



EL CAMPITO CHILD DEVELOPMENT CENTER  
**EL CAMPITO**  
CENTRO DE EDUCACION PREESCOLAR

# Employee Handbook

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### **Welcome Page**

Welcome to EI Campito, Inc! We hope that today is just the beginning of a long and mutually satisfactory relationship between you, EI Campito’s administrators, the children, families, and your new coworkers here. Part of the orientation process will involve going through this handbook in detail with one of the administrators. The orientation process will begin your first day of employment and will continue for at least the first 90 days. You may be assigned a mentor from among your co-workers to help guide you during the first days and weeks in your new job. We include the following

Strategic Plan Summary because each person working here at El Campito is responsible for carrying out not just the details of the job description but for helping in carrying out El Campito's mission and vision.

### **Strategic Plan Executive Summary**

**El Campito's vision** is that every child in St. Joseph County will have the opportunity to receive a high quality early childhood education.

**El Campito's mission** is to promote the educational, social, and economic success of culturally diverse children and their families.

### **El Campito's History**

El Campito was founded in 1970 by Ignacio and Concepción Niño for one very specific purpose, to take the children of migrant farm workers out of the fields and provide them with the opportunity to have a better life through education and learning. In 50 years our purpose has strayed little from the original goal, although the children and families that

we serve may no longer be in the fields, they are, however, just as in need of the same opportunity the original founders envisioned: a better life through quality early childhood education. El Campito remains an independent not-for-profit corporation governed by a board of directors and managed by a director.

At El Campito, we embrace this model for a better future, not only for our children and their families but also for our staff through the adoption of the High Scope approach to learning, which incorporates research- validated curriculum and assessments for toddlers and preschool aged children. Our program also actively promotes teacher training and supports teachers and staff as they pursue their educational and professional goals, including an ongoing discussion of ethics. A written Program-Wide Professional Development Plan is distributed to all staff when it is updated at the beginning of the school year and to new staff as they come in. Supervisors will update what training is mandatory as needed. Our program is accredited by the National Association for the Education of Young Children (NAEYC). We have achieved this validation of the quality of our programs.

We live in a time in which children's futures will be defined by the skills and knowledge that they have gained both inside and outside of the classroom. There is nothing more important and fundamental to achieving a lifetime of opportunity than having a strong foundation for learning. El Campito is a recognized leader in St. Joseph County for the significant impact that our efforts are making in early Childhood development. This is being confirmed on a daily basis by the tangible and measured successes of the children who have had the opportunity to be a part of the El Campito program. El Campito is a very important piece of an educational success story that we need to tell, celebrate, and financially support. Every day, our program is working, and it is making positive differences in the lives of families and children. El Campito is truly a model for a bright and hope-filled future, defined not by limits, but by unlimited opportunities for success.

### **Introduction to the Handbook and Statement of Purpose**

El Campito values its employees and makes every effort to treat employees fairly and to create and maintain friendly, respectful, and honorable relationships with them. The quality of El Campito's programs directly relates to the quality of our teaching staff members and the ways they interact with both children and parents. The Board of Directors and the director(s) of El Campito regard themselves as part of a team that includes not just management, but teaching and support staff as well. The management of El Campito has created this Handbook as a guide for employees and for the management itself, in its efforts to keep communication and policies clear. In addition to this handbook, all employees are expected to follow the NAEYC Code of Ethics, which is available to anyone at any time in the main office.

The Handbook provides basic information regarding the policies and practices of El Campito, Inc. and the responsibilities of its employees. The policies in this Handbook are not intended to infer contractual rights of any kind upon any employee or to create

contractual obligations of any kind for El Campito, Inc. El Campito, Inc. may revise or delete any policy or procedure in the Handbook at any time without notice to affected employees. El Campito's relationship with all its employees is one of employment "at will" which means that the employment relationship may be terminated by the employee or by El Campito, Inc. at any time, with or without cause. Nothing in this handbook should be interpreted to alter an employee's "at will" employment relationship with El Campito.

In addition, El Campito, Inc. may modify or alter an employee's position with or without cause or prior notice, through actions such as demotion, transfer, or reclassification and can exercise its managerial procedures issued by El Campito, Inc. as well as any memoranda that may have been issued by El Campito, Inc. on subjects covered herein.

It is important that you read, understand, and become familiar with the Handbook and comply with the policies and standards that have been established. Therefore, we ask you to sign an acknowledgement that you have read the handbook, that a management representative has gone over it with you and that you will comply with its requirements. Please talk with the Director if you have any questions or need additional information.

### **Employment Policies**

#### **Equal Opportunity Employer**

El Campito, Inc. is an equal opportunity employer and makes employment decisions based on merit. Our goal is to hire and promote individuals based on skills, experience, and education, placing the individual who is the best match for the position in every job. El Campito's policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and will not be tolerated at El Campito.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, El Campito, Inc. will make reasonable accommodations for the known physical and mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result or unless the health and/or safety of other staff members or the children in our care would be jeopardized.

If you believe that you have been subjected to any form of unlawful discrimination, you should present your concerns to your immediate supervisor or to the Board of Directors. Your complaint should be specific and include the names of the individuals involved and the names of any witnesses. El Campito, Inc. will immediately undertake a thorough and objective investigation and attempt to resolve the situation. If El Campito, Inc. determines that unlawful discrimination has occurred, remedial action will be taken, commensurate with the severity of the offense. Any employee determined by El

Campito, Inc. to be responsible for unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter any future discrimination. The action taken will be made known to you. El Campito, Inc. will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

### **Policy on Harassment**

El Campito, Inc. is committed to providing a work environment that is free from unlawful harassment. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment of any type, including sexual harassment. El Campito, Inc. policy prohibits sexual harassment and harassment because of race, religion, creed, color, national origin or ancestry, physical or mental disability (actual or perceived), medical condition (actual or perceived), marital status, age, sexual orientation (actual or perceived), or any other basis protected by a federal, state or local law, ordinance or regulation.

Sexual and or other unlawful harassment includes any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassive conduct can take many forms and includes, but is not limited to:

- Verbal conduct such as epithets, inappropriate humor, derogatory comments, slurs, unwanted sexual advances, invitations, comments or repeated requests for dates.
- Visual conduct such as derogatory and/or sexually oriented posters, cartoons, drawings, clothing, tattoos, calendars or gestures.
- Physical conduct such as assault, blocking normal movement, or interference with work, directed at you because of your sex or other protected bias.
- Threats and demands to submit to sexual requests in order to keep your job or to avoid any loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported an incident of harassment.

If you believe you have been unlawfully harassed, present your concerns to either the director or to the Board of Directors as soon as possible after the incident. Employees are protected by law from retaliation for opposing or reporting any harassment or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by El Campito, Inc. or appropriate agency. El Campito, Inc. will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities.

### **Employment at Will**

Employment is with the mutual consent of the employee and El Campito, Inc. Your employment with El Campito, Inc. is entered into voluntarily, and you are free to resign at any time. Similarly, El Campito, Inc. is free to conclude the employment relationship at any time. The employment arrangement can be terminated at any time with or without

cause and with or without notice, at any time by the employee or by El Campito, Inc. This employment at-will relationship will remain in effect throughout your employment unless it is specifically modified by an expressed written agreement signed by you and your supervisor.

While El Campito, Inc. retains the right to dismiss employees at will, with or without cause, and without notice, every effort will be made to give employees notice if a workforce reduction becomes necessary. In addition, every effort will be made to resolve issues that might lead to dismissal for cause before they get to that point. Every employee is a valuable member of the team, and decisions to dismiss an employee with or without cause will not be taken lightly.

Similarly, employees are free to resign at any time with or without cause or notice. But in order to maintain high quality relationships with children, parents and coworkers, a minimum of 2 weeks notice is requested. Giving at least 2 weeks notice of resignation is considered appropriate ethical and professional conduct.

### **The Hiring Process**

The hiring process is not considered complete until employees have met the following requirements:

- Presented documentation to verify your legal right to work in the United States, within 3 business days from the date of hire
- Submitted official educational documents (transcripts or diploma), if applicable within 30 days of the date of hire.
- Cleared Criminal History Check and/ or fingerprint submission
- Acceptance of current (within one year) health exam, drug screening, and tuberculin skin test, that states you may perform essential job requirements; this is needed before stating work at El Campito.
- Proof of clean driving record, when applicable.
- Proof of car insurance, when applicable.

If at any time during your employment at El Campito, Inc. you are convicted of any crime (misdemeanor or felony), you must inform the director within five days of the conviction. A review of the case will be conducted and appropriate action will be taken.

El Campito, Inc. reserves the right to request that any employee submit to a physical examination and/or drug & alcohol test if the agency believes that your physical condition precludes you from fulfilling the essential functions of the job.

Failure to comply with the above requirements will result in disciplinary action, which may include termination.

### **Orientation Period**

The first 90 days of continuous employment at El Campito, Inc. is considered an initial hiring introductory period. During this time you will learn your job responsibilities, get acquainted with fellow employees and determine whether you are satisfied with your

job. Also during this time, your supervisor will closely monitor your performance and determine if the job is a good match for your skills.

Upon completion of the 90 days period, the director will review your performance in accordance with the position description that applies to your position. Position descriptions and performance review tools may be found in Appendix B of this manual. Performance reviews will include classroom observations for teaching staff or home visit reviews for parent educators and feedback from coworkers. If your performance is satisfactory, your orientation period will end. Should your performance be unsatisfactory, your employment with El Campito, Inc. may be terminated.

Completion of the initial hiring introductory period does not entitle you to remain employed by El Campito, Inc. for a definite period of time. Both you and El Campito, Inc. are free, at any time, with or without cause of notice, to end the employment relationship and your compensation. After completion of the Orientation Period, eligible employees will be offered benefits as described in the Benefits section of this handbook.

### **New Hire Orientation**

All new or re-hired employees are required to participate in the New Hire Orientation Program within the first 30 days. The focus of the training is to provide an overview of El Campito, Inc.'s organizational structure, programs, mission and philosophy. The training will also familiarize you with some of the agency's policies and procedures.

In order to continue in your position, there may be additional training or education which will be required. Successful enrollment and completion of required training and meeting educational goals may be a condition of continued employment at El Campito, Inc.

### **Re-Hire**

If you terminate your employment with El Campito, Inc. and then rejoin the organization at a later date you will be considered a "new" employee. This means sick and vacation time balances will begin at zero, and you must wait successfully to pass the 90 day initial hiring introductory period before you are able to use paid sick and vacation time off. Additionally, all normal, "new hire" waiting periods for insurance plans or other benefits must be met.

### **Job Descriptions**

Job descriptions exist for each position at El Campito, Inc. At the time of hire you will be asked to read and sign a copy of your job description. Listed on the job description are the expectations and responsibilities of the position. The performance review form repeats the same expectations and responsibilities and will be used for classroom or home visit observations during performance reviews. You are expected to meet all the requirements of the position. Please be aware that your job responsibilities may change at any time during your employment. Also, you may be asked to do special projects or to assist with other work. Your cooperation and assistance in performing such additional work is expected.



El Campito, Inc. reserves the right at any time, with or without notice, to alter or change job responsibilities, reassign or transfer employees to new job positions, or assign additional job responsibilities. Those assignments or transfers may be either temporary or long-term.

### **Employment Dates**

**Hire Date:** Your date of hire will not alter during your employment with El Campito, Inc. This date will be used for all employment verifications. However, it will be revised to a new “rehire” date if you leave the organization and then return at a later date.

**Seniority Date:** Your seniority date is your hire date and will be adjusted if you take unpaid leave of absence for a period beyond 30 days. Your seniority date is used for Vacation/ Sick accruals and for merit increases. Performance evaluations will generally be given annually, at which time merit increase may be considered. If El Campito, Inc. chooses to provide a wage increase, you will receive the increase beginning the first day of the pay period in which your seniority date falls. Performance evaluations do not guarantee a wage increase. Promotions, equity adjustments or other wage adjustments will not change the seniority date.

### **Employee Status**

**Initial Hiring Introductory Period Employee:** An employee who is in the first 90 days of employment with El Campito, Inc. or has accepted a new position that has different job responsibilities.

**Leave of Absence Employee:** An employee who is on a leave of any type and has exhausted all vacation and/or sick day pay. A leave of absence is approved by management/administration. Acceptable reasons would include: medical, maternity, education, etc. Once all available paid time is exhausted and the employee will continue to be absent for a period of 30 days or greater, the employee will be placed on an official “Leave of Absence”. Generally, a “leave of absence” is not to extend beyond 2 months. However, it is at the director’s discretion to extend it as needed.

**Suspended Employee:** An employee who has been placed on suspension pending an investigation into one or more incidents. A suspended employee is placed on leave without pay until the investigation is completed. The suspended employee may not use vacation pay during the time and will not accrue paid time off.

El Campito, Inc. strives to follow all laws related to the the Uniformed Services Employment and Re-Employment Act (2008), and other applicable laws. Please refer to these laws for more information.

## **Work Hours and Schedules**

You and your supervisor will mutually agree upon a schedule which best meets the needs of your particular job and work site. On-going communication between you and your supervisor about your schedule is expected. When more than one employee desires specific hours, decisions about scheduling will take into consideration seniority, language fluency, infant-toddler training, familiarity with routines, children and families, and classroom management strengths.

Full-time employees shall work 40 hours per week in 9 hour shifts as agreed upon with the supervisor. Part-time employees can work 10-35 hours a week with breaks scheduled on an individual basis.

Scheduling decisions will take into account the personal lives of employees, but the decision ultimately will be based on the needs of El Campito's classrooms and children. All teachers will be provided with a weekly paid planning time to better meet the individual needs of their students. Be aware that your that your schedule is subject to change due to absences and tardies.

All employees are required to clock in or out within 5 minutes of their scheduled time unless previously authorized by the director. For example, a closing teacher that still has children 15 minutes after close should simply send a message to the director stating this for clarification. If they are unable to clock in through ADP at the time of arrival, you are responsible for immediately messaging the director so you may be clocked-in in a timely manner. Otherwise, you run the risk of losing pay for that time period.

## **Staff Meetings**

Staff meetings will occur monthly. They are all mandatory and paid for all employees. This will occasionally include an in-service training. If there are concerns that arise, please bring it to your supervisor separately from the staff meeting.

## **Overtime**

Non - Exempt employees will be paid overtime following the Federal Fair Labor Standards Act ( FLSA ) and governing state laws. Exempt employees (salary) are not eligible to receive overtime pay.

Failure to obtain pre-approval of the director for overtime may result in corrective action, including separation of employment. Employees are strictly prohibited from working overtime without pre-approval from their director. Time paid for PTO, holiday pay, funeral leave, jury duty, short-term disability, and worker's compensation are not considered time-worked on calculating overtime.

## **Meal and Rest Periods**

Employees may work with their supervisor to arrange necessary rest periods in order to refresh themselves while also meeting the needs of the work site. A break of at least 15 minutes is required for all employees who work 6 hours or more per day. Full-time

employees are given an hour lunch, which is deducted automatically through ADP, and must follow the lunch schedule accordingly. Breaks may not be taken at the end of the day. Every effort is made to reduce overtime hours. Employees may not forgo taking a break so as to receive overtime pay.

### **In-Service Hours**

Employees are required to complete 12 hours of In-Service training every year to meet State Licensing standards, and an additional 8 hours per year to meet Paths to Quality standards (20 hours total). In-Service requirements may be met by attending conferences, on-site training meetings, training and workshops in the community, approved videos and other instructional materials as approved by the Director. CPR, First Aid, and Universal Precautions training is required as needed to keep certifications current, but the hours do not count toward the in-service requirements. El Campito may pay for employees to attend conferences and workshops, but employees must reimburse El Campito if they did not attend as expected. Employees must turn in certificates or other evidence of attendance within a week after the conference or workshop. It is the employee's responsibility to maintain in-service documentation folders in a neat, complete, and timely manner. Employees will be paid for attendance at staff-meetings and on-site training meetings. El Campito does not pay employees for workshop and conference attendance, unless previously approved by the director.

### **Call-In Policy**

The call-in policy requires that you give a minimum of four hours notice prior to your scheduled shift if you are unable to work due to illness or emergency. All employees must call the director and speak in person, not leave a message, in order to be excused from work. Failure to follow call-in procedure may result in disciplinary action including termination.

### **Employee Information**

As an employer, El Campito, Inc. is required to keep current and accurate basic information regarding each employee. This information is used for payroll, taxes, W2 management, and statistical reporting. It is the employee's responsibility to update El Campito, Inc. regarding changes in address, phone number, marital status, emergency contact information, and any other changes that affect your pay, taxes, benefits or safety.

The Director receives numerous requests for information regarding employees from lenders, rental agents, etc. In an effort to protect each employee's privacy we will not release information without a signed release form.

El Campito, Inc. will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### **Employee Records**

You may inspect certain documents in your personnel file, as provided by law, in the presence of a company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may submit, at any time, a written statement to be added to your personnel file.

### **Reference Checks and Verification of Employment**

All requests for references must be directed to the Director and/or Board of Directors. No other manager, supervisor or employee is authorized to give references for current or former employees. With written authorization from the employee or previous employee, the Director and/or Board of Directors will release the dates of employment, title of the last position held, and the most recent wage.

### **Performance Evaluations**

Employees will typically receive periodic performance reviews. The reviews will be conducted with your supervisor who will discuss it with you. Your first performance review generally will occur at the completion of your initial evaluation period. Thereafter, your performance evaluations will generally be conducted annually. Performance evaluations may be given at other times at the company's discretion. After your review, you will be required to sign the evaluation simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents. Performance evaluations do not guarantee increases in salary or promotions.

### **Open Door Policy**

At El Campito, Inc., we believe that our employees are our most valuable resource. If at any time during your employment with El Campito, Inc. you have an idea regarding ways to improve our program quality, customer service, efficiency, or effectiveness in our business practice, we encourage you to bring those ideas to your supervisor for consideration. Please remember to keep these things separate from the staff meeting to respect your co-workers' time.

### **Employment of Relatives and Friends**

El Campito Inc, recognizes the rich resources of potential employees who are relatives and friends of current employees. The company encourages these referrals.

Relatives and/or friends of employees may be eligible for employment with the company only if related individuals do not work in a direct supervisory relationship, or in the job positions in which a conflict of interest could arise. A conflict of interest would include but is not limited to the following concerns; supervision, security, safety or morale. In addition, the employment of individuals who are relatives (for example: parent, sibling, in-law, spouse, grandparent, child, cousin, or niece/nephew) is not allowed in situations where handling or processing money is involved, or access to El Campito's credit resources is available for either position.

## **Reduction in Workforce**

Under some circumstances, the company may need to restructure, reduce workforce, or reduce hours. If this does occur the company will attempt to provide advance notice.

In determining which employees will be subject to layoff, reduction in hours or change in schedule, the following factors may be taken into account: business necessity, skill, productivity, ability, past performance, and also where feasible, the employee's length of service.

If an employee's position is eliminated or the program is closed for a period of time, the employee must accept any comparable position that is available in order to continue to work for El Campito. Failure to accept a comparable position will be considered a voluntary resignation and the employee will lose his/her seniority date for purposes of available benefits.

If no position is available and the employee is "laid off" and is rehired within 90 days of the layoff, the employee will retain the original seniority date for purposes of vacation and sick accrual (all balances will begin at zero). Employees will have to satisfy the waiting periods to re-enroll in all insurance plans (life, dental, vision).

## **Voluntary Resignation**

Each employee is requested to submit his/her resignation with at least two weeks notice as possible and in writing to his/her supervisor.

Any employee who fails to report to work on a scheduled workday, without approval by his/her supervisor, will be considered to have voluntarily terminated their employment with the company. Limited situations that constitute an emergency or preclude the employee from contacting the supervisor will be taken under consideration.

## **Exit Interviews**

Employees may request an exit interview when they leave employment with El Campito, Inc. The employee may make arrangements with his/her immediate supervisor or with the Board of Directors, if necessary.

Additionally, the Director or Board of Directors may contact any employee and request an exit interview as he/she departs the company. Participation in an exit interview is voluntary, however, your assistance with this process may help us improve our services to employees and maintain the best possible work environment for our employees.

## **Job Posting and Transfer Policies**

If at any time you would like to transfer to a specific position, please submit your request in writing to the Director. If you meet all the minimum requirements of the position, you may be contacted for an interview. Any individual who received a "Letter of Warning" or a written reprimand is not eligible to transfer to another position for a period of three months from the date of the letter or reprimand, unless approval is received from the

Director. If you have any type of disciplinary action in your personnel file, the disciplinary process will continue as appropriate in the new position.

### **Job Accommodation**

As mandated by the Americans with Disabilities Act, El Campito, Inc. provides job accommodations unless they create an undue hardship to the company. In general, an accommodation may be considered an undue hardship if it is unduly costly, extensive, substantial, disruptive or would change the essential functions of the job.

An employee who requires an accommodation in order to perform the essential functions of the job should contact the Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. El Campito, Inc. will then conduct an investigation to identify the barriers that make it difficult for the employee to have an equal opportunity to perform his or her job. El Campito, Inc. will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable, will not impose an undue hardship, or place the health and safety of other staff or children in jeopardy, El Campito, Inc. will attempt to make the accommodation.

### **Modified Work**

El Campito, Inc. may provide a modified work program for employees who have sustained compensation work related injuries or illnesses and have been released by their physician to return to work with temporary restrictions. Each case will be reviewed individually.

### **General Wage and Salary Policy**

Wages are set for each employee according to agreement between the employee, the director, and the board of directors. All wages are subject to prior approval from authorized management personnel. Employee wages are based on a number of factors including but not limited to experience, education, length of service, skills, and job responsibilities.

### **Wage and Salary Reviews**

Wages are generally reviewed annually, usually around your date of hire. Changes in your wage rate will be based on performance, scope of responsibility, length of service, professional growth and formal education. It is not guaranteed that a wage increase will occur each year or on any regular basis. All wages are subject to budget considerations of the organization as a whole. Should you receive a wage increase, the increase will be reflected in the next regular paycheck, after the appropriate paperwork and approvals have been received. Special paychecks can not be issued for retroactive pay.

### **Pay Days**

Check stubs and/or checks are posted in ADP every other Friday. If a regular pay day falls on a weekend or holiday, employees will be paid on the preceding work day.

### **Early Paychecks and Advances**

Early paychecks are not available. El Campito, Inc does not permit advances against paychecks or against un-accrued or accrued vacation.

### **Time Clock**

Hourly employees are required to sign in and out each day using the ADP website/mobile app. Employees will not be allowed to clock in/out 5 minutes before/after the assigned work shift unless previously authorized by the supervisor. Overtime will only be allowed with prior authorization. Hourly employees who work more than six hours sequentially will receive a 15 minute paid break. Employees may be scheduled to take an unpaid lunch break of either ½ hour or a full hour. Employees may not decide to forego their scheduled break time in order to earn overtime or to leave early without prior, written permission from a supervisor.

### **Direct Deposit**

Direct deposit is required for regularly scheduled employees of El Campito, Inc. New employees will be asked to fill out Direct Deposit information on ADP. If at any time you choose to close or change your account, you must update your banking information on your ADP account.

### **Payroll Deductions**

El Campito, Inc. is obligated by law to deduct federal taxes, state taxes, unemployment and social security from every paycheck.

### **Garnishments**

Garnishments are processed as ordered by a court of law or a judge. All garnishments or wage attachments are court or government ordered and El Campito, Inc. can not legally modify, delay, or change the order in any way. El Campito, Inc. will notify an employee in case of garnishment. If you believe the garnishment is in error, you must contact the party ordering the garnishment and resolve the issue. Written authorization from the party who placed the garnishment on your wages is required for it to be delayed or modified. The garnishment will continue until the order is met. Your permission is not required.

### **Overpayment/Underpayment**

Occasionally, employees are overpaid due to employee or employer error. An overpayment made into direct deposit will result in a reversal of the direct deposit and a new check being issued. Failure to inform your supervisor immediately regarding a known overpayment into your account will result in disciplinary action. If it is not possible to rectify the overpayment immediately, the next regular payroll check will be decreased by the amount of the overpayment. If the employee is not due wages at the next payroll, arrangements must be made with the supervisor immediately to repay the wages. Failure to provide repayment will result in disciplinary action, which may include termination. In the case of underpayment, an employee who notices that an

underpayment was made should inform the director or office manager immediately. A new check may be issued or the underpayment may be rectified with the next paycheck.

### **Final Paycheck**

Your final paycheck will be directly deposited into your account as normally scheduled. It will include payment for all hours worked and any unused vacation hours you have accrued according to your benefits. You will not be paid for accumulated sick time. Any authorized deductions will be deducted normally from your final paycheck.

### **Employee Conduct**

#### **Standards of Conduct**

The following conduct is prohibited and will not be tolerated by El Campito, Inc. This list of prohibited conduct is illustrative only and is not intended to be exhaustive. Other types of conduct harmful to security, personal safety, the welfare of employees, children or company operations may also be prohibited.

1. Falsification of employment records, employment information, or other company records.
2. Theft, careless damage or destruction of company property or the property of any employee, parent, child, school, or public/private property.
3. Removing or borrowing company property without prior authorization.
4. Unauthorized use of company equipment, time, materials, vehicles or facility or office.
5. Provoking a fight or fighting during work hours or on company property, acts of violence during or after work hours, verbally arguing with a parent, an employee, a child, or a client.
6. Carrying firearms or any other weapons on company property without prior authorization.
7. Engaging in criminal conduct on or off the work site whether or not related to job performance. Arrests are to be reported within 24 hours to the director. The director and/or board members will decide on whether the employee will be suspended pending investigation, fired or will continue working as usual.
8. Causing, creating, or participating in a disruption of any kind during work hours.
9. Insubordination, including but not limited to failure or refusal to obey the instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
10. Using abusive or threatening language at any time during work hours and/or in the presence of children.
11. Failure to follow stated call-in practices when unable to work scheduled shifts.
12. Failure to observe work schedules, including timely return from rest and/or meal periods.
13. Failure to provide a physician's note upon any occasion where a medical condition alters your normal work schedule or your ability to fully meet work obligations.



14. Making or accepting excessive personal phone calls of more than five minutes in duration during working hours, except in cases of emergency or extreme circumstances. Any use of the phone that negatively impacts the business operations of the work site is prohibited. Personal phone calls and/or texts should be made and/or accepted during break times outside of the classroom ratios and only in areas in which children and other adults will not overhear inappropriate conversations.
15. Sleeping during working hours.
16. Working overtime without prior authorization or refusing to work assigned overtime or additional hours.
17. Failure to meet the dress code standards (see dress code section).
18. Violation of any safety, health, company policy, rule or procedure.
19. Committing a fraudulent act or a breach of trust under any circumstances.
20. Unlawful harassment or discrimination.
21. Physical or verbal abuse to children, parents, clients or employees including threats, intimidation, abusive language or interference with the performance of other employees.
22. Use, possession, sale, purchase or being under the influence of alcohol or drugs during work hours. Being under the influence of any substance that impairs the ability to perform your work functions or jeopardizes the health and safety of children or other staff.
23. Any conduct which reflects adversely on El Campito, in the opinion of the director and/or board of directors.
24. Performance which, in the opinion of El Campito's director and/or board of directors, does not meet the requirements of the position.
25. Not meeting the qualifications of the job. Failure to complete the hiring process.
26. Divulging confidential information (including medical information) about a child, his or her family, employees, or center business activities to a person who has no legitimate reason to know.
27. Removing a child from the center without permission and/or notification to the supervisor and the parent.
28. Administering medication contrary to El Campito's policies and procedures.
29. Ignoring a child's or employee's need for medical/first aid treatment.
30. Leaving a child unsupervised.
31. Leaving any group of children inside the building or outside the building out of ratio. Closing personnel are expected to remain in the building until all children have been picked up.
32. Failure to comply with state regulations and/or any other government regulations.
33. For the protection of employees and El Campito, employees should be aware of their interactions with children. Every effort should be made by employees to not give any reason for suspicion that an interaction with a child is inappropriate. Employees are prohibited from transporting a child in their personal vehicles. Employees are prohibited from inviting children to

their houses. Employees must refrain from giving children gifts, unless gifts are given to an entire classroom of children, inviting children to social events unless all children in a classroom are invited, and providing personal child care services without approval from the director and a signed release from the parent. Exceptions to these rules may be made in case of children who are family members of employees.

Violations of El Campito rules, standards or policies may result, at the discretion of El Campito's director and/or board members, in termination, suspension, probation, and/or verbal or written warnings. In deciding which disciplinary action to take, the company may consider, among other things, the severity of the action, the employee's previous job performance and the circumstances surrounding the matter.

This statement prohibited conduct does not alter El Campito, Inc.'s policy of at-will employment. An employee or the organization remains free to terminate the employment relationship at any time, with or without cause or advance notice.

Legal representation can not be retained or paid by El Campito, Inc. for any employee under investigation or charged with a violation of company policy or local, state, or federal regulations or law.

### **Off Duty Conduct**

While El Campito, Inc. does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the company's legitimate business interests. For this reason, employees should be aware of the following policies.

Employees are expected to conduct their personal lives in a manner that does not adversely affect the company's or their own integrity, reputation or credibility.

Illegal or immoral off-duty conduct on the part of an employee that may adversely affect the company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Additionally, any activity that results in a misdemeanor or felony conviction must be reported to the director within 24 business hours. Failure to do so will result in disciplinary action, which may include termination. Any conviction may result in termination per state licensing regulations. Any drug-related, firearm, child abuse, or other violent crime conviction will result in termination of employment. The director and/or board of directors will determine employment eligibility after any conviction.

### **Off Duty Child Care**

El Campito, Inc. discourages employees from providing child care services in the off hours to children who are currently enrolled in an El Campito, Inc. program. There are two reasons for this: if a parent is dissatisfied with what happens during off hours child

care, the parent may hold El Campito, Inc. legally and morally responsible. The second reason is that a conflict of interest may arise. El Campito, Inc. assumes no responsibility for injuries or other incidents that may occur or arise during outside employment.

### **Attendance and Punctuality**

As an employee of the company, you are expected to be punctual and consistent in attendance. While we recognize that tardiness may be unavoidable on occasion, it is the responsibility of each employee to minimize these situations. It is the responsibility of an employee to contact their manager as directed as early as possible when they will be tardy. If the employee is tardy, they will receive 1 verbal warning. Thereafter, they will receive up to 3 written warnings. Upon the occurrence of a further tardy, the employee will face suspension for one week without pay. It then will be determined by the director and/or board members to continue employment on a probationary period on a 30-day basis. This will be documented in the employee's personnel file.

Any tardiness or absence causes problems for your fellow employees and/or your supervisor. When you are absent others must assume your workload.

Employees are expected to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods when authorized to leave by the supervisor, or to conduct company business. Late arrival, early departure, or other absences are to be avoided. Excessive absenteeism or tardiness may subject an employee to disciplinary action, up to and including termination.

If you are unable to report to work, you must contact the director at least four hours prior to your shift. Leaving a message is not sufficient. Employees are expected to speak directly to a supervisor if they will not be reporting to work as scheduled. Should you fail to call in when you are going to be absent multiple days in a row, the company will consider that you have abandoned your employment and have voluntarily resigned, barring any extreme situations or emergency.

### **Confidentiality**

All information regarding children and their parents is considered confidential and access is on a need to know basis only. Divulging information regarding children and/or their parents inappropriately will result in disciplinary action.

Personnel files are confidential. You have a legal right to view your own personnel file (see employee records section), however, you may not review any other employee's personnel information. Any infraction of this policy will result in disciplinary action, which may include termination.

Program information is considered confidential and access is on a need to know basis. Divulging company information inappropriately will result in disciplinary action, which may include termination.

Information regarding children and/or their families should not be taken from the work site, without the approval of your immediate supervisor (this includes phone numbers and addresses and photographs of children).

No one may take photographs or video footage in the classrooms with the intention of emailing them or sending them by telephone or other electronic means, without written approval from the parent of every child and adult in the photographs and approval from the director.

### **Conflict of Interest/Solicitation**

Certain activities are considered a conflict of interest and are prohibited. These activities include, but are not limited to: using company funds to purchase anything that is for the personal gain of the employee (Example: an employee sells Amway products and the employee buys Amway products for use at the center). Using company time and/or equipment for the personal gain of the employee (example: an employee creates craft items and displays the crafts on a table at the center with the intent to sell the items) is also prohibited. Non-profit fundraising activities are allowed as long as it does not interfere with performance of job responsibilities (Example: selling Girl Scout cookies or school fundraiser items). Solicitation and the distribution of advertising material, handbills or other literature that would result in an employee's financial gain is prohibited.

### **Employee Rumors and Gossip**

El Campito, Inc. will not tolerate individuals who seek to damage the reputation of the company or of its employees, parents, or children. Any evidence of such behavior will result in disciplinary action and/or legal action.

### **Religious and/or Political Convictions**

Employees may not discuss their religious, personal, and political convictions with children. When children ask questions regarding these topics, please refer him or her to a family member.

### **Dress Code**

The objective of the dress code is to allow employees to be as comfortable as possible, yet to maintain a professional image and ensure safety. Please do not wear clothing that is dirty, too tight, excessively wrinkled, revealing, see-through, or overly unprofessional such as sweatpants or pajamas (unless otherwise indicated for special occasions).

Shorts must come to mid thigh and may not be tight fitting. All shorts and pants must be free of tears and holes. Cut offs and bike shorts are not allowed. Leggings are acceptable if worn with a shirt or dress that covers to mid thigh. Shirts must cover the midriff and back. Strapless tops are not allowed unless covered by another shirt, jacket or sweater. Tops must not be transparent, unless another shirt is worn underneath. Appropriate undergarments must be worn at all times. Slogans printed on clothing

should not be in conflict with the program philosophy. Clothing depicting alcohol, gangs, drugs, violence, religious symbols, or graphics that are offensive or disrespectful is prohibited.

Only one piece bathing suits are allowed (no speedos are allowed for men). Severely, French cut bathing suits are also prohibited. When out of the water, t-shirts must be worn. Bathing suits must be worn only for water activities.

Shoes must be worn at all times. The shoes must be appropriate to the activity. Shoes without a strap holding the shoe on the foot should not be worn during outside play time because of the risk of a fall or injury. Flip-flops are not allowed during outside play time.

Dresses and skirts must cover to mid-thigh. Dresses should cover the midriff and the back. Spaghetti straps and strapless dresses must be covered by another shirt, sweater or jacket.

Tattoos, piercings, or other body mutilations should be in keeping with the program philosophy. Any tattoos that depict alcohol, gangs, drugs, violence, religious symbols or offensive or disrespectful graphics are prohibited. Other tattoos and piercings should be in keeping with a professional image and safety and health considerations.

### **Employer Property**

Company property must be maintained in accordance with the rules and regulations of El Campito, Inc. as written in this handbook and as determined to be in the best interests of El Campito, Inc. by administrators and the board of directors. El Campito, Inc.'s property must be kept clean and are to be used only for work-related purposes. In order to ensure compliance, the safety of the workplace, and to protect and preserve company property, El Campito Inc, reserves the right to inspect all El Campito, Inc. property and work sites, without notice to the employee and/or in the employee's absence. Employees should have no expectation of privacy with respect to items brought onto El Campito Inc.'s property and/or stored in company facilities. Inspections will occur only with the approval of either the director or the board of directors. Employees may not use their own personal lock on any locker, drawer, cabinet, etc on El Campito, Inc. Premises. Handbags, backpacks, briefcases, and other personal bags must be kept out of reach of children at all times. Please contact your supervisor and a lock may be provided for you.

All company owned property must be returned immediately upon termination of employment or at any time during employment, if requested by the director or board of directors.

Voice mail, fax machines, computers, and/or electronic mail are to be used for business purposes only. El Campito, Inc. reserves the right to listen to voice mail messages and to access email messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence. Computer equipment (hardware and

software) is the property of the company. The use of El Campito, Inc.'s equipment for personal reasons is prohibited. With prior approval from the director, employees may use company equipment in order to complete class assignments related to meeting educational and training requirements.

Laptop computers and/or other similar portable electronic devices may be provided for teachers, interns and/or volunteers to write reports and keep children's records. Teachers may only use these in the classrooms when licensing and accreditation guidelines allow. For example, teachers may use them when all children are sleeping and/or when another teacher is in the ratio and providing adequate supervision and interaction. These computerized devices may never be used for personal email, Facebook or social networking sites, or personal purposes. All records contained on these electronic devices belong to El Campito, including photographs, children's records, and family contact information. The privacy of children's and family records, including photographs and videos, is protected by law. Children's and family records may not be sent electronically to computers, telephones, or other devices outside the building without express, written permission of the parents or guardians of the child and El Campito's Inc.'s directors.

### **Housekeeping**

All employees are expected to assist in keeping their work site clean and free of hazards. Teachers are expected to clean tables, sweep floors, maintain toys, teaching materials, and records in a neat and orderly fashion, remove tripping hazards, pad furniture that could cause child injuries, keep exits free from obstructions, and report or remove any broken toys, books, and/or furniture from areas used by children. All employees share responsibility for keeping storage areas, outdoor play areas, and other areas used in common neat and clean.

### **Telephone and Technology Use**

El Campito understands that the use of cell phones and devices is a necessary evil in today's world. Our first priority is always the safety of the children. When in the classroom ratios, teachers are expected to pay complete attention to the children and their needs. Cell phones should be turned to sound off. If a personal phone call must be made, it must be limited to 5 minutes in length and should be made during scheduled break times and in private areas. Employees are expected to use sound judgment and common sense when it comes to personal phone calls. Conversations about personal and sensitive matters should not be made with parents and children present.

Cell phones can be used as a tool here at El Campito. Here are some examples:

- Staff emails must be checked in a timely manner at least daily.
- Texting or facetimeing other areas of the building to communicate quickly is also accepted as long as we are not leaving children unattended.
- Taking COR notes, virtual meeting, and pictures/video on devices is also encouraged.

- In place of GroupMe, staff are expected to use walkie talkies, call systems, or in case of emergency, phone calls to communicate within the building.

Rest time and technology: this is your time to first and foremost do lesson plans, communicate with families, catch up on COR notes, etc. Please do not make this time as “sit back and scroll social media”. If your personal cell phone use is extreme and out of character from the guidelines mentioned above, appropriate disciplinary action will be taken as needed. El Campito will not be liable for the loss or damage of personal cellular phones brought into the workplace.

### **Policy for the Use of Company Computers by Administrative Staff**

This policy outlines guidelines for using company computers by administrative staff responsible for safeguarding equipment, ensuring secure use, and reporting damage or loss immediately.

Employees must not share passwords, use unauthorized software, or download unapproved files. Proper care must be taken when transporting company computers and placed in computer bags to prevent damage. Company computers must not be left in cars or exposed to extreme temperatures, which may damage the equipment. Any damage caused to company equipment due to improper transport will be the employee's responsibility.

Employees are prohibited from using company computers for personal activities or purposes. Any activity on company computers must be work-related and approved by management. The organization reserves the right to monitor use. Employees must comply with all applicable laws and regulations regarding the use of company computers.

All administrative staff must adhere to the above policy regarding company computers to ensure company equipment, data security, and safety. Any violation of this policy may result in disciplinary action, up to and including termination. Employees may be held financially responsible for any damage caused to company equipment due to negligence or non-compliance.

### **Personal Property**

Employees are welcome to decorate their workspace to make it more your own. El Campito Inc., however, is not responsible for the personal property of employees while on the premises. Your private insurance may exclude coverage on your policy for any property kept at work.

El Campito Inc. prohibits employees from bringing in property that is sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons.

El Campito Inc. retains the right to inspect any personal property brought on the premises to enforce company policies. Employee property subject to inspection may

include electronic devices. The director or board members are the only individuals who may approve a search.

Finally, please note that El Campito Inc. is not responsible for any damage sustained to vehicles parked in the parking lot, along the curb/street, or while in use for El Campito Inc. purposes. Note that employees should have their own auto insurance.

If your personal property is lost, stolen, or damaged, please let the admin staff know so that we can do whatever we can to help you recover your property.

### **Business Expense Reporting**

Employees will be reimbursed for all approved business related expenses upon submission of accurate and received expense reports. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement. Each classroom or program may have a monthly limit for expenses. Teachers should keep track of monthly expenditures and if they are expecting to exceed the limit, they must obtain prior approval from the director or office manager. Expenditures above the monthly limit and without prior approval will not be reimbursed.

### **Health and Safety:**

#### **Injury and Illness Prevention Program**

Employees are encouraged to prevent and report any unsafe conditions within the building to the director. In accordance with common sense and Indiana licensing regulations, each classroom has two exit doors, and no furniture or toys may be placed in a way that blocks access to these exits. All trash cans must have lids, and any potentially dangerous, unsanitary, or contaminated garbage must be taken immediately to the dumpster in the back of the building. If teachers are in the ratio, they may call the office for assistance in disposing of such items as soiled diapers.

A solution of bleach and water mixed in accordance with state licensing requirements is required for sanitizing tables before and after meals and at any other time tables may be dirty. Toys, changing tables, and surfaces exposed to bodily fluids will be sanitized with a higher concentration of bleach and water in accordance with state licensing requirements. Sinks and toilets will be sanitized in accordance with regulations: at any time they are contaminated with bodily fluids, between uses as possible, and daily after El Campito, Inc. closes for the day. All employees are responsible for preventing transmission of illness by maintaining current Universal Precautions certification and by assisting teachers in maintaining areas used by children and employees in a sanitary condition.

Employees are expected to follow the same exclusion requirements that are in place for children. Fever of 100.4 degrees Fahrenheit or above, vomiting, or any other contagious rash, infestation, virus or other infection is cause for an employee to be excused from work. El Campito, Inc. may require a written doctor's note confirming that an employee may return to work.



El Campito, Inc. is committed to maintaining a safe and sanitary work environment. El Campito, Inc. will

- Provide you with the safety policies with which you must comply. Failure to comply may lead to disciplinary action.
- Comply fully with all federal, state, and local safety and health laws, company rules and regulations.
- Provide your work site with hazardous materials information: Material Safety Data Sheets (MSDS) are at each work site describing any hazardous material on the premises, including what to do if exposed to chemicals and first aid information.
- Investigate and review occupational injuries and illnesses to determine the cause and appropriate corrective action needed to prevent a recurrence.
- Execute disciplinary actions, including termination when employees fail to comply with safety requirements.
- Continue to make available safety and health training for employees at safety seminars and staff meetings at your work site.

### **Doctor and Personal Appointments**

Personal appointments are to be scheduled after work or during break periods. Any appointment scheduled during the work day, which may affect an employee's work schedule, must be authorized by the director or other administrator in charge of scheduling. Employees are expected to submit written requests for time off to attend appointments at least two weeks prior to the appointment.

### **General Health**

The demands of the child care business, regardless of an employee's position at El Campito, Inc. are such that all employees must be in a condition that permits them to perform their job safely, efficiently, and with the ability to ensure the health and safety of the children in our care and of other employees. El Campito, Inc. reserves the right to request a medical appraisal of any employee at any time. Our obligation to meet these responsibilities may result in the company sending an employee to a medical practitioner, for appraisal, to ensure that the employee is both physically and/or mentally capable of fulfilling the essential functions of the job. Employees not directly caring for children are expected to meet the same health standards.

### **Tobacco-Free Policy**

Smoking, vaping, and chewing tobacco are prohibited on El Campito, Inc.'s premises. Smoking, vaping, and chewing tobacco are prohibited in the sight of children in our care, parents, or visitors. This includes field trips and any other El Campito, Inc. sponsored activity. Because of the dangers of second-hand and third-hand smoke, especially given the close physical proximity of teaching staff to young children, employees who smoke should shower and change clothing after smoking and before reporting to work. This includes returning to work after break periods.

### **Drug and Alcohol-Free Workplace**

It is the intent of El Campito, Inc. to maintain a workplace that is free of illegal drugs and alcohol and to discourage drug and alcohol abuse by its employees. The company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at El Campito, Inc. An employee who is under the influence of drugs or alcohol on the job compromises the company's interests, endangers his or her own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees and endangers the health and safety of the children in our care.

### **Medication Policy**

The purpose of this policy is as follows:

- To establish and maintain a safe healthy working environment for all employees and the children in our care
- To reduce absenteeism and tardiness
- To protect the company's business, property, equipment, and operations
- To maintain a work environment free of alcohol and drug-related performance problems, accidents and injuries

"Illegal drugs" means any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

The sale, offer to sell, purchase, use, transfer, or possession of illegal drugs while on company business or on company premises or property is prohibited. Violation of this rule will result in disciplinary action, up to and including termination. Termination is likely for a violation of this rule, even for a first offense. Failure to comply with this rule may result in disciplinary action, up to and including termination.

"Legal drugs" include prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for the purpose for which they were prescribed and manufactured.

1. No prescription drug shall be brought upon company premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and it shall be used only in the manner, combination, and quantity prescribed.
2. The use, possession, sale, offer to sell, transfer, or purchase of legal drugs, except under the conditions specifically permitted herein, is prohibited. Violation of this policy can result in disciplinary action, up to and including termination, even for a first offense
3. Medication will not be given or taken in the classrooms or in front of children. Adults must call the office for a substitute and take medicine in the office. Medicine for children will be administered in the office. Staff who administer

medication to children must have completed training on how to do so beforehand.

4. If a physician has ordered a special medical management procedure for a child, a caregiver trained in the procedure must be on-site at all times that the child is in our care.
5. Medication, both prescription and nonprescription, must be stored in a locked cabinet in the office, in the medication box in the refrigerator in the kitchen or in other locked areas completely inaccessible to children. Medication in purses, bags, backpacks, or pockets must never enter the classrooms or other areas accessible to children.
6. If the instructions for use of a legal drug indicate it may adversely affect an individual's ability to safely or efficiently perform his or her job, the employee has an obligation to report the use of the drug or medication to the director or supervisor. El Campito, Inc. may require that the employee present a note from a licensed physician stating use of the medication during work hours will not impede the employee's ability to supervise or compromise the safety of the children in that employee's care. In this case, the employee may continue to work, even while taking the legal drug, if the company has determined that the employee does not pose a threat to his or her own safety, the safety of co-workers, or the children, and that the employee's job performance is not significantly affected by the legal drug. Otherwise, El Campito, Inc. may require that the employee take a leave of absence or temporarily be reassigned to a less sensitive position. This decision will be made at the discretion of El Campito, Inc. management.
7. Use of a legal drug that adversely affects employee performance or could affect employee performance without notifying the supervisor may result in disciplinary action, up to and including termination.
8. Legal drugs brought to the work site must be in the original packaging. Only the dosage needed during the employee's shift may be brought to the work site each day. All employee medication must be kept in a locked cabinet or the employee's personal vehicle. Medication, both prescription and non-prescription, must be stored in a locked cabinet in the office, in the medicine box in the refrigerator in the kitchen, or in other locked areas completely.
9. No alcoholic beverages may be brought onto or consumed on company premises during a company sponsored event or purchased with company funds. Mouthwash and cough syrup containing alcohol are not allowed on company premises and may not be used during working hours or in a way that the effects of the alcohol may be in the employee's body during working hours. Violation of this rule can result in disciplinary action, up to and including termination, even for a first offense.
10. All employees of El Campito, Inc. are expected to report for work with no illegal drugs or alcohol in their bodies. Compliance with this rule is considered an essential qualification for all employees.

## **Drug Testing**

For the purposes of ensuring a drug and alcohol free workplace and compliance with El Campito, Inc.'s Drug and Alcohol Free Workplace Policy, we use a drug testing program to detect the presence and use of drugs and/or alcohol. Drug testing means any form of testing for alcohol or drugs recognized as acceptable by the federal government, and conducted in accordance with the guidelines and procedures outlined by the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs. El Campito, Inc. reserves the right to initiate a post employment random drug testing program, where permissible by law, at any time.

### **Reasonable Suspicion Alcohol and Drug Screening**

When El Campito, Inc. has a reasonable suspicion that an employee or group of employees is, or may be impaired or affected on the job by alcohol or illegal drugs and when El Campito, Inc. has a reasonable suspicion that alcohol or illegal drugs are, or may be, present in an employee's bodily system in violation of the rules set forth above, an employee will be required to submit to an alcohol and/or drug screening test immediately upon demand. The employee's consent to the alcohol and drug screening test and to the release of the results of the test to the company is a condition of employment. Refusal to consent to and submit to an alcohol and drug screening test amounts to insubordination and shall result in disciplinary action, up to and including termination of employment. Any employee failing such a test will be subject to dismissal from employment with the company.

The determination of reasonable suspicion will be based on specific, contemporaneous, articulated, observances by a supervisor or other company representative concerning the appearance, behavior, speech, and body odors of the employee. A reasonable suspicion may arise from the circumstances of a particular accident or injustice occurring on the job, a physical altercation between employees, obvious impairment of physical or mental abilities such as slurred speech or difficulty maintaining balance, or unexplained significant deterioration in job performance or behavior. Any employee who is involved in an accident of any type while on El Campito, Inc.'s property or business or while operating a company vehicle which either causes injury to the employee or others or damages equipment or property will be required to submit to an alcohol and drug screening test, unless the employee can be completely discounted as a contributing factor to the accident. Except where the employee's medical condition prohibits it, such testing shall occur as soon as possible after the accident, and the employee must not consume any alcohol or drugs prior to the test being administered. The employee's consent to the alcohol and drug screening test and the release of the results of the test is a condition of employment. Refusal to consent and submit to an alcohol and drug screening test following accidents or injuries amounts to insubordination and shall result in disciplinary action, up to and including termination of employment. Any employee failing such a test will be subject to dismissal from employment with El Campito, Inc.

### **Falsification**

Any employee who provides false information in connection with a urine and/or blood test administered under this policy, or who attempts to falsify test results through

tampering, contamination, adulteration or substitution, shall be subject to termination of employment. Refusal to submit to testing will be considered a voluntary termination of employment.

Test results will be made known only to the employee tested and those company personnel who must know in order to administer the policy. The company will make laboratory test reports available to the employee upon written request. Results of positive tests will be released only to outside agencies when they are required by law or upon written permission of the employee. In notifying an employee of a positive test, the company will make all reasonable efforts to ensure that the notification is given in privacy. The company will take reasonable measures to safeguard the privacy of employees in connection with this policy.

Any employee who is arrested or convicted of a drug-related offense, must notify the director or supervisor within 24 hours of the arrest or conviction. Further, conduct leading to off-duty arrests and/or convictions related to illegal drugs or alcohol may render an individual unfit for continued employment. El Campito may perform an investigation to determine if action should be taken. Action is based on the nature of the employee's conduct, how this conduct affects the individual's fitness to perform the job, the safety and morale of other staff and the children in our care, and business interests and reputation.

Employees who abuse drugs and/or alcohol affect the performance of other staff members, jeopardize the health and safety of the children, and can adversely impact the quality of the services we provide. Therefore, any employee who witnesses activities prohibited by this policy (or has reasonable suspicion) is responsible for informing his or her supervisor. Failure to report violations may result in disciplinary action. The name of the individual who submits a report will remain confidential and the company will strive to ensure retaliation does not occur. Nothing in this policy shall be construed to authorize any action that is unlawful under the federal or state law.

### **Security**

The security of facilities as well as the welfare of employees and children requires that every individual be constantly aware of potential security risks. You should immediately notify the person in charge (the charge list is posted on the director's door) when there are unknown persons in or around the facilities. Follow Red Alert procedures for inside and outside threats in case of any situation inside or outside the building that threatens the safety of adults and/or children. Do not allow people inside the building if they do not have a legitimate reason to enter. The back door of the building should not be left open, and no one should knock or gain admittance through the back door. When no one is using the upstairs area for long periods of time, the door to the stairwell should remain locked.

Teachers must let office personnel know that they are outside with children, and if going on a walk with the children, teachers must let the office know how long they will be gone

and where they are going. There must be two teachers with any group of preschool or toddler children any time the group is outside. When on a walk, the classroom first aid kit should be taken.

Do not bring valuables to the work site. Do not leave personal articles unattended or in an unsecured place. El Campito, Inc. will not be liable for loss or damage to personal property brought to the work site.

### *Access Cards / Keys*

Some but not all employees will receive keys to the front door and a security code for the alarm system. It is the employee's responsibility to keep El Campito Inc.'s keys and alarm code safe so that no unauthorized person will be able to use them. Each time the employee's alarm code is used to close or open the building, it is recorded by the security company and used to identify who has opened or closed and at what time.

Employees will be issued an access card/key upon beginning work. Cards/keys are not to be loaned, transferred to another employee, or duplicated. Employees should return all cards/keys upon employment separation or management request. If a card is lost or stolen, an employee should notify their supervisor immediately. If an employee needs a new keycard, a fee of \$25 will be charged to them to cover the cost.

### **Workplace Violence**

El Campito, Inc. is committed to a safe and violence free workplace. All threats, intimidation, coercion or any other form of violence, including verbal and physical abuse will not be tolerated. Threats of violence to employees, children, parents, and clients must be reported to the director and/or board of directors immediately. Appropriate action will be taken to protect everyone involved. Calling 911 for potentially threatening situations is appropriate.

Conflicts between staff members should be handled in a way so as not to compromise the quality of the classroom environment. If the staff members involved are not able to negotiate a peaceful agreement, the director or another supervisor must be told of the problem. The director or other supervisor will then schedule a meeting between the involved staff members and will assist in resolving conflict.

Similarly, conflicts between staff members and parents should be handled in a way that considers the best interests of the child. The director should be made aware immediately of any parent with a complaint or dispute with a teacher.

Situations involving the private lives of staff members that might endanger the staff members or others in the workplace should be brought to the attention of the director. Extra security precautions may need to be taken, but every effort will be made to protect the privacy of all staff members.

## **Classroom Management**

Teaching staff and all El Campito, Inc. employees are expected to interact with children and adults in a warm, caring, and consistently positive manner. Teaching staff are expected to use developmentally appropriate and High Scope approved guidance techniques. High Scope training is required of all teaching staff. Teachers who do not have High Scope training will be enrolled in a High Scope class, and successful completion of the class is a requirement for continued employment. When children's behavior endangers the safety of other children or adults, the director and/or other supervisors should be told of the problem. Mentoring may be assigned, either within the building or from outside experts, to assist in resolving the problem.

In accordance with Indiana state licensing regulations, accreditation standards, and common sense children who are one and two years of age must remain within both sight and sound of teaching staff at all times. Children aged three to five must always remain within sound of teaching staff, but may briefly (for example, while using the bathroom), be out of sight and sound of teaching staff, for example when running an errand or using the bathroom, but teachers must always be aware of where they are and what they are doing. Teachers should check on their well-being frequently, and should inform office personnel if children will be away from the classroom for a longer period.

## **Continuity of Care Policy**

In COC, children and their caregiving team are kept together in a consistent group of familiar caregivers and peers over a long time. Children will stay in the same peer group the entire time they are attending El Campito, and during the duration of each year will have the same two co-teachers. Children thrive in secure relationships with a small number of critical adults, secure connections take time to develop, and these vital relationships are best if long-lasting. Research has shown that children have better educational and developmental outcomes when continuity in their childcare arrangements. Safe, stable environments allow young children to develop relationships and learn from their surroundings.

## **Discipline**

We encourage the use of positive discipline rather than punishment. Teachers will communicate to children using positive statements and encourage children, with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts. We value the importance of teaching the children how to solve problems on their own and to be accountable for their actions.

Inappropriate discipline such as physical punishment, humiliation, abusive language will not be used. Staff will not associate disciplinary action or rewards with rest, food, or toileting.

If the behavior of a child is disrupting the positive learning environment, a written documentation will be sent to the parent/ guardian. A parent- teacher- director conference may be held to discuss the reported behaviors. We will work with the

parents to create a positive discipline plan that will work for their child. If needed, referrals and resources outside of our building will be arranged for parents/children.

If the child's behavior threatens the safety or well being of other children, himself/herself, or staff, the parent will be notified and expected to pick up the child within one hour. Extreme or violent behavior may result in immediate removal from the program for an unspecified amount of time, to be determined on an individual basis. A parent-child-staff meeting may be held prior to the child returning to the program. Parent/ Child's failure to comply with the above policies may result in termination from the program.

Termination from the program will be considered in extreme situations after all reasonable resources have been exhausted.

### **Parent Activity Committee**

Regular meetings between teachers and parents can keep things running smoothly. When parents and teachers form a partnership, it places the students' needs first. We need to encourage parents to become involved. We request that teachers suggest a parent representative from each class who might be interested in getting involved in the PAC, as teachers are often aware of parents and guardians interested in school activities. It is proven that when parents actively participate in partnership with their student's teachers in the educational process, the outcomes for the student are better. We encourage teachers to attend at least one of the PAC meetings annually to communicate with the parents and bring ideas and issues to the table.

### **Inclusion Policy**

El Campito, Inc. accepts children with special needs and will make adaptations to ensure full inclusion of special needs children in everyday routines and activities. Guidance about recommended adaptations and any procedures necessary to ensure the children's health, safety, and inclusion will be solicited from the child's family and medical and/or educational services currently assisting the child and his/her family. A release of information must be signed by a parent before consultation with any services or individuals other than family occurs. Within one week of enrollment of a child with known special needs, the family will be required to help to formulate a special care and emergency information plan and give El Campito, Inc. a copy of the child's individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). Families are responsible for giving a copy of any new or revised IEP or IFSP to El Campito, Inc. each time changes are made.

All staff members who have contact with the child with special needs will receive training to facilitate inclusion.

As appropriate, referrals to school and/or community programs that may provide additional assistance will be made. When a child is suspected of having special needs but no diagnosis has been made, there is a process that must be followed to protect the



child's and family's rights. Teachers will be required to keep detailed records, substantiate any suspicion, and communicate tactfully and confidently with families.

### **Classroom Guidance Guidelines**

- A. When to continue to work with family and child in the classroom on resolving behavior problems:
  - a. Child is new to the program and needs to be given time to adjust
  - b. Child's behavior is showing improvement with classroom management and problem resolution techniques
  - c. Teachers are able to keep the child and others safe
  - d. Family has agreed to seek outside evaluation and/or treatment for the child
  - e. A therapist or expert is working with the teacher to make modifications to the classroom environment, routine, and classroom management in order to help the child become a successful participant in the program
  - f. Administrators have observed that teachers may be contributing to the problem and have recommended new techniques to help the child be successful in the program
- B. Indications that an invitation for an outside observer to observe a child or a group of children's necessary:
  - a. Teachers and administrators suspect that a child has undiagnosed developmental delays, physical problems, and/or mental illness.
  - b. Teachers and administrators feel that their classroom management and problem resolution techniques are not working, and they wish to have an expert give suggestions of new techniques to try.
  - c. Families request a second opinion after outside evaluation and/or treatment has been recommended to them by El Campito teachers and administrators.
- C. Indications that referral of the family for outside evaluation and/or treatment is necessary:
  - a. Classroom management measures including High Scope's 6 Step Problem Resolution techniques do not appear to be working
  - b. The child's behavior worsens over time instead of improving
  - c. "Red flags" or symptoms of developmental delays, physical problems, and/or mental illness are present as indicated by more than one observer on more than one occasion.
  - d. An outside observer and expert recommends that the child be referred for treatment and further evaluation
- D. Given developmental guidelines, indications that immediate dismissal from the program might be necessary:
  - a. Child's actions threaten the safety of adults and/or children or him or herself, and the child is too big, fast, and/or strong for teachers to restrain him or her safely.
  - b. Child makes repeated, unprovoked violent attacks on other children or adults beyond what would be expected given developmental guidelines for the child's age.

- c. Child acts out in a sexually inappropriate way against other children beyond what would be expected given developmental guidelines for the child's age.
- d. Family refuses to seek recommended outside evaluation and/or treatment, and the child's behavior jeopardizes the safety of him or herself, other children, adults, and/or the program as a whole
- e. Child makes unfounded accusations against staff members that could jeopardize the program, and/or individual staff members

### **Reporting Child Abuse/Neglect**

Employees of El Campito, Inc are mandatory reporters of suspected child abuse and neglect. Signs that a child is or has been abused or neglected will be covered during the initial training period and will also be covered annually at a staff in-service training session. Staff who report suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary actions, unless it is proven that the report was intended to do harm.

Any employee suspected of child abuse or neglect, either at El Campito, Inc or outside of the work site and working hours, will be subject to suspension from duties pending investigation. Any employee convicted of child abuse or neglect will be terminated from employment at El, Campito Inc.

### **Reporting Work Injuries**

If you are injured while on the job, you will report the injury within 24 hours to the director or to the person in charge of the building. If an immediate report is not feasible, it is the responsibility of the person in charge of the building to thoroughly investigate all reports of on-the-job injuries or illnesses. An Employer's Report of Injury/Illness for such investigations must be made and will be included in the director's files.

### **Emergency Release from Work and Excessive Absenteeism**

The supervisor may excuse an employee from duty for the normal workday or portion thereof with pay in emergency situations. Examples of emergencies are extreme weather conditions, disasters such as fire or flood, or other natural phenomena, which prevents employees from working or reporting to work. No matter what the circumstances, employees are expected to follow call-in procedures.

An employee will be considered to have excessive absenteeism if there are more than three emergency releases from work requested in a calendar year. Excessive absenteeism will be grounds for disciplinary action, possibly including dismissal.

### **Inclement Weather Policy**

When SBCSC declares a closure for inclement weather, El Campito will also be closed. El Campito will pay employees for the first 3 occurrences of inclement weather closings every year; any closings after this will be considered unpaid unless using vacation or personal time with written approval from the director, or by completing required online trainings.

If a 2 hour delay is declared, El Campito will open during normal hours.

## **Employee Benefits**

### **Holidays:**

To be eligible for holiday pay, you must be an active full-time employee. An average of 35 hours or more is considered full time. You must be regularly scheduled to work on the day on which the holiday is observed. You will be paid at your regular wages for the number of wages you would usually work. El Campito, Inc. observes the following holidays:

- New Year's Day (January 1st)
- Good Friday
- Memorial Day (Last Monday of May)
- Independence Day (4th of July or business day closest to the 4th)
- Labor Day
- Thanksgiving Day and the day following Thanksgiving
- December 24th (Christmas Eve)
- December 25 (Christmas Day)
- New Year's Eve, (December 31st)

In order to be eligible for Holiday Pay, you may not call off the day before/after a Holiday. Vacation time may be used before and/or after a Holiday if it was approved by your supervisor prior to date.

### **Vacation:**

El Campito, Inc. has developed a vacation plan to provide employees with paid time off to rest and get away from your regular work routine. We encourage you to use your vacation time annually.

Regular full-time employees begin accruing vacation leave on the date that employment begins, however, no paid vacation days will be granted until the third month of employment is completed. Your average hours worked per week must be 35 hours or more during these 3 months and must be maintained beyond that point.

Regular part-time employees (averaging less than 35 hours per week) are not eligible for paid vacation.

Vacation time will not be granted on days immediately preceding and following designated holidays.

The accrual rate for vacation time is based on seniority and actual work hours paid as follows:

Length of Service	Maximum Vacation Earned	Maximum Vacation Carryover
3 months - 3 years	80 hours	40 hours
3 years - 5 years	88 hours	40 hours
5 years - 7 years	96 hours	40 hours
8 years - 9 years	104 hours	40 hours
9 years or more	Not to exceed 112 hours	40 hours

Your maximum vacation accrual for the forthcoming year is determined by your anniversary date (month and day hired). Your annual carryover for unused vacation benefits can not exceed 40 hours. You must use the vacation hours that exceed 40 hours, or you may lose those benefits.

Although you are granted your full vacation days from the beginning of each year, it is still based on an accrual rate, and you will be paid for any earned and accrued vacation hours should you terminate your employment. If El Campito Inc. terminates you, you will not be paid for any unused vacation hours.

Vacation benefits are not considered in calculating overtime. If you become ill while on vacation, vacation benefits are used rather than sick benefits. In addition, if you are eligible for a holiday benefit while on vacation, the holiday benefit is paid rather than a vacation day.

You must schedule your vacations with the director’s approval. All requests must be in writing and received by your supervisor at least ten business days before your request. Without prior approval, vacation time will be considered unpaid. Please see the vacation requests section for more information on scheduling vacation time off.

Supervisors will resolve situations with multiple leave requests within a department by considering Departmental staffing needs, Seniority, Length of the desired vacation, and Elapsed time since the employee’s last five-day (or longer) vacation.

**Vacation Requests**

All requests for vacation time must be submitted in writing using the Employee Time Off Request Form. Requests must be submitted to your supervisor no later than two weeks before the requested time off, but all vacation time is up to the discretion of management. No more than one teaching staff member anywhere in the center may be off at one time, unless previously authorized by the director. When more than one teacher has requested to be off at one time, the director will decide based on first-come, first-serve. The director will determine if the two staff members submit both requests

simultaneously based on seniority. If vacation requests are submitted that conflict with those of other teachers, and one teacher no longer has paid vacation time left, the teacher with paid vacation time remaining will have their request granted.

### **Personal Days**

Regular full-time employees shall receive personal days at the rate of one per every twelve months, subject to the following conditions:

1. No more than one employee may take a personal day on the same day.
2. All requests for personal days off are submitted for approval at the discretion of management at least two weeks in advance of the date for the proposed leave.
3. Personal days will not be granted on days immediately preceding and following designated holidays.
4. An unused personal day shall not be carried forward. They will be considered forfeit at the end of the year.
5. Under emergency conditions, exceptions to these regulations may be made by the director.
6. Personal days will not be paid to an employee upon termination.

### **Sick Pay**

Our sick leave plan has been designed to protect you against loss of wages due to absences resulting from short-term illnesses. Regular full-time employees may accrue 2 hours of paid sick time per pay period for 48 hours per year. The maximum sick balance you may accrue is 48 hours. Once your balance reaches 96 hours, you will not accrue more sick time.

Sick leave credits are not paid to an employee upon termination of employment with El Campito, Inc.

New full-time employees are eligible to use their accrued sick time after the 90 day Orientation Period has been completed.

When an employee moves from a full-time to a part-time position, the sick balance is zeroed out. If you return to full-time status, you do not regain that balance but will begin accruing sick time starting the week you begin full-time.

Sick leave may be used when an employee is incapacitated by sickness or injury, for medical or dental treatment, when an employee's attendance jeopardizes the health or safety of others, or when an employee has a sick family member (see exclusion requirements).

The director reviews claims for extended sick leave with pay that lasts more than two consecutive days. The director may require a signed physician's note. The director may disallow sick leave claims not substantiated by a physician, and fraudulent sick leave claims may cause disciplinary action, including termination of employment. El Campito,

Inc. reserves the right to request a doctor's note from all employees (with or without cause) upon return from any illness.

If a sick leave request occurs because of a work-related injury or disease, leadership will coordinate benefits with El Campito, Inc.'s Workers' Compensation carrier.

If you are going to be absent from work due to an illness or injury, you must follow the Call-In Policy.

### **Leave of Absence**

A personal Leave of Absence may be granted at the discretion of El Campito, Inc. Staff should make such a request to the director in writing with as much advance notice as possible. Each submission will be considered, and, if operationally feasible, the company will attempt to meet your needs.

Should a personal leave be granted, you are responsible for contacting the director and giving prompt notice if there is any change that will affect your return date. If you fail to reach the director to extend your leave and you do not return on the scheduled date, it will be assumed that you do not plan to return and that you have voluntarily terminated your employment.

You must exhaust all of your vacation time before an unpaid leave of absence may be granted. Personal leaves can not exceed four months. El Campito, Inc. cannot guarantee that the same position will be available to you upon returning from a personal leave. El Campito, Inc. will attempt to place you in a comparable position. If a similar position is not available, your return to work will depend upon available job openings.

No personal leave may be granted without the director or Board of Directors' written approval. Each employee on an unpaid leave of absence will be responsible for the total cost of any insurance premiums to continue coverage uninterrupted. For a Medical Leave of Absence to be granted, a signed physician's note is required, including the expected date of return.

### **Military Leave**

Military leaves are available to eligible employees who enter, voluntarily or involuntarily, the uniformed services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, the state military forces, or the reserve components of the same, to participate in active or inactive duty training. Time off is also permitted for an examination to determine one's fitness for duty in any of the federal military forces. Such leave will be granted in accordance with the applicable state and federal laws, provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law.

Employees must provide advance notice of the need for military leave, if possible. Employees on federal military leave may be entitled to continue insurance benefits, at the employee's expense, for up to eighteen months. For information about specific

types of military leaves, including eligibility and benefits during leave, please contact the director.

### **Jury Duty**

Full-time employees will receive full wages for any time spent as a juror. A written note from the court is required when requesting leave for jury duty. If an employee is on jury duty, wages paid by the court will be deducted from the employee's paycheck.

### **Child Care Benefit**

El Campito, Inc. provides a discount to employees who would like to enroll their children in our programs, as long as ratios and classroom space permits. Employees are eligible for the reduced fee schedule upon the first day of employment. Children of staff members must meet the same requirements as any child upon entering the program and must provide all necessary documentation. Children enrolling in government subsidized programs must meet requirements established by the government.

Upon the effective date of termination of employment with El Campito, Inc. an employee becomes responsible for the full cost of care according to the current fee schedule.

Employees may use this benefit for their own children, step-children, or children for whom they are legal guardians. All other relatives of the employee are not eligible for the Child Care Benefit, but they may be eligible for other tuition assistance.

Five percent (5%) of the licensed capacity of the center is available to employees' children at the reduced rate. In the event that all available spaces are filled, a waiting list will be established. If all slots (within 5%) are not being used by center employees, an employee may use one of the slots and retain that slot as long as the child meets the program requirements. Employees who are also parents of enrolled children are expected to follow the provisions of the parent handbook.

Full and part-time employees may receive a 50% discount off the regular tuition rate. El Campito will give a 10% discount to each additional sibling enrolled at the center. The center will give the discount to the child with the lesser tuition. All participating employees will pay the regular cost of charges other than tuition, such as field trip costs, returned check charges, t-shirt costs, etc. Parents should make payments in accordance with standard center policy, including past due policies. Employees who are late with tuition payments will forfeit the child care benefit. Any fraudulent activity regarding this benefit will result in disciplinary action, including ineligibility to receive the Child Care Benefit in the future.

### **Bereavement Leave**

You may receive a maximum of two days off with pay as bereavement leave. Any additional time requested will be reviewed as a vacation request. Bereavement leave may be used only for immediate family members. Immediate family is defined to

include: parents, grandparents, spouse, sibling, child, stepchild, grandchild, and parents-in-law. You will be required to provide proof such as an obituary or a funerary program.

### **Pregnancy Disability Leave**

Up to four (4) months of unpaid pregnancy disability leave of absence will be made available to any woman disabled by pregnancy, childbirth, or related medical conditions. Pregnancy disability leave will usually begin when ordered by the employee's physician. The certification indicating disability must include the date the employee became disabled due to pregnancy, the probable duration of disability, and a statement that the employee is unable to work at all or to perform one or more of the essential functions of the job without undue risk to herself, the successful completion of her pregnancy, or to other people.

If requested by the employee and certified by the employee's physician that a job transfer is medically advisable, the employee is eligible to transfer to a less strenuous or hazardous position or to less strenuous or dangerous duties as required to protect the health and safety of the employee and her child. All requests for transfers will be granted if they can be reasonably accommodated. However, we will not make an accommodation if the health and safety of the children in our care are jeopardized or the rights of other staff members are breached. Please be advised that the company is not required to create additional employment, discharge another employee, transfer another employee with more seniority, or promote or transfer an employee who is not qualified to perform the new job. Furthermore, the employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

Employees must obtain a release signed by a physician to return to complete duties at the end of the disability period. An employee will not be allowed to return to work without the release.

Employees are required to use the balance of their sick time and may use their vacation time credit during the pregnancy disability leave.

The employee's physician will determine the duration of the leave; however, available time under the Pregnancy Disability Leave Act can not exceed four months. Leave does not need to be taken in one continuous period and can be taken intermittently but not in less than one-hour increments.

Under most circumstances, upon submitting a medical release to return to work, an employee will be reinstated to her same position or a comparable position, if available. An employee returning from pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed. For example, if the employee would have been laid off regardless of the leave the employee returning



from pregnancy leave has no more right to reinstatement than another laid - off employee.

### **Insurance Benefits**

El Campito, Inc., offers a package of employee benefit programs for its employees. El Campito, Inc.'s benefit plans are specifically defined in documents, including insurance contracts and official plan texts, that are available for your review. Any descriptions in this Employee Handbook are only brief summaries for your general information. The existence of these employee benefits and plans does not signify that an employee will be employed for the requisite length of time necessary to qualify for any of the benefits or plans, nor does their existence in any way imply or confer upon any employee a right to employment of any specified duration. El Campito, Inc., reserves the right to modify or discontinue any of its employee benefits or plans at any time, with or without notice, to affected employees, as allowed by law. At this time, El Campito does not contribute to/match retirement funds. All employees are encouraged to pursue an IRA account and other forms of retirement savings. Wages contribute to Social Security.

### **Medical Insurance**

At this time, El Campito, Inc. does not offer general medical insurance coverage to eligible employees. Given the importance of this benefit, El Campito board members are actively seeking medical insurance coverage for employees. When and if affordable medical insurance coverage is offered, full time hourly employees (averaging over 35 hours per week) will be eligible for medical insurance coverage. Coverage will be effective the first of the month after successful completion of the 90 day orientation period.

### **Dental Insurance/Life Insurance/Accidental Death & Dismemberment Insurance**

El Campito, Inc. does offer an insurance package including Dental, Life and Accidental Death and Dismemberment Insurance for employees. Employees pay part of the cost as an automatic withdrawal from their paychecks and El Campito, Inc. pays part of the cost of this insurance package. All full time employees will be added to the Life Insurance Policy after their 90 day review.

### **Enrollment Procedures**

Employees will meet with the director when they have satisfied the required waiting period for insurance. The supervisor will verify the employee's eligibility for coverage and supply the employee with information about the choice of plans offered. Most plans will require a co-payment that will be deducted from the employee's paycheck. In the event of an increase in insurance premium rates, employees will be required to contribute to the cost of increased premiums to retain coverage. The employee will need to complete enrollment forms as well as an authorization form for the payroll deduction in order for the insurance coverage to begin. Employees should contact the director with any questions prior to signing the forms.

Employees will have a maximum of 30 days from their eligibility date to sign up for the insurance. Enrollment is voluntary and employees who choose not to enroll in the dental insurance package must sign a Waiver of Group Insurance Form (Appendix G). Employees who do not enroll in an insurance program within the 30 day period will not have another opportunity to enroll until the next open enrollment period. Once an employee has enrolled in a plan, changes in plan choice are not allowed until the next open enrollment period. Employees may cancel their insurance at any time, but they will not have an opportunity to enroll again until the next open enrollment period.

### **Open Enrollment**

Open enrollment is a time when employees may enroll in El Campito, Inc's insurance package as long as they have met the eligibility requirements or change plans. Open enrollment takes place once per year. Employees will be notified through their supervisors when the open enrollment period will occur.

### **Benefit Coverage During Leaves of Absence**

Employees who are on an unpaid leave of absence will be responsible for continuing their usual co-payment for insurance in order for their benefits to continue during the leave of absence.

### **Termination of Coverage and COBRA Conversion Privileges**

Coverage for employees who voluntarily terminate their position or transfer to a position in which they are no longer eligible for benefits will continue through the end of the month in which they terminate or transfer. Deductions from payroll checks will be made for the entire month. Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees may be entitled to continue insurance coverage, at their own cost, after employment with the company ceases. If an employee transfers from a position that receives benefits to a position that does not receive benefits and then later returns to a position that receives benefits, the employee will have to again meet the designated waiting period before insurance benefits will be offered.

### **Workers Compensation**

El Campito, Inc. carries workers' compensation insurance coverage as required by law, to protect employees who are injured while performing their job duties. This job-injury insurance is paid for completely by El Campito, Inc. If you are not able to work due to a job-related injury or illness, workers' compensation may pay your medical bills and may provide some wages benefit until you can return to work.

If you are injured on the job, through employment with El Campito, Inc. it is your responsibility to notify your director or supervisor so you can get medical help right away. If it is more than a minor injury, your supervisor will give you a claim form so that you can describe the injury including how, when, and where it occurred. Complete the

claim form and return it to your supervisor within 24 hours of the injury. Prompt reporting is the key to prompt benefits. Workers' compensation fraud is a felony.

Should you go on leave and be covered by workers' compensation, your wages may be integrated with any workers' compensation payment you receive.

## **Employee Travel and Reimbursement**

### **Local Travel**

Employees using their private vehicles on official business for El Campito, Inc. as authorized by the director are reimbursed for mileage at a rate allowable by the Internal Revenue Service (IRS). Written report of such mileage claims is requested on the Mileage form. Mileage reports requested orally will not be accepted at any time.

All employees using their private vehicles on official El Campito, Inc. business are required to have a current, valid driver's license and automobile insurance coverage. A copy of the driver's license and proof of insurance will be made and kept in the director's office. Any change in the status of the driver's license or the insurance coverage must be reported to the director immediately, and it is the employee's responsibility to bring in any new license or proof of insurance so that a copy may be maintained by the office.

An employee on official business for El Campito must not detour or depart from any activity which is essential to performing that business. Employees must not make any unnecessary stops or detours in travel for El Campito.

### **Out-of-town Travel**

Employees who are authorized by the director and/or the Board of Directors to attend meetings, conferences, schools, etc. and who are required to travel out of town will be reimbursed for meals and incidental expenses, not to exceed twenty dollars (\$20) per day. Travel costs or mileage and registration fees, when authorized by the director will be paid or reimbursed to the employee by El Campito, Inc. The costs of lodging (hotels) must be pre-approved by the director. El Campito, Inc. will pay for or reimburse the employee for all approved and required lodging costs.

### **Paid Time Off to Attend Meetings, Conferences, and Training**

If attendance at the meeting, conference, or training is required for the employee's continued employment or included as part of the employee's position description and if it is scheduled during the normally scheduled working hours of the employee, the employee will receive the normal hourly pay for those hours. Employees will not receive overtime pay, but may schedule compensatory time off within the same pay period and with the prior approval of the director.

### **Exclusions**

1. No employee will be paid for travel between his or her home and his or her regular workplace.

2. No reimbursement is made for entertainment.
3. Employees not authorized to travel either locally or out of town may not claim travel reimbursement.

### **Tuition Reimbursement Program**

Financial support may be provided for employees who continue their formal education through the Tuition Reimbursement Program. Prior to approval, you need to discuss your educational plans with your supervisor and obtain their recommendation. Courses should enhance job performance and professional development and support El Campito Inc.'s mission and organizational needs. Coursework must take place in a recognized and accredited school.

All full time employees are eligible to participate in this program after 12 months of employment. In certain situations, educational benefits are subject to tax.

Employees taking advantage of the Tuition Reimbursement Program Application agree to provide the required documentation in order to participate (see the Tuition Reimbursement Program Application for more information).

El Campito, Inc. participates in Indiana's TEACH scholarship program, and all eligible employees are encouraged to enroll. Because a contract is signed between the TEACH program, the employee, and El Campito, employees enrolling in TEACH must recognize that poor class attendance and/or grades may result in future ineligibility for TEACH and in possible disciplinary action.

Depending on an employee's job description, the employee may be required to maintain progress toward educational goals as a condition of continued employment.

### **Communication**

#### **Communication with Employees**

Open communication between the director and the employees is encouraged at all times. El Campito, Inc. has a designated area for employee information regarding your rights. It is your responsibility to familiarize yourself with this information. Questions about this information should be directed to the director. Information regarding open positions, policies, procedures, resources, etc. may be provided via employee staff meetings, memos, or newsletters. It is your responsibility to ask for clarification or contact your supervisor if you are unable to find needed information.

#### **Communication with Parents**

All employees are expected to communicate with parents on a daily basis and in a positive manner. Any significant and continuing behavior problems and/or suspected developmental delays should be discussed with the supervisor.

Teaching staff members are expected to write in a way that is grammatically correct and to spell words correctly, including students' first and last names. Any signs, newsletters

notes, and memos to parents should be proofread and approved by the office prior to release. Any proposed changes in schedules, policies, or procedures should be discussed with fellow teachers, both inside and outside the classroom, and must be approved by the supervisor prior to release to parents. Translations of all documents should be sought in a timely manner and translations are expected to be spelled correctly and be grammatically correct as well. Any written communication may reach readers outside El Campito, Inc.'s walls and can be considered to reflect upon our services.

Teaching staff who witness a "first" with one of the children in their care are discouraged to report it to the parents; Parents should feel as though they are the ones to experience their child's "first"s whether it be a step, a word, etc. This does not apply to children with a diagnosed developmental delay.

### **Grievance Procedures**

- If you have a job related problem, question, or concern, you should first discuss it with your immediate supervisor.
- If your supervisor is unable to resolve the problem to your satisfaction or you are uncomfortable approaching your supervisor, you should take the concerns to the director in writing.
- If the director is not able to resolve the problem to your satisfaction or you are uncomfortable approaching your supervisor, you may write directly to the President of the Board of Directors.
- The Board of Directors will attempt to listen to your concerns, gather information from all appropriate individuals, review company policy and respond to your concern.

### **Clarification Process**

If at any time there is uncertainty regarding the intent of any policy as detailed in this handbook, the director and/or Board of Directors will review the policy and an official clarification will be made.

### **Other Policies**

#### **Diapering Policy**

Caregivers shall diaper all children on a changing table, but may change children two years of age and older standing up. Each class has its own area designated for this (either a changing table or bathroom) and may not use another class's diaper changing area. Staff shall maintain hand contact with the child to prevent falls while on the changing table. Caregivers shall speak with the children while changing diapers. Regardless of whether gloves are used, caregivers shall wash their hands before and after each diaper change. Soiled or wet children's clothing shall be placed in a plastic bag, sealed, and kept inaccessible to children and returned home at the end of each day. Children must be checked throughout the day, including after they wake up from their nap.

## **Stress Management Policy**

We are committed to protecting the health, safety and welfare of our employees. Employees are encouraged to approach supervisory staff for resources to support them with stress management, prevention and treatment of depression, and/or general wellness. We recognize that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Supervisors are responsible for implementation and the company is responsible for providing the necessary resources. Supervisory staff will be trained in good management practices and provide adequate resources to implement the agreed stress management strategy. Supervisors will ensure good communication between management and staff, particularly where there are organizational and procedural changes to alleviate excess stress.

## **Termination Policy**

This termination/separation of employment policy applies to all prospective or current employees of the company in regards to possible separation of employment. Termination of employment happens when the contract of an employee is discontinued due to their or the company's actions. The dismissal of an employee from their job duties may be categorized as voluntary or involuntary. Voluntary dismissal may include the following: resignation, retirement, failure to show for a specified number of days without notice, expiration or completion of contract. Involuntary dismissal may include discharge for cause and discharge without cause.

Discharge for cause refers to immediate termination of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviors or actions that result in immediate dismissal are also considered "for cause". Examples of such termination of employees include circumstances where an employee:

- Breaches their contract of employment
- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against the company
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Is guilty of willful neglect of job responsibilities
- Is discovered to have caused intentional damage to company's assets
- Continuously disregards company policy

The list is not exhaustive therefore, discharge for cause remains at our company's discretion. It must however always reflect an unacceptable behavior or action that violates legal or company guidelines and may result in financial and non-financial damages for the company, other employees or society. Discharge without cause can occur when the company decides that the services of an employee are no longer needed. In cases where an employee must be terminated without cause, the company is obliged to give notice a specified amount of time prior to the date of termination. The

company may compensate the terminated employee for accrued vacation time when appropriate. Severance pay may apply to cases of discharge without cause but not discharge for cause.

In cases of resignation, the employee must submit an official written resignation letter to the immediate supervisor. A notice is expected by the employee consistent with the minimum notice requirement, so the company can arrange alternatives for handling the remaining workload of the position.

In cases of involuntary dismissal, the supervisor must submit an employee termination document to the board of directors at the date of separation or before that. Discharge for cause justifies immediate suspension until the necessary documentation for termination has been gathered. In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance. When severance pay is appropriate it will be officially stated in writing. At all times, proper employee records will be kept containing all relevant documentation.

### **Emergency Closings and Procedures**

In the event of an emergency or disaster, the following procedures will be implemented:

1. Please do not telephone the center. The telephone will be used for outgoing emergency calls only.
2. Children will remain with center staff members on the premises or at the designated emergency evacuation site for 72 hours unless an injury requires release to an emergency medical facility.
3. Signs will be posted at the center giving the destination of evacuated children.
4. Appropriate news media will be informed of the evacuation so information can be broadcast and printed.
5. There will be a specific area for claiming and signing out children at the evacuation site. Only adults previously authorized on the emergency form will be able to sign out children.

In the event there is a serious illness, injury or death of any staff members, the following procedures will be implemented: If a need arises where the center will be closed, parent(s) and/ or authorized pick up person will be notified for children to be picked up. Notice will be posted for further information regarding substitutes and closing dates.

In the event we are closed due to inclement weather conditions, we will notify you through the local media.

In the event we are closed for emergencies while the children are still in our care, we will immediately inform the parent(s)/guardian or someone on the emergency pick up list.

## **Pandemic Policy and Guidelines**

*The following is only applicable during an active pandemic*

We will continue to adjust operationally in light of a pandemic and its effects on El Campito, teachers, staff, and the Head Start partnership will adhere to the following guidance. We recognize that this document must be fluid to allow flexibility as pandemic mandates are announced. We offer supportive sick leave options, such as paid sick leave, for employees to get vaccinated or who have side effects after vaccination. For a pandemic, to be fully vaccinated means two weeks after the final vaccination. Indiana does not currently have any vaccination requirements for adults that work in child care. A booster is recommended for persons at higher risk of exposure; This includes early care and education providers. Staff can schedule vaccination at [ourshot.in.gov](http://ourshot.in.gov). Call 2-1-1 for assistance.

Each staff member has been given 40 hours of pandemic pay. Once these 40 hours have been exhausted, Employees will use vacation and sick time or unpaid leave. Upon symptoms being present or exposure is reported, the 40 hours of leave is in effect if you cannot return to work.

Staff will self-test in the building at El Campito with a rapid results test, and El Campito will cover this expense. Team members will return to work immediately if they have a negative test or go home to quarantine per the current guidelines. Staff will keep each test result on record in the employee's file for leadership.

If a classroom closure occurs, it is expected that staff completes any other work possible—plans, training, parent-teacher conferences if those activities are applicable and feasible. However, you can submit a written request to do work at home, with stipulations for time management.

El Campito's leadership will continue to lean on the local and state health department and licensing as we navigate each case-by-case classroom. We will notify our Licensing Consultant, the Health Department, and Families with affected enrolled children. Administrators should notify, to the extent allowable by applicable privacy laws, staff and families of children who were close contacts as soon as possible (within the same day if possible) after they are notified that someone in the program has tested positive.

### **How to prevent the spread**

Prevention Strategies: Vaccination, Consistent and correct mask use, Physical distancing and cohorts, Screening/Testing, Ventilation, Handwashing, and respiratory etiquette, Staying home when sick, and Cleaning and disinfecting. Most ECE (Early Child and Education) programs serve children in an age group that is not yet eligible for vaccination. Therefore, this guidance emphasizes using multiple pandemic prevention strategies to protect children and adults in ECE programs. Programs are required to make every effort to control the spread of infectious diseases. Also, programs should work with local public health officials to determine strategies based on community



outbreaks of illness and vaccination rates. Given the many benefits of ECE, Centers should prioritize in-person ECE learning opportunities over other non-essential activities. Using multiple prevention strategies is critically important when physical distancing is not possible.

When mask mandates are applicable, clear plastic shields that extend from the forehead are not a substitute for face coverings. We must have staff model correct mask use for children aged two and older. Consider having staff wear a clear or cloth mask with a clear panel when interacting with young children, children learning to read, or interacting with people who rely on reading lips. Masks should not be worn when sleeping.

Symptoms to Look For: Fever, temperature 100.4 or higher, or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, diarrhea, vomiting, or stomachache. Children or staff might begin to have a pandemic illness or other respiratory symptoms while at your facility. El Campito will take action to isolate people who begin to have these symptoms from other children and staff.

#### Physical Distancing and Cohorting

Cohorting means keeping people together in a small group and having each group stay together throughout an entire day. Cohorts can limit the number of children and staff who contact each other, especially when it is challenging to maintain physical distancing, such as among young children. The use of cohorts can limit the spread of pandemics between cohorts but should not replace other preventive measures within each group.

If possible, your cohorts should include the same children each day, and the same child care providers should remain with the same group of children each day. Limit mixing between cohorts such that there is minimal or no interaction between different cohorts. Maintain at least six feet between children and staff from other affiliates. Stagger the use of communal spaces between cohorts. Cohorts should not be a part of the gross motor time at any given time (inside nor outside) with one another. To avoid direct contact, each class should have a different gross motor schedule in the AM. The support staff will stay with one cohort throughout the day, and teachers and children will maintain space from the fence outside when applicable.

#### Holding, Washing, or Feeding Children

It is part of your job to comfort crying, sad, or anxious children, and they often need to be held. To the extent possible when holding, washing, or feeding young children, protect yourself by changing clothes right away if body fluids get on them, whenever possible, and then you should rewash your hands. Contaminated clothing should be placed in a plastic bag, labeled with how it is contaminated. Staff should have an extra set of seasonal-appropriate clothes on-site in case of bodily fluid contamination.

Visitors

Limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas with moderate-to-high pandemic community transmission. Develop plans or procedures for parents or guardians to visit their children while maintaining prevention strategies.

Health screening should occur for all visitors at the childcare entrance. Visitors must write down their in and out times, and they should document the purpose of the visit. Nonessential visitors may be scheduled during “off” times of the day when fewer children and staff are present. Visitors should wear masks if children are present.

**Handbook Acknowledgement**

I, \_\_\_\_\_ have read the Employee Handbook for El Campito, Inc.

A member of El Campito’s management team, \_\_\_\_\_, has reviewed and discussed the Employee Handbook with me and has offered me an opportunity to ask questions and request clarification.

I understand and will follow to the best of my ability the requirements of El Campito, Inc. employees as specified in the Employee Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Employee Handbook will go into affect on May 16, 2022.