



# **Colebrook Community Child Care**

**dba Country Day School**

**Employee Handbook**

Updated 2019

Colebrook Community Child Care  
Employee Handbook

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## **Section 1 Introduction**

### **1.1 Welcome to Colebrook Community Child Care dba Country Day School**

Welcome to Colebrook Community Child Care, also known as “Country Day School”, where we put kids first. We offer a safe, secure, developmentally appropriate learning environment for children aged 6 weeks to 13 years old in Colebrook and the surrounding communities. We make our children’s social and emotional development our top priority. We follow lesson plans and a curriculum that is evidence-based and backed by current research. We are patient and caring. We respect and honor every children’s individual needs, interests, and abilities.

### **1.2 Employee Handbook**

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of Colebrook Community Child Care (the "Company"), of 21 Couture Street, Colebrook, New Hampshire 03576, and to acquaint employees with many of the rules concerning employment with the Company. This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

### **1.3 Changes in Policy**

Since our business is constantly changing, the Company expressly 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 as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Company.

If you are uncertain about any policy or procedure, please check with your manager or Human Resources.

### **1.4 Employment-At-Will**

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without

notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc.

## **1.5 Probationary Employment**

All employees are hired conditioned on a 60-day probationary period. Before a new employee's 60th calendar day of employment, he or she shall be given an informal, in person, review of their performance. As set forth above, employment at this center is at-will, therefore this probationary period is designed to give employees an initial adjustment period and to provide early feedback on performance.

## **Section 2 Employment Policies**

### **2.1 Employee Classifications**

The following terms are used to describe employees and their employment status:

**Full-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 35 hours per work week.

**Part-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 35 hours per work week.

**Temporary Employees** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

**Independent Contractor or Consultant** - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause and with or without notice.

## **2.2 Equal Employment Opportunity & Americans with Disabilities Act**

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

The Company expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Company will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with the Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Company provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you are in need of an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

## **2.3 Confidentiality**

In the course of employment with the Company, employees may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only

when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications. See also Internet, Email and Computer Use policy, herein.

## **2.4 Introductory Period**

The first 60 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If the Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Company for any definite period of time, but instead allows both you and the Company to evaluate whether or not you are right for the position. Your status as an at-will employee does not change-the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

## **2.5 Personnel Records and Employee References**

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact the Center Director or Board Member representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records. You also have the right to obtain a copy of your personnel files, but you may be required to pay for any such copies. You may add your comments to any disputed item in the file.

By policy, the Company will provide only the former or present employee's dates of employment and position(s) held with the Company. Compensation information may also be verified if written authorization is provided by the employee.

## **2.6 Privacy**

The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information, if applicable, is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Company will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

## **2.7 Immigration Law Compliance**

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 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

# **Section 3 Hours of Work and Payroll Practices**

## **3.1 Pay Periods and Paydays**

Employees are paid on a weekly basis. All employees are paid by check or direct deposit (direct deposit will be available only if this option is available through the payroll service employed by the Company). If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

## **3.2 Time Cards**

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

## **3.3 Payroll Deductions**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family

Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to the Center Director. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

## **Section 4**

### **Standards of Conduct and Employee Performance**

#### **4.1 Anti- Harassment and Discrimination**

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

#### **Prohibited Conduct:**

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other on-line conduct.

## **Complaint Procedure:**

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **4.2 Attendance**

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

## **4.3 Discipline and Standards of Conduct**

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of Company records;

- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials on the premises;
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules;
- g. Unauthorized or careless use of the Company's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of the Company's confidential information;
- l. Violation of any Company policy.

#### **4.4 Dress Code**

What we wear to work is a reflection of the pride we have in our Company, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the safe performance of your job.

Clothes that are too revealing or inappropriate are not allowed. Staff shall not wear flip-flops as this would unsafely restrict a staff person's movement in an emergency situation.

However, staff shall prioritize the children's and their personal safety in their attire. For example, no loose strings or decorations shall be on a staff-person's clothing that poses an unreasonable risk of choking or strangulation to a child. Further, staff are encouraged to wear comfortable, supportive footwear, being mindful of the fact that childcare requires them to be on their feet for much of the day. In the winter, staff are encouraged to use footwear that is safe and comfortable for the cold and icy conditions in northern New Hampshire.

#### **4.5 Safety**

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes “safety first.” It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

#### **4.6 Substance and Alcohol Abuse**

The Company is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time while on the Company's premises or while using the Company vehicles or equipment, or at any location during work time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Any violation of this policy will result in disciplinary action, up to and including termination.

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

#### **4.8 Internet, Email and Computer Use Policy**

The Company uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Company premises; (2) accessed using the Company computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Company. The following list is not exhaustive and the Company may implement additional rules from time to time.

a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Company computer systems.

b. Employee's own electronic media may only be used during breaks, unless the media is being used solely for company purposes. All other company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.

c. All electronic information created by any employee on Company premises or transmitted to Company property using any means of electronic communication is the property of the Company and remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. The Company will override all personal passwords if necessary for any reason.

d. The Company reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice 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. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system

e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications on Company devices.

f. Access to the Internet, websites, and other types of Company-paid or Company-owned computer access are to be used for Company-related business only. Any information about the Company, its products or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

#### **4.9 Social Media Policy**

Employees must follow the rules and policies set forth in the operations manual about using pictures of children and the Center on Social Media. When using social media such as Facebook, Instagram, etc., employees are expected to conduct themselves in a professional

manner and to respect the views and opinions of others. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Company will be the property of the Company.

Employees must not disclose private or confidential information about the Company, its employees, clients, suppliers or customers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

The Company maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

#### **4.10 Cell Phone Policy**

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods, unless the cell phone will be used for strictly Company-related work. Company related work that involves the use of a cell phone may included the following non-exhaustive list:

- Taking photos or videos to track a child's development as part of a child-development assessment tool
- Taking photos or videos for marking purposes, such as for posting on Facebook
- Updating a parent on a child's day

When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information.

#### **4.11 Staff Physical Requirements**

Staff shall be required to provide a record from a physical at least every three years, or as often as is required by law. The Center will not cover the cost of such physicals.

## **Section 5 Employee Benefits and Services**

### **5.1 General**

Aside from those benefits required by state and federal regulations, the Company also offers additional benefits for its employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact the Center Director.

### **5.2 Workers' Compensation**

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. The Company carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

### **5.3 Social Security Benefits (FICA)**

During your employment, you and the Company both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

### **5.4 Unemployment Insurance**

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

### **5.5 Paid Holidays and Leave**

#### Holidays

We strive to provide our employees with a few paid holidays each year, although this is not guaranteed. If it is possible, the Company will strive to provide some paid time off for (1) New

Year's Day, (2) Thanksgiving Day, (3) Christmas Day, (4) Memorial Day, (5) Fourth of July, and (6) Labor Day. The number of paid holidays may change from year to year, depending on circumstances.

Full-time, year-round employees will be paid for four hours of time on each paid holiday. Part time and/or seasonal employees will be paid for two hours of time on each paid holiday.

#### Sick / Personal Days

We strive to provide our employees with some paid sick and/or personal time.

Full-time, year-round employees shall earn sick and/or personal time, as follows: After one full year of employment, the employee is entitled to 8 hours of sick and/or personal leave. After two full years of employment, the employee is entitled to 16. Each successive year the employee will continue to earn 8 more hours than he/she had earned the previous year, up to a cap of 40 hours. The employee's unused time from one year shall not carry over into the next year.

Part-time and/or seasonal employees will earn 4 hours of sick and/or personal leave after the first full year of employment. Each successive year the employee will continue to earn 4 more hours than he/she had earned the previous year, up to a cap of 20 hours. The employee's unused time from one year shall not carry over into the next year.

#### **5.6 Education Benefits, Tuition, and Training Assistance**

Our employees are eligible to participate in the Coos County, New Hampshire Early childhood Educator Matched Savings Account Program. Through this program, each participant will be eligible for up to \$1,000 per year in matching dollars. This program will provide matching funds, up to \$1,000 per year, that can be used towards Early Childhood Education ("ECE") Expenses, such as tuition for certain ECE coursework, student loan repayment for ECE degrees, and related books, materials, and school fees.

Employees are required to participate in the training needed to comply with State and Federal laws (such as CPR certification and the minimum continuing education hours required by the Child Care Licensing Unit). These trainings and certifications are generally paid for by the Company, with limited exceptions.

Additionally, all employees are encouraged to participate in supplementary employment-related training and education. If any employee wishes to enroll in any child care-related courses or trainings, he or she is strongly encouraged to request assistance from the Center Director or the Board of Directors. The Company will make reasonable efforts to assist the employee, whether by paying directly for the course, finding grant funding, and/or by accommodating his or her class schedule, to the best of its ability. While such assistance is not guaranteed, it is the policy of the Company to assist all of its employees in furthering employment-related education, whenever possible.

## **5.7 Retirement Benefits**

As mentioned above, our employees are eligible to participate in the Coos County, New Hampshire Early childhood Educator Matched Savings Account Program. Through this program, each participant will be eligible for up to \$1,000 per year in matching dollars. This program will provide matching funds, up to \$1,000 per year, that can be used towards retirement savings. Participants who deposit money into this matched savings account can roll their savings from this account into an IRA or other retirement vehicle on an annual basis, and receive an additional (up to) \$1,000 in matched savings.

## **5.8 Healthcare Cost Benefits**

Employees who choose to participate in the Coos County, New Hampshire Early childhood Educator Matched Savings Account Program can use funds from this account to pay for the cost of a healthcare premium, deductible, and significant out of pocket medical expenses, and they can receive up to \$1,000 of matching funds for these costs per year.

## **5.9 Other Benefits**

### Financial Coaching

If employees choose to participate in the Coos County, New Hampshire Early childhood Educator Matched Savings Account Program, they will receive 4 hours of financial literacy counselling per year.

### Curriculum-Planning Time

All lead teachers will be provided with regular time for curriculum planning, assessment, and communication tasks while not supervising active children. The Center Director shall confer with lead teachers when creating the employee's work schedule, and shall designate an agreed-upon time and space for such tasks.

### Staff Break Times

All staff may request a short and immediate break when they are unable to perform their duties, for whatever reason. The supervisor on site shall take all reasonable efforts to accommodate any staff person requesting the need for a break under this section.

### Wellness Resources

Any employee who feels he or she needs help managing stress, anxiety, depression, and/or another general wellness concern is strongly encouraged to seek assistance. Employees are encouraged to reach out to a supervisor, the Center Director, or a member of the Board of Director. We are committed to support our employees in stress management, depression prevention and treatment, and/or general wellness. The center will assist its employees in

finding any reasonably available resources to address these issues. Any request for help under this section will be handled according to the confidentiality rules described above.

## **Section 6**

### **Employee Leaves of Absence and Time Off**

#### **6.1 General**

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 14 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Company.

All requests for a leave of absence will be considered in light of their effect on the Company and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the Company will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

#### **6.2 Family and Medical Leave**

Because of the Company's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

### **6.3 Workers' Compensation Leave**

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required.

## **Section 7 Other Important Information**

### **7.1 Procedure for Reporting Child Abuse and Neglect**

The Company has a written procedure for reporting suspected or potential Child Abuse or Neglect. This separate written policy shall be given to all employees at the start of his or her employment. Please refer to this policy for more details.

However, please note that at this Center, staff who report suspicions of child abuse or neglect occurring where they work, or anywhere, are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

Additionally, if you have any reason to suspect that a child has been abused or neglected, you must report this to the New Hampshire Department of Health and Human Services (1-800-894-5533 (in-state only) or 603-271-6562), or to the Police, if it is not during business hours. Please refer to the Center's policy on this topic for more detail.

### **7.2 Resignation, Termination, and Grievance Procedures**

#### **1. Resignation Procedures**

As noted above, employment with the Company is on an at-will basis. As such, you are free to resign at any time, for any reason, with or without notice. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship.

Should you, for any reason, need to resign, please contact the Center director to provide your notice. You should discuss how and when you will return any Company-owned equipment you may have in your possession.

This Center strives to conduct an informal exit interview, if possible, with any staff that resign. If you resign, the Center director will likely contact you to arrange for a brief, informal, interview to discuss your experience with the Center. This information will be used to assess what should be improved, changed, or remain intact. This information will

be used only for the business of the Company and will be disclosed only to authorized individuals with a legitimate business need to know about it.

## 2. Termination Procedures

As noted above, employment with the Company is on an at-will basis. As such, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship.

## 3. Grievance Procedures

Should, at any time, you feel the need to formally address a grievance either with respect to another employee, the Company, or otherwise, please submit a written summary of your grievance to the Center director.

In the event you cannot, for whatever reason, submit your grievance to the Center director, please submit your writing to the Board of Directors.

Your grievance will be taken seriously. You may be contacted by the Center director and/or a representative of the Board of Directors to gather more information. After the Center director and/or the Board of Directors has finished reviewing the grievance, you will receive a written response addressing the issue.

## **7.3 Training Standards and other Rules and Regulations**

1. Staff shall be familiar with, and follow, the laws, rules and regulations required by the State of New Hampshire, commonly referred to NH Childcare Licensing Rules provided by the New Hampshire Department of Health and Human Services.
2. Staff shall also be familiar with, and follow, this Center's own policies, procedures, and operations manuals.
3. Staff shall be given an orientation upon hiring that includes a review of the above-discussed rules, regulations, and policies. At orientation, staff shall also be provided with a copy of the NH Childcare Licensing Rules handbook, as well as the Center's relevant policies and procedure manuals.
4. Staff shall also be provided with regular STAFF meetings and trainings, in compliance with the above-discussed rules, regulations, and policies.

## **At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook**

**Employee:** \_\_\_\_\_

I acknowledge that I have been provided with a copy of the Colebrook Community Child Care (the "Company") Employee Handbook, which contains important information on the Company's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice. Furthermore, the Company has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that the Company reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Company Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Devon Phillips  
President

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