



Le Jardin Community Center, Inc.

Human Resources

Policies and Procedures Manual

Effective: August 1, 2014

Le Jardin Community Center, Inc. Human Resources Policies and Procedures Manual

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Mission Statement

Mission Statement

Enriched by the diversity of our community, Le Jardin Community Center, Inc. is dedicated to improving the quality of life for children and families. We provide high quality educational, recreational and cultural activities and comprehensive services in a safe, caring and nurturing environment. As a private, not-for-profit corporation, Le Jardin seeks opportunities, partnerships and resources to meet changing community needs.

Value Statement

As an organization, Le Jardin promotes the following values as our guide in all relationships:

- Honesty through integrity, trust and accountability
- Respect and sensitivity to diversity
- Open mindedness
- Creativity
- Open and clear communications
- Professionalism
- Caring and understanding

Quality Statement

Le Jardin Community Center, Inc. is a diverse team of professionals whom maximize resources to involve parents in a partnership that completes a circle of mutual support and to open the world to the inquisitive minds of children.

Policies and Procedures Manual and Employee Handbook

PURPOSE

Le Jardin's Human Resources Policies and Procedures Manual (Manual) provides management with a systematic approach to administering personnel policies and practices.

This policy provides guidelines for updating and distributing the Le Jardin Human Resources Policies and Procedures Manual and the Employee Handbook.

POLICY

For easy access and to accommodate all employees, this manual, the Employee Handbook are on the Le Jardin website at www.lejardinccinc.org under the Employee Portal. A hard copy of the Employee Handbook will be distributed to new staff only when initially hired.

The policies in this Manual apply to the employees of Le Jardin Community Center, Inc.

PROCEDURE

1. Due to changing regulations, laws, and Human Resources best practices, the Human Resources Policies and Procedures Manual is subject to change at any time.
2. No change in the Manual may be made without prior authorization from the Executive Director and/or designee. Changes will be submitted to the Executive Director and/or designee for consideration and final approval.
3. This manual contains specific Early/Head Start policies relating to human resources as well. All policies which have a direct impact upon Early/Head Start employees require approval of the Head Start Policy Committee.
4. Any changes made in the material will be brought forthwith to the attention of the appropriate groups of employees outlined above through any of the following means:
 - a. Employee meetings
 - b. Posting of the change(s) on the center bulletin board
 - c. Memorandum
 - d. Amendments to the documents themselves

Employment at Will

PURPOSE

The purpose of this policy is to specify the employment-at-will doctrine and its impact on the employment relationships at Le Jardin.

POLICY

An employee who does not have a written employment agreement for a definite period of time is employed at the will of the organization for an indefinite period. Any employee may resign from the organization at any time and also may be terminated by the organization at any time, for any reason or no reason, and with or without notice.

PROCEDURE

1. No one may modify this policy for any employee or enter any agreement contrary to this policy. No administrator or coordinator shall make any representation to any employee or applicant concerning any term or condition of employment with the organization that is not consistent with this policy.
2. No statement contained in any employee employment application, recruiting material, organization memorandum, or other material provided to any employee in connection with his or her employment, shall be construed as contradicting this policy by creating any expressed or implied contract of employment.
3. At the time of hiring, each employee shall be informed of and required to sign an acknowledgement of his or her understanding that he or she is employed at the will of the organization and at their own will and is subject to termination at any time, for any reason or no reason, with or without notice and with or without cause with final approval of the Le Jardin Policy Committee if the employee is an Early/Head Start employee.
4. Completion of introductory period or conferral of regular or permanent status shall not change an employee's status as an employee at will or in any way restrict the organization's right to terminate such an employee.
5. Involuntary termination of an Early/Head Start employee shall require Head Start Policy Committee involvement as provided in the Termination Policy.

Equal Employment Opportunity

PURPOSE

To ensure that all employees understand and comply with all requirements pertaining to equal employment opportunity (EEO) regulations.

POLICY

It is the policy of Le Jardin to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (including AIDS, ARC and HIV), sexual orientation or any other status, as provided in applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to: recruitment, placement,

promotion, transfer, demotion, disciplinary, termination, lay off, leaves of absence, advertising or solicitation for employment, compensation, benefits, and training. It is our policy to comply with all federal, state, and local laws and regulations.

PROCEDURE

1. Human Resources will be responsible for the following:
 - a. Arranging EEO and diversity training for all new employees
 - b. Responding promptly to and investigating employees' complaints or inquiries regarding on-the-job discrimination
 - c. Ensuring Le Jardin meets all EEO-related requirements
 - d. Ensuring that appropriate notices are posted on the bulletin boards of the various programs and sites

2. Coordinators will be responsible for the following:
 - a. Creating and maintaining a work environment free of discrimination and harassment
 - b. Investigating promptly complaints of discrimination or harassment within their programs or locations
 - c. Reporting discrimination and harassment complaints to the Executive Director and Human Resources
 - d. Take corrective action to prevent prohibited conduct from occurring or continuing, with the prior approval of the Executive Director and Human Resources

Employee Status Definition

PURPOSE

To define the various employment categories at Le Jardin; to define exempt and non-exempt employees; to define benefits eligibility.

POLICY

It is the policy of Le Jardin to classify the exemption status of employees according to the Fair Labor Standards Act (FLSA) and to define all categories and responsibilities of employment at Le Jardin.

PROCEDURE

Exempt Employee

The Fair Labor Standards Act exempts certain employees such as executive, administrative and professional employees from the overtime provision of the law. According to the law, an employee's duties, authority and compensation determine whether the employee qualifies for the exemption. It is the responsibility of the Executive Director, using appropriate FLSA criteria, to identify exempt employees.

Non-Exempt Employee

Under the Fair Labor Standards Act, those employees not exempt from overtime provisions are paid overtime at the rate of one and one-half times their regular rate of pay for each hour worked in excess of forty (40) hours per week.

Administration Employee

Employees working within the administration of Le Jardin are twelve (12) months employees. This will include the administration staff and the finance staff.

Head Start Employee

Employees working within the Head Start program are classified as Head Start employees. These employees may operate on a ten (10) month calendar year and are subject to additional Head Start regulations and requirements and to the ten (10) month Le Jardin regulations and requirements.

Early Head Start Employee

Employees working within the Early Head Start program will operate on a twelve (12) month calendar year providing funding permits twelve months of operation and will be subject to additional Head Start regulations and requirements and the twelve (12) month Le Jardin regulations and requirements.

Voluntary Pre-Kindergarten Employee

Employees not working in the regular Head Start program that are classified as VPK employees will work only during the VPK term and/or summer hours of operation and will be subject to applicable Le Jardin policies.

Introductory Employee

All exempt and non-exempt regular full-time and regular part-time employees are on introductory status for the first 180 days of employment. Before the end of the introductory period, a written evaluation will be made by the employee's immediate supervisor using the standard Le Jardin evaluation form. The purpose of the evaluation is to determine the employee's continued employment with the organization. An evaluation of satisfactory or above must be received for continued employment. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Nothing pertaining to this employment classification will impact the policy of employment at will.

Regular Full-Time Employee

A regular full-time employee is an employee who is regularly scheduled to work at least thirty-five (35) hours per week, who may be exempt or non-exempt, and who is not in a temporary or introductory status. Regular Full-Time employees are eligible for all standard benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employee

A regular part-time employee is an employee who is regularly scheduled to work less than the full-time schedule of thirty-five (35) hours per week, who may be exempt or non-exempt, and who is not in a temporary or introductory status. Regular part-time employees are not eligible for Le Jardin benefits except those that are legally required.

Consultants

A consultant is a person or company that provides Le Jardin with a particular service(s) that is not needed full-time, but is required to meet the objectives of the program. Le Jardin pays the Consultant for the services provided.

Temporary Employee

A temporary employee is an employee who is hired for either of the following reasons:

1. As an interim replacement to temporarily supplement the work force
2. To work on a specific project.

Service Providers

A service provider is a person or company that provides services to Le Jardin and is not paid by Le Jardin.

Intern/Internships

Program agreements with educational institutions providing for internships shall be subject to the prior approval of the Executive Director.

Volunteers

Volunteer workers, when performing work for Le Jardin, are required to file personal information for identification purposes, observe established work hours, complete time and attendance records and be accountable to supervision. Volunteers are required to follow organization Policies and Procedures. Level 2 background checks will be required of all persons having contact alone with the students.

Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a status change. Temporary workers receive all legally required benefits (e.g., Workers' Compensation and Social Security), but are not eligible for any of Le Jardin's benefit programs.

Employee Orientation

PURPOSE

To assist new employees in understanding Le Jardin's mission, goals and objectives; the scope of Le Jardin services and facilities; and the importance of staff partnership in the accomplishment of the organization's goals and objectives.

POLICY

All newly hired full-time, part-time, and temporary employees are required to participate in an Employee Orientation. The responsibility for the initial orientation is shared among the employing component coordinators, Human Resources, and the employee's supervisor.

PROCEDURE

1. Program Component Responsibilities:
 - a. Provide each new employee with an orientation specific to his or her job and workplace.
 - b. Provide on-the-job training needed for new employees to assume their responsibilities.
 - c. Provide new employees with the dates and locations of Le Jardin's orientation program.

2. New Employee Responsibilities:
 - a. Participate in appropriate orientation processes.
 - b. Seek information to enhance his or her orientation process.
 - c. Complete and return appropriate personnel forms.

3. Human Resources Responsibilities:
 - a. Scheduled sessions for new employee orientation before start date.
 - b. Provide new employees with timely and relevant benefit information.
 - c. Provide information and resources concerning organization-wide policies.
 - d. Provide program/components with strategies, resources and tools for development of its workplace orientation process.

All staff members, volunteers, and consultants are to be provided with information and training about the underlying philosophy and goals of the program in which they work. For the convenience of all Le Jardin employees, this Manual and an Employee Handbook are on-line on the Le Jardin website under the employee portal.

Introductory Period

PURPOSE

To specify the Introductory period for all employees and management's authority to extend that period, if deemed appropriate.

POLICY

It is the policy of Le Jardin that all new and rehired regular employees and all current regular employees who have transferred or been promoted to a new job shall be placed on introductory status for a period of at least 180 eighty days. This policy will not apply to temporary employees, or to those employees who are provided employment opportunities through special employment and training program agreements.

This policy shall not change the policy of employment-at-will. Completion of the introductory period shall not be considered to mean that an employee is employed other than at-will. Further, the introductory period shall not be considered an employment contract of any kind.

PROCEDURE

1. Employees will begin employment under a 180 calendar day introductory period.
2. Upon completion of this introductory period, supervisors will conduct a formal performance appraisal with the new or promoted employee to review the employee's progress/performance to date. See the Performance Management policy for more details.
3. If Le Jardin or the employee decides to terminate employment during the introductory period, an unsatisfactory record for reference purposes will not be created.
4. Introductory periods may be extended by Le Jardin, if deemed appropriate, subject to prior consultation and approval of the Executive Director and Human Resources.
5. Transferred or promoted employees who are unable to perform satisfactorily in their new position during the 180 day probation, may be returned to their original job, if a vacancy exists, or be terminated.
6. Upon satisfactory completion of the introductory period, an employee enters the "regular" employment classification and becomes eligible for company sponsored benefits.

Drug and Alcohol Use

PURPOSE

To specify Le Jardin's position on the use of alcohol and/or drugs in the workplace.

POLICY

It is Le Jardin's policy to provide for the health and safety of its employees and to ensure the health and safety of others in accordance with the Drug Free Workplace Act of 1988. Accordingly, the manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance, including cannabis and alcohol, are prohibited on Le Jardin premises. Any employee who violates any drug law will be subject to disciplinary action up to and including termination.

PROCEDURE

1. Employees are required to notify Le Jardin of any criminal conviction under a drug or alcohol statute for a violation occurring in the workplace no later than five (5) days after such conviction.
2. Le Jardin will maintain a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Le Jardin's policy of maintaining a drug free workplace; and
 - c. Available drug counseling and rehabilitation programs.

3. Le Jardin encourages employees who have a problem with the use of controlled substances to seek professional advice and assistance. One source of assistance is a drug rehabilitation program acquired through the employee's health insurance. If job performance is adversely affected by the use of a controlled substance, the employee will be instructed to seek help from his or her health provider. Participation in the rehabilitation program is confidential and is encouraged by Le Jardin; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.
4. An employee with a drug or alcohol problem that has not resulted in, and is not the immediate subject of, disciplinary action, may request approval to take unpaid time off, up to twelve (12) weeks, to participate in a rehabilitation or treatment program under Le Jardin's health insurance benefit coverage or another legitimately recognized rehabilitation program. Provided that such leave will not cause Le Jardin undue hardship, leave may be granted if the employee agrees to abstain from use of the problem substance and abides by all Le Jardin policies, rules and prohibitions relating to conduct in the workplace. The employee may be covered under the Family Medical Leave act if the employee's healthcare provider feels that the employee is unable to perform their job duties while undergoing treatment. Counselors for rehabilitation programs are not authorized to determine eligibility for FMLA leave.
5. The legal use of controlled substances prescribed by a licensed medical doctor is permitted and will not be considered a violation of this policy so long as it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other persons in the workplace. Le Jardin encourages employees to volunteer this information to their supervisors or the Executive Director to ensure that all health and safety precautions are taken for the employee and his or her coworkers.
6. Le Jardin has the right to require blood and/or urine samples in any of the following situations:
 - a. Candidates for employment may be required to submit blood and/or urine samples as a condition of an employment offer. In the event that the drug test is positive, the employment offer will immediately be rescinded. Each prospective employee will be informed of our drug free workplace policy at the time of the interview and again at the time of the employment offer.
 - b. A current employee is involved in any accident involving injury or organization property damage at the work site or while on duty.
 - c. Le Jardin has reasonable suspicion that an employee's behavior is being influenced by one or more illegal drugs, alcohol, or misuse of a controlled substance.
7. Employees refusing to submit to a test or testing positive for drugs or alcohol will be subject to disciplinary action up to and including termination. Le Jardin will determine, on a case-by-case basis, whether first-time offenders will be allowed to seek counseling/rehabilitation as an alternative to termination.
8. Any employee testing positive has the right to appeal the results and have the original sample re-tested at his or her expense.

9. Four (4) drug screenings will be conducted annually on randomly selected employees.

Harassment

PURPOSE

To specify the organization's position with regard to any form of illegal harassment in the workplace.

POLICY

Le Jardin is committed to maintaining a work environment that is free from harassment where employees at all levels of the organization are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, will not be allowed in the workplace. Accordingly, the organization prohibits and will not tolerate any form of harassment of or by any employee (whether managerial or non-managerial) based on race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (for example, AIDS, ARC, HIV), sexual orientation, or any status protected under federal, state or local law or regulation.

PROCEDURE

Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it includes any of the following:
 - a. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for working.
2. Examples of sexual harassment may include, but are not limited to:
 - a. Some incidents of physical assault.
 - b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion.
 - c. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted.
 - d. Sexual comments or inappropriate references to gender or physical characteristics.
 - e. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (verbal, written, electronic, etc.).
 - f. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
 - g. Inquiries and comments about sexual activity, experience, or orientation.
 - h. The display of inappropriate sexually oriented materials in a location where others can see them.

Other Harassment

1. All employees are entitled to work in an atmosphere free of harassment of any kind. Employees may not make statements or use words, objects, or pictures that others could interpret as being insulting or derogatory toward persons based on their race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (AIDS, ARC, HIV), sexual orientation or any other status protected by federal, state or local law or regulation.
2. Such conduct may make individuals uncomfortable in the work environment or could interfere with an employee's performance of his or her job. Comments or actions of this type, even if intended as a joking matter, are always inappropriate in the workplace and will not be tolerated.

Reporting Procedures

1. Any employee, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone has a responsibility to immediately bring the matter to his or her supervisor, the attention of the Executive Director, or Human Resources. If an employee reports the incident to a supervisor, the supervisor must immediately contact Human Resources, who is responsible for investigating the alleged incident.
2. Le Jardin will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
3. Complainants will be asked to provide a written description of their complaint to their immediate supervisor with a copy to the Executive Director and Human Resources.
4. Once a complaint has been filed, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action.
5. Results of the investigation will be shared with the complainant and the respondent, and when there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the respondent.
6. If it is concluded that discrimination, harassment or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.

Human Resources is ultimately responsible for the administration of this policy and the associated procedures. Any individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the Executive Director or his or her designee for investigation.

Human Resources Records

PURPOSE

To ensure the proper handling of requests for confidential information and records pertaining to employees and their personnel matters.

POLICY

It is the policy of Le Jardin to ensure confidentiality for employees and limit organization liability in responding to requests for employee information.

PROCEDURE

1. Human Resources is responsible for maintaining employee personnel files, which includes such information as the employee's job application, resume, records of training, required childcare screening documentation, performance evaluations, salary history, increases, and other employment records.
2. All employee medical and health related documents shall be stored in a separate folder, not in the personnel file. These files are kept in a locked, secured area.
3. Any Le Jardin employee to perform or assist our families or Miami-Dade County with a function or activity involving the use or disclosure of "Individually Identifiable Health Information" (IIHI) and/or "Protected Health Information" (PHI), shall comply with the Health Insurance Portability And Accountability Act (HIPPA) of 1996 and the Miami-Dade County privacy standards administrative order. HIPPA mandates for privacy, security and electronic transfer standards.
4. Supervisors who need access to an employee's file should contact Human Resources.
5. Employees who wish to view their personnel files must notify Human Resources in writing. Human Resources will fulfill the request within ten (10) working days of the written request.
6. Employee files must be reviewed in Le Jardin's offices. At no time should employee files leave Le Jardin.
7. Verifications of employment will be completed in 48 hours by Human Resources. In the event Human Resources is not available, the Accountant II shall complete. Only basic employment information, (i.e. dates of employment, title of position held, and confirmation of salary) for employment verifications and those requests meeting legal requirements, will be provided by Human Resources. Employee releases are required for all verifications.
8. Detailed personnel information will not be released to anyone outside the organization without prior written consent by the employee. Exceptions will only be made as required by law as in the case of subpoenas or other court orders.
9. Employees have the legal right to review their file contents. Exceptions include:
 - a. Letters of reference
 - b. Materials relating to employer staff planning and business development

- c. Information of a personal nature about another person, the disclosure of which could constitute an unwarranted invasion of privacy
 - d. Investigatory or security records maintained by the employer to investigate employee misconduct or other conduct that could be harmful to the organization.
10. A file for licensing purposes will be kept at each center on each staff member working at the center. The files are subject to the following conditions:
 - a. The files will be maintained with information collected by the Education Specialist and the Family Worker Coordinator or their designee.
 - b. External agencies permitted to review the files are representatives from the grantee, the Florida Department of Children & Families, the Miami-Dade Health Department, and an annual auditor.
 - c. The files will be kept under lock and key at all times except when review is needed by designated representatives.
11. The following list explains how long certain Human Resource files must be kept after termination of employment:
 - a. Personnel Files – 5 years
 - b. Health Files – 30 years
 - c. FMLA Files – 5 years
 - d. Workers Comp Claims – 5 years
 - e. I-9 forms will be completed via E-Verify
12. No files may be discarded while any investigation or claim is active.
13. Copies of personal files are required at each center location for licensing and accreditation purposes. The following items are required in the personal files at the centers:
 - a. CAHS approval letters
 - b. Resume and Job Application
 - c. Any educational documentation
 - d. TB Test results and CPR/1st aid card
 - e. FBI/FDLE and Local Background Checks
 - f. Evaluations and Professional Development Plan
 - g. Child Abuse & Neglect Reporting
 - h. Employee Handbook Acknowledgement form
 - i. Drug Free Workplace Policy
 - j. Standard of Conduct
 - k. Emergency Contacts
 - l. Job Description Acknowledgement
 - m. Employment At Will
 - n. Employee Supplemental Statement
 - o. Exchange of Information
 - p. Good Moral Character

When a new employee is approved, the Human Resources Director will scan these documents, and email them to the Employee's Manager or Assigned Employee. The

Manager or Assigned Employee will construct a center employee personal file. It is the responsibility of the Manager or Assigned Employee to make sure the center's employee files are kept neat, organized and up to date. Upon the receipt of updated documents mentioned in the required list above, the Human Resources Director will scan and email it to the respective Manager. Once the manager receives the updated information, it is their responsibility to ensure that it is printed and placed in the center employee personal files.

Immigration

PURPOSE

To ensure that proper documentation is received in compliance with the Immigration Reform and Control Act of 1986.

POLICY

Le Jardin fully complies with the regulations of the Immigration Reform and Control Act of 1986 as enforced by the Department of Homeland Security. This act requires that all employees hired to work for Le Jardin provide appropriate documentation to prove that they are eligible to work in the United States. It is the responsibility of the employee to furnish the appropriate documentation in a timely manner.

PROCEDURE

1. In order to comply with this Act, Le Jardin requires, as a condition of employment, that all new hires must complete the employment eligibility verification INS Form I-9 before starting work.
2. In addition to completing the INS Form I-9, all new hires must present the required documentation establishing identity and employment eligibility before reporting to work. Failure to do so will result in the offer of employment being withdrawn or withheld.
3. All former employees who are rehired are also required to complete Form I-9 if:
 - a. They did not complete an I-9 for Le Jardin within the previous three (3) years.
 - b. Their previous I-9 is no longer valid.
 - c. Their previous I-9 was not retained.
4. I-9 forms will be maintained in a file separate from that of the employee's personnel file.

Persons with Disabilities

PURPOSE

To ensure Le Jardin complies with the Americans with Disabilities Act of 1990.

POLICY

It is the policy of Le Jardin to comply with the Americans with Disabilities Act and ensure equal employment opportunity for qualified persons with disabilities.

Le Jardin will not discriminate against such persons in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits, or other employment related activities.

PROCEDURE

1. Employment opportunities will be afforded to persons with disabilities who are qualified to perform the essential functions of the job whether or not they need reasonable accommodation. Le Jardin will seek reasonable accommodations that do not result in undue hardship on business operations for qualified individuals with disabilities.
2. Overall implementation of this policy will be the responsibility of Human Resources. All managers will be responsible for implementation of guidelines and operational procedures related to ensuring organization compliance with the ADA.
3. Employees who experience a disability may be entitled to leave under the Family Medical Leave Act (FMLA) or an extension of their medical leave as a reasonable accommodation under the ADA. Questions regarding leave rights should be directed to an employee's supervisor who will in turn consult with Human Resources.
4. Le Jardin will comply with any Florida state or local law or regulation that provides persons with disabilities greater protection than the ADA.

Persons with Life Threatening Illnesses

PURPOSE

To specify Le Jardin's procedure in dealing with situations involving life threatening illnesses, including but not limited to cancer, heart disease, HIV and AIDS.

POLICY

It is the policy of Le Jardin to comply with the Americans with Disabilities Act of 1990, which covers employees with HIV and AIDS.

Le Jardin will not discriminate against persons with non-communicable life threatening illnesses in the provision of employment opportunities and practices, including recruitment, hiring, promotion, training, lay-off, termination, pay, access to benefits, or other employment related activities. Employment opportunities will be afforded to such persons who are qualified to perform the essential functions of the job whether or not they need reasonable accommodation.

PROCEDURE

1. Reasonable precautions will be taken to keep confidential the identity of an employee with a life threatening illness. Without the employee's consent, no one may disclose information regarding the specifics of an employee's health, diagnosis, or prognosis.
2. Le Jardin will not terminate any employees on the basis of a non-communicable life threatening illness unless the employee is unable to satisfy the requirements of his or her job satisfactorily. Requests for reasonable accommodation are made to the Executive Director and Human Resources. Medical certification may be required to support a request for accommodation.
3. Insofar as practicable, the benefits for employees with life threatening illnesses will be kept the same as benefits for other employees. Insofar as practicable, Le Jardin's health insurance and leave polices will be kept available to assist employees with life threatening illnesses.

Recruitment and Selection

PURPOSE

To maintain a consistent procedure for recruiting and selecting the best applicants to work within the organization.

POLICY

It is the policy of Le Jardin to recruit and select the best-suited applicants for available positions, in compliance with all applicable federal, state, and local laws and regulations and with the organization's commitment to Equal Employment Opportunity.

PROCEDURE FOR NON-HEAD START EMPLOYEES

1. The organization uses a variety of recruitment efforts to attract qualified applicants. Human Resources will coordinate recruitment and selection processes for staff in consultation with the program components.
2. In the event Le Jardin wishes to substitute personnel for the key personnel (i.e.: Executive Director/CFO) identified by Le Jardin application, must notify the county in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.
3. Before internal posting or external advertising, positions are reviewed by the HR Director, Executive Director and Chief Financial Officer for appropriate title, pay range, educational requirements and exemption status.
4. Under no circumstances shall employees without the express written consent of the administration office issue or permit to be issued any press release, advertisement or literature of any kind which refers to Le Jardin, or the work being performed hereunder, unless Le Jardin first obtains the written approval of the county. Such approval may be

withheld for any reason if Le Jardin believes that the publication of such information would be harmful to the public interest or is any way undesirable.

5. Staff positions must be posted internally before posting externally. Human Resources Director will inform Director of Operations of vacancies to be posted on website.
6. Newspaper advertising, when necessary, will be placed through the Finance Component with approval from the Chief Financial Officer.
7. To be considered a job applicant, a person must specify on the employment application, resume or letter of application the posted job vacancy for which he or she is applying. Applications that do not specify a posted job vacancy may or may not be considered. Applications remain active until the posted position is filled.
8. All applicants for positions in the organization are entitled to a thorough and consistent evaluation of their qualifications for employment. Consistency will be maintained by having Human Resources perform the initial document screening of applications and resumes.
9. The Supervisor in consultation with Human Resources, the Supervisor will develop a short list of candidates to be interviewed.
10. Human Resources will conduct pre-employment checks on the leading candidates for the position.
11. The supervisor and the Human Resources Director will make recommendations for hire. Human Resources will review the completed employment application for consistency with organization policies and make the final hiring decision.
12. Human Resources will extend the offer to the selected candidate and rejection letters will be sent to all other candidates.
13. Human Resources shall maintain records of the selection process, such as applications, evaluation criteria, notes from interviews, and reference checks, in the administration office for one year.
14. Appointment to a senior administrative position (i.e.: Executive Director, CFO) requires the prior approval of the Executive Director and the Employment Practices Committee of the Board.
15. The Executive Director is appointed by the Board of Directors.

Activity	Responsibility
Salary determination	Chief Financial Officer
Updating job description/requirements/exemption status	Human Resources/Chief Financial Officer
Posting open positions	Human Resources/Director of Operations
Initial document screening	Human Resources
Interviewing	Human Resources/Supervisor
Hiring Decision	Human Resources with approval from the Executive Director
Pre-Employment Checking/Testing	Human Resources
Written Offers/Rejections	Human Resources

PROCEDURE FOR HEAD START EMPLOYEES

1. In hiring Head Start employees, the procedures set forth above, and in addition those set forth below, will be followed.
2. The Head Start Policy Committee will be consulted in the decision-making process. Once a candidate is chosen, it is brought before the Policy Committee. The Policy committee may give advice or information but cannot make the decision prior to being called upon to approve the employment of the new hire.
3. The appointment of Head Start Program Coordinators is subject to the approval of the Executive Director and the Head Start Policy Committee.
4. The appointments of Head Start staff other than those listed above, is subject to the recommendation of the supervisor of the applicable component and the Head Start Policy Committee.

Job Posting

PURPOSE

To ensure a consistent procedure for posting available jobs.

POLICY

Le Jardin believes that each employee should have equal access to opportunities for growth and development and will generally give first consideration to internal candidates who have an above satisfactory history of performance with Le Jardin and meet the qualifications for job vacancies. The organization's job posting mechanism provides employees with information regarding job opportunities.

PROCEDURE

1. Job openings will be posted on the website (<http://www.lejardincinc.org>) and normally remain for fourteen (14) days. Postings will be added to the website by the Director of Operations. Each job posting notice will include the date of the posting, and the job title,

component, location, job summary, essential duties, salary, skills and abilities necessary to perform the job, and degrees or certification required for the job.

2. Job opening may also be posted externally at the discretion of Human Resources with approval from the Chief Financial Officer and the Executive Director.
3. To be eligible to apply for a posted job, an employee must have performed competently for at least 180 calendar days in his or her current position. Employees with documented disciplinary action received in the last 180 days, are not eligible to apply for posted jobs.
4. An employee who is interested in applying for an opening should submit his or her resume to Human Resources. An Employee must possess the necessary skills, capability, and potential to satisfactorily perform the work of the open position to be considered for an interview. Past work history, including attendance will also be reviewed in order to make this determination.
5. Human Resources will determine the pool of candidates to be interviewed and conduct interviews in conjunction with the appropriate management staff. Human Resources will extend offers of employment and Human Resources will inform candidates who were not selected.
6. All decisions concerning promotion, transfer, demotion, etc., will be made without regard to race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (AIDS, ARC, HIV), sexual orientation, or any other status protected under federal, state or local law.

Pre-Employment Investigation

PURPOSE

To confirm a system of pre-employment checks whose purpose is to ascertain within legal and professional limits the qualifications and suitability of the candidate for the position for which the candidate is applying.

POLICY

Le Jardin will conduct background checks on all employees to determine or verify background information, including criminal history. A level 2 background check is required for all employees. Having a criminal history or criminal conviction will most likely preclude employment with Le Jardin. All employees must have a local background check, a Florida Department of Children and Families check conducted by the FDLE, and a FBI check before they can begin working at Le Jardin.

Le Jardin must ensure that all employees and volunteers who work with vulnerable persons, including children, satisfactorily complete level 2 background screenings.

To assure the confidentiality of all applicant information, the background investigation process will be centrally coordinated by Human Resources.

PROCEDURE

1. Applicants are required to sign a release form authorizing the background check and the release of information by former employers, educational institutions, or other organizations as part of the reference and background checking process. A refusal to sign such a release form normally disqualifies the applicant from further consideration for employment.
2. Local, FDLE and FBI (Level 2) checks must be obtained prior to the first day of employment. New employees are required to pay for the Local, FDLE/FBI background check and must make appointments to be fingerprinted by a local FDLE approved service. Human Resources will coordinate obtaining background checks. In order to protect the agency, the Executive Director will evaluate the relevance of any offense in accordance with the FDCF Child Care licensing requirements.
3. An applicant who provides misleading, erroneous, or deceptive information on the application form, resume, or in an interview will be eliminated from further consideration for employment.
4. Employment reference checks will be conducted by Human Resources before a job offer is made.
5. To ensure that employees are able to perform their duties safely and to comply with the requirements of the State of Florida Department of Children and Families, a medical examination and TB (PPD or Chest X-Ray) test are required after an offer of employment is made, with the offer being contingent on the results of the exam. Periodic re-examinations may also be required. Le Jardin will not bear the cost of these examinations.
6. A negative drug screening is required prior to employment.

HEAD START/ EARLY HEAD START

1. In addition to the employment checks detailed above, the following will be performed: for Early/Head Start candidates.
2. In accordance with Health and Human Services guidelines, all employees hired to positions within the Head Start program are required to declare all convictions related to child abuse and neglect, and all convictions of violent felonies.
3. Human Resources shall obtain at least two (2) professional references for an Early/ Head Start applicant before an offer of employment is made.
4. After employment has been offered, a health exam including a TB (PPD or Chest X-Ray) test and drug screening is required for Early/Head Start staff. Periodic re-examinations may also be required. Le Jardin will not bear the costs of these examinations.

5. Ensure that all Early Head Start teachers providing direct services to participant children and families in early Head Start centers have a minimum of an infant and toddler National Child Development Associate (NCDA) certificate at the time of initial hire.
6. Ensure that all Head Start Education Coordinators, including those that serve as Curriculum Specialists, have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and the individual needs of the children in a Head Start classroom; and have a Bachelors or advanced degree in early childhood education; or a Bachelor's or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children.

Substitutes and Special Agreement Employees

PURPOSE

To define the procedures concerning the utilization of substitutes and special agreement consultants.

POLICY

It is the policy of Le Jardin to supplement the regular work force with substitutes and consultants when necessitated by periods of peak workload, employee absences, or other situations as determined by management. In addition, Le Jardin encourages employment opportunities for persons under the sponsorship of various employment programs, or those persons interested in utilizing the organization to complete professional and technical internships.

PROCEDURE

Substitutes

A substitute employee is an individual who is hired either full-time or part-time for a limited period under the following conditions:

1. Substitute Teachers and Teacher Assistants can be requested by the Educational Specialist only.
2. Cook Aid Substitutes can be requested by the Nutrition Manager.
3. The employment of a Substitute is subject to all the Le Jardin employment procedures.
4. The Education Specialist will assist the nutrition manager in placing a sub and will monitor the budget for Substitutes.
5. The Education Specialist will inform the Chief Financial Officer, Human Resources Director and Director of Operations when using a Substitute.

Consultants

A consultant is a person or company that provides Le Jardin with a particular service(s) that is not needed full-time, but is required to meet the objectives of the program. Le Jardin pays the Consultant for the services provided, subject to the following:

1. The Consultant provides Le Jardin with the professional documents and certification giving evidence of the ability to legally conduct the services outlined in the contract.
2. The Consultant carries the appropriate liability insurance and provides Le Jardin with evidence of the insurance. Consultants will be provided job descriptions. Proper documentation of time and attendance will be maintained by the Consultant. In addition:
 - a. It is the responsibility of the Chief Financial Officer to assure that all required reports supporting invoices are completed and submitted in a timely manner.
 - b. A level 2 background FBI/FDLE background is required for all consultants.
3. All contracts for Consultants shall be forwarded to the Executive Director for review. Such contracts and work agreements shall be subject to final approval of the Executive Director.

Service Providers

A service provider is a person or company that provides services to Le Jardin and is not paid by Le Jardin. In such cases the Service Provider must:

1. Request prior approval from the Executive Director to come to Le Jardin centers to provide services.
2. Provide Le Jardin with the professional documents and certification giving evidence of the ability to legally conduct the services outlined in the contract.
3. Carry the appropriate liability insurance and provide Le Jardin with evidence of the insurance. Proper documentation of time and attendance will be maintained by the service provider and given to the Executive Director or his or her designee. A level 2 background FBI/FDLE background is required for all employees of service providers with staff on site.

Internships

Program agreements with educational institutions providing for internships shall be subject to the prior approval of the Executive Director.

Volunteers

Volunteer workers, when performing work for Le Jardin, are required to file personal information for identification purposes, observe established work hours, complete time and attendance records and be accountable to supervision. Volunteers are required to follow organization Policies and Procedures. Level 2 background checks will be required of all persons having contact alone with the students.

Outside Employment

PURPOSE

To define the organization's policy regarding outside employment.

POLICY

Le Jardin expects that its employees will contribute their best efforts in pursuit of the organization's goals and objectives. A full-time employee may hold a job with another organization as long as he or she obtains prior permission from the executive director and satisfactorily meets his or her job responsibilities with Le Jardin in order to prevent conflict of interest.

PROCEDURE

1. A Le Jardin employee who is employed outside the organization, or who anticipates employment outside the organization, is required to receive prior written permission from the Executive Director or his or her designee.
2. When an employee provides consultation or training to other organizations on his or her own time and the service is rendered entirely outside of the employee's working hours, the service is considered secondary employment. In this situation, the use of Le Jardin office equipment and supplies and the utilization of Le Jardin personnel in the preparation of such service are prohibited.
3. Le Jardin employees are prohibited from utilizing other Le Jardin employees for services not related to organization business during an employee's regularly scheduled work hours.
4. If Le Jardin determines that an employee's outside work interferes with the employee's performance or ability to meet the requirements of Le Jardin as they are modified from time to time, or has an adverse impact on Le Jardin, the employee may be required to terminate the outside employment if he or she wishes to remain with Le Jardin.

Employment of Former Employees

PURPOSE

To define Le Jardin's policy regarding the employment of former employees.

POLICY

It is the policy of the organization to allow former employees to be rehired so long as there are no prior performance problems or organization policy violations.

PROCEDURE

1. Employees rehired will be subject to all the policies applicable to new hires.

Employment of Relatives

PURPOSE

The purpose of this policy statement is to describe the organization's policy regarding the employment of immediate family members of employees.

POLICY

It is the policy of Le Jardin to regulate the employment of relatives of employees to avoid creating or perpetuating circumstances in which the possibility, or appearance, of favoritism, conflict of interest, or impairment of efficient operations may occur. Therefore, while relatives of employees may be hired, relatives may not work in a direct reporting relationship.

Further, a person with an immediate family member serving on a Board or Committee, which either by rule or practice, regularly nominates, recommends or screens candidates for positions with Le Jardin may not be employed.

For purposes of this policy, relatives are defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

PROCEDURE

1. Administrators and Coordinators should exercise caution in hiring decisions to ensure that a new employee is not placed in a direct reporting relationship with a relative, defined by this policy.
2. If, due to promotion, a direct reporting relationship is created between relatives, the supervisor should work with the affected employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. Supervisors shall contact the Executive Director and Human Resources to discuss resolution options.
3. If the relative relationship is established after employment, the supervisor should work with the affected employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. Supervisors shall contact the Executive Director and Human Resources to report the relationship and discuss resolution options. The Executive Director will be notified of the resolution.
4. Le Jardin educational staff may not have relatives as students in their classroom.

Problem Resolution

PURPOSE

The purpose of this policy is to specify the procedures that have been instituted to resolve employee complaints.

POLICY

It is the policy of Le Jardin to provide an effective means for employees to bring problems and complaints concerning their employment to the attention of management. Le Jardin strives to give full consideration to the problems and complaints brought forth by employees. Employees will be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be documented and placed in the employee's personnel file. This policy in no way alters the policy of employment at will.

PROCEDURE

1. **Immediate Supervisor:** An employee must first present his or her grievance to the immediate supervisor. At this time, the employee and supervisor should attempt to address the problem through discussion or after consulting with appropriate higher management, when necessary. The supervisor will document the discussion. If the problem involves the employee's immediate supervisor or if the immediate supervisor cannot resolve the issue, the employee should proceed to Human Resources.
2. **Director of Operations and Human Resources Director:** If all previous efforts fail to bring a satisfactory resolution, the employee may petition the Director of Operations and/or Human Resources in order to address the complaint. Either director will counsel and advise the employee, assist in putting the problem in writing, and visit with the employee's supervisor(s), if necessary. If the problem is not resolved, the employee should proceed to the Executive Director.
3. **Executive Director:** The employee must present the problem to the Executive Director in writing. The Executive Director will review and consider the problem. The Executive Director will inform the employee of his decision and forward a copy of the written response to Human Resources for the employee's file. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.

Discipline Procedure

PURPOSE

To set forth the guidelines which supervisors must follow in the application of employee discipline.

POLICY

To be effective, disciplinary action should emphasize correcting the problem rather than punishing the offender. Le Jardin's policy provides for progressive disciplinary action to change an employee's performance or behavior from unacceptable to acceptable. This policy in no way alters the policy of employment at-will.

PROCEDURE

Supervisors will be responsible for following the progressive disciplinary action steps. Before contacting the employee, each supervisor must obtain the Executive Director's written authorization for any action adverse to an employee, including any of the steps described below. This notification

is required to ensure consistent, fair and equal treatment of all employees subject to disciplinary action.

The general steps are outlined below, but will also depend upon the seriousness and nature of the offense. The severity of the offense will dictate the step in which the progressive action will begin. There may be circumstances when one or more steps are bypassed.

The general progressive disciplinary action steps are outlined below:

1. **Verbal Warning:** All verbal warnings will be documented by the employee's supervisor. The supervisor will meet with the employee to discuss the behavior that is at issue or organizational policy that was violated. The supervisor will ensure that the employee understands the behavior or organizational policy violation, and communicate the specific changes that must be made to prevent recurrence of the problem. One copy provided to the employee, and one copy will be transmitted to Human Resources to be filed in the employee's personnel file.
2. **Written Warning:** Each written warning, via the "Report of Discipline" form will be signed by both the supervisor and the employee. Supervisors are required to identify the behavior that is at issue or the organization policy that was violated, how the violation occurred, and the steps that will be taken to prevent recurrence of the problem. The Report of Discipline form is to be turned in to Human Resources and filed in the employee's personnel file; a copy will also be provided to the employee.
3. **Suspension:** If the employee's misconduct or poor work performance continues, the employee may be suspended with or without pay. Notice of suspension will be given to the employee in writing and placed in the employee's official personnel file.
4. **Termination:** Reasons for the termination will be documented by the supervisor in the termination report. Once this document has been completed, it must be signed by the supervisor, the Executive Director and Human Resources. This document will be placed in the employee's permanent personnel file; a copy will also be provided to the employee.

Termination of Head Start employees must follow the specific procedure outlined in the Termination policy. Head Start employees recommended for termination will be suspended without pay pending review by the Head Start Policy Committee.

Termination

PURPOSE

To specify the voluntary or involuntary termination process of Le Jardin employees.

POLICY

In accordance with the Employment At-Will Doctrine, either the employer or employee may terminate the employment relationship at any time for any reason or no reason at all. Although the organization wishes that employment relationships with its employees be continuous and mutually satisfactory, nothing contained herein shall be construed to modify the employment-at-will relationship that exists between Le Jardin and its employees.

Voluntary terminations are those initiated by the employee and include:

- Resignation
- Retirement
- Failing to report to work as scheduled
- Failing to return from an approved extended leave of absence
- Failing to provide notification and obtain approval for absences of two or more consecutive days

Involuntary terminations are those initiated by the organization in such situations as the following:

- Exhaustion of approved leave of absence
- Inability or failure to perform duties or to meet prescribed standards on the job
- Conduct not in the best interest of the organization
- Layoff resulting from changes in services, resources, or qualification requirements for designated programs or projects

Mutual terminations are those in which both the employee and the employer feel that the employee is not a good fit for the organization, or when the termination is predetermined. Temporary employees fall under the category of mutual separation when their employment with Le Jardin has ended.

PROCEDURE FOR NON-HEAD START EMPLOYEES

1. In the event that unsatisfactory performance continues after the steps of the Discipline Procedure have been followed, the entire matter will be reviewed by the Human Resources and the appropriate program supervisor. If the Human Resources and the supervisor are satisfied that the employee has been given sufficient guidance and time to improve, a request for termination will be submitted to the Executive Director for approval.
2. Please refer to the Paid Time Off policy and the COBRA policy for detailed information about benefits upon termination.
3. A voluntary exit interview will be conducted by Human Resources, documented, and made a part of the employee's personnel record should the terminated employee wish to participate. See the Exit Interview policy for more information.

PROCEDURE FOR HEAD START EMPLOYEES

1. In the event that unsatisfactory performance continues after the steps of the Discipline Procedure have been followed, prior approval for termination is required from the Head Start Policy Committee. In cases of severe misconduct requiring an employee's

immediate removal from his or her position, the Head Start Policy Committee will be notified at its next regularly scheduled monthly meeting.

2. Layoffs do not count as terminations and do not require the approval of the Head Start Policy Committee. All notifications of termination will be documented in the minutes of the meeting at which the notification was made. A copy of the minutes of all Policy Committee meetings are kept in the administration office and maintained by the Community Partnership Facilitator.
3. Employees recommended for termination will be suspended without pay pending the Head Start Policy Committee decision.
4. The Head Start Policy Committee will approve or disapprove of the termination at its next regularly scheduled meeting. The termination, if upheld, will be effective as of the initial notice. If termination is not upheld, the matter will be treated in accordance with the Problem Resolution procedure.

Exit Interviews

PURPOSE

To set forth the responsibilities of the organization regarding the conducting of exit interviews of terminating employees.

POLICY

It is the policy of Le Jardin to conduct an exit interview for any employee leaving the organization who is willing to be interviewed. A well-conducted exit interview may provide insights into specific areas of achievement or concern within the workplace. The interview is completely voluntary on the part of the employee.

PROCEDURE

1. Human Resources or the employee's immediate supervisor will utilize a standard exit interview form to conduct an exit interview with the terminating employee. Exit interviews are conducted only with voluntary separations, not involuntary separations or retirees, except that the latter may request an exit interview, to be conducted at the sole discretion of the organization.
2. Information gathered during the exit interview is submitted to the former employee's supervisor.
3. The Executive Director is responsible for tracking and analyzing exit interview data. The Executive Director or Human Resources is also responsible for following up on issues identified in exit interviews to ensure resolution.

Attendance

PURPOSE

To establish attendance standards and a method of encouraging employees to meet their work schedules.

POLICY

Le Jardin understands that occasions may arise when an employee must be absent from work. This policy has been established to recognize the need for employees to be excused from work and outline how that need can be accommodated.

It is important for employees to understand that in order for Le Jardin to operate efficiently, regular attendance of all employees is imperative. Le Jardin depends on its employees to be present and accountable during their scheduled work time. If an employee is not able to report to work during his or her scheduled shift, then it is his or her responsibility to ensure that the supervisor is aware of the absence so that the work to be performed is covered by another qualified employee.

PROCEDURE

Authorized Absence

An authorized absence is one for which the employee has notified the supervisor in advance and obtained approval to be away from or late to work. Scheduled absences are pre-planned with the supervisor in accordance with organization guidelines, resulting in the least impact to the work area. Middle management must receive approval from the Executive Director and Human Resources. Human Resources will then advise the Director of Operations and Accountant II of the authorized absences.

Covering an Authorized Absence

The immediate supervisor will determine if there is a need to fill an authorized absence and notify the Executive Director, Chief Financial Officer, Human Resources Director and Director of Operations.

Return from Authorized Leave

To the extent practicable employees returning from leave will be reinstated to the same or an equivalent job.

Unauthorized Absence

1. An unauthorized absence is defined as not showing up for work, not calling in, and/or not having a valid reason for an absence, as determined by the administration. Advance notification of an absence is necessary to make arrangements to handle work in the absence of a scheduled employee.
2. A non-exempt employee who does not make it to work or does not work his or her full shift will be paid only for the actual time worked. If an employee has not called in to the supervisor before the start of a scheduled shift, the employee will be considered as having an unauthorized absence without pay. His or her timesheet will be noted accordingly.

Tardiness

Tardiness is defined as being late for work, or leaving early from work on any work day without giving prior notification and receiving approval for the tardiness.

Excessive Absence/Tardiness

1. Excessive absence or tardiness is determined at the discretion of the direct supervisor or administration. Excessive absence or tardiness is absenteeism or tardiness that affects job component, and/or organization performance. If it is determined that absenteeism or tardiness has become unreasonable, the supervisor will consult the Executive Director to determine the appropriate action up to and including termination of employment.
2. Under no circumstances will accumulated paid time off be used to cover tardiness without prior approval from the Executive Director and/or the Chief Financial Officer.

Hours of Work

PURPOSE

To specify designated hours of work at Le Jardin.

POLICY

It is the policy of the organization to maintain work hours in accordance with federal and state regulations and in accordance with workload, student and parent requirements, and the efficient management of personnel resources.

PROCEDURE

1. The official workweek of the organization begins Saturday at midnight and ends the following Friday at 11:59 p.m.
2. Standard administration office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. All members of administration are required to report to work at 8:00AM.
3. The standard hours at each center are 7:30 a.m. – 6:00 p.m. Monday through Friday. Special evening or weekend hours may be regularly scheduled for meetings, classes and/or public access to Le Jardin services.
4. All non-education staff members at the centers should take lunch between the hours of 12:00 p.m. and 2:00 p.m. Lunches will be taken to accommodate operating requirements.
5. The work schedule for full-time employees is forty (40) hours per week at eight (8) hours per day. Supervisors will advise employees of the times their schedules begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. **All employees, exempt or non-exempt, are required to clock in and clock out on a daily basis.**

6. Part-time employees are required to work their scheduled hours as described by their supervisor and approved by Administration.

Timekeeping

PURPOSE

To specify the procedures for the reporting of time worked.

POLICY

It is the policy of the organization that all employees are required keep accurate records of their working hours and report those hours in accordance with this policy. Log-in information will be given to non-exempt and exempt employees for the purpose of recording his or her work hours.

PROCEDURE

1. Accountant II grants access to an employee. Credentials are sent to the supervisor. Supervisors are responsible for training all new hires in how to use clock in/out through the clocking system on the computer.
2. All center staff employees will maintain records of their time by clocking in and out using their own user ID and password. Each staff member will accurately record the time he or she begins and ends his or her work, as well as the beginning and ending time of each lunch period, and also record the beginning and ending time of any split shift or departure from work for personal reasons.
3. With the exception of emergency leave, all paid employees will request prior approval for leave by submitting a Leave Request form to their supervisor for leave such as paid time off, bereavement leave, etc.
4. Unapproved absences shall not be considered as hours worked for pay purposes.
5. Employees who falsify information relating to their working hours or record time on another employee's time record are subject to discipline, up to and including termination of employment. Under no circumstances, is an employee allowed to clock in or out for another employee.
6. Each components manager will review the time sheets and verify that they are accurate. The designated staff member will cooperate fully with the Accountant II in resolving any problem arising from the submission of questionable or incomplete time sheets.
7. Managers may not remove any time or hours worked from an employee, but may correct time clock mistakes.
8. Any exceptions to the above procedures must be approved by the Chief Financial Officer.

Overtime

PURPOSE

To set forth the responsibilities of the organization and its employees regarding the consistent application of overtime pay.

POLICY

This policy has been established to implement the provision of overtime compensation granted to non-exempt employees, as mandated by the Fair Labor Standards Act (FLSA).

PROCEDURE

1. Non-exempt hourly employees will be paid for hours worked in excess of forty (40) hours per week at one and one-half (1.5) times their regular hourly rate.
2. Employees must obtain prior approval from their supervisors who will in turn obtain prior approval from Human Resources Director and Chief Financial Officer before working overtime.
3. Exempt employees are compensated through their base salary for the job to be done, not for the time it takes to perform the work. It is recognized that from time to time these employees will find it necessary to work beyond the standard forty (40) hours per week, and they should not expect to be granted additional compensation for this extra time worked.
4. Overtime payments must be made without exception. Time off will not be given in lieu of overtime.

Paycheck Distribution

PURPOSE

To specify the responsibilities of the organization and its employees regarding the distribution of paychecks.

POLICY

It is the policy of the organization to distribute paychecks in a consistent manner that supports its operational requirements.

PROCEDURE

1. The pay period runs from midnight Saturday and ends at 11:59 p.m. Friday.
2. Payroll checks are issued biweekly, twenty-six (26) times per year, on Fridays.

3. Each new employee is required to have direct deposit within ninety (90) days of his or her employment. Payroll stubs are available online for employees to view, save and print on the ADP employee portal.
4. Checks will be hand delivered to employees who do not have direct deposit within the first ninety (90) days of employment. If instructed, employees may come to the administration office to pick up checks. In the event an employee cannot be reached, check will be mailed to address on file. All employees are responsible for keeping their mailing address current.
5. Lost, stolen, or destroyed paychecks should immediately be reported to the employee's supervisor. If the check has not been negotiated, a duplicate check will be issued to the employee, but the employee will be responsible for any stop payment charges assessed by the banking institution.
6. Paycheck deductions are made from employee paychecks as required by law, and to pay for elected benefits where necessary. The law requires that Le Jardin make deductions for federal, state, and local income taxes and payments as well as Social Security. In addition, eligible employees may voluntarily authorize deductions from their paychecks to cover contributions to the pension plan, health insurance, etc.

Wage and Salary Administration

PURPOSE

To set forth the responsibilities of the organization and its employees regarding the maintenance of wage and salary equity.

POLICY

This policy outlines the mechanisms that have been established to:

- Maintain internal equity among employee salaries
- Provide controls that eliminate excessive or inadequate salary adjustments
- Provide a mechanism for maintaining market competitiveness
- Provide financial incentive for employees at all levels of the organization.

PROCEDURE

1. Cost of Living Increase:
 - a. Determined by funding agency recommendations.
 - b. Cost-of-living increases, when given, are given in August at the beginning of a new school term. Employees receiving salary increases as a result of promotion or changes in job responsibilities will not receive a cost-of-living increase in August, but will be scheduled to receive a cost of living increase with other Le Jardin employees the following August.
 - c. Cost-of-living increases, if any, are determined annually, and are subject to approval by the Le Jardin Board of Directors and the funding agency.

2. Increase in Assigned Work Load or Job Responsibilities:
 - a. Any increase in salary must be able to be sustained by the funding source on a long-term basis. Therefore, salary increases will not exceed 10% of an employee's existing base salary without approval by the Executive Director and the Employment Practices Committee of the Board of Directors.
3. Additional Program(s) to be Implemented:
 - a. Employees who are assigned to perform different duties for a fixed period of time due to new program implementation responsibilities, may be granted temporary compensation commensurate with the additional duties and responsibilities assigned.
 - b. Compensation received must be within approved budget guidelines, and approvals must be obtained from the Chief Financial Officer and the Executive Director.
 - c. For new funds or one-time funding used for program service expansion and/or funds that are limited to fixed or specific time frames, compensation may be provided to the employee in the form of a one-time incentive. Incentive compensation may not exceed 10% of an employee's base salary. Incentives will be made payable as program goals and objectives are attained. Incentive compensation awards that are the result of one time funding will not be used to increase an employee's existing base salary and will require the approval of the Chief Financial Officer and the Executive Director. Incentives are subject to the availability of funds.
4. Program Restructuring:
 - a. When program restructuring necessitates additional training and/or a revision of a position's minimum qualifications for compliance with new or altered regulations, an employee may receive additional compensation. An alteration of responsibilities alone may not result in additional compensation.
5. Promotional Increase:
 - a. Employees who are promoted to a position of higher classification should be granted an increase in salary to at least the minimum of the new grade scale. Newly budgeted positions require the approval of the Executive Director with the guidance of the Chief Financial Officer.
6. Merit Increase:
 - a. An employee whose performance is outstanding may receive a merit increase if funding can sustain the increase. Merit increases, if ever given, will be given only upon the employee receiving an outstanding evaluation.
7. Amounts of the above salary increases are contained in the Le Jardin salary scale which is updated regularly. All increases depend upon the financial status of the organization.
8. Retroactive limits for salary increases will be a maximum of two (2) pay periods unless the documentation required for the increase precludes timely submission.

Promotions

PURPOSE

To ensure a consistent procedure for promoting employees within the organization.

POLICY

Le Jardin believes that each employee should have equal access to opportunities for growth and development and will give first consideration to internal candidates who have a history of satisfactory Le Jardin performance and meet the qualifications for job vacancies. In all its selection and promotion decisions, Le Jardin makes every effort to ensure all employees equal employment opportunity. This means that all promotion decisions are made without regard to race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (AIDS, ARC, HIV), sexual orientation, or any other status protected under federal, state or local law.

PROCEDURE

1. Two (2) types of promotions exist at Le Jardin:
 - a. A promotion is defined as the movement from one position to another position which is in a higher salary grade and will involve a salary increase. A promotion may be within a component or between components and may result in a title change. The promotion process begins with the job posting procedure.
 - b. A reclassification is defined as an approved change in pay grade of an existing position as a result of significant changes in the duties and responsibilities of that position. A reclassification may result in a pay grade and/or title change. A reclassification of a current employee's position does not require internal posting or advertisement.
2. Every effort is made to fill vacancies by promoting qualified staff members. Supervisors are encouraged to identify employees for promotion. Employees must possess the necessary skills, capabilities, and potential to satisfactorily perform the work of the advanced position. Past work history, including attendance will also be reviewed in order to make this determination.
3. Employees are encouraged to maintain an awareness of vacancies and to seek job opportunities for which they qualify. An expression of interest in a promotion, either by submitting an application to Human Resources as a result of a job posting, or through discussions with a supervisor, will not adversely affect the status of the employee's current position.
4. The Executive Director, in conjunction with Coordinators, Supervisors and Human Resources, will recommend the appropriate candidate for promotion. The Executive Director will have final approval of all candidates for promotion. Refer to the policy on Recruitment and Selection for more information.
5. The newly promoted employee will be on probation for the first 180 days in the new position. At any time during the introductory period, the supervisor may determine that the employee is not succeeding in the position and may terminate the introductory period.

The employee is then returned to his or her former position, if available. The employee may also request to be returned to his or her previous position during the introductory period. This request may or may not be granted.

6. Newly promoted employees are paid at the starting rate for the pay grade of the job they are promoted to. If the starting pay is lower than what the employee was earning in his or her previous position, the employee will retain the higher rate of pay.
7. Prior to a promotion, an employee will provide Human Resources with an official copy of his or her college or university transcript or any other proof of education or other qualifications requested by the administration.

Demotions

PURPOSE

To ensure a consistent procedure for demoting employees within the organization.

POLICY

In accordance with the contract set forth by the grantee, employees who do not meet the requirements for a position cannot remain in that position and must be demoted, transferred, or terminated. The decision to demote an employee is made without regard to race, color, religion, sex, national origin, age, perceived disability (physical or mental), veteran status, pregnancy, marital status, medical condition (AIDS, ARC, HIV), sexual orientation, or any other status protected under federal, state or local law.

PROCEDURE

5. Employees may be demoted for the following reasons:
 - a. The employee has not met the requirements for their current position within the allotted time frame.
 - b. The employee's performance is insufficient for their current position.
 - c. The employee requests the change.
 - d. Any other reason approved by the Executive Director
6. Employees that are demoted may or may not keep their current pay depending on their current salary in relation to the average salary of the new position. The salary of the demoted employee will be at the discretion the Chief Financial Officer.

Transfers

PURPOSE

To provide guidelines for the temporary or permanent transfer of employees within the agency.

POLICY

Transfers among components or programs will be encouraged when the transferring employee meets the job qualifications of another job and when the transfer will benefit both the employee and the organization.

PROCEDURE

1. An employee who is transferred temporarily to a higher paying position will be compensated at the rate of the new position. Temporary assignment constitutes a formal assumption of another position's duties for an established period of time, not the occasional filling in for a job or "helping out."
2. An employee who is transferred temporarily to a lower paying position will continue to be paid at his or her existing rate for as long as the temporary transfer is in effect.
3. If the employee has not been returned to his or her regular position at the end of ninety (90) days from the date of temporary transfer, Le Jardin will review the situation and either return the employee to his or her former position, extend the period of the temporary transfer, or make the transfer permanent.
4. At the end of ninety (90) days, employees transferred to a lower paying position will be paid at the rate of the new lower position.
5. Employees transferred to higher position will provide Human Resources an official copy of his or her college or university transcript or any other proof of education, training, experience, or other qualification requested by the administration.

Garnishments

PURPOSE

To set forth the responsibilities of the organization in regard to employee's financial obligations.

POLICY

It is the policy of Le Jardin to comply with wage garnishments against employees.

PROCEDURE

1. Court orders, wage deduction summonses, tax levies and other similar orders against an employee must be immediately forwarded to the Chief Financial Officer.
2. The Chief Financial Officer will:
 - a. Notify the employee of the legal action being taken against him or her,
 - b. Provide the employee with a copy of the official copy of the court order or tax levy
 - c. Inform the employee of the dates the garnishment will be deducted from the employee's paycheck

- d. Advise the employee of his or her rights under the Consumer Credit Protection Act (CCPA)
 - e. Handle the above actions confidentially
 - f. Inform the Executive Director of the garnishment activities
3. In the event that garnishment or similar proceedings are instituted against an employee, the organization will deduct and remit the required amount from the employee's paycheck. The amount deducted will not exceed what is permitted by the Consumer Credit Protection Act.
 4. An employee may not be terminated for having a garnishment served against him or her or for filing a petition for bankruptcy.

Expenses

PURPOSE

To define allowable and non-allowable expenses for reimbursement.

POLICY/PROCEDURE

Refer directly to the Accounting policies and procedures

Group Insurance Plans

PURPOSE

To provide a brief summary of medical insurance, dental insurance, life insurance, short-term disability insurance, long term disability insurance, and retirement benefits provided by Le Jardin. Employees should refer to their Summary Plan Description (SPD) for plan details. In the event of any discrepancy between this document and the SPD, the latter will prevail.

POLICY

It is the policy of the organization to provide group insurance for its employees. The following section provides a summary of benefits provided by the organization's current insurance provider.

PROCEDURE

Health Insurance, Dental Insurance, Vision Insurance, and Life Insurance

1. On the first day of the month following sixty (60) days of employment, a regular full-time employee becomes eligible for the above insurance programs.

2. An insurance information booklet and cost of coverage sheet will be provided to eligible employees in advance of enrollment. Contact Human Resources in the administration office for more information about the insurance programs and their costs.

Qualifying Life Event

Due to IRS regulations, you can make **changes** (example: changing or canceling a benefit) outside the Open Enrollment period or your initial new hire enrollment period **only** if you have a change in family status as defined by the Internal Revenue Code. You must make changes within 31 days of the eligible event and you can only make changes that are consistent with the event. Eligible change of family status events include the following:

Qualifying Life Events:

- Marital Status Changes Covered Dependent Changes
- Legal marriage
- Death of Spouse
- Legal divorce
- Spouse gains or loses coverage from another source
- Spouse's employer's Open Enrollment
- Birth or legal adoption of child
- Death of dependent child
- Dependent becomes ineligible for coverage

If you have an eligible event, please contact Human Resources to make changes to your benefits.

Other Insurance Options

Employees may desire additional insurance such as Term Life Insurance, Short Term Disability and Long Term Disability. These policies can be purchased from a Le Jardin approved private insurance company through payroll deductions. The Human Resources component will provide information to employees who request information on these insurance plans.

Employee Wellness/YMCA

Employee wellness is a priority to Le Jardin Community Center. Specialized rates have been negotiated with the Homestead YMCA. Rates are subject to change. Employee must obtain an enrollment form from Human Resources in order to sign up. The YMCA is the only voluntary benefit that may be canceled with a 30 day written notice to Human Resources.

Profit Sharing Retirement Plan

Le Jardin provides a pension plan to regular full-time employees age twenty one (21) or older after twelve (12) months of employment. The amount of Le Jardin's contribution is 7% of the employee's salary. Le Jardin's contribution to the plan is determined each year in accordance with expected funding and revenue. Enrollment in the profit sharing plan takes place only in

January and July through a broker. Employees can enroll only after they have met the full time employment requirement for a period of twelve (12) consecutive months.

******Any changes made to ANY benefit policies may only be made during a qualifying event or during open enrollment. Written request must be submitted to Human Resources.**

Holidays

PURPOSE

To designate the holidays which are observed by Le Jardin.

POLICY

It is the organization's intent that these holidays be enjoyed as non-working days for all employees. It is the policy of the agency to provide regular full-time employees the benefit of paid holidays.

PROCEDURE

1. The following days are typically recognized by the organization as holidays:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Presidents' Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Veterans' Day
 - h. Thanksgiving Day
 - i. Day after Thanksgiving
 - j. Christmas Day
2. Holiday pay will be calculated based on the employee's hourly pay rate multiplied by the number of hours the employee regularly works each day.
3. An employee who has an unauthorized absence the working day prior to and/or following a holiday will not be paid for that holiday. An authorized absence includes only Paid Time Off, bereavement leave, and jury duty.
4. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
5. There will be no compensation to an employee if a recognized holiday falls during an eligible employee's paid absence (e.g., PTO, etc.) The holiday will be charged to PTO.
6. Teacher planning days are not holidays. All employees will work on teacher planning days. Unless otherwise noted.

7. Holiday pay will not be counted as hours worked for the purposes of determining overtime. Paid holidays will not add to accumulated PTO.

Paid Time Off

PURPOSE

To establish the conditions under which Paid Time Off (PTO) is accumulated and authorized.

POLICY

It is the policy of Le Jardin that all regular full-time employees will earn PTO time in accordance with the guidelines outlined below. PTO combines personal time, vacation and sick leave.

PROCEDURE

1. PTO time will begin accruing after 180 calendar days of employment.
2. PTO is accrued as follows and is based on a “benefit year,” which is from August 1st to July 31st of the following year. For ten (10) month employees the end of the benefit year is the last day of work before the recess.
3. The following charts explain the accumulation of Paid Time Off for Le Jardin employees:

10 month employees:

	per month	Hours per Year	Days per Year
6 months to 5 Years	8 hours	80	10
5+ to 10 Years	10 hours	100	12.50
10+ to 15 Years	12 hours	120	15
15+ to 20 Years	14 hours	140	17.50
20+ to 25 Years	16 hours	160	20
25+ Years...	18 hours	180	22.50

12 month employees:

	per month	Hours per Year	Days Per Year
6 months to 5 Years	8 hours	96	12
5 + to 10 Years	10 hours	120	15
10+ to 15 Years	12 hours	144	18
15+ to 20 Years	14 hours	168	21
20+ to 25 Years	16 hours	192	24
25+ Years...	18 hours	216	27

- a. Employees who have breaks in employment, including leaves of absence (e.g., FMLA) will not accrue PTO during their absence. PTO will not be accrued while an employee is out of work on PTO or while an employee is under suspension. However, employees on military leave will accrue PTO time during their absence.

- b. PTO must be taken in increments of eight (8) hours. Non-exempt may take PTO as available and approved by supervisor.
4. Two (2) weeks advance notice is required for leave requests exceeding a week in length. Scheduled absences must be pre-planned with the supervisor in accordance with component guidelines, negotiating the least impact to the program. Exceptions can be made by the Executive Director or his designee.
5. Supervisors should not approve any leave if the effect would be to leave the classroom or program services without adequate personnel to operate effectively. When scheduling conflicts arise, priority for PTO leave shall be on the basis of seniority.
6. Prior written approval from the employee's supervisor is required for use of PTO. PTO forms must then be sent to Accountant II before leave is taken. Supervisors or administration may request documentation at any time.
7. PTO cannot be carried over from one benefit year to the next. There will be no pay-out for unused PTO.
8. Accrued PTO will not be paid upon termination of employment regardless of the terms of departure from employment, e.g., resignation or dismissal.
9. If all accrued PTO has been used and the employee requires more leave, he or she may request an extended Personal Leave of Absence without Pay from the Executive Director. The FMLA provisions may also cover such leaves of absence depending on the event.
10. PTO will not accrue during the summer recess for ten (10) month employees.

PTO for Exempt Employees and Exempt Time Off

PURPOSE

To clarify the Paid Time Off (PTO) policy for exempt (salary) employees. This policy will also explain Exempt Time Off (ETO), when it may be used and the responsibilities of the employee under ETO. This policy is not applicable to non-exempt (hourly) employees.

POLICY

Exempt employees are paid for the work they perform, regardless of the time it takes to complete their work. Exempt employees may take partial time off (e.g. Half-day) provided they follow the procedures outlined below. Exempt employees must use available PTO when they need to take a full day off from work and will not be working. ETO is only available to exempt employees and is used when the employee will be working remotely.

PROCEDURE

1. If an employee would like to take some of the day off, the exempt employee must request permission from their supervisor and Human Resources. The employee must perform

their job duties remotely. Partial time off will not be deducted from the employee's PTO bank. Once approved, Human Resources will advise the Director of Operations.

2. If an exempt employee wishes to take an entire day off, and will not be working, they must complete a PTO request form signed by their supervisor and use any available PTO. Once approved, Human Resources will advise the Director of Operations and Accountant II.
3. If an exempt employee wishes to take an entire day off, but will continue working, they may ask their supervisor to take ETO. ETO is paid, however the employee is required to perform all of their job duties remotely. If the employee cannot perform their job remotely, they will not be able to use ETO. ETO is not accrued, and exempt employees will only be able to use it at the discretion of their supervisor. ETO must be submitted in advance to the Executive Director and Human Resources. Supervisors or administration may request documentation at any time.
4. ETO is approved at the discretion of the supervisor who will take into account the following when determining if an employee is approved:
 - a. Does the employee consistently miss deadlines for projects
 - b. Has the employee asked for excessive time off recently
 - c. Is the employee difficult to reach when they are not in the office
 - d. Does the employee have difficulty completing their job duties even when they are in the office
 - e. Does the employee exhibit a poor attitude

If the supervisor feels that any of the above statements are true, they may disapprove of the ETO request.

5. Exempt employees may not take PTO, ETO or any partial time off, without approval from their supervisor and Human Resources. Once approved, Human Resources will advise the Director of Operations.
6. It is the responsibility of the exempt employee to ensure that all of their work will be completed by any deadlines specified from their supervisor; approval of time off does not mean that an exempt employee is no longer responsible for completing their job duties. Failure to complete job duties may result in disciplinary action up to and including termination of employment.

Jury Duty

PURPOSE

To set forth the responsibilities of the organization regarding employees called for jury duty.

POLICY

It is the policy of Le Jardin to accommodate all employees who are called for jury duty.

A regular full-time employee who works thirty-five (35) or more hours per week, serves as a juror in Miami-Dade County and gives his or her supervisor a summons and notice of jury service at least five (5) working days prior to absence from work must be paid for all of his or her time spent on jury duty (Sections 11-31, et seq., of the Code of Metropolitan Dade County).

All other employees will be granted authorized, but unpaid, leave for jury duty.

PROCEDURE

1. When an employee receives a summons for jury duty, he or she must present a copy of the summons to his or her supervisor.
2. Employees are expected to report for work whenever the court schedule permits.
3. Once an employee is released from court or jury duty, he or she is required to immediately contact his or her supervisor.
4. A Court issued document showing attendance for jury duty must be submitted to the Chief Financial Officer in order to receive compensation for jury duty.
5. Employees will continue to receive and accrue benefits during jury duty including paid time off, holiday pay and health insurance coverage.

Employee Arrest Policy

6. If an employee must attend legal proceedings on behalf of Le Jardin Community Center, they will be compensated for their time.

PURPOSE

To set forth the responsibilities of the employee when an employee is arrested for any reason.

POLICY

Employees arrested must inform their supervisor of the arrest in writing within five (5) business days of the arrest. Arrests must be reported to the supervisor whether the arrest took place while the employee was conducting business or on the employee's personal time. The employee is required to report any arrest, regardless of the nature of the arrest. Employees that do not comply with this policy will be subject to disciplinary action up to and including termination. It is at the discretion of Administration and Human Resources as to the action, if any, that will take place following the report of an employee's arrest.

PROCEDURE

1. Employees that are arrested for any reason, at any time, must submit a notice to their supervisor in writing within five (5) business days of the arrest.

2. Supervisors must forward the written notice of arrest to Human Resources and the Executive Director.
3. Human Resources in collaboration with the Executive Director will determine if the arrest is relevant to their job and what actions will be taken. Human Resources, with approval from the Executive Director, reserves the right to suspend and/or terminate an employee for any arrest.
4. Employees will not be paid for time off to attend personal legal proceedings for which the employee is a party.

Bereavement Leave

PURPOSE

To provide compensation for regular, full-time employees only who must be absent during a period of bereavement as defined in this policy.

POLICY

Employees will be paid their regular hourly rate for up to two (2) work days lost due to the death of an immediate family member as defined in this policy. The bereavement leave may be taken to make funeral arrangements, to attend a funeral and/or to take care of personal affairs normally associated with a death. Documentation may be requested by administration at any time.

Immediate family includes:

- Spouse
- Parent
- Child
- Sibling
- Employee Spouse's Parent
- Daughter-in-law / Son-in-law
- Grandparents
- Grandchildren

Bereavement leave will not be paid for Saturday or Sunday, or any day on which holiday pay or paid time off is paid.

PROCEDURE

1. An employee who is unable to work due to a death must notify his or her supervisor as soon as possible of the anticipated dates of absence.
2. Supervisors may allow employees to use any available paid leave (PTO) for additional time as necessary.
3. Paid time off will continue to accrue during the bereavement leave.

4. In the event that it is determined and documented that an employee has abused this policy, that employee will receive no pay for such time off, and may be subject to disciplinary action up to and including termination.

COBRA

PURPOSE

To provide a summary of the organization's procedures under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA.

POLICY

Regardless of the circumstances, when an employee's employment with the organization ends, the employee or qualified beneficiary is entitled to continue participating in the organization's group health plan for a prescribed period of time, up to eighteen (18) months. In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.

Employees on voluntary extended leave, with the exception of FMLA leave, for thirty (30) days or more are entitled to participate in the organization's group health plan through COBRA for the duration of their leave. Le Jardin will not pay premiums for employees on leave for thirty (30) days or more.

PROCEDURE

1. Notice of continued health insurance coverage will be provided to the terminated employee and/or dependents by the Chief Financial Officer or his or her designee.
2. Notice of continued health insurance coverage will be provided to an employee on leave by the Chief Financial Officer or his or her designee.
3. If an employee on leave or a former employee chooses to continue group benefits under COBRA, he or she must pay the total applicable premium. The first payment must be received forty-five (45) days after initial election, and subsequent payments no later than the fifth (5th) working day of each month.
4. Coverage will cease if the employee fails to make premium payments as scheduled, becomes covered by another group plan, or when the plan terminates for all employees.
5. For detailed information or questions on COBRA, employees are requested to forward their questions to Human Resources.

Workers' Compensation

PURPOSE

To explain the handling of an on-the-job injury that may be covered under Workers' Compensation.

POLICY

It is the policy of Le Jardin that employees hurt on the job, regardless of fault, be entitled to benefits under Workers' Compensation.

PROCEDURE

Employee Responsibilities

1. Inform his or her supervisor of the injury or accident as soon as possible. The employee should immediately fill out a FIRST REPORT OF INJURY OR ILLNESS form which shall include the following:
 - a. Date, time and place of injury or accident
 - b. Brief description of and conditions that caused the injury or accident
 - c. Description of injured parts of the body or disease resulting from the injury or accident
 - d. The employee should contact their supervisor and Human Resources for referral to a designated Workers' Compensation doctor
2. Ask the doctor to promptly provide information requested by the employer about the condition of the employee.
3. Keep records of all bills, dates of treatment, compensation payments, dates worked and not worked, to whom the injury or accident was reported and any other information relating to the employee's injury or accident.

Supervisor Responsibilities

1. Promptly conduct a thorough investigation to determine if the injury or accident was caused by a work-related injury or accident.
2. Notify Human Resources of the accident or injury and work with the on-site custodian to ensure that the cause of the accident or injury is eliminated.

Light Duty

PURPOSE

To provide employees with an understanding and description of light duty and the circumstances in which it may apply.

POLICY

It is the policy of Le Jardin that employees who, because of a medically certified illness, injury, or disability, are temporarily unable to perform their regular assignments may be assigned to perform alternative assignments in a light duty capacity.

PROCEDURE

1. Light duty placement may include a reduction in full time equivalency, limiting or altering duties in the employee's existing position, or temporarily reassigning the employee to another position that he or she is qualified and capable to perform.
2. In addition to considerations included in this policy, decisions on temporary light duty assignments shall be made based upon: the availability of an appropriate light duty assignment given the applicant's knowledge, skills and abilities; and the physical limitations to which the employee is subject.
3. No employee will be assigned to light duty unless he or she can productively be employed in the light duty position.
4. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits such as incentive pay for special assignments.
5. Light duty assignments are strictly temporary and shall not exceed three (3) weeks in duration. After three (3) weeks, employees on temporary light duty who are not capable of resuming their original duty assignment shall pursue other options as provided by employment provisions of the organization or federal or state law.
6. Personnel on temporary light duty are prohibited from engaging in outside employment.
7. An employee may not refuse temporary light duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health care provider. However, the employee may protest such an assignment through established grievance procedures.
9. All requests for temporary light duty assignment shall be submitted to the Executive Director through the employee's supervisor. Each request must be accompanied by a medical certification to support a requested reassignment, which must be signed either by the treating physician or another licensed health care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgment by the health care provider of familiarity with the light-duty assignment and the fact that the employee can physically assume the duties involved.
10. This policy shall in no way affect the rights of employees or employee under the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.

Personal Leave of Absence

PURPOSE

To establish the organization's policy and to define the conditions under which personal leave of absence is authorized.

POLICY

It is the policy of Le Jardin to provide personal leaves of absence without pay to full-time employees with one or more years of continuous service in order to encourage them to return to active employment with the organization.

PROCEDURE

1. The Executive Director or his or her designee may authorize personal leaves of absence without pay.
2. Employees who wish to continue benefits coverage during their leave of absence must bear the full cost of those benefits.
3. An employee on extended personal leave of absence will be informed prior to the leave as to whether or not he or she is guaranteed that his or her position or a similar position will be available when he or she requests to return to work. If a comparable position is not available at the time the employee returns to work, the employee may be offered a lesser position. If no acceptable position is available at the time the leave expires, the employee's employment with Le Jardin will be terminated.

Family and Medical Leave

PURPOSE

The purpose of this policy is to set forth the provisions of the Federal Family Medical Leave Act (FMLA) of 1993.

POLICY

It is the policy of Le Jardin to provide leave in compliance with the FMLA.

PROCEDURE

1. Employees are eligible for leave under the Federal FMLA if they have been employed by Le Jardin for at least twelve (12) months and have worked at least 1,250 hours for Le Jardin during the most recent twelve (12) consecutive month period.
2. When possible, the employee should notify his or her supervisor at least thirty (30) days before the date of the anticipated leave. The appropriate forms must be completed by the employee and medical practitioner, when necessary, and returned to Human Resources within thirty (30) days of receiving the forms. In an emergency situation, notice must be given as soon as possible, but no later than forty-eight (48) hours after the occurrence of the reason for leave. Failure to make timely notification of the need for leave may result in the delaying of leave until proper notification is received. If employee meets the requirements set by FMLA rules, the leave will be approved.

3. Under the Family and Medical Leave Act, up to twelve (12) workweeks, equivalent to sixty (60) days, of leave may be taken during a twelve (12) month period that begins on the employee's first day of leave, for any one or more of the following reasons:
 - a. An employee's own serious health condition
 - b. To care for a spouse, parent or child with a serious health condition
 - c. For the birth of an employee's child, or placement of a child with an employee for adoption or foster care. Leave for birth, adoption or foster care must conclude within twelve (12) weeks of the birth or placement
4. Married employee couples may be restricted to a combined total of twelve (12) weeks leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.
5. A serious health condition is one in which inpatient care or continuing treatment by a health care provider on an outpatient basis is required. For federal purposes, this specifically includes prenatal care. A bad cold or the flu, even if it requires absence from work or school, will usually not rise to the level of a "serious health condition." Le Jardin will require certification from the employee's or family member's health care provider for leave related to a serious health condition within thirty (30) days of receiving the FMLA request for leave forms.
6. Family and medical leave is unpaid. However, Le Jardin requires that employees take any accrued, unused paid time off to substitute for the unpaid leave. This substitution of paid time off will not increase the amount of leave granted under FMLA.
7. If the employee would like to return to work before the leave has ended, Le Jardin will require certification of fitness for return to work from the healthcare practitioner.
8. Le Jardin will continue to provide benefit coverage during the leave, not to exceed twelve (12) workweeks, equivalent to sixty (60) days. If the employee fails to return from leave the employee will be required to pay back all healthcare costs during their leave.
9. Employees will not continue to accrue benefits (i.e., paid time off, holiday benefits) during the period of leave, but will not lose any seniority that has been accrued prior to leave.
10. Employees will be restored to their former position, with equivalent pay, status, responsibility and authority after completion of their leave. If the employee's former position is no longer available, the employee will be transferred to an equivalent position with equivalent pay and benefits. If the organization is required to eliminate the employee's position because of funding decreases or program requirements during the employee's leave, the organization will notify the employee in writing at the same time the lay-off or termination notices are sent to active employees in the same or similar positions.
11. If more than twelve (12) workweeks of leave are taken, the employee is no longer under the protection of FMLA and reinstatement will be at the discretion and terms of Le Jardin.
12. Additional leave is allowed under FMLA for Military personnel and their spouse, but only under certain qualifying situations. Please speak to Human Resources regarding what constitutes a qualifying event for military extended FMLA leave.

Military Service

PURPOSE

To outline the procedure for those employees called to active military duty or required to attend summer training as a reservist or a member of the National Guard, as mandated by the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

POLICY

It is the policy of the organization to comply with all applicable statutes that require reservists and National Guard personnel to be given leave of absence for active duty and training exercises.

PROCEDURE

1. It is the employee's responsibility to inform his or her supervisor as soon as orders to military duty are received. When requesting a military leave of absence, the employee should present a copy of the training orders signed by the Commanding Officer to his or her supervisor. The supervisor must then notify the Chief Financial Officer and Human Resources.
2. Employees will continue to receive full pay while on leave for those military related absences that are two (2) weeks or less. The portion of any military leave of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.
3. Under USERRA, an employee may take a maximum of five (5) years leave for military service.
4. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Le Jardin will pay for the continuation of health insurance for eligible employees if the employee has no other option, i.e., a military health benefit.
5. Benefit accruals, such as paid time off and holiday benefits will be suspended during the USERRA leave and will resume upon the employee's return to active employment.
6. Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled day of work after the end of service, allowing reasonable travel time.

7. When an employee returns from military leave, he or she will be assigned to a position as required by law. Military leave time is immediately credited to the employee's length of service and all benefits would apply as if the employee had never left his or her job. The employee's salary will be equal to or greater than the salary at the time the leave commenced unless salaries have declined. If automatic increases, cost of living increases or benefit changes would have been granted during the leave time, the employee will be given the increase and the benefits when he or she returns to work. Eligibility for merit increases and promotional increases will be determined by the Executive Director and Chief Financial Officer.
8. Contact your supervisor if you require additional information about this policy.

Job Descriptions

PURPOSE

To set forth the procedures regarding creating job descriptions and classifications for all jobs within the organization.

POLICY

It is the policy of the organization to utilize a job evaluation plan to measure all jobs, create job descriptions for every job, and properly determine exemption status for every job according to the Fair Labor Standards Act (FLSA). The Executive Director will maintain records of all authorized positions within the organization.

PROCEDURE

1. Each Coordinator will be responsible for assuring that staff members reporting to him or her are performing the tasks included in his or her job description. Each description will include the job's:
 - a. Purpose and function
 - b. Title of the supervisor
 - c. Principal duties and responsibilities
 - d. Education and experience qualifications
 - e. FLSA information
2. All new or revised job descriptions are subject to approval by the Executive Director.
3. Newly created positions or changes in position qualifications that may result in salary adjustment require the budget review and approval of the Executive Director.
4. After review, the Chief Financial Officer will assign the position to a recommended salary grade and appropriate FLSA exemption status.

Performance Management

PURPOSE

To set forth the organization's procedures to evaluate the performance of all employees in a fair and equitable manner.

POLICY

It is the policy of the organization that each employee's performance be evaluated after the 90 day and 180 day introductory period and at least once annually thereafter. The performance appraisal is completed to assist staff in improving skills and competencies and to identify training and development needs.

Nothing in this policy is to be construed as prohibiting or discouraging supervisors from discussing an employee's job performance whenever the need to do so arises.

PROCEDURE

1. Human Resources will provide notification of upcoming evaluations to each Administrator and Coordinator responsible for writing an evaluation at least two (2) weeks prior to the performance evaluation due date and include the Director of Operations. Performance evaluations will be conducted on an annual basis using the standardized performance appraisal system, which is designed to ensure that reviews are conducted objectively.
2. The schedule for performance evaluations is:
 - a. Each employee's performance will be evaluated after the first 90 days, then again at the 180 day introductory period and at least once annually thereafter.
 - b. Twelve (12) month employees will be evaluated on their hire anniversary dates.
 - c. Ten (10) month employees will be evaluated annually between April - May.
3. The supervisor responsible will complete the performance evaluation and then schedule a review with the employee and human resources.
4. The reviewer and the employee will meet to discuss the following topics:
 - a. Previous performance plans and achievement of past goals
 - b. Current performance appraisal including demonstration by the evaluator of appreciation for the employee's contributions
 - c. Providing constructive feedback on employee's performance
 - d. Setting future expectations and goals
 - e. Identifying employee training needs and complete and/or update professional development plan.
5. The employee may suggest revisions or comments. Mutually agreed upon changes to the performance evaluation shall be entered in writing on the form.
 - a. The employee may submit his or her own comments or statements on the evaluation form.
 - b. The supervisor shall sign the completed form. The employee shall be asked to sign the completed evaluation acknowledging that he or she has read and

understood it, but may not necessarily agree with the evaluation. Failure by the employee to sign the evaluation will result in disciplinary action.

6. Each supervisor will keep a log of progress for each employee's:
 - a. Successes
 - b. Additional responsibilities
 - c. Awards or recognitions
 - d. Attendance at training, where applicable
 - e. Comments from parents, peers, and supervisor
 - f. Professional Development Plan
7. Performance evaluations will be placed in the employee's personnel file and may be used for such actions as transfers, promotions, pay adjustments, and salary considerations.
8. Supervisors may conduct performance evaluations more frequently if they feel it is necessary.

Training and Development

PURPOSE

To set forth the responsibilities of the organization regarding training and development opportunities for its employees.

POLICY

The organization supports the development of employee skills through both in-house and outside training opportunities. It is a joint responsibility of supervisors and employees to identify training opportunities and needs.

PROCEDURE

1. Safety Training and an Employee Orientation will be provided to all employees. Please see specific policies for details.
2. Other training courses are offered on an as needed basis and may include, but are not limited to, the following:
 - a. Computer training
 - b. Diversity training
 - c. Sexual harassment training
 - d. First Aid and CPR
3. It is the responsibility of the Coordinators to assign employees to the training sessions to ensure that they receive the required training on a regular basis.
4. An employee desiring training must complete a written request for the specific training to his or her supervisor for review. Upon supervisor approval, the request is to be submitted to the Executive Director for approval and Director of Operations for scheduling purposes.

5. See the Educational Assistance policy for more information.

Head Start

1. Head Start staff must participate in ongoing, structured training to acquire knowledge and skills including:
 - a. Early Education continuing education credit classes at a recognized accredited college
 - b. Advanced degrees and/or certifications applicable to their jobs
 - c. Methods for identifying child abuse and neglect
 - d. Methods for planning successful transitions
2. In the event that the employee is not a Head Start employee and not eligible for Head Start classes, his or her courses may be reimbursed through the Education Assistance policy at the discretion of the CFO when funds are available.

Educational Assistance

PURPOSE

To set forth the procedures of the organization regarding educational assistance for employees.

POLICY

Le Jardin recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within Le Jardin.

PROCEDURE

1. Employees must meet the following conditions to be eligible for educational reimbursement:
 - a. Have completed one (1) full year of service as a regular full-time employee and have received an above average rating on his or her performance evaluation
 - b. Remain on the active payroll and are performing their job satisfactorily through completion of each course
 - c. Have completed and submitted a written request and obtained prior approval from the employee's supervisor and the Chief Financial Officer
 - d. Submitted receipts for reimbursement. Courses submitted for reimbursement shall not exceed more than two (2) per semester or quarter unless otherwise approved by the Executive Director
 - e. Whose training is explicitly authorized by the Executive Director or a funding agency.
2. The guidelines for reimbursement include:
 - a. Courses taken pass/fail are not eligible for reimbursement at the undergraduate level. Exceptions will be made where the employee has no alternative. The rate of

- reimbursement will be determined by the Chief Financial Officer and will be determined by the availability of funds.
- b. A grade of "A" in the course will entitle the employee to receive 100% reimbursement of tuition only.
 - c. A grade of "B" in the course will entitle the employee to receive 90% reimbursement of tuition only.
 - d. A grade of "C" in the course will entitle the employee to receive 70% reimbursement of tuition only.
 - e. There will be no reimbursement for grades of "D" and "F".
3. Priority will be given to those employees in need of sixty (60) or more credits to complete undergraduate level college course work and have no alternative tuition reimbursement resource.
 4. The administration must be notified of an employee's intention to apply for educational assistance six (6) months prior to attending an approved college or technical program. Exceptions to the six (6) months are only granted through the fiscal department with approval from the CFO. Approval for participation in the program will depend on availability of funds in the budget. Employees are encouraged to seek alternative payment methods and grants for tuition.
 5. Individual courses or classes that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for educational assistance. Le Jardin has the sole discretion to determine whether a course satisfies this requirement.
 6. While educational assistance is expected to enhance employee performance and professional abilities, Le Jardin cannot guarantee that participation in formal education will entitle the employee to advancement, a different job assignment, or any pay increase.
 7. If an employee voluntarily separates from Le Jardin's employment within less than one (1) year of the last educational assistance payment, the amount of the entire reimbursement is then considered a loan. Accordingly, the employee will be required to repay up to 100% of any reimbursement made during the employee's last year of employment. Percentage of repayment amount is determined by the calendar date and CFO.
 8. Upon entering the tuition reimbursement program, Le Jardin reserves the right to enter into an agreement with an employee for the employee to repay Le Jardin if he or she leaves before one year of the last educational assistance payment. Employees will be permitted to use their Le Jardin retirement funds to repay tuition if they are vested and if a prior agreement has been made.
 9. Registration fees will be paid by Le Jardin for students in the tuition reimbursement program for special classes and training required towards the acquisition of a degree and without which, the degree cannot be obtained; prior approval must be received.

10. Educational leave will be unpaid leave and will be granted under conditions where the required class or training can only be taken during the hours of work; prior approval must be received.
11. Tuition will be reimbursed only for regionally accredited, academic institutions.
12. To receive funds for tuition for the same course(s) that are being reimbursed by Le Jardin is fraudulent and will result in disciplinary action up to and including termination in addition to repayment of funds.

Conflict of Interest

PURPOSE

To outline employee actions that would be considered a conflict of interest for the organization.

POLICY

It is the policy of Le Jardin to prohibit its employees from engaging in any activity or relationship that may conflict with Le Jardin's interests or adversely affect Le Jardin's reputation.

PROCEDURE

1. Each employee shall provide full disclosure of any business or financial enterprise or activity in which he or she is involved which might influence, or might appear to have the capacity to influence, his or her official decisions or actions on organization matters. Disclosure shall be in writing submitted to the Executive Director.
2. It is sound practice to discourage personal gifts and favors from people with whom the agency has a business relationship. Personal gifts worth more than \$25.00 should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.
3. Members of the Board of Directors or any private or non-profit organization funded by Le Jardin or members of any major policy advisory bodies are not eligible for employment with Le Jardin. Former members of the Board and advisory bodies are eligible for employment following their resignation.

Employee Participation in Program Services

PURPOSE

To outline the program services employees are allowed to participate in.

POLICY

Le Jardin, by practice and philosophy, provides entry level employment to local community residents as an opportunity for them to avoid or remove themselves from public welfare dependency so that they can become self-sufficient. Therefore, in general it is the policy of Le Jardin that its employees are not, solely by virtue of their employment, prohibited from participation in programs of service operated by the agency – providing that these employees meet all economic and all other program eligibility requirements set by statute or regulation, and provided that they are not given priority or preferential treatment over other applicants because of their employment with Le Jardin.

PROCEDURE

1. Le Jardin will provide notice that participation in a particular program is either authorized or prohibited to employees. To the extent that employees may participate, notification will be provided of the eligibility requirements and procedures to obtain particular program benefits.
2. Employees who abuse this policy and receive program benefits through fraud, concealment, or other improper means of conduct shall be subject to disciplinary action up to and including termination.
3. Supervisors of employees who knowingly certify the eligibility of an ineligible employee for program benefits, or who are aware of an employee's abuse of program guidelines and fail to report said ineligibility, shall be subject to disciplinary procedures up to and including termination.
4. Each employee should be advised to consult with his or her supervisor prior to participation in a particular program.
5. Employees participating in a Le Jardin program shall not be excused from paying any required fees for it.
6. Educational staff may not have their children, or other family member, as a student in their classroom.

Law Enforcement Participation

PURPOSE

To set forth the organization's general standards concerning employee participation with law enforcement.

POLICY/PROCEDURE

Le Jardin will not take any adverse action against an employee in retaliation for providing to a law enforcement officer or law enforcement agency any truthful information relating to the commission or possible commission of a federal or state offense.

Political Participation

PURPOSE

To set forth the organization's general standards concerning employee participation with politics or political figures.

POLICY/PROCEDURE

All employees are free to engage in political activity to the widest extent consistent with restrictions imposed by law and regulations. Head Start employees may not, however, use his or her official authority or influence for the purpose of interfering with or affecting the result of an election; coerce or advise an employee to pay, lend or contribute anything of value to a political party, committee, agency, organization or person for a political purpose; or be a candidate for elective public office in a partisan election. Furthermore, no use of program funds, services, or personnel is allowed to support or identify with any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office; any voter registration activity; or any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election. Any employees that are found to be in violation will have disciplinary action taken leading up to and including termination.

Organization Bulletin Boards

PURPOSE

To set forth the organization's general standards concerning bulletin boards and their use for communicating with parents and employees.

POLICY

Only authorized organization bulletin boards may be displayed. Information on those boards must be approved in advance by the designated Family Worker Coordinator.

PROCEDURE

1. Bulletin boards may not be erected without prior authorization of the Family Worker Coordinator.
2. The Family Worker Coordinator must approve and supervise the posting of all materials on authorized boards. Postings will be limited to material approved by the family worker coordinator.
3. The designated Family Worker at each center is responsible for updating the boards and ensuring that no unapproved communication is posted.

Computer and Internet Use

PURPOSE

To set forth the organization's policies concerning use of organization computers and the Internet.

POLICY

Le Jardin utilizes the Internet and e-mail to conduct business in a quick and efficient manner. Each employee with access to the Internet or e-mail is responsible for seeing that the Internet and e-mail system is used properly and in accordance with the following policy. Questions concerning the policy should be directed to the employee's supervisor for clarification with the administration.

PROCEDURE

1. The Internet and e-mail system are part of the business equipment and technology platform and are to be used only for organization purposes. The only circumstances under which the Internet and e-mail systems can be used for other purposes are during meal periods or before or after regular working hours. However, only web sites approved of by the administration may be visited.
2. At no time should any subject matter of a sexual nature be viewed or e-mailed.
3. Information and messages that are sent or received via e-mail are to be disclosed only to authorized individuals.
4. There is no personal privacy in any matter created, received or sent from the Internet or e-mail system. The organization, in its discretion, reserves the right to monitor and access any matter created in, received through, or sent or received through the Internet or e-mail system.
5. At all times, messages sent on Le Jardin computers should be sent for only legitimate business reasons. Copies should be forwarded only for legitimate business reasons.
6. Each employee is responsible for the messages that are sent from a terminal assigned to him or her, or sent by him or her. Employees with e-mail passwords should not share their passwords with anyone. Le Jardin employee accounts can be accessed by Le Jardin at any time for verification that information being created, received or sent via the Internet or e-mail system is being created, received or sent for only legitimate business reasons, to check that personal e-mail is not being sent during working hours and to ensure that the information contained within all messages does not compromise, libel or slander Le Jardin or anyone else in any way.
7. All e-mail must follow agency policy banning solicitation and distribution. Chain letters, pyramid schemes and other solicitations are prohibited.
8. No e-mail that constitutes intimidating, hostile or offensive material on the basis of race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition (AIDS, ARC, HIV), sexual orientation or

any other status protected by federal, state or local law or regulation may be created, sent or received at any time. Le Jardin's policy against harassment applies fully to the internet and e-mail system.

9. Information that is considered sensitive, highly confidential or proprietary that is to be sent over the Internet or e-mail system must be first scanned into PDF. Employees must take every precaution to protect proprietary and confidential information about the organization and its children, parents and staff members. Individual staff members will be responsible for learning how to PDF their documents.
10. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
11. To ensure a virus free environment, no files may be downloaded from the Internet unless the origin of the message is known. E-mail messages and attachments should not be opened unless the sender is known to the receiver.
12. Le Jardin purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither Le Jardin nor any of its employees may reproduce such software for use on more than one computer.
13. Employees who become aware of misuse of the Internet or e-mail system by one of his or her peers should promptly contact their supervisor.

Personal/Business Phone Calls and Mail

PURPOSE

To set forth the organization's policies concerning use of telephone and mail facilities.

POLICY

It is the policy of Le Jardin that telephone and mail facilities shall be available during working hours for effective communication with the organization's service recipients and business associates. Accordingly, the organization's facilities should not be used for personal telephone calls or personal mail except in cases of emergency. Personal phones are to be on silent or vibrate during working hours.

PROCEDURE

1. Use of the organization's telephone lines should be confined to business calls. Incoming and outgoing personal telephone calls should be limited to those that are absolutely necessary and should be as brief as possible.

2. Where job or business needs demand, Le Jardin may issue a business cellular phone to an employee. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used primarily for business reasons
3. Use of personnel cellular telephones in the classroom and on the playground during scheduled classroom and playground activities is prohibited and subject to disciplinary action and/or termination.
4. Employees whose job responsibilities include driving on work-related business and who are issued a cell phone for business use are expected to refrain from using their phone while driving. **Safety must come before all other concerns.**
5. In order to avoid adding to the increasing volume of mail, employees may not use the organization's address to receive personal mail.
6. Le Jardin stationary may not be used for personal correspondence due to the fact that any communication sent out on organization stationery might be considered official communication.

Confidentiality of Organization Information

PURPOSE

To provide guidelines for the handling of confidential organization information.

POLICY

It is the policy of Le Jardin that business affairs of the organization should not be discussed with anyone outside the organization except when required in the normal course of business. Information concerning the activities or operations of the organization, or concerning service recipients or their families must be treated as confidential or on a need-to-know basis.

PROCEDURE

1. Many of the programs and projects discussed by Le Jardin staff may be in the tentative planning stages. To repeat or discuss these matters outside of Le Jardin could be unfair and perhaps detrimental to those who may be served or affected.
2. Until a program, policy or procedure is formally announced or published, it is to be treated as confidential by all Le Jardin employees; therefore, the utmost discretion must be used in sharing information or making authoritative statements in discussions about non-official tentative or formative programs, policies or procedures.
3. Employees may not, without Le Jardin's prior written permission, disclose to anyone outside the organization any confidential information or material belonging or pertaining to Le Jardin, or any information or material received in confidence from third parties such as parents or staff members, by Le Jardin.

4. Employees will comply, and do all things necessary for Le Jardin to comply with the following:
 - a. the laws and regulations of all governmental entities and service providers with which Le Jardin does business
 - b. all provisions of any contracts between any such entity, Le Jardin contractors and Le Jardin that relates to the safeguarding of information, confidential or not confidential
5. If an employee leaves the employment of Le Jardin, he or she must surrender to Le Jardin all information-bearing items in his or her possession, whether or not containing confidential information, including but not limited to, diskettes and other storage media, company phones and laptops, notebooks, reports, and other documents belonging to Le Jardin, received by Le Jardin from any third party, or containing Le Jardin confidential information.

Code of Conduct

PURPOSE

To provide guidelines for required behaviors, responsibilities and actions expected of employees.

POLICY

It is the policy of Le Jardin that employees will conduct themselves with the highest ethical standards of a child care professional.

PROCEDURE

1. Be sure that all actions comply with Le Jardin policies.
2. Adhere to the Le Jardin Mission to provide high quality education, recreational and cultural activities and comprehensive services in a safe, caring and nurturing environment.
3. To adhere to Le Jardin's values of:
 - Honesty through integrity, trust and accountability
 - Respect and sensitivity to diversity
 - Open mindedness
 - Creativity
 - Open and clear communications
 - Professionalism
 - Caring and understanding
4. It is important that all actions taken are legal and ethical.
5. If an employee has a question or is in doubt about an action, they should check with their supervisor immediately

6. All Le Jardin employees shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida abuse hotline, at the statewide toll-free number 1-800-96-abuse. Le Jardin Community Center will ensure 100% compliance with the county incident reporting procedures. The program has a zero tolerance policy for abuse and neglect.

Dress Code Policy and Appearance

PURPOSE

To establish uniform guidelines for appropriate professional attire at the workplace and while conducting business outside the workplace.

POLICY

Le Jardin requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to wear appropriate business attire while working at the centers, office or while conducting Le Jardin business. What is considered appropriate attire is defined below. Keep in mind that job and work location should be taken into account as well.

PROCEDURE

Supervisors are responsible for employee adherence to the dress policy, as expressed in the following appearance and dress code guidelines:

1. At all times, employees shall be professional and neat in appearance. Employees with parent contact will be expected to wear appropriate business casual attire, and on special occasions may be asked to wear traditional business apparel.

CENTER DRESS CODE

- **Shirts** – Polo shirts, blouses, button downs, turtlenecks and sweaters are acceptable. Tops with bare shoulders must be worn under another blouse, sweater or jacket
Inappropriate items include: t-shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos. Avoid clothes that are distracting, tight-fitting and revealing.
- **Slacks/pants** – Wool and cotton slacks and pants are acceptable, provided they are clean and wrinkle free. Jeans are permitted only on Fridays.
Inappropriate items include: sweat pants, shorts, overalls, spandex form-fitting pants, and pants that are noticeably worn or faded and frayed.
- **Dresses/skirts** – Business-casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable.
Inappropriate items include: Mini-skirts and spaghetti strap dresses are considered inappropriate.
- **Footwear** – Items such as loafers, boots, flats, appropriate heels and leather casual shoes are acceptable.

Inappropriate items include: Heels over 3 inches, Athletic sneakers and thong/beach sandals. Also, open toe with open heel sandals or shoes

- **Accessories – Inappropriate items include:** Hats, caps, sweat bands, bandanas, long flowing jewelry or other items that can be pulled by children.

Dress code for the Administration Office

- **Shirts** – Blouses, button downs, turtlenecks and sweaters are acceptable. Tops with bare shoulders must be worn under another blouse, sweater or jacket. Polos are only permitted on Fridays.
Inappropriate items include: t-shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos. Avoid clothes that are distracting, tight-fitting and revealing.
 - **Slacks/pants** – Wool and cotton slacks and pants are acceptable, provided they are clean and wrinkle free. Jeans are permitted only on Fridays.
Inappropriate items include: sweat pants, shorts, overalls, spandex form-fitting pants, and pants that are noticeably worn or faded and frayed.
 - **Dresses/skirts** – Business-casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable.
Inappropriate items include: Mini-skirts and spaghetti strap dresses are considered inappropriate.
 - **Footwear** – Items such as loafers, boots, flats, professional heels/wedges and other dress-shoes are acceptable.
Inappropriate items include: Athletic sneakers and thong/beach sandals.
 - **Accessories – Inappropriate items include:** Hats, caps, sweat bands, and bandanas
2. Maintenance workers are required to wear their company provided uniforms during working hours regardless of the location where they are working.
 3. Clothing that contains extensive and/or offensive graphics or messages are not permitted in the workplace or outside the workplace while conducting business.
 4. Staff members working with the children, on or off the playground, must wear closed toe and closed heel shoes with heels less than three inches.
 5. Long fingernails and loose, flowing garments that can be caught or pulled on by a child or object are prohibited.
 6. Clothing may not reveal the employees midsection, front or back, or any undergarments.
 7. T-shirts are not acceptable for a business environment and are not to be worn any day of the week.

8. Jeans are allowed on Fridays, but are to be worn with an appropriate shirt depending on your location (center or administration office). Jeans should look presentable and may not be frayed, torn, ripped, or have excessive designs or graphics.
9. Employees must follow dress code for the entire duration they are conducting business for Le Jardin, regardless of the location where they are conducting business.
10. Employees that do not follow dress code will be subject to disciplinary action.

Safety

PURPOSE

To establish the duty of Le Jardin to provide employees with a safe place to work.

POLICY

Safety is a priority to all Le Jardin employees. It is the policy of Le Jardin to maintain and operate its facilities as safely as possible in accordance with the Occupational Safety and Health Act of 1970 and other applicable federal, state, and local laws and regulations pertaining to safety and health practices.

PROCEDURE

1. The Executive Director, in conjunction with the Human Resources Director and Site Coordinators, is responsible for establishing and communicating organization safety policies and programs. As an employee for Le Jardin, if any employee sees a health or safety issue, they are to report it to maintenance and your supervisor immediately if you are unable to resolve the hazard yourself immediately. If it is possible for the employee to remove the safety concern please do so immediately in order to prevent an incident. All safety-related inspections, accidents, and other safety or health related incidents shall be reported to the Supervisor immediately. The Supervisor will then contact Human Resources, the Executive Director, Chief Financial Officer and Director of Operations. The Executive Director or his or her designee will facilitate the establishment and meetings of an agency-wide Safety and Health Committee. The Committee will meet monthly and monitor the safety of all employees and facilities.
2. The responsibilities of the Custodians and Coordinators include, but are not limited to:
 - a. Inspecting their work areas
 - b. Training employees in health and safety matters
 - c. Identifying unsafe conditions
 - d. Reporting all accidents immediately
 - e. Providing security to the centers
3. Employees should know the location of the fire alarms and firefighting equipment in their area. "No Smoking" restrictions must be carefully observed. In order to promote wellness and maintain a safe, healthy, and efficient work environment, and in particular to protect our children, all Le Jardin programs and services will be conducted in a smoke free

environment. This policy includes employees, as well as all visitors to Le Jardin facilities. No smoking is permitted on Le Jardin premises.

4. Employees should ensure that electrical panels, aisles, fire lanes, fire escapes, extinguishers, sprinkler control valves, stairs and exits are not blocked or obstructed. Fire doors should not be blocked or tied open.
5. Each employee, as a condition of continuing employment, is required to work safely, to observe all safety rules and regulations, to wear required safety equipment, and to perform his or her job in a manner to avoid accidents and injury to others.
6. Employees should follow good lifting practices and lift with their legs, not with their back. If the object is too heavy or bulky, the employee should ask for assistance. The stacking of items should be done in a safe manner
7. The designated family worker at each Le Jardin work site will post a list of emergency telephone numbers that are readily accessible to employees.
8. Employees must report any safety or health deficiencies they observe to their supervisor or the school custodian.
9. Le Jardin shall maintain records and make reports in the form and detail and within the time limits established by OSHA and the Department of Labor.
 - a. A log of all recordable occupational injuries and illnesses shall be maintained by Human Resources.
 - b. Human Resources will coordinate information and services with the insurance carrier.
10. Alcohol, firearms, explosives, illegal drugs, and other improper materials are not allowed on Le Jardin's premises. Le Jardin prohibits the possession, transfer, sale, or use of such materials on its premises. Desks, lockers, and other storage devices provided for the convenience of employees remain the sole property of Le Jardin. Accordingly these storage devices and the articles found within them may be inspected at any time by a designated representative or agent of Le Jardin either with or without prior notice.
11. Maintaining appropriate security in Le Jardin facilities, such as keeping access to certain areas locked, is every employee's responsibility. Employees should familiarize themselves with all relevant security information, which may be obtained from their supervisor. Employees who become aware of a theft or other security problem, or observe anything suspicious (such as people removing items from the building), should immediately notify their supervisor. It is also important that employees avoid having personal valuables at the workplace and safeguard their personal belongings, as Le Jardin is not liable for their loss or damage.
12. It is recommended that employees keep their cars locked while in the parking lot. Le Jardin does not assume responsibility for any damage to or theft of any automobile or personal property left in any automobile in a Le Jardin parking lot.

Workplace Violence

PURPOSE

This policy has been established to prevent workplace violence and to maintain a safe work environment.

POLICY

Le Jardin does not tolerate acts of workplace violence committed by or against employees or anyone else on organization premises. Le Jardin strictly prohibits employees from exhibiting threatening or violent behavior or language.

PROCEDURE

1. All employees, including supervisors and temporary employees, are to be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, and other conduct that may alarm, or be dangerous to others.
2. Firearms, weapons, and other dangerous, hazardous, or illegal devices or substances are prohibited on the premises of Le Jardin.
3. All threats of violence, or violence itself, whether direct or indirect, should be reported as soon as possible to a Coordinator or Administrator. This includes threats by or to employees, customers, vendors, solicitors, or other members of the public. Coordinators should attempt to obtain as specific and detailed information as possible from the affected person(s).
4. All suspicious individuals or activities should also be reported immediately to an immediate supervisor, custodian or member of the administration.
5. Conduct that threatens, intimidates, or coerces another employee, a parent, or a child, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.
6. Le Jardin will thoroughly and promptly investigate all reports of threats of violence, or actual violence, or of suspicious individuals or activities. The identity of the individual making a report will be protected.
7. Anyone determined to be responsible for a threat of, or actual, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination.
8. Le Jardin encourages employees to bring their disputes or differences with other employees to the attention of their Coordinator or Human Resources before the situation escalates into potential violence. Le Jardin is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Smoking

PURPOSE

This policy has been developed to protect the health of all Le Jardin employees and visitors.

POLICY

In order to promote wellness and maintain a safe, healthy, and efficient work environment, and in particular to protect our children, all Le Jardin programs and services will be conducted in a smoke free environment. This includes the use of electronic cigarettes or e-cigarettes. This policy includes employees, as well as all visitors to Le Jardin facilities. No smoking is permitted on Le Jardin premises.

PROCEDURE

1. No one may smoke anywhere on Le Jardin premises at any time.
2. Employees who want to smoke during work hours must leave the premises during designated breaks.
3. Responsibility for compliance with this policy rests with Coordinators and Administrators.
4. Complaints for violation to this policy should be submitted to a Coordinator.

Solicitation

PURPOSE

To set forth the responsibilities of employees and the organization regarding the solicitation of outside products and services on Le Jardin property.

POLICY

It is the policy of the organization to prohibit outside solicitation of products and services during work hours by both employees and non-employees.

PROCEDURE

1. Solicitation includes, but is not limited to:
 - a. Asking for outside funds or contributions
 - b. Offering outside goods or services for sale
 - c. Asking employees to sign a petition
 - d. Requesting employees to join a group, or otherwise requesting employees' support or commitment with respect to causes, groups, interests, goods, or services.
2. Employees are prohibited from soliciting or distributing literature that is not approved through administration. Regular work hours refer to any portion of the workday in which an employee is expected to be performing actual job duties.

3. An employee who is not working may not solicit or distribute literature to an employee who is working.

Photo Release Statement

PURPOSE

To set understanding for all employees about photographs and uses of them for organizational purposes.

POLICY/PROCEDURE

It is the policy of the organization for all employees grant to Le Jardin Community Center, Inc., the right to take photographs of them in connection with work related events. All employees authorize Le Jardin Community Center, Inc., its assigns and transferees to copyright, use and publish the same in print and/or electronically. Le Jardin Community Center, Inc. may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. Employees will not be compensated for any photos taken.