful discrimination with the HR Manager using NFCD's complaint form within seven (7) working days of the occurrence of the alleged discriminatory act.
2. Immediately on receipt of the complaint, the HR Manager schedules a meeting with the employee for the purpose of reviewing NFCD's policy on discrimination, and provides them with detailed instruction on filing the complaint, providing any assistance the employee requests with the internal filing under this policy, and the employee's rights under applicable law.
3. Once the employee has completed the filing, the complaint should be filed with the CEO. If the complaint is a result of an action/non-action by the CEO, the employee files the complaint with the chairperson of the Board of Directors. (In such instances in the steps following this step, the word CEO is replaced by Executive Committee of the Board of Directors).
4. Within three (3) days of receipt of a discrimination complaint, the CEO should interview the employee filing the complaint, and within ten (10) days complete the investigation and inform the complainant of the findings. If found that the complaint was warranted the complainant is informed of the action that will be taken to correct the act or situation leading to the complaint.
5. If the complainant is not satisfied with the findings and actions planned by the CEO, the decision should be appealed to the Board of Directors by forwarding it to the Secretary of the Board of Directors with a statement of dissatisfaction with the CEO's decision.
6. The Board of Directors will review the findings conduct an investigation, agree on the action to be taken and inform the employee. Action by the Board of Directors ends the employees redress within NFCD.
7. If the employee continues to be dissatisfied, the employee should proceed in accordance with the applicable law.

Regulation: 1301.31 a 6

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P27-d

Subject: Change in Personal Information

Policy: All employees are required to advise NCFD of any change in personal mailing address, telephone numbers, health status, automatic deposit banking account number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and certifications within thirty (30) days of a change occurring.

Procedure

1. Employees who have a change in personal information complete and forward to the Human Resource Manager a "Personnel Action Change" form for processing.
2. Need to know information is forwarded to appropriate individuals/department(s) and filed in the employee's confidential Personnel file.
3. The first page of the "Personnel Action Change" form will be retained in the Human Resource Department. The second page (yellow) will be retained in the Fiscal Department. The third page (pink) will be given to the employee to retain as their copy.

Regulations: 1301.31

History: Approved: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P28-d

Subject: Dress Code and Personal Appearance

Policy: All employees will present a professional image to NFCD, its participants, and the public. Appropriate wearing apparel and grooming styles are an essential part of education. The word “appropriate” shall be defined to include cleanliness, safety, modesty, and good taste.

The following dress code standards are an overview and guide:

- a) Clothing - Employees must adhere to the dress code for the County School District, in which their duty station is located. Items of apparel that contain a message that is offensive to others, obscene, or promote illegal activities, drugs, alcohol, or tobacco products shall not be permitted. The midriff area is not to be exposed.
- b) Shoes - Shoes must be safe for the work being performed and worn at all times. Wear clear, low-heeled, properly fitting shoes with nonskid soles (preferable uniform-type shoes). No flip flops allowed. Open-toed shoes with strap (around the back of the foot) are allowed.
- c) Jewelry - Jewelry must be safe for the work being performed, especially around children.
- d) Agency identification badges will be worn at all times at the centers, during home visits, and during field trips.

Procedure:

An employee wishing to determine appropriateness of dress for given positions and/or activities should consult their supervisor.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07
PC approved 07/27/10 BD approved 07/29/10

PERSONNEL POLICIES

Policy ID **P29-d**

Subject: **Staffing Patterns**

Policy: NCFD establishes staff positions and maintains a staffing pattern that meets or exceeds the requirements of its funding sources, the requirements for licensure under applicable laws of the State of Florida and supports the accomplishment of NCFD's goals and objectives. The following patterns serve as minimum staffing levels for management and child care centers.

1. Executive Level
 - a. The CEO is responsible for the administration and management of agency and its programs.
 - b. The CFO is responsible to the CEO for managing the finances of NCFD and the day to day operation of the fiscal department
 - c. The COO is responsible to the CEO for managing the day to day operations.
 - d. The Executive Assistant is responsible to the CEO and provides support to the CEO.

2. Management Level
 - a. A Specialist is charged with overseeing areas of content.
 - b. A manager of Human Resources responsible to the CEO for providing support in the implementation of the Personnel Policies and Procedures, maintaining staff information, and providing logistical support related to staff training and development.
 - c. A center manager responsible for the day to day operation of the center and the supervision of center staff who also is responsible for supporting a designated number of families.

3. Service Delivery Level
 - a. Teaching Staff – not to exceed ratios as provided by the funding source.
 - b. Family Case Manager(s)

4. Support Staff
Adequate staff is employed to support the NCFD's administrative, fiscal and service delivery function and the maintenance of agency physical assets.

Staffing patterns must be approved by the Board of Directors and the Policy Council (if applicable funding source).

Regulation: 1306.20; 1304.52 g Florida Child Care Standards 65C-22.001(3) (4)
Florida Statutes 402.305(4)

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P30-d

Subject: Staff Positions

Policy: NFCD maintains updated job descriptions, approved by the Board of Directors and the Policy Council, of each staff position, addressing as appropriate, roles and responsibilities, relevant qualifications, salary ranges, and employee benefits.

Procedures:

1. NFCD's job descriptions are reviewed by the management team and CEO, annually.
2. If there are proposed changes to a job description, the revised job description is submitted to the Policy Council (when applicable funding source) for review, comment, and approval. During the meeting at which the input is provided, the Management team members present, the CEO and the Policy Council collaborates to finalize the job description. Following the discussions, and an agreement being reached on the revised job description, the Policy Council votes to approve or disapprove. If the revised job description is disapproved, the CEO prepares additional information for consideration by the Policy Council at its next meeting or a special call meeting for the purpose for taking the proposed revisions.
3. Once approved by the Policy Council, the revised job description is sent to the Board of Directors with the minutes of the Policy Council and notes on the discussion.
4. If the Board of Directors approves the revised job description, the CEO initiates the changes and directs the HR Manager notifies affected employees and facilitate the orientation of those employees in collaboration with the employee's supervisor.

Regulations: 1301.31 a 1; 1306.20; 1306.20 a; 1306.20 b; 1306.20 c; 1306.20 d; 1306.20 e; 1306.20 f; 1304.52; Florida Child Care Standards 65C-22.001(3)(4) Florida Statutes 402.305(4)

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P31-d

Subject: Staff Qualifications -- General

Policy: NFCD employs staff and consultants that have the knowledge, skills, and experience they will need to perform their assigned functions responsibly.

Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.

NFCD will help familiarize staff and consultants with ethnic backgrounds and family heritage and with effective communication by means of staff training.

See Job Descriptions for more detail on qualifications and responsibilities.

Regulations: 1304.52 b, 1304.52 b 1, 1304.52 b 2, 1304.52 b 3, 1304.52 b 4

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P32-d

Subject: Staff, Center Staff, and Volunteer Health

Policy: Only staff and volunteers, who are free of communicable diseases and health conditions that pose a health or safety risk to others, are employed by agency.

Center Staff - Physical examinations must be within the past twelve (12) months and kept current. The physical must state that the employee is “able to drive”. Periodic re-examinations are done annually. Periodic tuberculosis screening is required every two years, from the date of the initial screening.

Regular volunteers (volunteers who are in the center forty (40) hours or more per month) are screened for tuberculosis.

Center staff and or other persons in the child care facility suspected of having a communicable disease is removed from the facility or placed in an isolation area until removed and NFCD’s Health Specialist is immediately notified. In order for an individual removed, to return they must present a statement from a physician certifying they pose no known risk to participants or staff.

The implementation of the requirements of this policy should be consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act

Procedures

1. Before completing the hiring process, the Human Resource Manager will obtain from applicants selected for employment and place in their file documentation of a tuberculosis screening administered within the past two years. Failure on the part of the selected applicant to provide this information will result in a delay in the applicant's hiring or a withdrawal of the job offer.
2. When a volunteer reaches a level of volunteerism requiring they be screen for tuberculosis, the staff person responsible for tracking volunteer time will notify the HR Manager and remind the volunteer of the requirement. The HR Manager will contact the volunteer, provide them with details relating to the requirement and encourage them to take advantage of agency support if they have not been screened within the last two years.
3. If the results of an applicant or employee screening is *positive, a test is required*. If the test results are positive, the applicant, employee or volunteer must provide a certified written statement from the physician that they pose no risk to program participant or agency staff.
4. Following completion of a physical examination, screenings, or test the employee submits the results to the to the Human Resource manager who will file them and track employee compliance with the conditions of this policy.
5. At least thirty (30) days prior to the employee's due date for a physical or a screening, the HR Manager will send to them a notice informing them of the due date for the results.

Regulations: 1304.52 j, 1304.52 j 1, 1304.52 j 2, 1304.52 j 3

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Updated on 06/18/2002, PC approved 10/19/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P33-D

Subject: Equal Opportunity Employer and Disability Accommodation

Policy: NFCD is an Equal Opportunity Employer and is committed to complying fully with the federal and state laws to include the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities in all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

NFCD does not discriminate nor tolerate discrimination on the basis of race, age, gender, marital status, physical or mental disability, national origin, religious preference or sexual orientation or any other characteristics protected by law.

The statement that this Agency is an Equal Opportunity Employer appears on all public notices.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NFCD will be based on merit, qualifications, and abilities. NFCD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Post-job offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disable employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Regulations: 1301.31 a 6, ADA

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P34-d

Subject: Staff Recruitment and Selection Procedures

Policy: NFCD employs staff and consultants that have the knowledge, skills, and experience they need to perform their assigned functions responsibly.

All advertisements for job applications will contain the term, “Equal Opportunity Employer”, “Drug Free Work Place”.

All job opening announcements must remain open for a period of two weeks.

Each job opening announcement includes the appropriate contact information, work location, directions for making application, and the closing date for applications. Application forms will be available at the Central Office, at the centers, or may be requested by mail. Employment applications shall be completed and submitted to the Human Resource Manager.

All current and prospective employees are required to sign a declaration prior to employment that lists all pending and prior criminal arrests and charges related to child sexual abuse and their disposition; convictions related to other forms of child abuse and neglect; and all convictions of violent felonies. This is ensured by the employee completing the form “Affidavit/Attestation of Good Moral Character” and the completed form given to the Human Resource Department.

Selection procedures may include written tests, oral tests, performance tests, physical agility tests, assessment centers, training, and experience evaluations, any combination of these, or others. All decisions regarding the recruitment, selection, and placement of employees are made solely on the basis of job-related criteria.

In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and NFCD, and unless otherwise provided in writing, such relationship shall be defined as “employment at will”, where either party, with appropriate notice, may dissolve the relationship.

Procedures:

STAFF RECRUITMENT

1. The Human Resource Manager is notified by the Specialist or CEO when there is a position vacancy to be filled.
2. The status and classification of the vacated position(s) are then determined by the Human Resource Manager and Specialist.
3. Within three days of notification of a vacancy, the HR Manager will post/facilitate the posting of the job opening announcement on the Parent Bulletin Boards of each center, on the agency’s web site, and classified advertisement in selected area newspaper(s). At the discretion of the CEO or HR Manager will employ other methods in addition to these for announcing employment opportunities.
4. Applications received by the HR Manager are dated and initialed as they are received. A

designation is placed on the applications of parents and current employees for future reference.

SELECTION

1. Within five (5) days of the closing date the Human Resource Manager screens the job applications for minimum qualifications. The applications that do not meet minimum qualifications are filed as unqualified, and those applicants are mailed a rejection letter. Additionally, applications received previously and considered active are also reviewed and those that meet the minimum qualifications are batched with new applications.
2. Following this initial screening, but within three (3) working days the HR Manager convenes a screening committee for the purpose of reviewing applications and/or interviewing the applicant's who meet the minimum requirements, and recommending to the CEO at least two applicants for hiring consideration.
3. Within two (2) working days following the screening by the screening committee, the HR Managers forwards to the CEO the list of applicants selected by the screening committee, the ranking of each screener, the application, resume and reference check of each applicant referred, a certification of the applicant's eligibility, and any other information required for an applicant to be considered for employment by the CEO.
4. Before a candidate is hired, NFCD conducts a verification of personal/employment references and conducts a local, State, and FBI criminal record check.

HIRING

1. The CEO reviews the applicants and decides on the one to be hired. If the applications are rejected by the CEO, the HR Manager is directed to forward additional applications considered eligible by the screening committee or recruit additional applications. In instances where a position is being filled by promoting or transferring an employee, steps 1 – 3 are omitted.
2. Once a decision is made, the CEO requests approval by the Policy Council (if appropriate funding source). The request must include sufficient information of the Policy Council to make an informed decision.
3. If the Policy Council approves the request the CEO may take necessary actions to finalize the hiring of the applicant. If the request is rejected, an alternate applicant may be presented to the Policy Council for approval or the CEO may appeal the decision of the Policy Council to the Board of Directors.
4. In cases where the Board of Directors and Policy Council do not agree, either group may declare an impasse. If an impasse is declared, the issue will be resolved in accordance with the Impasse Policy and Procedures.

Regulations: 1301.31 b; The new Head Start Act, section 648(g); ACF-PI-HS-08-02 and 08-04

History: Adopted: Policy Council and Board of Directors on 07/17/2001

Revision Date(s): Policy Council and Board of Directors on 07/2003

PC approved 10/29/07 BD 10/26/07

Updated procedures – 10/2008

PERSONNEL POLICIES

Policy ID: P35-d

Subject: Parent Preference in Hiring

Policy: Opportunities for employment are afforded parents of children enrolled in the Head Start and Early Head Start Programs and preference is given to those who meet the minimum qualifications for a vacant position.

Procedures:

1. When a position becomes available, the position is announced at center manager meetings and the HR Manager will facilitate the placement of the announcement on the parent bulletin board at each center and, provide job descriptions and applications to the Center Manager for distribution to parents interested in the posted position.
2. Assistance is provided to parents, who request, by their family service worker.
3. Once the application is completed, the application is forwarded to the HR Manager who maintains it separately from other applicants.
4. Once the closing date occurs, the HR Manager reviews the applications for completeness and determines those applicants who meet minimum qualifications for the announced position.
5. The application of applicants that meet the minimum qualifications are marked "parent" and placed with other applicant applications whose applications indicate they meet the minimum qualifications for the position.

Regulations: 1301.31; 1304.52 b 3

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P36-d

Subject: Attendance at Meetings, Trainings and Planned Agency Activities

Policy: Employees who are instructed to attend a meeting are required to be present whether the meeting is a staff meeting or another meeting where the agency feels it should be represented.

Employees attending within the agency's service area or outside of the service area but within 50 miles of the employees normal work location will be compensated as a normal working day and their travel will be reimbursed if they are required to use their personal vehicle.

Employees attending meetings, trainings and planned agency activities that are over 50 miles outside of the agency's service area will be compensated as a normal working day reimbursed for travel if they use their personal vehicle and out of pocket expenses in accordance with the agency's travel policy.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P37-d

Subject: Staff Performance Reviews

Policy: Formal performance appraisals are conducted prior to the end of an employee's probationary period, for the purpose of evaluating the degree to which the employee's performance meets expected levels, allows the supervisor and the employee to collaborate on the development of strategies for employee improvements.

A formal performance appraisal of each permanent employee is conducted annually during the months of April and June by their supervisor. An employee's supervisor may conduct a performance appraisal on employees under their supervision at their discretion.

Staff performance reviews and improvement strategies are filed in the employee's personnel record maintained by the Human Resource Manager.

Compensation adjustments for permanent employees may be awarded by the Board of Directors as a way of recognizing outstanding employee performance. The decision to award such an adjustment is dependent upon, NFCD's budget, the results of the employee's performance review and information provided to the Board of Directors by the CEO, justifying the performance compensation adjustment.

Procedures:

1. Thirty (30) days prior to an employee completing their probationary period, the Human Resource Manager will send to the employee's supervisor, notice of due date for the employee's performance review, the staff performance review tool, and instructions for conducting and submitting the review results.
2. Once supervisors receive the notice with attached information, a copy should be distributed to each employee under their supervision along with the date and time of their performance review meeting.
4. If following the performance review meeting and the compilation of the results it is determined that an employee rated below satisfactorily in a category or an adverse change in the employee's employment status recommendation, the supervisor should meet with the employee to review the rating, discuss the recommended adverse change and collaboratively develop an improvement plan.
5. Following the follow-up meeting with the employee, or if a meeting was not necessary, the results of the performance review are sent to the Human Resource Manager for processing and filing.

Regulations: 1301.31 a 5; 1304.52 i

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P38-d

Subject: Employee Introductory Period

Policy: All appointments, whether for original entrance or promotion, are subject to an introductory period. NFCD uses this period to evaluate employee's capabilities, work habits, and overall performance. Any significant absence will automatically extend an introductory period by the length of the absence. If an employee's performance during the introductory period is borderline NFCD at the recommendation of the employee's supervisor, the CEO may extend the period for an additional thirty (30) days.

The introductory period for new and rehired employees is ninety (90) days. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

Introductory periods, for transferred or promoted employees, may not be less than sixty (60) days.

Employees laid off during introduction may be required to complete only the balance of the introductory period upon re-employment.

An introductory employee may be terminated from the service, at any time. If you are dismissed during your introductory period, you will not have the right to appeal that dismissal. An introductory employee can be terminated without Policy Council approval, if appropriate funding source.

In cases of promotions or transfers with NFCD an employee who is not successful in the new position can be removed from that position at any time during the introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and NFCD's needs. Benefits eligibility and employment status are not changed during the introductory period that results from a promotion or transfer within NFCD

Procedures:

1. When an applicant is selected for employment, transferred, or promoted, the Human Resource Manager includes in the notice that the employee's status will be introductory for a period pursuant to this policy, and that their continued employment is contingent upon their receiving a satisfactory rating on each performance indicators during the introductory period.
2. The supervisor at forty-five (45) days and seventy-five (75) days for new employees and at their discretion for transferred or promoted employee conducts a formal evaluation of the employee's performance, reviews with the employee, and makes a determination of the employee's employment status.
3. If an introductory employee's employment is continued, the supervisor and the employee must collaboratively develop an improvement plan for implementation by the employee if the employee receives an unsatisfactory rating on any indicator.

4. If it is determined by the supervisor that the employment of an introductory, transferred, or promoted employee should be discontinued, the supervisor submits to the CEO a recommendation for termination at least ten (10) days before the employee's last day of the introductory period.
5. Prior to the last day of the employee's introductory period, the CEO renders a decision, obtains necessary approvals, issues a disposition statement to the employee with copies to the employee's supervisor and the HR Manager.
6. The HR Manager based on the decision of the CEO initiates and completes the necessary personnel change in status.

Regulations: 1301.31d

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P39-d

Subject: Promotions and Transfers

Policy: Employees who are interested and who are qualified have the opportunity to do so by taking advantage of promotions and transfers advancement opportunities.

A promotion is defined as a position where the salary range is higher than the former position and range. In the case of the promotion, the employee will be eligible for an increase to the new position's minimum salary step. A new review cycle will begin with the date of this change.

A transfer is lateral moves to a different position no more that one pay grade difference in the wage and salary system. The employee's rate will not change, except to fit to the closest step on the new position pay grade. A new review cycle, as outlined above, will begin with the transfer.

If an employee transfer results in an Employment Status change, benefit accruals will begin effective with the change.

Procedures:

1. If a position becomes available and a decision by the CEO is made to consider current employees to fill the position as a promotion or transfer, the Human Resource Director will post notices of the promotion/transfer opportunity.
2. Employees interested in the posted opportunity must submit a letter of interest stating why they feel they should be considered for the promotion/transfer with a letter of recommendation from their supervisor to the Human Resource Manager.
3. Best on the content of the employee's letter, supervisor's recommendation and previous performance review results, employees will be selected for interview and interviewed by the manager in which the promoted employee will be assigned.
4. Following the interview, the interviewing manager will submit a recommendation to the CEO for promotion/transfer consideration.
5. Once the CEO makes a decision on a promotion/transfer, Policy Council action is initiated (if funding source is HS/EHS). If the Policy Council approves the promotion/transfer, the promotion/transfer becomes effective.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P40-d
Subject: Standards of Conduct

Policy: Employees, Agency Officials, consultants, and volunteers are required to abide by the following standards of conduct:

- a) Children and families are respected, and NCFCD refrains from stereotyping. NCFCD respects the child and family and will not refer to them in any form of stereotypical manner on the basis of gender, race, ethnicity, culture, religion or disability.
- b) Confidentiality policies will be followed and are strictly enforced. The confidentiality concerning information about the child, family or other staff members should be closely observed. Any employee, volunteer or consultant who violates the “Confidentiality Policy” may be removed.
- c) Children are always supervised. When assigned to the supervision of children, the adult under no circumstances will leave a child unsupervised. It is a further requirement that two staff members will be together at all time while supervising children and this provision is especially important during children’s bathroom breaks. This requirement protects the children and the caregiver / teacher / volunteer. One teacher or caregiver should not be alone with a child at anytime.
- d) Employees, volunteers and consultants will adhere to the “Discipline Policy for Children.” This policy (See attached ‘Addendum A’) states that positive methods of child guidance will be used, thus prohibiting the use of corporal punishment, emotional or physical abuse, humiliation or any action that would unnecessarily cause embarrassment or disparagement for the child. Isolating the child is inappropriate and unacceptable in any facility. In addition, food is not to be used as a form or reward or punishment. Specifically prohibited actions include; spanking, slapping, pulling hair, pinching, kicking, squeezing and pushing etc. Allegations filed against any staff member regarding any of the aforementioned actions will result in the immediate suspension of the staff member pending an investigation and determination by the state officials
- e) Prohibition of kick-backs. All employees engaged in the award and administration of contracts or other financial awards will be required to sign a statement that no form of gratuity, favor or any form of monetary value will be solicited in exchange for granting a contract.
- f) Employees will never be discourteous or argumentative with program participants and, if conflicts develop, should immediately make the supervisor aware of the conflict.
- g) Employees will discourage and not accept personal gifts and will not accept any gift or other valuable things offered in the course of work or in connection with it when such a gift is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
- h) Employees shall not accept nor receive money in the form of tips or rewards for services rendered.

- i) Solicitation of funds from employees or the public is not permitted with the exception of parent fund-raising. Employees desiring to solicit or to have someone else solicit, either directly or indirectly, money or materials of any kind, including prizes, for the purpose of assisting in the promotion of any program area or activity must secure approval from the CFO and Chief Executive Officer, before starting such solicitation.
- j) All NFCD staff are obligated to report any and all instances of abuse and or mistreatment of the children in our care. This requirement is contained in Florida and Federal statutes and the failure to report suspected cases of abuse and neglect are a violation of the statutes and the policies of this organization. The anonymous phone number for reporting these type behaviors is (800) 96A-BUSE. Additionally, staff members are required to complete an incident report and submit said report to their superior of all violations of policies regarding alleged or witnessed abuse. NOTE: Filing a report with a supervisor does not relieve anyone for their legally mandated obligation to report abuse and or mistreatment of children.

Violation of the NFCD's Standard of Conduct will result in disciplinary action, up to and including termination.

The following actions will be considered direct violations of the Standards of Conduct and will subject an employee to disciplinary action up to and including discharge. It is not possible to provide a complete list of every offense; examples of unacceptable conduct are listed below. It should be noted that conduct that is not listed, but that is unprofessional or potentially embarrassing, adversely affects, or is otherwise detrimental to NFCD's interests, or the interests of its employees, participants or the public at large, may also result in disciplinary action, up to and including immediate termination.

- a) Disorderly or disruptive conduct such as fighting or threatening violence on any program site/location.
- b) Falsifying or collaborating in a falsification of any document or record of NFCD
- c) Accepting or offering a gift to influence any matter in which NFCD has an interest or responsibility.
- d) Unauthorized disclosure of confidential information.
- e) Posting notices, signs or written material on bulletin boards or other places without specific authorization, or removing properly posted material or otherwise defacing any program site/location.
- f) Violation of any NFCD's policy, including the policies described herein.
- g) Failure to report a witnessed or alleged instance of abuse.
- h) Failure to maintain adequate supervision of assigned children, specifically leaving a child alone or not maintaining the two adult supervisor staff minimum.

Regulations: 1301.31 a 3; 1304.52 h; 1304.52 h 1; 1304.52 h 1 I; 1304.52 h 1 ii; 1304.52 h 1 iii; 1304.52 h 1 iv; 1304.52 h 2; 1304.52 h 3
65C-22.002(1) (h) Florida Child Care Standards, NFCD's Disciplinary Statement

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07, 6/08/10 BD 10/26/07, 6/10/10

PERSONNEL POLICIES

Policy ID: P41-d

Subject: Employment Categories

Policy: The following employment categories are established for purposes of determining benefit eligibility and accrual rates. The classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and NFCD

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

- a) Regular Full-Time are employees who are not in a temporary or probationary status and who are regularly scheduled to work NFCD's full-time schedule of 30 hours or more on a consistent basis. Generally, they are eligible for NFCD's benefit package, subject to the terms and conditions of each benefit package.
- b) Regular Part-Time employees are those who are not assigned a temporary or probationary status and who are regularly scheduled to work less than the full-time schedule, but at least twenty (20) hours but less than (30) hours per week. Regular part-time employees are eligible for some benefits sponsored by NFCD, subject to the terms and conditions of each benefit package.
- c) Part-Time employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than twenty (20) hours per week. While they do receive all legally mandated benefits (such as Social Security), they are not eligible for NFCD's benefit package.
- d) Temporary Employees are those which are used on-call as needed, or to fill in for a position on an assignment for a specified period of time. A Temporary assignment may not last longer than ninety days. Temporary employees retain that status unless and until notified of a change. Temporary employees will receive all legally mandated benefits (such as Social Security); they are not eligible for NFCD's benefit package.
- e) Contract Employees: Contract employees are temporary employees who are required to sign a contract and whose work is based on the terms of the contract.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P42-d

Subject: Temporary Appointments

Policy: When the need arises, the CEO may authorize the appointment of any person who meets the minimum qualifications for the class for a period of one (1) year but not to exceed sixty (60) days without approval of the Policy Council (if the employee will be assigned to work with the Head Start/Early Head Start program).

Procedures:

- 1) If a temporary appointment is considered by the CEO, prior to the appointment, the HR Manager conducts all NFCD's required pre-employment screenings.
- 2) Following completion of the screenings, a report is sent to the CEO.
- 3) If the individual(s) being considered for the temporary appointment passes the screening and the CEO makes the decision to hire temporarily the CEO notifies the HR Manger.
- 4) The HR Manager meets with the individual, completes required in-processing, forwards the Personnel Action Form to the Fiscal Department, and schedule a meeting with the temporary employee's supervisor for the purpose of introducing the new employee to the supervisor and coordinating orientation.
- 5) At the first Policy Council (if applicable) following the appointment, if it is to period of temporary employee is for more than sixty (60) days, the Policy Council acts on the hire.
- 6). If the Policy Council disapproves the hire, the CEO terminates the employee within the sixty (60) day permitted time frame for hiring temporary employees without the approval of the Policy Council.

Regulations: 1301.31 a 1

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P43-d

Subject: Seniority

Policy: In the event of a reduction in force, layoff will be based on a system of seniority with employees in a class having less seniority being laid off first. Seniority is determined in accordance with the following procedures.

Service for layoff and displacement purposes includes only the employee's last continuous permanent program employment. Periods of separation may not be bridged to extend such service unless the separation is a result of layoff. In this case, bridging will be authorized if the employee is re-employed in a permanent position within the employee's layoff eligibility. Approved leaves of absence as provided for in these rules and regulations do not constitute a period of separation.

The length of service credits of each employee of NFCD dates from the beginning of the last period of continuous program employment (including temporary, provisional, permanent status, and absences on approved leaves of absence). When an employee separates from a permanent position in good standing and within two years is re-employed in a permanent program position or is re-employed in a permanent program position from a layoff list within the period of layoff eligibility, service credits include all credits accumulated at time of separation but do not include the period of separation. The Human Resource Manager determines these matters based on the employee status record in NFCD

Procedures:

1. The HR Manager in the event of a potential layoff and/or displacement will determine seniority by applying the considerations outlined under the heading "Policy" of this section adding the employee's length of service in the particular class in question to the employee's length of service in other classes at the same or higher salary levels as determined by the salary schedule in effect at the time of layoff.
2. Employees reallocated or transferred without examination from one class to another class having a salary within five percent of the former class carry the seniority accrued in the former class to the new class.
3. In the event of ties in seniority rights in the particular class in question, ties are broken by length of last continuous permanent program employment. If a tie remains in seniority rights, the tie will be broken by counting total time in NFCD in permanent employment. Any remaining ties are broken by random selection among the employees involved.
4. Once a score is awarded to each employee in an affected class, the HR Manager lists the employees by affected class/position in descending order with their score and forwards the list to the CEO and places a copy in the files.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P44-d

Subject: Short Term Contract Employees

Policy: If the CEO determines the need for the employment of a contract employee, the CEO may enter into an employment contract with an individual for up to thirty (30) days, as long as the value of the contract does not exceed budgeted amounts for the position the individual is being contracted to fill. If the contract period is to exceed thirty (30) days and remains within the amount budgeted for the position, the CEO must obtain the approval of the Policy Council (if applicable funding source). If the amount of the contract exceeds the budget amount for the position, the CEO must obtain the approval of the Board of Directors.

Procedures:

1. A need for contract labor and the availability of funding is determined.
2. If the need is determined, and funds are not available pursuant to this policy, the Executive Director if contracting labor continues to be in the best interest of NFCD initiates a review of the budget and to begin the budget revision process.
3. If the revisions are approved, an employee contract and a service plan are developed prior to hiring persons to fill the contract labor position.
4. Selection of persons to fill contract labor positions is made by the CEO or designee based on the negotiated terms.
5. Employment contracts must be signed by the Contractor, CEO, and CFO before beginning performance of the contract.
6. Copies are filed in NFCD's fiscal office.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P45-d

Subject: Termination of Employment

Policy: It is the policy of NFCD to terminate employment because of an employee's resignation, discharge for cause, retirement, release for the good of the Agency, or as a result of a reduction in the work force. Termination can result from employee's misconduct or unsatisfactory job performance.

1. Termination of Employment, also known as Separation, comes in the following forms:
 - a) Resignation -- an employee-initiated separation. Employees' who plan to resign, must submit a written notice, two weeks notice for non-exempt employees and four weeks notice by exempt employees. Failure to give the required notice may result in forfeiture of agency-paid benefits and ineligibility for re-employment. Any employee who is absent from work without prior approval or without having notified their immediate supervisor of his/her absence or the reason for it will be considered as having resigned after the third (3) consecutive day of absence.
 - b) Retirement -- voluntary separation from service where the employee has reached retirement age, length of service, and any other criteria for retirement from NFCD
 - c) Termination -- an agency-initiated separation for cause. Causes for immediate termination by the agency includes, but is not limited to, a willful violation of agency policies and procedures, a disregard for the reasonable behavior or standards of behavior which the program has a right to expect, or action which is not in the best interest of the program participants or employees. The CEO has sole responsibility and authority for employee terminations except that the termination of Head Start and Early Head Start employees requires the approval of the Head Start/Early Head Start Policy Council.

Only the Board of Directors has the authority to initiate the termination of the CEO. They must obtain approval of the Head Start/Early Head Start Policy Council before finalizing the termination.

Any employee who disagrees with a termination recommendation of the CEO's decision to terminate their employment with NFCD may appeal pursuant to NFCD's appeal policies and procedures.

All program property, keys, uniforms, and identification must be returned to the program on or before the last day worked and before the final paycheck is issued.

2. Procedure for Resignations and Retirement:

- a) Employees finding it necessary to resign should submit a written notice of their intent to the CEO with a copy to their supervisor (two weeks written notice of resignation for non-exempt employees; a four weeks written notice of resignation for exempt employees). Employees planning to retire should submit a letter of intent to retire, to the CEO with a copy to their supervisor at least two (2) months prior to the effective date of their retirement.
- b) As soon as possible following the receipt of the notice of a pending resignation or retirement, the CEO will contact the employee to confirm their intent and schedule an exit interview.
- c) Once the employee's intent is confirmed the CEO will forward the letter of intent to the Human Resource Manager who will meet with the employee for the purpose of initiating the employee change in status process and completing the Personnel Action Change Form. The employee's letter will be placed in the employees file for the permanent record.
- d) Before the effective date of a resignation/retirement, the employee should meet with the CFO, to return petty cash and/or agency property; to settle any outstanding obligations; to explain conversion benefits under the agency's group insurance plans and other vested benefits available to the employee under the agency's benefit plan (COBRA), and to inform the fiscal office of any change in personal information that will affect the employees receipt of final pay or other information from the agency.
- e) On the employee's last day of work they should complete and sign their time sheet and submit it to their supervisor. The original time sheet signed by both the employee and the supervisor, is forwarded to the payroll section of the Fiscal office.
- f) The employee's final pay along with vacation pay will be paid as part of the last pay period worked unless a special request is made by the employee and approved by the CEO.

3. Termination of Center and Management Staff:

- a) A supervisor finding it necessary to initiate the termination of an employee under their supervision submits a recommendation for termination to their immediate supervisor and then the CEO that includes the reason for making the recommendation, supporting information, and the recommended effective date. The supervisor should also send a notice to the employee informing them that they are recommending their termination to the CEO that includes the reasons for the action. If the supervisor believes the employee is a threat to staff, participants, the supervisor should request assistance from law enforcement in having the employee removed from agency premises.
- b) If the CEO's decision is to terminate the employee, the employee is notified of the decision, the effective date of the termination, and the CEO may suspend the employee without pay until the effective date.

- c) The CEO following notification of an employee of their termination, the decision is presented to the Policy Council (if applicable funding source) for their review and consideration.
- d) If the Policy Council does not approve the termination, the CEO may appeal their decision to the Board of Director if the disapproval resulted in a policy contradiction. If the disapproval does not result in a policy contradiction, the CEO will reinstate the employee at the status they were at the time of the termination.
- e) Employees who are terminated must meet with the CFO to return petty cash and/or agency property; to settle any outstanding obligations; and to explain conversion benefits under the Agency's group insurance plans benefit plan (COBRA). In the event a terminated employee fails to meet with the CFO, the CFO will based on their records, withhold from the employees pay and/or vacation pay funds adequate to settle any outstanding obligations. A written report of the employee's exit interview will be placed in the employee's personnel file.

4. Termination of the Director:

- a) If the Board of Directors takes up the termination of the CEO, and the reason does not warrant immediate termination, after discussion, the Board of Directors tables the matter until a meeting of the Policy Council is held for the purpose of taking the matter into consideration, and submits it to the Policy Council.
- b) Following the meeting in which the Board took up the matter of terminating the CEO, the Chairman of the Board of Directors, notifies the CEO of the Board's action and the proposed effective date and if the CEO is to be suspended, notice of the suspension is included. If the CEO disagrees with the action of the Board of Directors, any appeal by the CEO must occur prior to the meeting at which the Board will take the matter of the table.
- c) The Policy Council considers the matter of termination of the CEO, approves/disapproves the proposed action of the Board of Directors and submits its minutes to the Secretary of the Board.
- d) At the meeting of the Board of Directors in which the termination of the CEO is to come off the table, the Board of Directors considers the actions of the Policy Council and makes a final decision on the matter of CEO's termination.
- e) If the decision of Board of Directors concurs with the decision of the Policy Council, the CEO is considered terminated. If the decision does not concur with the decision of the Policy Council, the Board either resends its decision, or the matter is considered at an impasse, and the impasse procedures are initiated.

Regulations: 1301.31 a 2; 1304.50 d 1 x; 1304.50 d 1 xi
History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P46-d

Subject: Resignations

Policy: An employee may resign from their employment with NFCD at any time by simply notifying the agency, in writing.

Employees who resign their employment with a written notice to their supervisor with an effective date will be paid any accrued vacation leave time but not for accrued sick leave.

The agency may at its discretion accept a resignation for an earlier date than contained in the notice of resignation.

Regulation: 1301.31 a 2; 1304.50 d 1 x; 1304.50 d 1 xi

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P47-d

Subject: Reduction in Force

Policy: In the event of the discontinuation of or cutbacks in program funds, cost containment, or structural reorganization, the Governing Boards may determine that an occurrence of any one of these can best be managed by a reduction in employee hours and/or a reduction in the agency's work force.

Any reduction in the Head Start/Early Head Start programs requires the approval of the Policy Council and grantors notification consistent with the terms and conditions of these grants.

For six (6) months following a layoff, priority in rehiring will be given to those employees laid off, based on the factors considered in the layoff process. Layoffs will normally be administered in the following sequence based on seniority:

- a) Temporary employees
- b) Part time without group benefits employees
- c) Permanent Employees

Employees will be given a minimum two (2) weeks notice, in writing, of a layoff situation.

Procedures:

1. When confronted with the requirement for reduction in employee working hours, affected employees are first given the opportunity to elicit and consider a voluntary reduction of hours or days of work.
2. When NCFD deems it necessary to reduce the number of work hours for a particular shift, classification, or program, because the previous option was not exercised by employees or the option was insufficient to meet the agency's need, the following will occur
 - a) All recruitment, hiring and transfers to the affected job classification will be frozen.
 - b) Any reasonable request of time off without pay will be considered.
 - c) Employees will be encouraged to take accrued vacation time off.
3. An involuntary reduction in hours or days of work will be implemented by the CEO based on a plan approved by the Board of Directors and if the reduction affects Head Start/Early Head Start employees by the Policy Council.
4. If NCFD determines that the options noted above are insufficient or inappropriate to meet its needs and objectives, the agency will implement a reduction in force resulting in employees being laid off. (Layoffs involve terminating employees for purposes of reducing the agency's work force as a result of one of the conditions for reduction in force under this policy).

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P48-d

Subject: Reinstatement of Employment

Policy: An employee, who returns to NFCDD, within one (1) month from the separation date, will be reinstated with the same salary, benefits, and seniority they had at separation. The employee may be returned to the same.

An employee who separated voluntarily may be reinstated up to one (1) months following their separation, after which they will be treated as a new hire. **EXCEPTION:** The CEO may choose to reinstate an employee up to two (2) months following their separation.

There is no limit on the reinstatement of an employee involuntarily terminated and approval of the termination is not obtained from the Policy Council or a decision by the Board of Directors to overturn an involuntary termination.

Procedures:

1. An employee seeking reinstatement should make their request to the CEO.
2. Upon receipt of the request the CEO reviews the request and makes a decision. If the decision is to reinstate and the separation has not been acted on by the Policy Council, the employee is reinstated with the decision of the CEO.
3. If the decision is to reinstate and the Policy Council has acted on the separation, the CEO obtains approval of the Policy Council. Approval by the Policy Council constitutes reinstatement.
4. An action by the Board of Directors to reinstate an employee is sent the CEO who will facilitate the reinstatement.

Regulations: 1301.31

History: Adopted: by Policy Council and Board of Directors on 07/17/201
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P49-d

Subject: Long Term Service Recognition

Policy: Employees once they reach five years of uninterrupted service with North Florida Child Development, Inc. will receive a length of service recognition.

Procedures:

1. Sixty (60) days prior to the agency's annual meeting of the Board of Directors, the Human Resource Manager submits the names of long term service employees to the CEO.
2. Collaborating with the Board of Directors, the CEO will determine the appropriate form of the recognition and the placement of the recognition on the agenda for the annual meeting.
3. Once the recognition has been placed on the Board's agenda, the CEO will invite those employees being recognized to be present at the Board's annual meeting where the recognition will be bestowed upon them.

Regulations: 1301.31

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P50-d

Subject: Community and Customer Relations

Policy: It is the expectation of North Florida Child Development, Inc. those relations with the general community are developed and maintained in a mature, professional, helping, and respectful manner. The successful operation and reputation of NFCD is built upon the principles of fair dealing and ethical conduct of our employees.

NFCD's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Employees owe a duty to NFCD, its participants, and the community to act in a way that will merit the continued trust and confidence of the public. NFCD will comply with all applicable laws and regulations and expects its managers and employees to conduct business in accordance of all laws and regulations and to refrain from any illegal, dishonest, or unethical conduct.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Any fraudulent or criminal dealings by employees will result in termination.

Below are some guidelines for employees to follow:

- Act competently and deal with every participant in a courteous and respectful manner at all times.
- Communicate pleasantly and respectfully with your fellow employees at all times.
- Always follow up on a supervisor's directions and questions promptly, provide a businesslike reply to all inquires, and request and perform all duties in an orderly manner.
- Take pride in your work and your workplace and enjoy doing the very best you possibly can.

Regulations: 1301.31

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P51-d

Subject: Public Relations and Release of Information

Policy: No employee shall release information on behalf of NFCD to the news media or the public concerning NFCD without the express written approval of the CEO.

All inquiries by the news media to employees must be referred to the CEO.

All copies of program press releases must also be forwarded for approval to the CEO.

No employee shall release personal employee or client information, either in writing or orally without the knowledge and written consent of the employee or client and the permission of the CEO.

All materials developed as part of the person's job are considered "works made for hire" and are the property of NFCD

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P52-d

Subject: Outside Employment

Policy: The CEO may consider approving an employee for outside employment and the pursuit of career-related activities, *as long as the following conditions are met.*

1. The outside employment does not interfere with the employee's job requirements scheduling demands.
2. The outside employment does not constitute a conflict of interest. A conflict of interest could mean working at an outside job that is incompatible with the mission of NFCD and reflects negatively on our organization.
3. The outside employment will not result in the employee's use of materials produced or the rendering of services rendered while performing their jobs at NFCD

An employee who sustains an injury or illness in connection with off-duty employment will not be entitled to receive workers' compensation benefits provided by NFCD. No leave or any other discretionary employment benefits will be accrued during a period of absence resulting from such injury/illness.

If NFCD determines that an employee's outside work interferes with performance or the ability to meet the requirements of NFCD, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with NFCD.

Procedures:

1. Employees wishing to engage in any outside employment, submits their request along with the start date and work schedule, job description and certifications of compliance with this policy to the CEO.
2. A decision is rendered by the CEO after review of the request and in consideration of any other information deemed important in making a decision
3. The employee is notified of the CEO's decision that includes reason(s) for rejection of the request or conditions of approval within 10 days of receipt of the request.

Regulations: 1301.31

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P53-d

Subject: Disciplinary Action

Policy: It is the policy of NCFCD that any employee who violates any of the agency's rules and regulations, policies, and procedures, or standards of employee conduct and behavior shall be subject to disciplinary action. Disciplinary action may be taken against an employee when a violation that merits such action is determined to have occurred.

An employee who believes that a disciplinary action against them is not merited or is too harsh, the employee may appeal the decision in accordance with NCFCD's Employee Appeal policy and procedures.

NCFCD uses five types of disciplinary action: warning, reprimand, disciplinary probation, suspension, and termination.

- Warning. A documented notice of a violation.
- Reprimand. A written signed notice of a violation citing the specifics and consequences for continued violation. Reprimand becomes a part of the employee's personnel file.
- Disciplinary Probation. An employment status resulting from repeat reprimands or a violation that is determined to merit the employee's employment status being downgraded to probationary. An employee may be placed on probation only by an official of NCFCD who holds the position of Area Coordinator or higher.
- Suspension. The temporary release of an employee from their position or the preventing of an employee from reporting to work for a pre-determined period of time with or without pay. Employee suspensions require the approval of the CEO. Action by the Executive Committee of the Board of Directors is required in the case of the CEO.
- Termination: The separation of an employee from employment with NCFCD. Requires the approval of the CEO and the Policy Council (if employee's funding source is HS/EHS). Action of the Board of Directors and the Policy Council is required in the case of the CEO.

Major Violations. The following occurrences represent a serious and immediate threat to the operations of NCFCD or the safety and well-being of the individual, fellow employees, clients, or property.

Disciplinary action is mandatory for these violations.

- * Neglecting or abusing a child;
- * Acts of sexual harassment and discrimination;
- * Absences of three (3) consecutive days without approval;
- * Use of alcohol or drugs; or the unlawful possession of controlled substances while on the job;
- * Falsification of agency records, including but not limited to, time and attendance records, vouchers, reports, leave records, application for employment, client files, or other official agency documents;
- * Willful or negligent defacement of agency records, property or another employee's

- property;
- * Acts of physical violence or fighting;
- * Violation of safety rules where there exists a threat to life or human safety;
- * Unauthorized possession or use of firearms, dangerous weapons, or explosives;
- * Reporting to work under the influence of alcohol or controlled substances;
- * Threatening or coercing clients, employees, or supervisors;
- * Using or subjecting a child in the care of NCFCD to corporal punishment
- * Engaging in prohibited activity on agency premises or during working hours;
- * Criminal convictions for felonies or other acts of conducts occurring on or off the job which are plainly related to job performance, or reflect adversely upon the agency or its operations, or are of such nature that to continue the employee in the assigned position could constitute negligence in regard to the agency's duties to its client, employees, and to the general public;
- * Breach of the agency's confidentiality policies;
- * Stealing or unauthorized removal of agency property; and
- * Engaging in behavior during working or non-working hours which is inconsistent with the mission of NCFCD and adversely affects or has the potential to adversely affect the reputation of NCFCD.

Major violations will, at the very least, result in disciplinary probation for the employee so charged. Any offense which compromises the safety or well-being of persons or property will result in, at a minimum, suspension without pay and may result in immediate termination. At the discretion of the supervisor and CEO, and considering the magnitude of the offense, the employee's record, and action taken in other similar cases, these policies and procedures give supervisory personnel the right and responsibility to discharge the employee immediately from his duties and take steps necessary for immediate termination.

Procedures:

1. When a supervisor determines that an employee should be subject to a warning, the supervisor within three (3) days meets with the employee to discuss the violation, informs them of the reason that disciplinary action is being taken against them, and the corrective action the employee must take. The supervisor documents the meeting, gives a copy of the minutes of the meeting to the employee, and places a copy in the employee's file.
2. For employee reprimands, the within three (3) days the supervisor sends to the employee a written notice of the violation, the disciplinary action, the action(s) the employee must take to rectify the violation, and send a copy to the Human Resource Manager for placement in the employee's personnel file. The supervisor may at their discretion meet with the employee for the purpose of assisting the employee to develop a corrective action plan if the violation warrants.
3. When a supervisor or manager determines that an employee's act or non-act warrants probation, suspension or termination, the supervisor or manager within (3) days prepares a written recommendation to the CEO that includes the documentation of the violation, justification for the recommended disciplinary action, any other information confirming the violation and supporting their recommendation. If it is the CEO who make the determination, the CEO prepares a written notice to the employee documenting the violation and informing them of the disciplinary action being taken against them.

4. In two (2) days, (five days if the CEO entertains a meeting with the employee) after receipt of a recommendation from a supervisor or manager, the CEO reviews the information submitted by the supervisor, takes other such actions necessary for a decision, and notifies the employee of that decision. A copy of the notice is sent the supervisor or manager who made the recommendation.
5. If a violation, act or non-act warranting disciplinary action being taken against the CEO, the Executive Committee of the Board of Directors will take the necessary to determine the disciplinary action, notify the CEO of their decision and implement that decision.

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Approved by Policy Council and Board on 07/2002
PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P54-d

Subject: Grievance Procedures

Policy: NCFD recognizes that good morale among its employees is necessary. We recognize that legitimate problems may exist in the daily relationship between employees and between employer and employees. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort will be made to arrive at a satisfactory resolution of the problem for all involved.

A grievance is an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors, or other employees; along with the facts that support those feelings. Grievances must pertain directly and personally to the employee's own employment. Grievances will not be used to harass or otherwise impede the efficient operations of government.

Confidentiality and protection from retaliation will be provided to the extent possible to any employee or affected party to alleges discrimination or harassment.

Note: If a complaint pertains to the general level of wages, wage patterns, fringe benefits, or to other board areas and staffing, it is not a grievable issue. The grievance should not have been pursued through other state processes.

Procedures:

- (1) Informal Resolution – if an employee believes they have a basis for a grievance; he/she shall discuss the grievance with lowest level employee having the authority to resolve the grievance within three (3) working days of the occurrence of the issue. If the resolution of the grievance is within the scope of authority of the supervisor including a grievance against the supervisor, the supervisor should consider/investigate the employee's grievance and based on the findings, attempt to resolve the employee's issue. If the issue is resolved, no further action is required. Both the supervisor and employee should document the discussion.
- (2) Formal Resolution
 - a. If the employee is not satisfied with the informal resolution he/she may, within three (3) working days, of the supervisors decision or breakdown in the informal discussions, file a written grievance with the lowest level supervisor who can within their scope of authority resolve the grievance and implement the remedy. Once the grievance is initiated, additional claims cannot be added.
 - b. Within five (5) working days of receipt of a grievance, the supervisor receiving the grievance shall interview the employee filing the grievance, conduct an investigation, communicate his/her findings and proposed remedy in writing to the employee.

- c. If the employee is not satisfied with the resolution at step "b" he/she may, three (3) working days of the answer, file a copy of the grievance with the CEO. If the grievance is the result of action or non-action by the CEO, the grievance should be filed with the Chairperson of the Board of Directors for resolution by the Executive Committee.
- d. Within five (5) working days of receipt of the grievance, the decision on the grievance, and if applicable the remedy is communicated in writing to the employee filing the grievance. Note: A decision by the Executive Committee of the Board of Directors is final.

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P55-d

Subject: Appeal - Employee

Policy: If an employee is dissatisfied with a decision on a complaint, grievance or action that affects the employees employment status, the employee may appeal that decision or action using the outline under the heading "Procedures" of this policy.

The employee shall not be subject to any form of criticism or retaliation.

Issues that were not raised in the action resulting in their appeal may not be raised by either party as part of the appeal.

Throughout the appeal procedure an employee has the right to be represented by counsel and call witnesses on his/her behalf. However, the employee may not be represented by:

- Persons in direct line of supervision over the employee;
- Agency staff person of higher rank than any person who took the action;
- Any member of the Board of Directors, Policy Council, or any of their committees;
- An employee of any agency or organization which funds the agency.

Expenses incurred by the employee and his/her representative will be borne by the employee.

The merits of the case will be reviewed only if it is found that the action was not taken according to agency policy. If it is found that the agency or its representative violated agency policy, the action will be rescinded.

Procedures:

Level One: A level one appeal is an employee's appeal of a decision made by their supervisor and unless otherwise instructed in the instructions for filing, is heard by the next level supervisor.

1. Within three (3) working days of an employee's notification of an appealable decision, the employee must complete and file the "Notification of Intent to Appeal" to the Human Resource Manager.
2. Not later than two (2) working days of the receipt of the notification, the Human Resource Manager will forward to the employee, the name and position of the employee to whom the appeal should be filed, instructions for filing the appeal and the procedures specific to the subject of the appeal to include the appropriate routing of the appeal by the employee.
3. The employee files the appeal pursuant to the instructions with documentation / information supporting the employee's rationale for appealing the decision/actions of their supervisor not later than ten (10) days of the date on the "Notification of Intent to Appeal."
4. The manager responsible for hearing the employee's appeal will within ten (10) days of the filing of the appeal, conduct all activities deemed necessary to fairly render a decision on the appeal and notify the employee of that decision, the basis for it, and the effective date of the

corrective action, in writing.

5. If the employee is satisfied with the decision of the manager, within one (1) working day of the date of the notification, the employee is to notify the manager of their satisfaction.
6. Upon notification of the employee's satisfaction, the manager within two (2) working days will initiate the terms of their decision.
7. If the employee is dissatisfied, the employee's appeal becomes a Level Two (2) appeal.

Level Two: A level two appeal is an employee's appeal of a decision made by an upper level manager or department head. Level two appeals are made to the CEO.

1. If the employee is not satisfied with the resolution of an appeal at level one or a decision of an upper level manager, he/she may within five (5) working days of managers decision, file an appeal of the managers decision with the CEO. The appeal is considered filed upon the completion of the level two appeal form with accompanying documents attached.
2. Upon receipt of the employees appeal, the CEO within two (2) working days informs the employee of acceptance or rejection of the appeal. If the appeal is accepted, the CEO will attach to the notice of acceptance, a schedule of activities and timelines relating to the appeal.
3. Within ten (10) days of the notice of acceptance, the CEO will indicate his/her disposition in writing and mail it to the employee by certified mail.

Level Three: A level three appeal is an employee's appeal of a decision or action taken by the CEO. Level three appeals are made to the Board of Directors. Appeals of this official's decision are appealable only if the decision is clearly a violation of agency policy, the decision results in the termination of the employee's employment, the subject of the appeal is sexual harassment or discrimination.

1. An employee seeking to file a level three appeal should obtain from the Human Resource Manager, a Level Three Appeal Form, instructions for completing the form and filing the appeal, and mail it by certified mail to the Secretary of the Board of Directors within three (3) working days of receipt of receipt of an CEO's appealable decision.
2. Upon receipt of the employee's level three appeal; the Secretary will notify the Chairman of the Board of receipt of an appeal and collaborating with the chairman's schedule a meeting of the Board of Directors for the purpose of hearing the appeal.
3. Once the meeting is scheduled, the Secretary will send a notice of a special meeting for the purpose of acting on the employee's appeal to the members of the Board with the employee's appeal attached.
4. The chairman of the Board of Director convenes a meeting of the Executive Committee of the Board for the purpose of planning the activities that will be undertaken in the dissolution of the appeal and determining evidence and testimony needs. If the Executive Committee determines that the subject of the employee's appeal is not appealable, the Secretary will notify the employee via certified mail with a copy of the notice sent to the CEO.

5. Following the meeting of the Executive Committee, the Secretary will notify the employee and the CEO of the scheduled activities related to the appeal, timelines, and the agenda for the planned Board meeting.
6. Within three (3) days following the meeting, the Secretary will mail to the employee by certified mail the decision of the Board of Directors and the effective date of their decision with a copy to the CEO. The decision of the Board of Directors is final and as such is not appealable.

History: Adopted on Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Policy Council and Board of Directors on 07/2002
PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P56-d

Subject: Training

Policy: At a minimum, a structured approach to staff training that includes the following trainings is conducted by NFCD. Staff must participate in and when possible will facilitate the conduct of these trainings in an environment and by trainers that will result in academic credits being given.

- a. Orientation training for all new staff that must be completed by new employees during the first thirty (30) days of employment.
- b. Pre-service training to be conducted prior to the beginning of each program year.
- c. Performance Based Training designed and conducted to improve employees' performance appraisal rating.
- d. Child Abuse and Neglect training that includes Federal, State law, agency policies & procedures, and methods for identifying and reporting child abuse and neglect in accordance with the law and agency policies. This training is mandatory for center staff, center managers, family service workers, and area coordinators/specialist.
- e. Transition Training that includes supporting successful child and family transitions to and from the NFCD's programs.

Introductory Child Care Training – The Florida Legislature passed a law mandating introductory child care training for all child care facilities/centers. The 40-Clock-Hour Introductory Child Care Training program for *all child care facility personnel* is separated into two parts. Child care personnel must complete all of the Part I courses and either one 10-Hour Part II courses, or two 5-Hour Part II courses. Courses are offered online and instructor-led. Please visit the child care website at www.myflorida.com/childcare/training. Successful completion of the training is documented electronically on the Department's Child Care Training Transcript.

- a. Part I: 30-Clock-Hour Introductory Training
 - * Child Care Facility Rules and Regulations
 - * Health, Safety, and Nutrition
 - * Identifying and Reporting Child Abuse and Neglect
 - * Child Growth and Development
 - * Behavior Observation and Screening
- b. Part II: 10-Clock-Hour of Specialized Training
 - * Infant and Toddler Appropriate Practices (10 Hours)
 - * Pre-School Appropriate Practices (10 Hours)
 - * Special Needs Appropriate Practices (10 Hours)
 - * Early Literacy for Children Age Birth to Three (5 Hours online)
 - * Basic Guidance and Discipline (5 Hours online)
 - * Computer Technology for Child Care Professionals (5 Hours online)
 - * Emergent Literacy for VPK Instructors (5 Hours online)
 - * Early Childhood Computer Learning Centers (5 Hours online)

Early Literacy and Language Development Training Requirement – In 2003, the Legislature passed a law, which required *child care personnel* to complete 0.5 continuing education unit or 5-Clock-Hours of training in early literacy and language development of children from birth to 5-years of age. In order to meet the requirement, personnel must complete:

- * One (1) of the Department’s two literacy courses that are available on the Department of Children and Families website; or
- * One (1) of the Department’s approved literacy training courses; or
- * One (1) college level early literacy courses (for credit or non-credit) if taken within the last five years.

Introductory Training Exemptions – Competency examinations may be taken one time for the purpose of exemption from all or part of the 40-Clock-Hour Introductory Child Care Training requirements. For further information on educational exemptions, please visit the Department’s website at www.myflorida.com/childcare/training.

In-service training opportunities for *program staff and volunteers* designed to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. All child care personnel are required to complete a minimum of 10-clock hours of in-service training annually in one or more of the following areas:

- a) Health and safety; including universal precautions;
- b) CPR
- c) First Aid (may be taken only once every three (3) years to meet the in-service requirement)
- d) Nutrition
- e) Child development - typical and atypical
- f) Child transportation and safety
- g) Behavior management
- h) Working with families
- i) Design and use of child oriented space
- j) Community, health and social service resources
- k) Child care for multilingual children
- l) Working with children with disabilities in child care
- n) Outdoor play safety
- o) Guidance and discipline
- p) Computer technology
- q) Leadership development/program management and staff supervision
- r) Age appropriate lesson planning
- s) Homework assistance, for school-age care
- t) Developing special interest centers/spaces and environments
- u) Literacy
- v) Other course areas relating to child care or child care management.

Director Credential Requirement – Minimum licensing standards for child care facilities legislatively requires *child care center directors* to have a Director Credential. The Director Credential is a renewable comprehensive program consisting of three levels of educational and experimental requirements. Details of the requirements are located on the Department’s web page www.myflorida.com/childcare/training.

Procedures:

1. During in processing of new employees, the Human Resource Manager provides new employees with an orientation training schedule that includes the title of each training, the date, time, location of each training, and the name of the instructor/presenter. A copy of the schedule is provided to the employee's supervisor. Following completion of each session on the schedule, the trainer initial's adjacent to the session on the schedule indicating the employee's satisfactorily participation. Once all of the sessions have been completed, the employee submits the original schedule to the HR Manager who files the schedule in the employees personnel file.
2. Within *ninety (90) days* of employment child care personnel must complete the Department of Children and Families 40-Clock-Hour Introductory Child Care and Early Literacy training requirements, at the cost of the employee. Upon completion of the courses, copies are filed in the center's employee file and forwarded to the Human Resource Manager.
3. Prior to the beginning of each program year, the management team develops a training curriculum and calendar and submits to the CEO for review and approval. Once approved by the CEO, the HR Manager distributes the calendar to all employees. Copies of the calendar is also distributed or made available to volunteers, governing bodies, parents and agency partners.
4. Staff participating in an agency training session signs the sign in sheet to indicate their attendance. If the training is not agency provided, staff should obtain the signature of the session trainer on the training agenda as evidence of their attendance.
5. Documentation of In-Service Training: Completion of the in-service training must be documented on the Department of Children and Families' "Child Care In-Service Training Record" (CF-FSP Form 5268). The training record must be signed by the trainer or child care facility director. Any supporting documents regarding training, such as certificates, diplomas, agendas, etc., must be attached to the form. Training records must be kept in the center's file for the employee. It is the responsibility of the employee to ensure documentation is kept current.

Regulations: 1301.31 a 4; 1304.52 k; 1304.52 k 1; 1304.52 k 2; 1304.52 k 3; 1304.52 k 3 I; 1304.52 k 3 ii; 1304.52 k 4; 1306.23, 1306.23 a, 1306.23 b
65C-22.003 Florida Child Care Standards 402.305(2) Florida Statutes

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P57-d

Subject: Orientation

Policy: NFCD provides an orientation for all new and re-hired employees that give them an introduction to the agency's philosophy, its goals and objectives, management systems, and an overview of personnel policies & procedures, and detailed instruction on the operating procedures particular to the position being filled by a new or rehired employee.

At a minimum, the following topics will be covered during the initial phase of a new employee orientation:

- * Community partners
- * Federal and State regulations and the Performance Standards for the program(s) the employee is being assigned to.
- * Goals and underlying philosophy of Head Start and the ways in which they are implemented by North Florida Child Development.
- * Introduction to North Florida Child Development's operations
- * Overview of North Florida Child Development and its goals
- * Paperwork/forms
- * Policies and procedures
- * Program areas, including program governance responsibilities
- * Responsibilities of employees
- * Safety training
- * Staff introductions

Procedures:

1. On completing the hiring process, the HR Manager meets with the new or rehired employee and their assigned supervisor for the purpose of collaboratively developing a schedule of orientation activity and agreeing on what point during the orientation, the employee will begin reporting to their duty station to begin supervised performance of their position duties.
2. The schedule once developed is presented to the CEO for review and comments.
3. Following this review, the HR Manager coordinates the logistics for and the orientation activities.
4. Once assigned to their duty station, the supervisor will manage the employee's introductory period, providing feedback to the employee on a weekly basis for up to forty-five (45) days after employment at which time the supervisor will conduct a formal review of the employee's performance.
5. Following the review, the supervisor and the employee collaboratively develops a plan for the employee to improve on any weaknesses.
6. During the remaining forty-five (45) days, the supervisor will monitor the implementation and effectiveness of the plan, adjusting as necessary and supporting the employee's transition into the agency and their new position.
7. During the last week of the employee's first ninety (90) days of employment, the supervisor will conduct another review of the employee's performance and submit it to the CEO with any appropriate recommendations.

Regulations: 1301.31; 1304.52 k

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P58-d

Subject: Travel

Policy: NFCD will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the CEO.

Subject to limitations expenses that generally will be reimbursed include the following:

- * Airfare or train fare for travel in coach or economy class or the lowest available fare.
- * Car rental fees, only for compact or mid-sized cars. Insurance offered by the rental company must be taken.
- * Fares for shuttle or airport bus service, where available, costs of public transportation for other ground travel.
- * Charges for telephone calls, fax, and similar services required for business purposes.
- * Mileage for private vehicle use at the current Federal per mile rate
- * Lodging and per diem at the Federal Rate for in and out of area travel if the length of the travel requires an overnight stay.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Falsifying expense reports to reflect costs not incurred by the employee can be grounds for disciplinary action, up to and including termination of employment.

Procedures:

In Area Travel

1. Employees who travel within their normal working area using their private vehicle for approved business purposes maintain a log of such travel using the agency's in area travel log.
2. At the end of each pay period, the employee completes the "Request for Travel Reimbursement" Form, attaches the travel log and submits it with their time sheet to their supervisor.
3. The supervisor reviews the log and if it is determined that the travel was job related signs the form and forwards it to the fiscal department along with the employee's time sheet.
4. If the travel is outside of the employee's normal working area but within the agency's service area and requires an overnight stay, the employee must complete a request for travel form and submit to their supervisor who will review, complete the appropriate section and forward to the CEO for approval. If approved, the CEO will forward to the fiscal department.
5. The fiscal officer will review the log and request for reimbursement, and processes the request.

Out of Area Travel

1. Employees who have a need to travel out of the agency's service area on NFCD business must complete NFCD's out of area travel form and submit to their supervisor.
2. After reviewing and approving, the supervisor forwards the form to the CEO for an approval and if approved to the HR Manager who handles the out of area logistics.
3. Once the estimated cost is determined by the HR Manager, the form is forwarded to the Fiscal Department. If the cost is within budget, the fiscal officer will process the approved request. If the cost is not within budget or will have an adverse affect on the budget, the CFO confers with the CEO who will make a final decision on the request.
4. After processing by the CFO, a copy of the request is returned to the employee with instruction on out of area travel and logistical information prepared by the HR Manager, a copy is sent to the employee's supervisor and the original is retained in the Fiscal Department.
5. Within seven days of returning from out of area travel, the employee submits to their supervisor a completed request for reimbursement with attached information pursuant to the instructions provided by the CFO.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P59-d

Subject: Confidentiality

Policy: Employees of NFCD will ensure confidentiality and privacy in regard to history, records, and discussions about the participants we serve.

All employees will sign a confidentiality acknowledgement form upon employment. The very fact that an individual is served by NFCD must be kept private or confidential. Disclosure can be made only under specified conditions, which are described below. This means that employees shall not disclose any information about a person (child or adult), including the fact that this person is or is not served by NFCD, to anyone outside this agency unless specifically authorized.

The CEO or authorized personnel may disclose information that is otherwise confidential only under the following conditions:

- If records are inspected by an outside organization, the individual(s) who inspect the records must be specially authorized to do so by the CEO. Copying of records or removal of records is specifically prohibited. All regulatory or professional contracted personnel requiring access to participant records will sign a confidentiality statement.
- Employees will not discuss any participant's record with unauthorized individuals, whether on or off duty. All employees are required to sign a confidentiality acknowledgement form.
- The parent/legal guardian has signed an authorization to release what would otherwise be confidential information.

All student records will be maintained in locked filing cabinets.

HIPAA COMPLIANCE

NFCD is committed to adhering to HIPAA's privacy regulation, which became effective on April 14, 2003. Health Insurance Portability and Accountability Act states that an employer's group health plan may not disclose individually identifiable information that is classified as "Protected Health Information" (PHI) under HIPAA or permit an insurer to disclose PHI to the plan sponsor unless the plan sponsor (1) amends its plan documents to incorporate specified HIPAA privacy safeguards, and (2) signs a written certification to the group health plan stating that it has done so. The "plan sponsor" is the employer or other entity that establishes or maintains a group health plan on behalf of plan participants.

Any employee, volunteer, or consultant who violates this policy may be subject to discipline action and/or immediate termination.

Regulation: 1304.52 h 1 ii; 1304.41 a 1

History: Adopted: Approved by Policy Council and Board of Directors on 07/17/20001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P60-d

Subject: Conflict of Interest

Policy: Activity that might result in a conflict of interest is prohibited.

All employees should conduct business so as to avoid even an appearance of conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of NFCD's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

In accordance with NFCD, neither members of advisory boards, commissions, committees, Head Start and/or Early Head Start programs, nor NFCD itself shall seek to influence the decision of an appointing authority on personnel matters.

No employee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

A determination of conflict of interest may result in disciplinary actions.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain must result not only in cases where an employee or relative has a significant ownership in a firm with which NFCD does business, but also when an employee or relative receives any kickbacks, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving NFCD.

Regulations: 1301.31; OMB Circular A-110 as amended

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P61-d

Subject: Political Activity and Lobbying

Policy: Partisan political activity by NFCD's employees whose work is even partially financed by Federal funds is prohibited. (Federal Hatch Act, Sections 1500 and Title 5 of the United States Code).

NFCD does not make contributions or expenditures in connection with any lobbying activities and/or election to any political office, or in connection with any primary elections, political conventions, caucus, or general elections, held to select official or candidates for any political office.

Fundraising and other political acts on Agency premises or by use of official influence is restricted (Section 3201 and 3205).

Candidates meetings, even if all rival candidates for one or more political offices appear, shall not be sponsored or conducted with agency funds or in agency facilities.

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf or (in opposition to) any candidate for public office.

Procedures:

An employee who offers himself/herself as a candidate for public office shall notify the CEO immediately upon qualifying for election, in writing. If the CEO runs as a candidate for public office, he/she must notify the Chair of the Board of Directors in writing, immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities. Personal leave without pay may be taken during the campaign period.

Regulations: 1301.31; 1301.30, Head Start Act 656(b) (1), Federal Hatch Act

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P62-d

Subject: Child Abuse and Neglect

Policy: NFCD employees' are required to report, when they have reasonable cause, to suspect child abuse and neglect in accordance with Section 415 (1) (e) of the Florida statutes and to notify the Chief Executive Officer of such reports, anomalously if they are otherwise uncomfortable, whether it occurs inside or outside of NFCD.

Florida law protects immunity from liability and confidentiality. Anyone making a report "in good faith" is specifically immune from any civil or criminal charges that might result. Any person failing to report child abuse or neglect, knowingly preventing another from doing so or making a false report is guilty of a second degree misdemeanor and may be prosecuted. Disciplinary action will be taken against any employee who knowingly fails to report suspected child abuse or neglect.

Consistent with Florida statutes, NFCD will not undertake, on their own, to investigate suspected child abuse. An employee's report of alleged abuse to a supervisor does not relieve them of their obligation to report the allegation to the State's Department of Children and Families.

If a complaint is against an employee of NFCD, that employee will be relieved from their responsibility until such time that the employee is cleared of the allegation.

NFCD provides orientation and training for staff on the identification and reporting of child abuse and neglect.

All NFCD's employees must maintain a current signed statement (annually) that the employee understands the statutory requirement for professional's reporting of child abuse and neglect.

Procedures:

1. An employee who suspects abuse or neglect of a child should immediately file a report to the Child Protective Services using one of the following three (3) reporting methods.
 - a. Reporting using the Florida Abuse Hotline, telephone 1-800-96ABUSE
 - b. Faxing a report to 1-800-914-0004. The Fax Report Form can be found at the DCF website: www.dcf.state.fl.us/abuse/faxreport.pdf.
 - c. Using TDD (telephone device for the deaf).
2. Employees may call DCF, Protective Investigation Office, for interpretations of circumstances.
3. Employees will need to have the following information available while reporting.
 - * Victim, possible responsible person or perpetrator names
 - * Full addresses for report subjects
 - * Telephone numbers; please indicate if it is a cell phone
 - * Date of birth or approximate age
 - * Social security number
 - * A brief description of the abuse, neglect, or exploitation
 - * Names, phone numbers, and addresses of witnesses and important others
 - * Relationship of the perpetrator to the victim

4. Upon completion of the report to Child Protective Services, the employee should file a report with the CEO in person, by phone or fax. If the suspected abuser is an employee of the agency, the report should include the name of the employee who is the suspected abuser.
5. On receipt of the abuse report, the Chief Executive Officer will meet with the employee suspected of abusing or neglecting a child, and suspend them from work until the investigation is completed by the responsible agency.
6. If the allegation is confirmed, the Chief Executive Officer will immediately terminate the employment of the employee with NFCD, and direct the Family and Community Partnership Specialist to collaborate with appropriate staff to facilitate support to the family if needed.
7. At the Policy Council (if appropriate funding source) meeting immediately following the termination of the employee, the Chief Executive Officer shall in closed session, inform the Policy Council of the action taken, and obtain from them an endorsement of the termination.

Regulations: 1301.31 e; 415.504(1) (e) Florida Statutes; 65C-22.006(5) Florida Child Care Standards

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07, 6/08/10 BD 10/26/07, 6/10/10

PERSONNEL POLICIES

Policy ID: P63-d

Subject: Sexual and Other Unlawful Harassment is Prohibited

Policy: NFCD prohibits harassment on any basis by its employees, agents, or vendors who have contact with the employees during working hours. In addition, NFCD prohibits harassment in any form, including sexual, verbal, physical and visual harassment.

Definition of Sexual Harassment: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Examples of conduct prohibited under this policy:

- a) Sexual Harassment:
 - i) Written Examples: Suggestive or obscene letters, notes/invitations.
 - ii) Verbal Examples: Derogatory comments, slurs, jokes, epithets.
 - iii) Physical Examples: Assault, touching, impeding or blocking movement.
 - iv) Visual Examples: Leering, gestures, displaying of sexual suggestive objects or pictures, cartoons, or posters.
- b) In addition to the examples outlined above, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.
- c) This includes making unsolicited written, verbal, physical and or visual contact with sexual overtones.

All actions taken to resolve complaints of sexual harassment through internal investigations shall be conducted confidentially.

Disciplinary action will be taken swiftly up to and including termination in founded cases of unlawful harassment.

The CEO should be informed of any report of harassment formally or informally received by an employee, supervisor, or Human Resources immediately.

Procedures:

1. An employee who believes that he/she has been discriminated against or harassed should promptly report the facts of the incident and the names of the individuals involved to their supervisor and/or to the Human Resources Manager, on the form “Record of a Report of Inappropriate Conduct”, within a period of sixty (60) days from the date of the incident. If the complaint is against the CEO, report directly with the Chairman of the Board of Director. Any employee who is uncomfortable reporting or filing the incident to the Human Resources or the CEO may file their complaint with the Chairperson of the Board of Directors.
2. On receipt of a complaint, the official receiving the complaint will within three (3) working days meet with the employee to obtain any addition information and to inform the employee of the actions to be undertaken in investigating the complaint. The official may choose to investigate the complaint themselves or establish an independent committee to conduct the investigation. The desire of the complainant should be taken into consideration in making this decision.
3. Within ten (10) working days following the meeting with the individual filing the complaint, the investigation is completed, findings documented, evidence evaluated, the informing of the complainant whether the findings indicate a violation occurred and if the complaint was by committee a report submitted to the appropriate official (CEO or Chairman of the Board of Directors).
4. If the complainant disagrees with the finding, they should within three (3) working days inform the appropriate official of their disagreement and the basis for disagreeing.
5. Within five (5) working days of receipt of the report and following the meeting with the complainant, the official will render a written decision and each reason(s) for the decision made. If the evidence is inconclusive and a determination cannot be made, both parties are informed of the determination and the reason the evidence a determination could not be made.
6. Within three (3) days if it was determined that harassment occurred, the official should decide on and initiate a disciplinary action sufficient to stop the harassment and punish the individual guilty of the harassing conduct; inform the complainant of the action.
7. If the complainant is not satisfied with the findings or the disciplinary action, the may file a level three (3) appeal in accordance with NFGD’s employee appeal policy and procedures.

Regulations: 1301.31**History:** Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P64-d

Subject: Drug Free Workplace

Policy: All employees are prohibited from the unlawful manufacture, distribution, dispensation, possession of any controlled substance. NFCD is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any NFCD employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job. The use of alcohol and prescription drugs are prohibited in the workplace, NFCD or on the premises of NFCD or its partners unless specifically prescribed by a doctor is prohibited. NFCD shall notify law enforcement authorities whenever illegal drugs are found in the workplace. Therefore, NFCD has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of the company policy for anyone to use prescription drugs illegally.
4. Violations of this policy are subject to disciplinary action up to and including termination.

Confidentiality - Any drug test results or information shared by employees and applicants as part of NFCD's in conjunction with this policy will be kept as confidential except as sharing of information is necessitated to implement the policy.

Pre-employment drug tests are performed on all applicants tentatively selected for employment. No applicant tentatively selected for employment that refuses to submit to a drug test or who tests positive for use of illegal /unauthorized substances will not be hired.

Current Employees are subject to drug testing by urinalysis where "particular suspicion" of drug use in violation of this policy exists or under other lawful conditions. As a condition of employment, employees agree to notify NFCD within five (5) calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use.

Testing Costs - with the exception of tentatively selected applicants, NFCD will pay all cost associated with drug testing of its employees.

Notification of Test Results - Selected applicants will be notified of the results of a pre-employment drug test, at the time of their notification of selection or non-selection.

Employees who have substance abuse problems and report their problem to the Human Resource Manager, before being selected for testing, and before the occurrence of an event which normally would result in testing, will normally not be disciplined upon the first violation, the previous procedure will be implemented.

An employee admits to a violation of this policy or tests positive for drugs in violation of this policy, but

seeks counseling and remains an employee of NFCD, the employee will be discharged if he or she again either admits to a violation of this policy or tests positive for drugs in violation of this policy.

NFCD shall notify all state and federal grantor/contracting agencies of such employee convictions as required by the State and Federal Drug Free Workplace Acts. ("Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty).

If an employee refuses to submit to a drug test when ordered to do so, the employee shall be discharged.

NFCD requires all employees to be tested for the use of controlled substances as part of any "fitness for duty" physical examination mandated by federal and state law or by NFCD

Procedures:

1. Applicants selected for employment and employees who are subject to a fitness for duty examination are notified by the Human Resource Manager of their need to submit within thirty (30) days certified results of a drug test.
2. If the sample indicates a negative test, the manager notifies the CEO who makes a determination on the tentatively selected applicant's hiring or employee's fitness for duty. If the sample is positive, the CEO is notified and the tentatively selected employee is notified that their selection for the employment with the agency is rejected.
3. If "particular suspicion" of an employee occurs, the employee with the suspicion should notify the supervisor of the suspicious employee.
4. The supervisor documents the basis for the suspicion and forwards to the CEO the documented notice marked confidential. On receipt and after review the CEO determines if the documentation warrants the initiation of a drug test. If it does not and further observation is necessary, the supervisor is provided instructions and directed to conduct the observation(s).
5. If the documentation is sufficient to warrant a drug test, the CEO interviews the employee and directs them to drug testing. The name and address of the physician who will collect the sample(s), and the employee's appointment time is given to the employee. If the employee refuses to submit to testing, the employee is immediately terminated by the CEO.
6. Samples of current employees which initially result in positive findings for drug use will be re-tested. NFCD appointed doctor forwards the results to the CEO marked confidential.
7. The CEO notifies the employee and the employee's supervisor of the test results and employee's employment status.
8. If NFCD after considering all of the relevant circumstances, allows an employee who tests positive for illegal drugs to continue their employment, NFCD will do the following:
 - a. Refer the employee for drug counseling; retest the employee for controlled substances before allowing the employee to return to duty;
 - b. Require the employee to authorize the professionals providing treatment to report periodically to NFCD during the course of treatment/counseling;
 - c. Place the employee on probation for at least six (6) months following the employee's return to duty; and

- d. Submit the employee to unannounced follow-up drug testing for a period not to exceed five (5) years.

Regulation: 1301.31, Drug Free Workplace Act of 1988

History: Approved by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): Policy Council and Board of Directors 08/2003
PC approved 10/29/07 BD 10/26/07

EMPLOYEE CONDUCT AND RELATIONS

PERSONNEL POLICIES

Policy ID: P65-d

Subject: Right to Privacy

Policy: NFCD respects the individual privacy of its employees and will not subject them to a violation of their privacy except as follows:

1. Program-owned equipment is subject to inspections at any time; therefore, all system pass codes must be available to the CEO, Executive Assistant, and employees may not use pass codes that are unknown.
2. NFCD reserves its right to search work stations, desks, lockers, and program vehicles.
3. Although employees have individual access codes to voice mail and computer network systems, these systems are accessible at all times by NFCD, and may be subject to periodic unannounced inspections for business purposes. Systems use is restricted to program business.
4. Briefcases, purses and other personal belongings are subject to inspections ONLY when there is reasonable cause that illegal drugs, alcohol, weapons, or stolen property may be in an employee's possession.

Procedures:

1. If the need arises for an intrusion into the privacy of an employee by another employee arises, the employee with the need makes a request to the CEO. The request should contain the subject of the intrusion, justification, the method, and the name of the person who will witness the intrusion.
2. If approved by the CEO, the intrusion must occur in accordance with the content of the request or as revised by the CEO.
3. If the agency decides to intrude in an employee's privacy under the conditions of this policy, the intrusion will be supervised by the CEO.

Regulation: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P66-d

Subject: Smoke Free Workplace

Policy: Smoking is prohibited in all space utilized by North Florida Child Development, Inc.

Regulations: 1301.3, Head Start Act, 65C-22.002(1) (h) Florida Child Care Standards

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P67-d

Subject: Use of Computers and Email

Policy: NFCD's computers and email are used in accordance with these regulations.

Procedures:

1. Computers, computer files, the e-mail system, and software furnished to employees are NFCD's property intended for business use. Employees should not use password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage will be monitored. Employees must provide their login passwords to the CEO.
2. NFCD's network administration provides a reasonable level of privacy, users should be aware that the data they create on NFCD's systems remains the property of NFCD. Because of the need to protect NFCD's network, management cannot guarantee the confidentiality of information stored on any network device belonging to NFCD.
3. NFCD prohibits the use of the computers and e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
4. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. All email usage must be appropriate for work-related needs. It should be used as a method of contact between employees internally and those who affect our organization externally. Email can be used as part of the public record; therefore, messages deemed to be private, may not be so private. Email use should be responsible and in compliance with state and federal laws.
5. NFCD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, NFCD does not have the right to reproduce such software for use on more than one computer.
6. Employees may only use software on local area networks or on multiple machines according to the software license agreement. NFCD prohibits the illegal duplication of software and its related documentation.
7. Employees should notify their immediate supervisor, the Human Resource Department, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Regulations: 1301.31; 1304.53 a

History: Adopted by Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P68-d

Subject: Use of Internet

Policy: NFCD internet services are used in accordance.

Procedures:

1. All Internet data is subject to disclosure to law enforcement or other third parties.
2. Employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.
3. NFCD reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.
4. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
5. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
6. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.
7. Abuse of the Internet access provided by NFCD that is a violation of law or our policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Regulations: 1301.31; 1304.53 a

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P69-d

Subject: Use of Facilities

Policy: NFGD's facilities and grounds are used in accordance with their intended use by the agency and authorized groups/individuals unless approved by the CEO and/or the Board of Directors, if the CEO believes their input is warranted.

Solicitation of contributions or sale of merchandise within program buildings except for purposes authorized by the governing board is prohibited.

Parking other than in designated spaces is prohibited, as is driving in directions other than as marked. Handicapped parking spaces are to be used only for such purposes.

No drugs or alcohol shall be consumed in any building, vehicle, or space used in the conduct of program business.

Procedures:

1. Any individual or group wishing to use agency facilities should submit to the CEO in writing a request for use stating the name of the organization or individual, the purpose for which the use of the facility is being requested.
2. The CEO after reviewing the request either approves or disapproves the requested use of notifies the group/individual of the decision.
3. If the CEO determines the input of the Board of Directors is warranted, the chairperson is notified and at a minimum the Executive Committee is convened to review the request, hear the CEO's input and make a final decision.

Regulations: 1301.31; 1306.30 c; 1304.53 a

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P70-d

Subject: Use of Materials and Equipment

Policy: Materials and equipment owned and/or operated by NFCD are used in the manner in which they were intended, comply with safety standards, and are kept in excellent condition.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

The **telephone and facsimile system** is provided for the use of program employees in the conduct of their assigned duties. The telephone system is not to be used by employees or the general public for personal calls except as may be authorized by the employee's supervisor.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of NFCD's **paid postage** for personal correspondence is not permitted.

Procedures:

1. An employee who is unsure of the intended and proper use of agency material or equipment should their supervisor who will provide them with instructions.
2. If an employee believes that a piece of materials or equipment is defective, inoperative, damaged, or unsafe the employee notifies the fiscal department. If material is found to be inadequate or unsafe, the employee contacts their supervisor who will take appropriate action.
3. Based on the information provided to the fiscal department, the department will determine the status of the equipment and initiate the appropriate corrective action.
4. If unauthorized personal or inappropriate use of agency equipment or materials is suspected the employee suspecting such unauthorized or inappropriate use should report it to the fiscal officer.
5. The fiscal officer will conduct the investigation into the unauthorized or inappropriate use and if abuse is determined, report findings to the CEO. Reported suspected abuse on the part of the Fiscal Officer is investigated by the CEO and such abuse by the CEO is investigated by the Board of Directors.
6. Based on the findings, appropriate action is initiated by the authorized individual.

Regulations: 1301.31; 1304.53

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07

PERSONNEL POLICIES

Policy ID: P71-d

Subject: Use of Vehicles

Policy: The use of agency vehicles is limited to persons approved to use them and for approved use only.

All staff and passengers are mandated to wear seat belts when in agency vehicles. Children under 40 pounds and/or four years of age must be secured in appropriate car seats, as required by current legislation.

Use of personnel vehicles for work must be approved by the CEO or the CFO.

An employee involved in an accident must completely fill out the Vehicle Accident Form. A listing of the names of witnesses and as much information as possible regarding the accident from other drivers and witnesses is required.

Employees who are approved to use their personnel vehicles for work are reimbursed for that use at the federal approved mileage rate.

Procedures:

1. If vehicle use (agency or personnel vehicle) is approved the approved operator completes NFCD's Mileage Log.
2. If the vehicle being used is an agency vehicle, once the approved use is completed, the log is submitted to the Fiscal Officer.
3. If the vehicle being used is a personnel vehicle, the log along with a Mileage Request for Reimbursement is submitted with the employee's time sheet. If approved by the employee's supervisor, the form with the supervisor's signature is forwarded to the Fiscal Department along with the employee's time sheet.
4. The Request of Mileage reimbursement is reviewed by the Fiscal Department and if approved the employee is reimbursed based on the approved federal mileage rate.

Regulations: 1301.31

History: Adopted: Policy Council and Board of Directors on 07/17/2001
Revision Date(s): PC approved 10/29/07 BD 10/26/07