

# **Shasta Head Start Child Development, Inc.**

## **Personnel Policies & Procedures**

## Issue Date: 03/01/2025

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## Introduction

Welcome, New Employee!

On behalf of your colleagues, I welcome you to Shasta Head Start and wish you every success here.

This employee handbook is intended to explain the terms and conditions of employment and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Shasta Head Start. Your supervisor or manager will be happy to answer any questions you may have.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Gordon Chatham  
Executive Director

## **Customer Relations**

The children, families, and community members that we serve are among our organization's most valuable assets. Every employee represents Shasta Head Start to our families and the community. The way we do our jobs presents an image of our entire organization. Families and community members judge all of us by how they are treated during each employee contact. Therefore, our first priority is to assist any child or family that we serve. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to children and families.

Shasta Head Start will provide applicable social services training to all employees with extensive family contact. Families and community members who wish to lodge specific comments or complaints should be referred to the complaint policy in Section 712 of the employee handbook.

Our personal contact with the public, our manners on the telephone, and the communications we send to families and community members are a reflection, not only of ourselves, but also of the professionalism of Shasta Head Start. Positive relationships/interactions not only enhance the public's perception or image of Shasta Head Start, but also pay off in greater loyalty and general good will.

## **Introductory Statement**

Welcome to Shasta Head Start Child Development, Inc. This Employee Handbook sets forth the terms and conditions of employment of all full-time and part-time employees, and supervisors.

This Handbook contains the policies and practices in effect at the time of your receipt of this Handbook. All previously issued policies, memoranda, and benefit statements are superseded.

Shasta Head Start Child Development, Inc. ("Shasta Head Start" or the "Company") reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. However, any and all changes, additions, and deletions must be in writing and will be distributed to all employees. Receipt of changes, if any, will be documented by each employee signing a receipt, which will be noted in each employee's file. No oral statements or representations can in any way alter the provisions of this Handbook.

The Shasta Head Start Handbook contains the entire agreement between you the employee, and Shasta Head Start with respect to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

## EMPLOYMENT

### 100: Types of Employees

Effective Date: 01/01/20

It is the intent of Shasta Head Start to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and Shasta Head Start.

At Shasta Head Start we have several different categories of employment. These are defined below:

#### TYPES OF EMPLOYEES:

1. Provisional Employee: An employee is considered to have provisional appointment between the time a director approves him or her and when the Board of Directors and Policy Council approve the individual for employment. During the term of a provisional appointment, a provisional employee has the same rights and privileges as an introductory employee.
2. Introductory Employee: The first 180 days, of continuous employment at Shasta Head Start is considered an introductory period. Placement of an existing employee into a new position will also require an introductory period. During this time each employee will learn their responsibilities, get acquainted with fellow employees, and determine whether or not they are suited for the job. Performance will closely be monitored by the supervisor.

Newly hired employees will be provided the opportunity to attend New Staff Orientation during their introductory period. Additionally, Shasta Head Start makes every reasonable effort to provide employees with training which will assist them in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Upon completion of the introductory period, Shasta Head Start will review employee performance. If Shasta Head Start finds your performance satisfactory and decides to continue employment, it will advise you of any expected improvements. Completion of the introductory period does not entitle the employee to remain employed by Shasta Head Start for any definite period of time, but rather allows both the employee and Shasta Head Start to evaluate whether or not you are right for the position.

If, at any time during this period, the employee is unable to adapt successfully to the requirements of the position, the worksite, or Shasta Head Start as a whole, their employment may be terminated immediately.

An employee may not initiate grievance procedures if terminated during their introductory period.

3. Part-Time Employee: An employee hired for, and who normally works, less than 30 hours per week.
4. Full-Time Employee: An employee hired for, and who normally works, 30 hours per week or more.
5. Temporary Employee: An employee who is hired to fill a position that is not expected to transition into a part-time or full-time position. The Executive Director, with the approval of the Policy Council, may make appointments to temporary positions.
6. Interim Director: Whenever the Executive Director is absent for more than thirty consecutive working days, he or she appoints an Interim Director, whom the Policy Council and Board of Directors must approve.

Shasta Head Start has the exclusive right to make and terminate assignments, as it deems necessary.

## CATEGORIES OF EMPLOYEES:

1. Non-Exempt Employee: An employee covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws is a non-exempt employee.
2. Exempt Employee: An employee who is excluded from the overtime provisions as outlined in the Federal Fair Labor Standards Act and any applicable state laws. Shasta Head Start employees who qualify for exempt positions are as follows:
  - Executive Director
  - Program Director
  - Chief Financial Officer
  - Human Resources Manager
  - Accounting Manager/ERSEA Manager
  - Program Managers
  - Area Managers
  - Qualified Special Grant Funded Positions
3. Key Employees: The Policy Council and Board of Directors will approve the hiring, termination, and evaluation of the Executive Director. The Policy Council and Board of Directors will delegate responsibility, to the Executive Director, for the hiring, termination, and evaluation, of the Program Director, Operations Director, Human Resources Manager, Fiscal Officer, and any other equivalent position within the agency.

### **101: Nature of Employment**

**Effective Date: 07/01/09**

Employment with Shasta Head Start is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, Shasta Head Start may terminate the at-will employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Shasta Head Start and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or terminated at any time at Shasta Head Start's sole discretion, provided that any such amendment or termination of a policy does not interfere with employees' vested benefits and is implemented in writing and after reasonable notice to employees.

### **102: Employee Relations**

**Effective Date: 01/01/20**

Shasta Head Start believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors. In the event that the employee is unsuccessful or uncomfortable in resolving the issue with their supervisor, they may request to speak to the Human Resources Department or the Executive Director.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Shasta Head Start amply demonstrates its commitment to employees by responding effectively to employee concerns.



In an effort to protect and maintain direct employer/employee communications, we will resist labor organization, within applicable legal limits, and protect the right of employees to speak for themselves.

If and when employees examine the option of representation by individuals outside Shasta Head Start, however, we strongly encourage careful consideration of such related issues as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties.

### **103: Equal Employment Opportunity**

**Effective Date: 01/01/20**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Shasta Head Start will be based on merit, qualifications, and abilities. Shasta Head Start does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, familial status, ancestry, marital status, and sexual orientation or any other characteristic protected by law.

Shasta Head Start is committed to complying with all applicable laws and providing equal employment opportunities. This commitment applies to all persons involved in the operations of Shasta Head Start and prohibits unlawful discrimination by any employee of Shasta Head Start, including supervisors and co-workers.

Shasta Head Start will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to Shasta Head Start. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Shasta Head Start representative with day-to-day personnel responsibilities and request such accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Shasta Head Start then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. Shasta Head Start will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Shasta Head Start will make the accommodation.

If at any time during the duration of employment at Shasta Head Start, any employee believes he or she has been subjected to any form of unlawful discrimination, the employee should provide a written complaint to his or her supervisor or the Human Resources Department. The complaint should be specific and should include the names of the individuals involved and the names of any and all witnesses. Shasta Head Start will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If Shasta Head Start determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Shasta Head Start will take appropriate action to remedy any loss to employees as a result of the discrimination. Shasta Head Start will not retaliate against employees for filing a complaint and will not knowingly permit retaliation by management, employees, or co-workers.

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

The successful business operation and reputation of Shasta Head Start is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Shasta Head Start is dependent upon our families' trust, and we are dedicated to preserving that trust. Employees owe a duty to Shasta Head Start, the children and the families we serve, to conduct themselves so as to merit the continued trust and confidence of the public. Shasta Head Start will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. We are guided by the National Association for the Education of Young Children's (NAEYC's) "Code of Ethical Conduct."

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor. If necessary, discuss your concern with the Human Resources Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Shasta Head Start employee, consultant, and volunteer. Disregarding or failing to comply with the NAEYC standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

In addition, all staff, volunteers, and consultants must follow the following standards:

- They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or any other characteristics protected by law;
- They will follow program confidentiality policies concerning information about children, families, and other staff members;
- No child will be left alone or unsupervised while under their care. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
- At a minimum, staff, volunteers, and consultants must not engage in:
  - Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
  - Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
  - Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
  - Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited

to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;

Additionally, all employees engaged in the award and administration of contracts or other financial awards will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Violation of these standards may result in disciplinary action up to and including termination of employment.

#### **105: Personal Relationships in the Workplace**

**Effective Date: 01/01/14**

The employment of relatives or individuals involved in a dating relationship in the same department, division, or facility of an organization or where one is under the direct supervision of the other may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. An immediate family member is defined as a spouse, parent (including step-parent and parent-in-law), siblings (including step-siblings and siblings-in-law), and children (including step-children and children-in-law). A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Immediate family members of current employees may not occupy a position at any level (higher or lower) in the same line of authority that may affect employment decisions. Other relatives not defined as immediate family members may occupy positions in the same line of authority unless an actual or potential conflict arises. Likewise, no family member of a Shasta Head Start employee may serve as a voting member of the Policy Council.

Individuals involved in a dating relationship with a current employee may also not occupy a position wherein they will be working directly for or supervising the employee with whom they are involved in a dating relationship. Shasta Head Start also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of each party involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict of interest or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

#### **106: Employee Strength Assessment**

**Effective Date: 01/01/20**

To help ensure that employees are able to perform their duties safely, a strength assessment is required. In order to be in compliance with Department of Social Services licensing requirements, it is required that personnel “be in good physical health, including a test for tuberculosis, and that this be verified by a physician not more than one year prior to employment or within seven business days of employment.”

After an offer of employment has been made to an applicant entering a designated job category, a strength assessment will be performed at Shasta Head Start’s expense by a health professional of Shasta Head Start’s choice. The offer of employment and assignment to duties is expressly contingent upon satisfactory completion of the assessment.

Post offer strength assessments are given to all newly hired employees after a conditional job offer has been made. Medical records will be kept separate and confidential.

Current employees may be required to take strength assessments to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at Shasta Head Start’s expense.

Information on an employee’s medical condition or history will be kept separate from other employee information and remain confidential. Access to this information will be limited to those who have a legitimate need to know and have followed the correct procedures established by Shasta Head Start to maintain the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act (HIPAA) regulations in accordance with State and Federal laws.

#### **107: Immigration Law Compliance**

**Effective Date: 07/01/09**

Shasta Head Start is committed to employing only United States citizens and individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Shasta Head Start within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions, or those seeking more information on immigration law issues, are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **108: Conflicts of Interest**

**Effective Date: 07/01/09**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Shasta Head Start wishes the agency to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your immediate supervisor or, if necessary, the Human Resources Department for more information or concerns about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Shasta Head Start. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, gifts and

other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative, as a result of Shasta Head Start's business dealings. For the purposes of this policy, a relative or 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.

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

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Shasta Head Start does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Shasta Head Start.

#### **109: Outside Employment**

**Effective Date: 07/01/09**

Shasta Head Start depends on its employees to devote full attention and effort to their assigned duties. Therefore, full time employees are asked to refrain from working elsewhere. Employees may hold outside jobs as long as they meet the performance standards and personnel policies of their job with Shasta Head Start, and as long as such outside employment is disclosed in writing in advance, to Shasta Head Start. The employee must realize that employment with Shasta Head Start is their primary responsibility and outside employment will not be considered an excuse for poor performance, absenteeism, or lateness. Shasta Head Start will not pay medical benefits for injuries or sickness resulting from employment with an outside company. All employees will be judged by the same performance standards and will be subject to Shasta Head Start's scheduling demands, regardless of any existing outside work requirements.

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

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Shasta Head Start for materials produced or services rendered while performing their jobs.

#### **110: Confidentiality**

**Effective Date: 03/01/25**

The protection of confidential business information is vital to the interests and the success of Shasta Head Start. Confidential information includes, but is not limited to, the following examples:

- Computer programs and codes
- Staff and personnel information
- The confidential files of the children and families we serve
- Pending projects and proposals
- Technological data

- Any other form of Personally Identifiable Information (PII)

All employees are required to sign a confidentiality agreement and abide by the **Data Management Procedures and Procedures to Protect the Confidentiality of Personally Identifiable (PII) Child and Family Information** as a condition of employment. Employees who improperly use or disclose confidential business or personal information of child, family, volunteer, or staff will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **111: Disability Accommodation**

**Effective Date: 01/01/20**

Shasta Head Start is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

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

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

Shasta Head Start is also committed to no discrimination against any qualified employees or applicants because they are related to or associated with a person with a disability. Shasta Head Start will follow any state or local law that provides individuals with disabilities greater protections than the ADA.

This policy is neither exhaustive nor exclusive. Shasta Head Start is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **112: In-House Recruitment and Promotions**

**Effective Date: 01/01/20**

Shasta Head Start encourages current employees to seek promotional opportunities for positions they are qualified for. Job openings will be posted on the electronic job board and remain open for a minimum of seven (7) days. Each job posting notice will include the dates of the posting period, job title, location, wage, job summary, essential duties, and qualifications.

To apply for an open position, employees should submit an employment application through the electronic job board. Incomplete applications will not be accepted.

Applications are screened based upon the requirements and essential job functions of the position(s). Qualified applications are scored based on a number of job-related criteria in order to determine the top candidates to be interviewed. A panel including current Shasta Head Start staff will interview potential candidates.

Employees who have a current written disciplinary warning or suspension on file may not apply for an open position for six months. Additionally, employees who have a “Does Not Meet Expectations” on their most recent performance evaluation may not apply for an open position until they have “Met Expectations” on a subsequent evaluation.

Shasta Head Start reserves the right to promote current employees into positions for which they are qualified without advertising or otherwise opening the position for recruitment.

Employees who are currently working for Shasta Head Start and who are selected for a promotional opportunity will begin the new position at the bottom of the wage scale. Given the diverse nature of employment opportunities within Shasta Head Start, a promotion is defined as any reassignment where the starting wage in the new position is higher than the starting wage in the previous position.

Shasta Head Start also encourages employees to identify friends, acquaintances, and Head Start parents who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral and must never make commitments or oral promises of employment.

#### **113: Reassignments and Demotions**

**Effective Date: 01/01/20**

Shasta Head Start reserves the right to reassign or demote current employees at Shasta Head Start's sole discretion. Upon reassignment or demotion, each employee will assume the wage, given their current level of education, at the bottom of the wage scale for their new position.

#### **114: Reduction in Workforce**

**Effective Date: 01/01/20**

Periodically Shasta Head Start is compelled to reduce its workforce either by separating employees from employment or by reducing the number of hours per week or weeks per year that an employee is scheduled. Shasta Head Start relies on management discretion when determining which employees may be impacted by a reduction in workforce. Management may consider things such as qualifications, duration of employment, performance, location, and disciplinary issues. Age, race, gender, national origin, religion, veteran's status, protected leave taken, and any other protected category may not be considered when determining which employees may be impacted by a reduction in workforce.

#### **115: Reduction in Workforce – Call Back**

**Effective Date: 01/01/14**

Shasta Head Start does not maintain a call back policy for employees that are separated from employment for any reason, including a reduction in workforce.

## **EMPLOYMENT STATUS and RECORDS**

#### **201: Employment Categories**

**Effective Date: 01/01/20**

It is the intent of Shasta Head Start to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and Shasta Head Start.

#### **202: Access to Personnel Files**

**Effective Date: 01/01/20**

Shasta Head Start maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, reference check, records of training, transcripts, W-4 forms, personnel change requests, documentation of performance appraisals, salary increases, and other applicable employment records.

Personnel files are the property of Shasta Head Start and access to the information they contain is restricted. Generally, only supervisors and management personnel of Shasta Head Start who have a legitimate reason to review information in a file are allowed to do so.

You have a right to inspect or receive a copy of the personnel records that Shasta Head Start maintains relating to your payroll, performance, or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Human Resources Manager.

You may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Shasta Head Start may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days (or 21 calendar days for payroll records) from the date Shasta Head Start receives your written request to inspect or copy your personnel records (unless you/your representative and Shasta Head Start mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you may be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Shasta Head Start will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### **203: Employment Reference Checks**

**Effective Date: 01/01/20**

To ensure that individuals who join Shasta Head Start are well qualified and have a strong potential to be productive and successful, it is the policy of Shasta Head Start to check the employment references of all applicants. In order to be considered for employment, the applicant must receive positive references. References are checked by the Human Resources Department only.

If contacted to complete a reference for a current or former Shasta Head Start employee, all employees must forward the requested information to the Human Resources Department, which will provide a response. Responses to such inquiries will confirm only dates of employment, wage rates, position(s) held, and job descriptions. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Any employee, other than an authorized representative of the Human Resources Department, who fails to comply with this policy, is subject to discipline, up to and including dismissal.



Additional information about an employee's performance may be released under certain circumstances. Shasta Head Start will release information to law enforcement agencies or their representatives, including, but not limited to: investigators, summonses, subpoenas, and judicial orders. Shasta Head Start does not need to inform the employee that it disclosed personnel information to these agencies.

#### **204: Personnel Data Changes**

**Effective Date: 07/01/09**

It is the responsibility of each employee to promptly notify Shasta Head Start of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, educational accomplishments, criminal convictions including traffic violations, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees, themselves, are responsible to notify the Human Resources Department.

#### **205: Employment Applications**

**Effective Date: 07/01/09**

Shasta Head Start relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Once a position is offered, it is contingent upon the following: completion of hiring paperwork package, a valid California Driver License (when applicable), a clean DMV report, negative tuberculosis test result, negative pre-employment drug test, fingerprint clearances, and passing of a strength assessment appropriate to the position job requirements. If an applicant has relocated from another state and has not yet applied for a California Driver License, they have 60 working days to obtain one.

#### **206: Performance Appraisal**

**Effective Date: 07/01/09**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance appraisals are conducted at the end of an employee's initial introductory period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance appraisals are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance appraisals will take place after six months performing the duties of the job (six months from the effective date of the new position) and annually thereafter (once per year from the date of the six-month evaluation).

#### **207: Job Descriptions**

**Effective Date: 01/01/20**

Shasta Head Start makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section (if applicable), a professional ethics section, qualifications section, and a physical demands section.

Shasta Head Start maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance appraisals, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

#### **208: Salary and Compensation Administration**

**Effective Date: 01/01/20**

The salary schedule at Shasta Head Start was created to achieve fair and consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Shasta Head Start is committed to paying its employees equitable wages that reflect the requirements, responsibilities and education of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Wage surveys will be conducted periodically and are used to update compensation as necessary.

The salary schedule and all changes made in the schedule shall be recommended by the Executive Director to the Board of Directors for approval.

#### **209: Educational Requirements**

**Effective Date: 01/01/20**

Employees not meeting the minimum education requirements for their position will, upon moving into that position, have a plan of action outlining their responsibilities in meeting the minimum education requirements.

## **EMPLOYEE BENEFITS PROGRAM**

#### **301: Employee Benefits**

**Effective Date: 04/01/23**

Eligible employees at Shasta Head Start are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Details of many of these programs can be found elsewhere in the Personnel Policies & Procedures.

The following benefit programs are available to eligible employees: 401(k) Savings Plan

- Benefit Conversion at Termination (COBRA)
- Bereavement Leave
- Dental Insurance
- Educational Stipends
- Employee Assistance Program (EAP)
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Military Leave
- Paid Sick Leave
- Paid Time Off (PTO)
- Vision Care Insurance

Some benefit programs require contributions from the employee, but most are fully paid by Shasta Head Start.

**Benefits Eligibility Table – (shaded areas are eligible for benefits)**

	<i>Full-Time</i>	<i>Part-Time</i>	<i>Temporary</i>
<b>401(k)</b>	Employees must meet plan eligibility requirements.		
<b>COBRA</b>			
<b>Bereavement</b>			
<b>Education Stipend</b>			
<b>EAP</b>			
<b>Dental Insurance</b>			
<b>Health Insurance</b>			
<b>Holidays</b>			
<b>Paid Jury Duty</b>			
<b>Life Insurance</b>			
<b>Military Leave</b>			
<b>Paid Sick Leave</b>			
<b>Paid Time Off (PTO)</b>			
<b>Vision Insurance</b>			

### **302: Paid Time Off (PTO) Benefits**

**Effective Date: 01/01/24**

Shasta Head Start believes that employees should have opportunities to enjoy time away from work to help balance their lives. Paid time off (PTO) provides all regular and part-time staff members with paid time away that can be used for vacation, personal time, personal illness, or time off to care for an immediate relative (child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling etc.) who is dependent upon the employee to meet his/her treatment.

#### Eligibility

PTO is accrued upon hire or transfer into any regular or part-time position. Temporary employees are not eligible to accrue PTO.

#### Availability

PTO accruals are available for use in the pay period following the pay period they are accrued. Employees may not use PTO that has not yet accrued.

#### Accrual and Payment of PTO

Accruals are based upon paid hours. Employees will earn PTO hours according to the accrual rate per hour (see table below). Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence, Paid Sick Leave, or PTO cash outs. Employees become eligible for the new higher accrual rate on the first day of the pay period in which the employee's eligibility date falls.

Years of Service	Accrual Rate per Hour	Annual PTO Accrual*	Maximum Accrual**
0-5 years	.046154	12 days	360 hours
5-10 years	.065385	17 days	480 hours
10+ years	.084615	22 days	600 hours

\*Annual PTO Accruals are based on an employee having 2080 eligible hours per year (40 hours per week).

\*\*No PTO hours will accrue beyond the maximum accruals listed.

#### Use and Scheduling of PTO

Whenever possible, PTO must be scheduled in advance and is subject to supervisory approval. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. PTO is required to be used for absences not covered by Paid Sick Leave. Exceptions can be made based upon manager's discretion.

PTO must be used for all absences not covered under PSL or other permitted leave of absences. Unpaid absences not covered under other permitted leave must be approved by the employees Manager and Human Resources.

Employees without an accrued balance of PTO may be absent for partial days without PTO with their supervisor's prior approval. However, employees should be encouraged, where feasible, to schedule these partial day absences at times that will cause the least disruption for center or office operations.

Employees who are unable to report to work should notify their direct supervisor before the scheduled beginning of their workday, if possible. The direct supervisor must also be contacted on each additional day of an absence, unless otherwise arranged. Shasta Head Start may require a doctor's certificate (with any physician restrictions relating to the employee's job description) from an employee because of absence due to injury or illness prior to their return to duty. The Board of Director's may require a doctor's certificate (with any physician restrictions relating to the employee's job description) from the Executive Director due to an absence for injury or illness.

Planned PTO Absence is any absence approved at least five (5) business days prior to a scheduled absence. To schedule planned PTO, employees should request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Unexcused PTO Absence is any absence that was not planned and approved by an employee's supervisor at least five (5) business days prior to the absence. Unexcused absences may result in disciplinary action up to and including termination.

PTO is paid at the employee's base pay rate at the time the PTO is taken. In the event available PTO is not used by the end of the benefit year, employees will, subject to the maximum accrual amounts, carry unused time forward to the next benefit year.

#### Exempt Employees

Employees with an exempt status must use their PTO by the day. Eight hours constitutes one day's worth of PTO.

#### Cash Out

After one year of service, employees are eligible to cash out their PTO. PTO balances in excess of 60 hours may be cashed out. For PTO cash out, eligible employees are required to request the cash out amount. The benefit will be paid in the next regular pay cycle.

#### Reduction of Schedule

Employees are given the choice to maintain their accrued PTO balance or have their accrued PTO paid out when a reduction of schedule is equal to or greater than one full pay period and the employee is given a definitive return date. An employee's request to maintain their accrued PTO balance must be made in writing.

#### Termination

Any accrued unused PTO will be paid out with the final paycheck at termination.

### **303: Holidays**

**Effective Date: 04/01/23**

#### Paid Holidays

Shasta Head Start offers paid holiday time off to all eligible employees on the holidays listed below:

- Monday, Tuesday, and Wednesday of Spring Break
- Thanksgiving (fourth Thursday and Friday in November)
- Winter Break (includes Christmas and New Year's Day)

Shasta Head Start will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee was scheduled on that day. This time does not include temporary additional duties (TAD hours).

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless manager's approval is given to the contrary. Planned Paid Time Off (PTO) may be taken before or after a holiday, with no loss of holiday pay, if approved by the employee's supervisor. PSL time taken before or after a holiday will not preclude an employee from receiving holiday pay. A protected leave of absence (FMLA, CFRA, etc.) will not preclude an employee from receiving holiday pay if the employee is able to work the last scheduled day immediately preceding or the first scheduled day immediately following the holiday.

If eligible non-exempt employees work on a recognized holiday, they will receive pay for the hours worked on the holiday in addition to holiday pay. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

#### Unpaid Holidays

Shasta Head Start will recognize the following holidays as unpaid holidays:

- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Thursday and Friday of Spring Break
- Memorial Day (last Monday in May)
- Independence Day (July 4)

- If Independence Day falls on Saturday, the time off will be the scheduled day immediately preceding, or if Independence Day falls on Sunday, time off will be the first scheduled day immediately following
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
  - If Veterans Day falls on Saturday, the time off will be the scheduled day immediately preceding, or if Veterans Day falls on Sunday, time off will be the first scheduled day immediately following
- Wednesday before Thanksgiving

Shasta Head Start will be closed on the aforementioned holidays. Non-exempt employees will not be compensated for this time off. However, employees may choose to substitute the unpaid holiday time with any accrued PTO, if available.

Exempt employees may be required to work during scheduled holidays as the need arises or per their supervisor's request.

### **304: Workers' Compensation Insurance**

**Effective Date: 01/01/20**

Shasta Head Start provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately no matter how minor it may appear. This will enable an eligible employee to qualify for coverage as quickly as possible should the need arise.

Neither Shasta Head Start, nor the insurance carrier, will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Shasta Head Start.

Shasta Head Start requires that any employee who has a work-related injury must provide accurate and timely information relating to their work status, restricted conditions, and follow-up appointments to the Human Resources Department.

Once an employee is released to work (with or without physician restrictions relating to the employee's job description) after seeking medical treatment, documentation must be provided to their immediate supervisor, which will then be forwarded to the Human Resources Department.

Employees who are receiving medical, dental, or vision insurance benefits prior to a leave of absence for a work-related injury will continue to receive benefits during the leave of absence for the maximum period of 120 consecutive days. After 120 consecutive days, continuation of benefits through COBRA (See Personnel Policy Section: 309) will be offered.

### **305: Time Off to Vote**

**Effective Date: 04/01/23**

Shasta Head Start encourages employees to fulfill their civic responsibilities by participating in elections. All employees should be able to find time to vote either before or after their regular work schedule or obtain an

absentee ballot. If employees are unable to vote in an election before or after their work hours, they may take up to 2 hours of excused PTO or unpaid time during their workday to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

### **306: Bereavement Leave**

**Effective Date: 01/01/23**

Employees who wish to take time off due to the death of an immediate family member must notify their supervisor immediately.

- Up to 3 days (regularly scheduled days – not hourly increments) of paid bereavement leave and up to 2 days (regularly scheduled days – not hourly increments) of unpaid bereavement leave per occurrence will be provided to all regular full-time and part-time employees
- Up to 5 days (regularly scheduled days – not hourly increments) of unpaid bereavement leave per occurrence will be provided to all temporary employees

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary. The days off for bereavement leave need not be consecutive.

Shasta Head Start defines "immediate family" as the employee's spouse, domestic partner, parent, child, or sibling; aunt, uncle, or cousin; grandparent or grandchild; the employee's spouse's/domestic partner's parent, child, or sibling; and the employee's child's spouse.

Shasta Head Start reserves the right to request documentation of the death of the family member. Documentation may be a death certificate; a published obituary; or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

### **307: Jury Duty**

**Effective Date: 01/01/20**

Shasta Head Start encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Regular full-time and part-time employees may request paid jury duty leave for any one service period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. If an employee is excused from jury duty early or is not required to be present in court, he or she is expected to return to work.

Either Shasta Head Start or the employee may request an excuse from jury duty, if in Shasta Head Start's judgment, the employee's absence would create serious operational difficulties.

All court allowances paid to employees for Jury Duty must be turned over to Shasta Head Start if the employee received wages during the time he or she served jury duty.

**308: Witness Duty****Effective Date: 07/01/09**

Shasta Head Start encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed, or otherwise requested to testify as witnesses by Shasta Head Start, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Shasta Head Start. Employees are free to use any accrued PTO to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

**309: Benefits Continuation (COBRA)****Effective Date: 07/01/09**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Shasta Head Start's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Shasta Head Start's group rates plus an administration fee. Shasta Head Start provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Shasta Head Start's health insurance plan. The notice contains important information about the employee's rights and obligations.

**310: Educational Stipend****Effective Date: 02/01/17**

Shasta Head Start 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 Shasta Head Start.

Shasta Head Start will provide educational stipends to its employees under all the following criteria:

- Shasta Head Start management will determine, on an annual basis, the targeted job field for which stipends will be available;
- Stipends are to be awarded for college courses required by position;
- Applications for stipend will be made available to employees at the beginning of each program year. Prior approval must be obtained in order to receive an educational stipend;
- Shasta Head Start management will determine annually the maximum dollar amount for each approved employee's stipend;
- Stipends for classes that have been pre-approved will only be awarded after an employee has turned in proof of completing the course with a "C" grade or better; and
- Individuals must be employed at the time of stipend payment.



Shasta Head Start will pay the cost of a classroom substitute if an employee must attend a class during work hours with prior approval from their supervisor. Unpaid release time will be granted with prior approval from the employee's direct supervisor. Time spent working on college coursework will be unpaid time. Employees may use any accrued PTO for this time.

Employees should contact their Area Manager, immediate supervisor, or Human Resources Manager for more information or questions about educational stipends.

### **311: Health Insurance**

**Effective Date: 01/01/20**

Shasta Head Start pays for an insurance plan for eligible employee's access to medical, dental, and vision care insurance benefits. Employees may add dependents to this coverage at their own expense. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Shasta Head Start and the insurance carrier.

Employees may be eligible for a special enrollment period if they experience a qualifying life event. Getting married, having a baby, or losing health coverage are all examples of a qualifying life event. Employees have 30 days to notify the Human Resources Department, in writing, should a qualifying event occur in order to be eligible for a special enrollment period.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy (Section: 309) for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Office for more information about health insurance benefits.

### **312: Life Insurance**

**Effective Date: 07/01/09**

Shasta Head Start pays for a basic life insurance plan for eligible employees. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Shasta Head Start and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

### **313: 401(k) Savings Plan**

**Effective Date: 01/01/20**

Shasta Head Start has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must complete one year of service (including working more than 1,000 work hours) and be 21 years of age or older. You may join the plan only during open enrollment periods. January, April, July, and October are open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 401(k) plan.

### **314: Employee Assistance Program**

**Effective Date: 01/01/20**

Shasta Head Start cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems, either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), Shasta Head Start provides confidential access to professional counseling services for help in confronting personal problems such as substance abuse, marital and family relationship difficulties, financial or legal troubles, and emotional distress. The EAP is available to all eligible employees, offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard employee privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

Details of the EAP and contact information is available from the Human Resources Department.

### **315: Parental Leave for School Visits – Unpaid Time**

**Effective Date: 01/01/20**

Shasta Head Start recognizes the value of parental involvement in children's education. For this reason, Shasta Head Start provides employees who are parents, guardians, or custodians of children in licensed childcare facilities or kindergarten through grade 12, unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or childcare such as parent/teacher conferences or field trips.

Employees may request up to 40 hours per calendar year, and eight hours per month, of parental leave for school visits within any calendar year. Employees must provide their immediate supervisor reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to their immediate supervisor (who then forwards to Human Resources) from the school verifying the date and time of the visit. Contact your immediate supervisor or, if necessary, the Human Resources Department for more information or questions about, and requests for, parental leave for school visits. Shasta Head Start will review requests based on business needs and staffing requirements.

### **316: Paid Sick Leave (PSL)**

**Effective Date: 01/01/24**

All active employees will receive a lump sum of 40 hours of PSL on January 1, 2024. All employees hired after January 1, 2024, will receive a lump sum of 40 hours upon date of hire. PSL accounts will be reset with a balance of 40 hours on the employees hire date or January 1<sup>st</sup>, if employed on or before January 1, 2024.

Absences of 40 hours for the following reasons will not be considered unexcused, diagnosis, preventive care (e.g., annual physical or flu shot), for care of an existing health condition or for specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking, leaves of absence covered under FMLA or CFRA. The absences may be for the employee or their family members. The following are considered family members: child (biological, adopted, or foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis), parent (biological, adoptive or foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person (any individual identified by the employee at time of requesting PSL). Shasta Head Start may limit employees to one designated person per 12-month period.

Unexcused absence is any absence that was not planned and approved by an employee's supervisor at least five (5) business days prior to the absence. Unexcused absences in excess of 40 hours may result in disciplinary action up to and including termination.

#### Use and Scheduling of PSL

Employees who are unable to report to work should notify their direct supervisor before the scheduled beginning of their workday, if possible. The direct supervisor must also be contacted on each subsequent day of an absence. Shasta Head Start may require a doctor's certificate (with or without physical restrictions according to their job description) from an employee because of absence due to injury or illness prior to their return to duty.

Shasta Head Start will not take any adverse action against employees who utilize PSL up to 40 hours annually based starting January 1, 2024, or the employees hire date if hired after January 1, 2024. However, employees who misuse the policy (such as misrepresenting the reason for use of PSL) may be subject to disciplinary action.

If the absence is expected to be an extended leave, the employee needs to review leave of absence options with Human Resources.

## **TIMEKEEPING and PAYROLL**

### **401: Timekeeping**

**Effective Date: 01/01/20**

Accurate record keeping of time worked is the responsibility of every non-exempt employee. Federal and state laws require Shasta Head Start to keep an accurate record of time worked in order to perform assigned duties.

Non-exempt employees will accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They will also record the beginning and ending time of any split shift or departure from work for personal reasons. Employees must clock in and out at a Shasta Head Start facility each work day. Time will not be paid to and from the employee's home and scheduled worksite. Overtime work must always be approved by a supervisor before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than 3 minutes prior to their scheduled starting time nor stay 3 minutes after their scheduled stop time without expressed prior authorization from their immediate supervisor.

The supervisor will approve the time record before submitting it for payroll processing.

#### **402: Paydays**

**Effective Date: 09/01/12**

All employees are paid biweekly on every other Friday. Employees can choose between two forms of payment:

- Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Shasta Head Start.
- Employees may choose a pin-based debit pay card.

Employees will receive an itemized statement of wages when Shasta Head Start makes payment in either form. Employees who need further information regarding wage payment may ask their immediate supervisor or, if necessary, the Human Resources Department.

Shasta Head Start provides each employee a written, electronic pay check stub through the use of employee self-service. Employees can opt out of this option and receive a paper paycheck stub mailed to their address of record by contacting the Human Resources Department.

#### **403: Employment Termination**

**Effective Date: 01/01/20**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Lay-off – employment termination initiated by the organization for non-disciplinary reasons

Shasta Head Start will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Shasta Head Start, or return of Shasta Head Start-owned property. Suggestions, complaints, and questions can also be voiced at that time.

Since employment with Shasta Head Start is based on mutual consent, both the employee and Shasta Head Start have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Termination of the Executive Director will be initiated by the Board of Directors and approved by the Board of Directors and the Policy Council.

**404: Administrative Pay Corrections****Effective Date: 07/01/09**

Shasta Head Start takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her immediate supervisor so that corrections can be made as quickly as possible.

**405: Pay Deductions and Setoffs****Effective Date: 01/01/20**

The law requires that Shasta Head Start make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Shasta Head Start also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Shasta Head Start matches the amount of Social Security taxes paid by each employee.

Shasta Head Start offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

A garnishment is a legal action taken by a creditor requiring Shasta Head Start to withhold a specified amount from an employee's earnings. The amount of money withheld is based on the employees' "disposable earnings", which is the amount left after federal and state income taxes, FICA, and other necessary deductions have been made.

When an employee's wages are garnished by a court order to repay a debt the employee incurred but cannot pay, Shasta Head Start is legally bound to withhold the amount indicated in the garnishment order from the employee's income. When Shasta Head Start receives a garnishment notice from more than one source, the monies will be paid to each of the creditors in the order that the notification was received, or as otherwise provided by law. Shasta Head Start may charge a fee to cover the administrative expenses involved in handling employee garnishments. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Payroll Department can assist you.

**WORK CONDITIONS and HOURS****501: Safety and Injury and Illness Prevention Program****Effective Date: 01/01/20**

To assist in providing a safe and healthy work environment for employees and visitors, Shasta Head Start has established a workplace Safety and Injury Illness and Prevention Program (IIPP). This program is a top priority for Shasta Head Start. The Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the Safety and IIPP program. Its success depends on the alertness and personal commitment of all employees.

Shasta Head Start provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings and trainings, bulletin board postings, memos, and other written communications. Employees are strongly encouraged to maintain open and effective

communication between themselves and management about workplace safety, health, and Injury Illness and Prevention issues.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, any other supervisor or manager or, if necessary, to the Human Resources Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or, when appropriate, remedy the situation, may be subject to disciplinary action, up to and including termination of employment.

#### **502: Work Schedules**

**Effective Date: 07/01/09**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs, budget, 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. Staff may be required to return to work during their reduced schedule period to fill in for staffing shortages. Shasta Head Start reserves the right to alter any schedule, including transfers to a different worksite, in order to serve the best interest of the Agency as a whole.

#### **503: Use of Phone and Mail Systems**

**Effective Date: 01/01/20**

Personal use of the telephone is limited. Employees should practice discretion when making local personal calls and may be required to reimburse Shasta Head Start for any charges resulting from their personal use of the telephone. Personal long-distance call charges are not permitted.

The use of Shasta Head Start-paid postage for personal correspondence is not permitted.

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

All correspondence that contains Shasta Head Start's letterhead must be approved by the employee's manager.

Any employee, who violates Shasta Head Start's policy with respect to the above-mentioned policies, is subject to discipline up to and including termination.

#### **504: Smoking**

**Effective Date: 03/01/11**

The smoking of tobacco on Shasta Head Start premises is prohibited.

#### **505: Rest Periods**

**Effective Date: 09/01/12**

Shasta Head Start provides all eligible employees with ten (10) minute rest breaks according to the number of hours worked in any given day. The following chart details the number of paid, ten (10) minute rest breaks per hours worked:

Shift Length	Rest periods
0 – 3.5 hours	No rest period
3.5 – 6 hours	One 10-minute break
6 – 10 hours	Two 10-minute breaks
10 – 14 hours	Three 10-minute breaks

To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees are requested to return to their work area promptly after the allotted rest period.

#### 506: Meal Periods

**Effective Date: 01/01/14**

Shasta Head Start provides an unpaid meal break of at least 30 minutes for every work period of more than five hours. If six hours of work complete the day's work, employees can voluntarily choose not to take the meal break with their supervisor's consent. Unpaid meal breaks offer the following conditions:

- They are at least 30 minutes in duration and are uninterrupted;
- The employee is relieved of all duties; and
- The employee is free to leave the premises.

Supervisors will schedule meal periods to accommodate operating requirements. Meal breaks are scheduled as follows:

Shift Length	Meal Period
0 – 5 hours	No meal period required
5 – 6 hours	One meal period or consent to a mutually agreed upon waiver
Over 6 hours	One meal period
10 – 12 hours	Second meal period or consent to a mutually agreed upon waiver (unless first meal period already waived)
Over 12 hours	Second meal period

Except in situations where an employee is scheduled to work at a non-Shasta Head Start facility, each employee is required to clock in and out for their scheduled lunch period. A failure to do so could lead to disciplinary action, up to and including termination. Any employee with a scheduled lunch break will have their time record automatically deducted for the full break if the employee's clock in time is less than the scheduled break time. Each employee is relieved of all duties for the entirety of their 30-minute break, regardless of when they clock back in. The first meal period must be taken by the end of the fifth hour worked.

Employees may be asked to take on-duty meal breaks in certain circumstances. An on-duty meal break is permitted only when the nature of work prevents an employee from being relieved of all duty. The on-duty meal break must be agreed to in writing by the employee and the employer; must be paid; and may be revoked at any time in writing by the employee.

If an employee changes worksites/departments and reports to a different supervisor, the on-duty meal break agreement must be reviewed and approved by the new supervisor and reassigned as above. A copy of this agreement is to be submitted to the Human Resources Department.

Shasta Head Start provides meal breaks to qualified employees with the expectation that each employee will take their full meal break period. In the event that an employee was provided the opportunity to take a meal break, but either chose to take it after the required time frame or chose not to take it altogether, the employee is responsible for alerting their supervisor to these facts.

Additionally, should an employee be required to return to work before 30 minutes has passed, in the absence of an approved meal waiver, the employee needs to alert their supervisor so their pay can be adjusted accordingly.

#### **507: Overtime**

**Effective Date: 07/01/09**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Shasta Head Start will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Shasta Head Start provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.

Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay.

Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

#### **508: Use of Equipment and Vehicles**

**Effective Date: 01/01/20**

Equipment and vehicles are essential in accomplishing job duties are expensive and may be difficult to replace. When using Shasta Head Start property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your immediate supervisor or, if necessary, the Facilities/Transportation Department with respect to vehicles and the direct supervisor with respect to equipment, machines, or tools that appear to be damaged, defective, or in need of repairs. These actions could prevent deterioration of equipment and possible injury to employees or others. Your immediate supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action up to and including termination of employment. Additionally, the use of a cell phone or electronic device while operating a company vehicle is prohibited and could result in immediate termination.



Vehicles must not be parked in such a way as to interfere with the delivery or picking up of children by Shasta Head Start buses, parents, or others. Any time a person uses a personal vehicle on Shasta Head Start business (which does not include commuting to and from work) with his or her supervisor's permission or as a part of the job requirements, he or she may be reimbursed at the current Shasta Head Start mileage reimbursement rate. Out of pocket expenses for tolls and parking are reimbursed if original receipts are presented.

All mileage reimbursement will be made from the employee's scheduled worksite. Employees must report to their worksite before beginning their workday. Mileage will not be paid from the employee's home to their scheduled worksite. If an employee is asked to travel to an alternative worksite exceeding 30 miles from their normal worksite, mileage will be paid. Employees are only reimbursed for mileage accrued during working hours.

Shasta Head Start maintains a fleet of vehicles for use in conducting agency business. Shasta Head Start employees may be authorized to operate these vehicles in the course of performing their assigned duties, provided they have a current and valid California Driver License and up to date liability insurance.

No employee shall drive an agency vehicle or his or her personal vehicle on agency business time without having a clean DMV printout on file with the Human Resources Department.

Listed below are the maximum allowable amounts of accidents/moving violations given to us by our insurer that will result in an employee becoming uninsurable.

#### One or More Type A Violation

*(Type A Violations include):*

- DWI/DUI/OUI/OWI – Drugs or alcohol
- Refusing to take a substance test
- Driving with an open container alcohol
- Manslaughter or negligent homicide using a motor vehicle
- Driving while license is suspended, damaged, or revoked
- Reckless driving
- Fleeing or evading police or roadblock
- Resisting arrest
- Speed contest (racing)
- Hit and run (bodily injury or property damage)
- Failure to report an accident
- Operating a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Permitting an unlicensed person to drive
- Illegal passing of a school bus
- Other violations considered serious by state

#### Any Three or More Type B Violations in the Past Three (3) Years

*(Type B Violations include):*

- Moving violations, including:
  - Speeding
  - Improper lane change
  - Failure to yield
  - Failure to obey traffic signal or sign

- Careless driving
- At fault accidents
- License Requirements under Type B Violations:
  - Having a license suspended in the past related to moving violations
  - Any driver who has only an international or foreign driver's license.
  - Any driver who has been licensed for less than three (3) years, regardless of age.
  - Any driver who is not licensed in the state where she/he resides within the time required by the state. This applies to those states that require drivers to be re-licensed within a certain time period.

Any employee that has received a type A or Type B traffic violation while employed is required to report this to the Human Resources Department immediately. Failure to do this can result in disciplinary action or termination.

The employee must also meet the eligibility requirements and be insured as a driver under Shasta Head Start vehicle insurance policy by the insurance carrier, prior to operating a vehicle owned by Shasta Head Start.

Additionally, the transporting of children enrolled in the program is permitted provided it is for activities directly related to the program, that the transport takes place in an agency vehicle, and that the parent/guardian of the child is present during the transport. Neither parents/guardians nor children of the program may travel in an employee's personal vehicle under any circumstance.

#### **509: Emergency Closures**

**Effective Date: 01/01/20**

At times, emergencies for severe weather conditions such as: snow, fires, power failures, floods, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, the employee will be paid for scheduled work. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available accrued PTO. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

#### **510: Business Travel Expenses and Per Diem**

**Effective Date: 01/01/20**

Shasta Head Start will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance in writing by your immediate supervisor and a Shasta Head Start Director.

Employees, who are traveling more than 120 miles one way from their assigned work location and who expect to incur costs other than mileage, may request lodging, meals, or other allowable costs by completing a Travel Claim Form.

Employees and others who receive funds from Shasta Head Start to travel outside the service area must read and sign the Shasta Head Start Conference Travel Agreement annually prior to the first trip and abide by the terms of the agreement for the duration of the activity and travel.

When approved, the actual costs of travel, meals and lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Shasta Head Start. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage, costs for use of personal cars, only when agency owned vehicles or less expensive transportation is not available
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings, Shasta Head Start employees qualify for government rates where applicable
- Cost of meals, at per diem rate
- Charges for telephone calls, faxes and similar services required for business purposes
- Parking/airport and hotel
- Toll bridge fees

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Shasta Head Start may not be used for personal use unless, in rare occasions, it is approved in advance by the Executive Director. Shasta Head Start is not liable for damage to personal vehicles.

When travel is completed, employees should submit completed travel expense reports within 5 days of the occurrence dates. Receipts for all individual expenses must accompany reports. Reimbursement is not to exceed the applicable per diem rate paid by Shasta Head Start, which is the current rate set in the Federal Travel Guidelines.

Per Diem rates may be allowed for such expenses as:

- Meals
- Tips
- Telephone charges, faxes, and other communications necessary to conduct the business for which the travel was authorized
- Transportation, (including rental cars) between places of lodging and places where business will be conducted

Employees should contact their immediate supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, and reimbursement for specific expenses, per diem or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect cost not incurred by the employee, can be grounds for disciplinary action or termination of employment.

**511: Visitors in the Workplace/Sign-In and Sign-Out**

**Effective Date: 01/01/20**

To provide for the safety and security of employees and the facilities at Shasta Head Start, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors should enter Shasta Head Start at the reception area or at center locations through the front door using the “sign-in and sign-out logs”, which monitors those present at any location at all times. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Shasta Head Start’s premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area or in front entrance area of center locations.

Guidelines for Staff Children On-Site (Center Base and Home Base):

- Only children who are enrolled in SHS/EHS are allowed in the classroom during hours of operation, according to Community Care Licensing regulations.
- Staff member’s children are not allowed in the classroom or workstations during work hours.
- During parent meeting events, when Shasta Head Start is not operating under Community Care Licensing regulations, staff children may volunteer (in-kind) to help supervise and perform a specific assigned job, provided they have permission from their manager.
- Staff member’s children, whose behavior is inappropriate or disruptive, may be denied the privilege of participating or waiting for their parent on-site.
- If a staff member’s child is in an ROP program, they are an exception to this rule. Community Care Licensing regulations state that an aide enrolled in an ROP program may work in the class and must be supervised by a teacher at all times.

## **512: Computer and Email Usage**

**Effective Date: 07/01/09**

Computers, computer files, the email system, and software furnished to employees are Shasta Head Start’s property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Shasta Head Start purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software. Unless authorized by the software developer, Shasta Head Start does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Shasta Head Start prohibits the illegal duplication of software and its related documentation.

Shasta Head Start strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Shasta Head Start prohibits the use of computers and the email system in ways that are disruptive, a form of harassment, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, correspondence of any kind and cartoons or pictures are not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, religious or political causes, jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

All electronic information created by any employee using any means of electronic communication is the property of Shasta Head Start and remains the property of Shasta Head Start. Authorized personal passwords may be used for purposes of security but the use of personal passwords does not affect the company's ownership of the electronic information. Shasta Head Start will override all personal passwords if necessary for any information.

Shasta Head Start reserves the right to access and review electronic files, messages, email or other mail and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of company policy or any law occurs.

Employees should notify their immediate supervisor, or, if necessary, the Information Technology Specialist upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action or termination of employment.

### **513: Internet Usage**

**Effective Date: 07/01/09**

Internet access to global electronic information resources on the World Wide Web is provided by Shasta Head Start to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Shasta Head Start and, as such, is subject to Shasta Head Start review, and to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email messages and other transmissions is accurate, professional, appropriate, ethical, and lawful.

The equipment, services, agency information, and technology provided to access the Internet remain at all times the property of Shasta Head Start. As such, Shasta Head Start reserves the right to monitor Internet connections and stored information in all Shasta Head Start computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, gender, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by Shasta Head Start in violation of law or Shasta Head Start policies could result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or propriety information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography, obscene, or sexually explicit materials of any kind, or any materials that may be considered harassing or offensive
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security investigation
- Sending or posting chain letter, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

#### **514: Social Networking**

**Effective Date: 01/01/20**

At Shasta Head Start, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

#### **GUIDELINES:**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Shasta Head Start, as well as any other form of electronic communication. The same principles and guidelines found in Shasta Head Start policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of Shasta Head Start or Shasta Head Start's legitimate business interests may result in disciplinary action up to and including termination.

### **Know and follow the rules**

Carefully read these guidelines, the Shasta Head Start Business Ethics and Standards of Conduct Policy, the Shasta Head Start Internet Usage Policy and the Shasta Head Start Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow employees, clients, suppliers, or community partners. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or your supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage clients, employees or suppliers; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Shasta Head Start, fellow employees, clients, suppliers, or community partners.

### **Post only appropriate and respectful content**

Maintain the confidentiality of Shasta Head Start private and confidential information. This may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a Shasta Head Start website without identifying yourself as a Shasta Head Start employee.

Express only your personal opinions. Never represent yourself as a spokesperson for Shasta Head Start. If Shasta Head Start is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Shasta Head Start, fellow employees, clients, suppliers or community partners. If you do publish a blog or post online related to the work you do or subjects associated with Shasta Head Start, make it clear that you are not speaking on behalf of Shasta Head Start. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Shasta Head Start."

Refrain from posting any media produced during work time, including pictures and videos, on any social networking sites.

### **Using social media at work**

Refrain from using social media while on work time or on agency provided equipment, unless it is work-related as authorized by your manager or consistent with the Internet Usage Policy. Do not use Shasta Head Start email addresses to register on social networks, blogs, or other online tools utilized for personal use.

**Retaliation is prohibited**

Shasta Head Start prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Media contacts**

Employees should not speak to the media on Shasta Head Start's behalf without contacting a Shasta Head Start Director. All media inquiries should be directed to a Shasta Head Start Director.

**515: Workplace Monitoring****Effective Date: 07/01/09**

Workplace monitoring may be conducted by Shasta Head Start to ensure quality control, employee safety, security, and customer satisfaction. Monitoring occurs on a regular basis by program area Specialists.

Computers furnished to employees are the property of Shasta Head Start. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access to monitoring reports will be granted on an individual basis unless there is a legitimate business reason to protect confidentiality or an ongoing investigation. Contact your immediate supervisor if you have questions regarding access to monitoring reports.

Because Shasta Head Start is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in a professional, ethical, and respectful manner.

**516: Telecommuting****Effective Date: 07/01/21**

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that Shasta Head Start may offer to some employees when it would benefit both the organization and the employee. Managers must notify HR when a telecommuting arrangement has been agreed upon.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing). Employees are expected to maintain confidentiality and ensure protection of personally identifiable information (PII) while telecommuting (please refer to Personnel Policy 110: Confidentiality).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his/her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Overtime is not permitted without prior approval from the employee's manager. All non-exempt staff members are expected to use the time and attendance



system to punch in and out for the day, for all meal breaks, and for any other time away from work (aside from allowed rest breaks).

Telecommuting could result in expenses not directly addressed by this policy. If such expenses are necessary for the employee's official duties as prescribed, Shasta Head Start will reimburse the employee. Reimbursement is subject to management approval. All potential expenditures must be approved prior to the transaction being made.

Shasta Head Start will determine, with information supplied by the employee and their supervisor, the appropriate equipment needs for each telecommuting arrangement. The Technology Department will serve as a resource in this matter. Equipment supplied by the agency will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the agency, will be maintained by the employee.

All equipment purchased by Shasta Head Start remains the property of Shasta Head Start. All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason. Hardware is only to be modified or serviced by parties approved by Shasta Head Start. Software provided by Shasta Head Start is to be used only for its intended purpose and should not be duplicated without consent. Any equipment provided by Shasta Head Start for off-site use is intended for legitimate business use only. All hardware and software should be secured against unauthorized access.

During the employee's scheduled work hours, the employee's at-home workspace will be considered an extension of Shasta Head Start's workspace. Therefore, workers' compensation benefits may be available for job-related accidents that occur in the employee's at-home workspace during working hours. All job-related accidents will be investigated immediately. The maintenance of a safe workspace is an expectation in the telecommuting program. All agency safety expectations apply (please refer to the Injury & Illness Prevention Program for more information) in a telework setting just as they would at an agency central location.

In the case of an injury while working at home, the employee must immediately report the injury to their immediate supervisor or, if necessary, the Human Resources Department (please refer to Personnel Policy 301: Workers' Compensation and Personnel Policy 501: Safety for procedures to report an injury).

Shasta Head Start assumes no responsibility for work-related injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on Shasta Head Start's premises.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, Shasta Head Start has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

## **517: Workplace Violence Prevention**

**Effective Date: 07/01/24**

To assist in providing a safe and healthy work environment for employees and visitors, Shasta Head Start has established a Workplace Violence Prevention Plan (WVPP). This plan is intended to support employees in the overall identification, correction, and prevention of workplace violence or workplace violence hazards.

Shasta Head Start has designated the Human Resource Manager as the Workplace Violence Prevention Plan Administrator. It is the responsibility of this person to ensure overall implementation of the WVPP. In addition, supervisors have the responsibility of supporting, implementing, and maintaining this program.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or, if necessary, to the Human Resources Department. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Employees may report without fear of reprisal. Shasta Head Start will promptly and thoroughly investigate all reports or threats of (or actual) violence. The identity of the individual making a report will be protected as much as is practical.

Do not place yourself at risk or in danger. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

In order to maintain workplace safety and the integrity of the investigation, Shasta Head Start may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to immediate termination of employment.

Shasta Head Start provides information to employees about workplace violence through the WVPP, supervisor-employee meetings, trainings, memos, and other written communications. Employees are strongly encouraged to maintain open and effective communication between themselves and management about workplace violence issues. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with a supervisor, manager or, to the Human Resources Manager.

All employees and volunteers should be treated with professional courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous or result in injury.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Shasta Head Start. Conduct that threatens, intimidates, or coerces another employee, a child, parent, or a member of the public at any time, including off-duty periods, will not be tolerated.

Shasta Head Start encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. Shasta Head Start is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **518: Ergonomics**

**Effective Date: 07/01/09**

Shasta Head Start has developed an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include: (1) worksite evaluations, (2) control of exposures that may have caused RMIs, and (3) ergonomics training of employees. The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion

tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects.

When more than one RMI has been reported at Shasta Head Start within a 12-month period that results from a job, process, or operation of identical work activity, a worksite evaluation will be conducted. The evaluation identifies potential exposures that may have caused RMIs and determines the methods Shasta Head Start will use to control or minimize them. Affected employees will be informed of the potential exposures and trained in the control measures.

Every reasonable effort will be made to correct exposures in a timely manner that may have caused RMIs or, if the exposure is not capable of being corrected, to minimize it to the extent feasible. In determining how to correct or minimize exposures, Shasta Head Start will consider reasonable, cost-effective engineering or administrative controls.

Employees are provided with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to their immediate supervisor or, if necessary, the Human Resources Department all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Human Resources Department all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.

#### **519: Appropriate Footwear**

**Effective Date: 01/01/14**

The following footwear guidelines are in place in an effort to keep our employees safe and prevent slips, trips, and falls. Unless your position specifies otherwise, Shasta Head Start staff are required to wear footwear with the following characteristics:

- Closed or strapped heel
- No round-bottomed toning shoes
- No platform or high heels with soles or heels taller than two inches
- No flip-flops

#### **520: Personal Cell Phone Use**

**Effective Date: 12/01/14**

Unless otherwise agreed to by their manager or a director, and specified in writing, all non-exempt employees are to refrain from the use of their personal cell phones, whether voice or text usage, for the benefit of Shasta Head Start.

Personal cell phone use will be permitted in the event of an emergency or for safety reasons. Please notify your manager if you do need to use your personal cell phone for safety or emergency situations.

All Shasta Head Start managers and supervisors are to refrain from asking their directly supervised employees to use their personal cell phones for work activity. Additionally, managers and supervisors are to refrain from contacting their subordinates through cell phone, text, or personal email except to notify them of work schedule changes while not on duty.

**521: Center Cameras****Effective Date: 01/01/24**

It is the goal of Shasta Head Start to provide quality support to all staff and children in a timely manner. Shasta Head Start has implemented cameras with audio in our classrooms. These cameras will allow managers to observe a classroom from miles away and give immediate feedback and training to staff. Audio and video footage will be used to investigate safety incidents. Violation of policies on camera footage may result in disciplinary action up to and including termination.

Cameras have both audio and video capability and will be placed in the classroom environment only and will be placed in a position that is visible to all participants and classroom visitors.

The intent of the camera is to provide training opportunities, professional development and support to staff and children and to maintain quality learning environments to the children and families in our program.

Shasta County Head Start intends to use cameras in Shasta Head Start facilities for the purposes stated above.

**522: Lactation Accommodation****Effective Date: 07/01/21**

Shasta Head Start recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. Shasta Head Start will also provide a cooling device suitable for storing milk (e.g. fridge, cooler). The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. Shasta Head Start will engage in an interactive process with you to determine when and where lactation breaks will occur. If Shasta Head Start cannot provide break time or a location that complies with this policy, a written response to the request will be provided.

Shasta Head Start will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation.

## LEAVES OF ABSENCE

### **601: Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)**

**Effective Date: 04/01/23**

Under this policy, Shasta Head Start will grant up to 12 weeks unpaid leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. Shasta Head Start uses a rolling 12-month period measured backward from the date an employee uses any family leave.

Employees are eligible for FMLA/CFRA only after having met all of the following criteria:

- Employees must have completed a minimum of 12 months of service (FMLA/CFRA).
- The employee must also have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave is not counted as hours worked in determining the 1,250 hours (FMLA/CFRA);
- The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite (FMLA only).
  - Shasta Head Start treats all facilities as one, thus the above is not a determining factor in establishing the eligibility for FMLA and CFRA leaves of absence.

Shasta Head Start provides leave to eligible employees for the following purposes:

- To bond with a newborn, an adopted child, or a child placed in foster care with the employee (all leave must conclude within one year of the childbirth, placement for adoption, or foster care) (FMLA/CFRA);
- To care for a child, spouse, or parent with a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner, a child of a domestic partner, grandparent, grandchild, sibling, or parent-in-law who has a serious health condition (CFRA only);
- To care for the employee's designated person (CFRA only);
  - A designated person is defined as someone who is related to the employee by blood or whose association with the employee is equivalent to a family relationship. A designated person must be designated at time of request for the leave. Employees are limited to one designated person per rolling 12 months.
- For the employee's own serious health condition (FMLA/CFRA);
  - A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
- For a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingent military operation (FMLA only);
- To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member (FMLA only).

#### Pregnancy, Childbirth, or Related Conditions:

Leave because of the employee's disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA. Time off because of pregnancy disability, childbirth, or related medical condition does count as family and medical leave under FMLA. Employees who take time off for pregnancy disability and who

are eligible for family and medical leave will also be placed on family and medical leave (FMLA) that runs at the same time as their pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

#### Intermittent Leave:

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently if the leave is for a serious health condition. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The smallest increment of time that can be used for such leave is one minute. Employees must make every attempt to schedule doctor's visits as to not unduly disrupt Shasta Head Start's operations.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

#### Health and Benefit Plans:

Subject to the terms, conditions, and limitations of the applicable plans, Shasta Head Start will continue to provide health insurance benefits for the full period of the approved FMLA/CFRA at the same level and under the same conditions as if the employee had continued to work.

Under current company policy, the employee is responsible for the dependent portion, if applicable, of their health care premium. While on unpaid leave the employee's payroll deductions for dependent coverage will temporarily halt. Once the employee returns from unpaid leave, payroll deductions will resume, including deductions for the period of time the employee was absent for unpaid leave.

Benefit accruals, such as paid time off (PTO) or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Employees may choose, but are not required to, use their accrued PTO while absent for unpaid leave. Employees should notify their supervisor if they wish to use PTO during FMLA or CFRA leaves of absence.

#### Certification and Notice:

Shasta Head Start will require certification for the employee's or the family member's serious health condition, and of a qualifying exigency for military leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

All employees requesting FMLA/CFRA leave must provide written notice of the need for the leave to the Human Resources Manager at least 30 days in advance when the need for leave is foreseeable. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has provided this notice, the Human Resources Manager will complete and provide the employee with the Department of Labor (DOL) Notice of Eligibility and Rights.

Within five business days after the employee has submitted the appropriate certification form, the Human Resources Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

On a basis that does not discriminate against employees on FMLA/CFRA leave, the company may require an employee on FMLA/CFRA leave to report periodically on the employee's status and intent to return to work.

Reinstatement:

So that an employee's return to work can be properly scheduled, an employee on FMLA/CFRA is requested to provide Shasta Head Start with at least two weeks advance notice of the date the employee intends to return to work. The employee may be required to provide a fitness for duty clearance from their health care provider. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee is unable to return to work after the duration of their FMLA/CFRA prescribed leaves of absence, an evaluation will be conducted to determine what restrictions, if any, the employee has that would prevent them from returning to work. Each evaluation will be made on a case-by-case basis to determine what reasonable accommodations Shasta Head Start can make for the employee in order to enable them to continue employment.

**602: Pregnancy Disability Leave Act**

**Effective Date: 01/01/20**

Pregnancy disability leave permits a female employee up to four months unpaid leave for the period during which she is disabled due to pregnancy, childbirth, or a related medical condition. An employee is considered disabled if she is unable to perform one or more essential functions of her job due to her pregnancy or related health condition. The employee is required to provide medical verification from her doctor. Pregnancy disability leave runs concurrently with FMLA.

Health and Benefit Plans:

Subject to the terms, conditions, and limitations of the applicable plans, Shasta Head Start will continue to provide health insurance benefits for the full period of the approved FMLA/CFRA at the same level and under the same conditions as if the employee had continued to work.

Under current company policy, the employee is responsible for the dependent portion, if applicable, of their health care premium. While on unpaid leave the employee's payroll deductions for dependent coverage will temporarily halt. Once the employee returns from unpaid leave, payroll deductions will resume, including deductions for the period of time the employee was absent for unpaid leave.

Benefit accruals, such as paid time off (PTO) or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Employees may choose, but are not required to, use their accrued PTO while absent for unpaid leave. Employees should notify their supervisor if they wish to use PTO during FMLA or CFRA leaves of absence.

**603: Reproductive Loss Leave**

**Effective Date: 01/01/24**

Employees who wish to take time off due to a reproductive loss must notify their supervisor immediately.

Reproductive loss leave will grant up to five days of leave for each loss event. This leave will be unpaid; however, employees may utilize Paid Time Off, Paid Sick Leave, or bereavement leave. Shasta Head Start limits the amount of reproductive loss leave to a maximum of 20 days within a 12-month period. If utilized, employees must take the leave within 3 months of the loss event triggering the leave but are not required to take the days consecutively.

Reproductive loss events are defined as, “the day or, for a multiple day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.”

#### **604: Military Leave**

**Effective Date: 07/01/09**

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

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid.

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

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee’s return to active employment.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact your immediate supervisor, or if necessary, the Human Resources Department for more information or questions about military leave.

## **EMPLOYEE CONDUCT and DISCIPLINARY ACTION**

#### **701: Employee Conduct and Work Rules**

**Effective Date: 01/01/20**

To ensure orderly operations and provide the best possible work environment, Shasta Head Start expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action or termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment



- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination including disrespectful conduct or failure to follow instructions
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of agency “trade secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unprofessional, disruptive, or unethical behavior
- Falsifying records
- Fraudulent activities including, but not limited to, the eligibility, recruitment, selection, enrollment, and attendance of children and families in the head start program.

Employment with Shasta Head Start is at the mutual consent of Shasta Head Start and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **702: Drug and Alcohol Policy**

**Effective Date: 01/01/20**

It is Shasta Head Start’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Shasta Head Start is concerned about the use of alcohol, illegal drugs or controlled substances as they affect the workplace. Use of these substances, whether on or off the job can adversely affect an employee’s work performance, efficiency, as well as the health and safety of themselves and co-workers, thereby seriously impairing the value of the employee to Shasta Head Start. In addition, the use of, or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes Shasta Head Start to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over the counter drugs also may affect an employee’s job performance and seriously impair the employee’s value to Shasta Head Start. The following rules and standards of conduct apply to all employees either on company property or during the workday (including meals and rest periods).

The following are strictly prohibited by Shasta Head Start employees:

- Possession or use of alcohol, or being under the influence of alcohol, while on the job or the premises, or while operating a company vehicle or any type of machinery
- Possession or use of cannabis, or being under the influence of cannabis, while on the job or the premises, or while operating a company vehicle or any type of machinery

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance, while on the job or the premises, or while operating a company vehicle or any type of machinery
- Distribution, sale, or purchase of an illegal or controlled substance while on the job or the premises, or while operating a company vehicle or any type of machinery

Violations of the above rules and standards of conduct will not be tolerated and will subject the employee to immediate termination. Shasta Head Start also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Shasta Head Start reserves the right to conduct searches of company property or employees and/or their personal property, and to implement other measures necessary to deter abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off company property will not be tolerated because such conduct, even though off duty, reflects adversely on Shasta Head Start. In addition, Shasta Head Start must keep people who sell or possess controlled substances off Shasta Head Start's premises in order to keep the controlled substances themselves off the premises.

Any employee, who is using prescription or over the counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately, before starting or resuming work.

Shasta Head Start will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. Shasta Head Start is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is Shasta Head Start obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. The policy on treatment and rehabilitation is not intended to affect Shasta Head Start's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency.

Shasta Head Start will require drug testing in the following circumstances:

- Reasonable suspicion testing: an employee may be required to undertake a drug screening at Shasta Head Start's expense by an independent testing facility if there is a "reasonable suspicion" that the employee has violated drug and alcohol policy.
  - Reasonable suspicion may include, but is not limited to, noticeable lapses in performance or ability to perform, inability to appropriately respond to questions or requests, physical symptoms of alcohol or drug influence, erratic or abnormal behavior, and odor.
- Post-accident testing: an employee may be required to undertake a drug screening at the expense of Shasta Head Start through an independent testing facility if that employee is involved in an accident and there is a reasonable suspicion that the employee was under the influence of drugs and/or alcohol at the time of the accident.

Failure to successfully pass a drug screening under any of the circumstances set forth above will be deemed to be a violation of Shasta Head Start's drug and alcohol policy and will result in termination of employment. Additionally, failure to submit to a request for reasonable suspicion testing is considered equivalent to a failed test and will result in the termination of employment.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or, if necessary, the Human Resources Department without fear of reprisal.

### **703: Sexual and Other Unlawful Harassment**

**Effective Date: 01/01/20**

Shasta Head Start is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, sex, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, gender expression, marital status, genetic information, medical condition, military or veteran status, or any other legally protected characteristics will not be tolerated. Shasta Head Start provides sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment. Supervisors, co-workers, and third parties are prohibited from engaging in prohibited behavior under the California Fair Employment and Housing Act (FEHA).

Shasta Head Start will actively enforce its policy against harassment. The policy applies to all agents and employees, including supervisors and managers, of the company. It also extends to harassment of or by clients, visitors, vendors, unpaid interns, independent contractors, and others doing business with the company.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same gender as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances.
- Conduct that includes leering, making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment
- Submission or rejection of the conduct is used as a basis for making employment decisions
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment

All allegations of sexual harassment will be followed by a fair, complete, and timely investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. All complaints will be investigated promptly by qualified personnel. Our investigation will include documentation and tracking for reasonable progress of the investigation, appropriate options for remedial actions and resolutions, and a timely closure. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser

will be protected against unnecessary disclosure. When the investigation is complete, you will be informed of the outcome of the investigation. Employees will not be retaliated against for complaining or participating in an investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action and/or termination of employment.

#### **704: Attendance and Punctuality**

**Effective Date: 04/01/23**

To maintain a safe and productive work environment, Shasta Head Start expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Shasta Head Start. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

In the event that an employee fails to call in his or her absence or show up for their scheduled shift, it will be deemed as job abandonment and termination may result. Any employee should be prepared to substantiate the reason for their absence.

You may be required to furnish documents such as a medical statement from a doctor if the absence is extended. Unplanned absence due to illness, injury, or emergency must be reported to your supervisor on the first day absent by the end of the second work hour.

Poor attendance and excessive tardiness are disruptive. Tardiness is a short absence at the beginning of the workday or at the end of breaks. It is disruptive, costly and unfair to other Shasta Head Start employees. Shasta Head Start expects its employees to be in their work areas, ready to work at the designated time. An employee who is unavoidably detained is expected to call Shasta Head Start and inform his/her supervisor. Excessive, unexcused absences or continued tardiness by an employee will result in discipline up to and including termination.

#### The following are examples of excused absences (but not limited to):

- Planned Paid Time Off (PTO)
- Paid Sick Leave (PSL)
- Holiday
- Jury Duty
- Bereavement
- Voting
- Medical Leave
- Military Service
- Approved Leaves of Absence

#### The following are examples of unexcused absences (but not limited to):

- Unplanned PTO
- The employee's supervisor considers his or her reason unacceptable
- Failure to report on time or leaving early without proper prior notification

**705: Personal Appearance****Effective Date: 07/01/09**

Dress, grooming, personal cleanliness, and hygiene standards contribute to the morale of all employees and affect the business image that Shasta Head Start presents to customers, visitors, and the communities Shasta Head Start serves.

During business hours or when representing Shasta Head Start, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have any questions as to what constitutes appropriate appearance.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards
- Mustaches and beards must be clean, well-trimmed, and neat
- Hairstyles are expected to be in good taste
- Excessive makeup is not permitted
- Offensive body odor and poor personal hygiene is not professionally acceptable
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether as some individuals may be sensitive to strong fragrances
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive

**706: Return of Property****Effective Date: 07/01/09**

Employees are responsible for all Shasta Head Start property, materials, or written information issued to them or in their possession or control. Employees must return all Shasta Head Start property immediately upon request or upon termination of employment.

**707: Resignation****Effective Date: 01/01/20**

Resignation is a voluntary act initiated by the employee to terminate employment with Shasta Head Start. Although advance notice is not required, Shasta Head Start requests at least two (2) weeks written notice of resignation from all employees. When giving notice the employee should speak with his or her immediate supervisor and the Human Resources Department and submit the resignation in writing.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notices as requested, the employee may not be considered for rehire.

## **708: Security Inspections**

**Effective Date: 07/01/09**

Shasta Head Start wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Shasta Head Start prohibits the possession, transfer, sale, or use of such materials on its premises. Shasta Head Start requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Shasta Head Start. Accordingly, any agent or representative of Shasta Head Start can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

Shasta Head Start likewise wishes to discourage theft or unauthorized possession of the property of the employees, Shasta Head Start, and visitors. To facilitate enforcement of this policy, Shasta Head Start or its representative may, with reasonable suspicion, inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Shasta Head Start's premises.

## **709: Solicitation**

**Effective Date: 07/01/09**

In an effort to ensure a productive and harmonious work environment, solicitation by an employee is prohibited while either the employee soliciting or the employee being solicited is on working time. Shasta Head Start recognizes that employees may have interests in events and organizations outside the workplace. However, distribution of advertising material, handbills, printed or written literature of any kind is prohibited in working areas at all times.

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to their immediate supervisor and, if necessary, to the Human Resources Department for approval. All approved messages will be posted by the Human Resources Manager or at the discretion of the supervisor.

## **710: Grievances**

**Effective Date: 01/01/20**

### Purpose of Grievance Procedure

An employee grievance procedure is available to employees as a fair and effective means to resolve work-related complaints and problems. By using the procedure, employees can call upon their supervisor and Shasta Head Start managers to evaluate their cases and decide whether or not they have been treated fairly.

Employees can use the grievance procedure when they feel a work-related decision is not consistent with established Shasta Head Start policies and practices, including those outlined in the various program areas procedures and the Shasta Head Start Personnel Policies Manual.

Grievances may include, but are not limited to, such things as discipline, transfer, job announcement, selection, unfair assignment of duties, vacation or holiday time, personal request that was denied, etc.

Employees cannot use the procedure to appeal decisions related to Shasta Head Start's responsibility to determine corporate direction or strategy, or operating decisions such as the number and assignment of employees, establishment of rules or conduct, determination of the hours and days of work, starting and quitting times, wages and benefits, etc.

#### Grievance Procedure

1. The employee should discuss his or her grievance with an immediate supervisor within ten (10) working days after the incident.

2. If the employee is not satisfied, he or she should submit their grievance to the next supervisory level if one exists in that department and allow ten (10) working days for a response. The written complaint shall contain:

- a. The identity of the employee and the problem
- b. Date of the incident
- c. Specific nature of and description of the complaint
- d. Adjustment or relief desired

3. If the grievance is not settled, the employee has fifteen (15) working days after the decision to submit the grievance in writing to the Executive Director. The Executive Director will try to resolve the grievance within fifteen (15) working days.

If the grievance is not settled, the employee has fifteen (15) working days after the decision of the Executive Director to submit his or her grievance in writing to the Personnel Committee of the Board of Directors.

The Human Resources Manager will facilitate the process of investigating the complaint and presenting it to the Personnel Committee of the Board of Directors. The Personnel Committee of the Board of Directors will act as an appellate body to review the complaint rendering a decision within 30 days of the complaint submission.

#### Executive Director Grievance

In the event the Executive Director feels it necessary to file a grievance as outlined above, the Executive Director will submit the written grievance directly to the Board of Directors. The Board of Directors will have fifteen (15) working days to respond.

### **711: Community Complaints/CCAFP**

**Effective Date: 07/01/09**

A written complaint must be submitted to the Executive Director within twenty (20) calendar days after the incident occurs. The written complaint shall contain:

- a. The identity of the employee and program;
- b. The date of the incident;
- c. Specific nature and description of the complaint; and
- d. Adjustment or relief desired.

The Executive Director shall render a written decision within seven (7) business days after receipt of the complaint. If the complaint is not satisfactorily settled the person filing the complaint may forward the written complaint to the appropriate committee within five (5) business days.

Complaints regarding any Shasta Head Start program or program option are referred to the Executive Committee of the Policy Council.

Complaints regarding personnel and other non-program complaints are referred to the Executive Committee of the Board of Directors.

A hearing may be requested from the committee to which the complaint was referred. The Executive Committee to which the complaint was referred will review the complaint and respond within seven (7) business days after receipt of the complaint.

If a hearing is requested a hearing committee shall be formed and a hearing scheduled with fifteen (15) business days. The hearing committee shall consist of:

- a. The hearing committee for complaints about the Shasta Head Start program shall consist of the Executive Director and one (1) member of the Shasta Head Start Board of Directors;
- b. The hearing committee for all other complaints shall consist of the Executive Director, The Executive Committee of the Board of Directors and the supervisor of the specific component or personnel about which the complaint is made; and
- c. The hearing committee will render a final written decision within seven (7) business days of the hearing.

#### CCAFP (California Child-Adult Food Program)

All complaints concerning the CCAFP food programs are to be immediately directed to the Operations Director, at 375 Lake Blvd., Suite 100, Redding, CA 96003.

- a. All complaints will be investigated within 7 days of the receipt by the Operations Director.
- b. Upon completion of complaint investigation, the complaint and findings will be forwarded to the CCAFP Nutrition Services Division within 30 days of the original complaint.
- c. The Operations Director will contact the CDE Civil Rights Complaint Coordinator regarding the complaint.

#### **712: Program Eligibility**

**Effective Date: 01/01/20**

Shasta Head Start staff responsible for the enrollment and selection of program participants must follow the eligibility determination regulations set forth by the Office of Head Start regarding age and income of children and pregnant women. Violation of these guidelines will subject the employee to disciplinary action up to and including termination of employment.



## **ACKNOWLEDGEMENT OF RECEIPT**

I have received my copy of Shasta Head Start's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook and that I represent that I have read the Handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. The Company reserves the right to change my hours, wages and working condition at any time. I understand and agree that other than the Executive Director, the Policy Council or the Board of Directors of Shasta Head Start, no manager, supervisor or representative of the Company has authority to enter into any agreement, express or implied, oral or written, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the Executive Director, the Policy Council, or the Board of Directors has the authority to make any such agreement and then only in writing signed by the Executive Director of Shasta Head Start.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at Shasta Head Start is employment at-will; employment may be terminated at the will of either the Company or myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understanding and representations concerning my employment with Shasta Head Start.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_