

## Early Learning Coalition of Escambia County

### PERSONNEL POLICY AND PROCEDURE MANUAL

#### “EMPLOYEE HANDBOOK”

#### ELCEC 1101.1DE

“This manual is an internal management document. It is not intended to create an employment contract or term of employment. It is meant to guide the actions of management. The Escambia County School Readiness Coalition, reserves the right to change or rescind, in whole or in part, at any time and without liability to anyone, the policies, principles, and practices stated in this manual.”

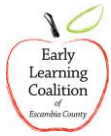
“The employment relationship between the Escambia County School Readiness Coalition and its employees is an employment-at-will relationship. As such, either the Escambia County School Readiness Coalition or the employee may terminate the employment relationship at any time, with or without reason. Nothing in this manual should be interpreted to imply or state otherwise.”

The Escambia County School Readiness Coalition, Inc. is a 501(c)(3) non-profit agency doing business as (dba) The Early Learning Coalition of Escambia County.

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Approved by the Board: December 9, 2021



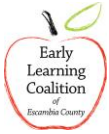
# Early Learning Coalition of Escambia County

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## Early Learning Coalition of Escambia County

**SUBJECT:** Employment

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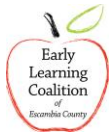
### I. PURPOSE

To establish guidelines for the employment process and to reaffirm the intent of the Escambia County School Readiness Coalition, Inc., also doing business as (dba) the Early Learning Coalition of Escambia County, heretofore referred to as the Coalition.

### II. POLICY

#### A. Employment

1. If an employment firm is engaged to assist in finding candidates for employment, they will publish the official notice of job vacancies for a minimum of 48 hours five days.
2. All applicants are required to submit a resume, and to submit references if requested. Documentation provided must demonstrate the applicant has either obtained the requisite education level and/or experience required of the position. Documentation for education shall consist of a transcript or equivalent certification.
3. All new employees will be preliminarily screened ~~through Landrum Staffing Services~~ by assigned staff, or ~~another~~ employment service if ~~another~~ one is used.
4. An interviewer(s) may be designated by the Executive Director. The direct supervisor of the position being hired may be designated by the Executive Director to act in place of an interview team.
5. Candidates deemed eligible for an interview will be notified and scheduled for an interview.
6. A background review of final candidates may be made to verify employment history, education, and military service, as applicable.
7. The interviewer(s) will select the top candidates (usually 2 to 3) and make a recommendation for employment to the Executive Director.
8. The Executive Director may review documentation on recommended candidates and conduct an additional interview with the final candidates, if the circumstances and position warrant it.
9. Once a candidate is selected, they will be informed that a mandatory background screening and drug screening is required and that a final job offer is contingent upon the results of these screenings. To accomplish this the Coalition Human Resources Officer (HRO) shall:
  - a. Schedule a Level 2 Background Screening of state and federal criminal history. This screening must be complete, and the results received prior to the first day of employment.
  - b. Ensure ~~Landrum the applicant~~ has passed completed the pre-employment drug screening.
10. In the event, none of the recommended candidates is hired, the Executive Director will require the interviewer(s) to either make another recommendation or re-advertise the position.



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11. Persons selected for employment shall initially be employed through Landrum Staffing Services for a ninety (90) day probationary period. After the probationary period concludes a decision shall be made to extend an offer of permanent employment.

### B. Employment of Coalition Staff

1. The Executive Director has the hiring and termination authority for all positions in accordance with the policies and procedures set forth in this manual.

### C. Equal Opportunity Employment/Eligibility to Work

1. The Coalition believes that all people are entitled to equal opportunities and does not discriminate against its employees or applicants in employment or in the provision of services through any program on the basis of race, creed, religion, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or any other characteristic protected by law. The Coalition does not discriminate against its employees or applicants for employment because of handicapped status, pursuant to Section 504 of the Rehabilitation Act of 1973 – provided they are qualified and that with reasonable accommodation can perform the essential function of the job in question.
2. The Coalition does not discriminate based on citizenship status or national origin. Pursuant to the Immigration Reform and Control Act of 1986, all new employees are required to complete an I-9 Form along with documents proving the employees' identity and eligibility to work within three (3) days of initial employment.

### D. Discrimination, Sexual Harassment and Other Unlawful Harassment

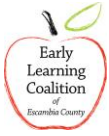
1. The Coalition is dedicated to a work environment that is free of discrimination and other unlawful harassment. Actions, words, jokes, pictures, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic or class will not be tolerated.

### E. Code of Conduct

1. The Coalition is dedicated to the values of integrity, trustworthiness, respect for other people, respect for ourselves, loyalty, and dedication to high professional levels of achievement. The Coalition expects every employee to be honest, dependable, fair and loyal; to follow instructions; to learn and accept responsibility; to be willing to adapt to change; and to show good judgment. Our service to our clients, providers, stakeholders, fellow employees, and all with whom we do business is based on a firm ethical foundation.
2. All employees shall acknowledge an understanding of, and agreement to adhere to, ~~our~~ the Employee Code of Conduct, as expounded upon in Appendix A.

### F. Bonding

1. All employees must be eligible for coverage under a fidelity bond, which insures the Coalition against the risk of financial loss due to the dishonesty of employees. Financial loss can include money, information data, or property. No individual who is known to have committed a dishonest or fraudulent act is eligible for such coverage. When the



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Coalition becomes knowledgeable of such an act, the employee will be discharged immediately.

### G. Open Door Policy

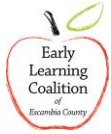
1. The Coalition wants employees to feel free to seek information and advice from their supervisor or the Executive Director. The doors of supervisory staff are open to discuss any matters that may be of concern to any employee.
2. It is the position of the Coalition that the relationship between employees and supervisors is a very important one – one that should be open enough to resolve most concerns or questions. Therefore, the Coalition urges staff to initially contact their supervisor and discuss anything that is on their mind. Supervisors should be given the first opportunity to resolve any questions or conflicts employees may have before taking it to the next level of management. If the conflict is with the direct supervisor, employees are to appeal to the Executive Director for resolution.
3. The Coalition wants to ensure that employees are informed about and involved in Coalition activities and encourage employees to:
  - a. Exchange ideas and concerns with their supervisor
  - b. Actively participate in staff meetings
  - c. Read bulletin board postings
  - d. Offer suggestions to improve customer service, client services, and other operational procedures

### H. Confidentiality

1. Employees are expected to assume the ethical obligation to keep in confidence all information pertaining to both clients and staff. The Coalition prohibits the discussion or divulgence of any confidential information within the Coalition except in the legitimate performance of professional responsibility/duty.
2. Confidential client or employee information may not be shared with parties outside the Coalition without the signed consent from the client or employee, except as required by law. A breach of confidentiality may warrant disciplinary action and/or dismissal.

### I. Personal Appearance

1. The Coalition always expects employees to be neat and well-~~groomed~~ when groomed when representing the Coalition on site or at off-site events or virtual meetings. A professional appearance inspires the confidence of Coalition clients, visitors, and coworkers.
2. Professional dress is expected of all employees.
  - a. Casual business dress will be deemed is appropriate based on work activities.
  - ~~a.b. No jeans with holes or rips.~~
  - ~~b. The Executive Director may designate certain days as casual days and will identify the appropriate dress for such occasions.~~
3. Inappropriate attire includes, but is not limited to:
  - a. Logo (excluding Coalition logo or clothing brands) or novelty shirts/tops.
  - ~~b. Tube tops, halter tops, tops with spaghetti or lingerie straps, off-the-shoulder tops, midriff length tops~~



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~~e.b.~~ Cutoffs or shorts above the knee.

~~d.c.~~ Beach wear.

~~e.~~ Spandex or Lycra biker shorts and/or leggings worn in place of pants

~~f.~~ Dresses or skirts shorter than 3 inches above the knee

~~g.d.~~ Inappropriately transparent or overly revealing clothing.

~~h.e.~~ Underwear or pajamas used as outerwear.

~~i.f.~~ Athletic wear or ~~w~~Workout clothing, including sweatshirts

~~j.g.~~ Unkempt, soiled, stained or dirty clothing.

~~k.h.~~ Rubber or plastic shoes including Crocs.

~~l.~~ Visible body piercing (except for earrings)

~~Flip flop shoes or shower shoes, and distinctly casual sandals, versus sandals that could be considered formal enough for business attire. These are typically shoes that are backless, often made of rubber, plastic or leather, consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thong, that passes between the first (big) and second toes and around either side of the foot. Flip flops may also be held to the foot with a single strap over the front of the foot rather than a thong.~~

~~i.~~

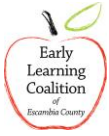
4. Questions related to appropriate attire for the assigned work tasks should be directed to an employee's immediate supervisor.
5. Final decisions about the appropriateness of office attire are at the sole discretion of the Executive Director.
6. Improper attire identified by supervisors will result in the following progressive discipline measures:
  - a. First offense the employee will be asked to go home and change into appropriate attire.
  - b. Second offense the employee will be sent home for the day without pay.
  - c. Third, or subsequent, offenses may result in an extended leave of absence without leave pay of up to a week, or termination.

### J. Personal Phone Calls

1. Personal phone calls and texts are discouraged except in the case of emergencies; all personal phone calls shall be made during the employee's break time and via employee's cell phone, if possible.
2. Activities not related to Coalition business that are performed on employee's personal device(s) are restricted to employee's break time except in the case of emergencies unless otherwise permitted by the Executive Director or assigned designee(s).

### K. Use of Escambia County School Readiness Coalition Property

1. The Coalition property is for business use only. Employees may not use the Coalition property for personal use. Property of the Coalition must never be taken from the work site unless proper authorization to do so is received in writing from the Executive Director or the direct supervisor of the person requesting to use the business property.
2. Some employees may be assigned cellular or other portable devices for Coalition business purposes. Such devices are subject to the same restrictions of use as all other Coalition property regardless of physical location. All portable devices assigned to an



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employee must always stay in that employee's possession when outside of the Coalition's offices. Any lapse in such possession must be reported to the Information Systems Administrator and the employee's direct supervisor immediately to maintain the confidentiality of any privileged Coalition data that may be contained therein.

2.3. Employees who are issued portable communication or data processing devices shall be required to agree to the terms of the Portable Device Issuance Agreement.

### L. Preservation of Coalition Documents, Forms and Data

1. It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.
2. All Coalition official documents including emails and other correspondence are subject to "Sunshine Law" requirements and must be maintained for official records.

### M. Smoking

1. The Coalition is a smoke free work environment. The Coalition both supports and agrees to comply with the Pro-Children Act of 1994, Public Law 103-227, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded ~~child care~~ childcare services on a routine or regular basis to children up to age 18. This law also applies to children's services provided in indoor facilities which are constructed, operated, or maintained with such federal funds.

1-2. Smoking is not allowed in Coalition ~~the designated~~ spaces or adjoining outside areas to include sidewalks within fifty feet of all building entry/exit doors.

### N. Employment of Executive Director

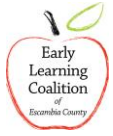
1. When the occasion arises that an Executive Director needs to be hired the Coalition Board Chair shall appoint an ad hoc Personnel Committee.
2. The Personnel Committee is responsible for locating qualified job candidates, screening applicants, conducting job interviews, verifying background information, and making evaluations. Upon Board approval, the Chairperson will provide the candidate selected with a "Letter of Employment" as Executive Director. The letter will include information regarding salary and benefits, major job duties and responsibilities, and any special details of the employment agreement. Acceptance of the appointment shall be submitted in writing by the Executive Director to the Board Chair.

### O. Coalition Representation

1. It is the policy of the Coalition that the Executive Committee of the Board and/or their designee, the Executive Director, will be the only spokesperson in personnel or operations matters pertaining to the Coalition.

### P. Contractual Relationships

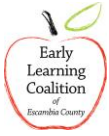
1. Unless otherwise authorized by a vote of the Board of Directors, no employee other than the Executive Director shall have the authority to sign any written agreement obligating the Coalition. Examples include, but are not limited to, entering into employment contracts, contracting with a supplier or vendor or entering into any binding relationships,



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such as opening or maintaining bank accounts, credit cards, and executing leases or sub-leases.





## Early Learning Coalition of Escambia County

**SUBJECT:** Background Screening Policy and Procedure

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### I. PURPOSE

The Coalition, its employees and prospective employees must adhere to Federal and State laws and rules; and the guidance and requirements of the [Florida Office Division](#) of Early Learning ([DFOEL](#)) by collecting and maintaining the documentation required for employment.

### II. POLICY and PROCEDURE

A. Definitions - as delineated in s. 943.0542, F.S.

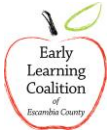
1. "Care" means the provision of care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities.
2. "Qualified entity" means a business or organization, whether public, private, operated for profit, operated not for profit, or voluntary, which provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services.

B. Requirements of a Qualified Entity

1. The Coalition is a qualified entity and therefore shall register with the Florida Department of Law Enforcement (FDLE). As a qualified entity the coalition shall have all employees assigned to work on [FOEL-DEL](#) grant agreements screened in a manner consistent with s. 943.0542, F.S.
2. The Coalition shall require any subrecipient, contractor, or subcontractor it retains that also meets the definition of qualified entity to likewise register and have all of the employees it assigns to work under the terms of this agreement screened in a manner consistent with s. 943.0542, F.S. The Coalition shall ensure that background screening of subrecipient, contractor and subcontractor staffs is complete prior to providing services under the contract.

C. New Employee Documentation

1. The Coalition shall obtain and maintain on file the following documentation for new employees prior to their first day of employment. The Coalition shall ensure subrecipients, contractors and subcontractors conducting work associated with the [FOEL-DEL](#) grant agreements shall prior to their first day of work obtain the following documentation and will maintain it as agreed upon with Coalition.
  - a. Documentation the individual complies with the background screening standards set forth in s. 435.04, F.S.
  - b. All applicable professional licenses claimed, if the position requires.
  - c. Applicable employment history, if the position requires.
  - d. Applicable education documentation, if position requires.



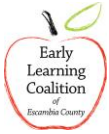
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- e. To be in compliance, employee background screenings must be from no earlier than five years before the current ~~FOEL-DEL~~ grant agreement's effective date.
- f. The Coalition shall maintain on file verification for all Coalition personnel and any applicable subrecipient's or subcontractor's personnel, and unless excluded as described below, assigned to work on this agreement.
- f.g. The Coalition shall maintain on file the E-Verify case number and date of submission and forward this information to the DEL Grant Manager within five (5) calendar days of beginning employment.

### C. Background Screening Procedures

1. The Coalition shall complete, or ensure completion, of background screenings for all Coalition personnel, and any subrecipient or contractor's personnel, if applicable, as follows.

- a. An initial screening, or verification of an existing screening, shall be completed for prospective employees prior to the first day of employment.
- b. The Coalition shall update the background screening every five years before the anniversary date of the prior background screening check and thereafter if the individual continues performing under the ~~FOEL-DEL~~ grant agreement.
- c. The Coalition shall repeat the background screening if there is a 90-day lapse in employment from working on the ~~FOEL-DEL~~ grant agreement. The ELC shall rescreen the person before assigning the person to this agreement.
- d. The Coalition shall arrange for and pay all the costs for background screenings for Coalition staff and volunteers.
- e. Subrecipients, contractors or subcontractors shall arrange for and pay all the costs for background screenings for their staff as agreed upon with the Coalition.
- f. The Coalition shall require each employee, subrecipient, contractor or subcontractor it assigns to the ~~FOEL-DEL~~ grant agreement to notify the Coalition within 48 hours of his or her arrest for any criminal offense.
- g. The Coalition shall review the alleged offense within 48 hours of notification, determine if the offense is one that would exclude the employee, subrecipient, contractor or subcontractor under a level 2 screening and, if so, remove the employee, subrecipient, contractor or subcontractor from work on the ~~FOEL-DEL~~ grant agreement. If the 48-hour period falls on a Saturday, Sunday, or Federal holiday, the determination shall occur the next business day.
- h. The Coalition shall not allow the employee, subrecipient, contractor or subcontractor to return to work on the ~~FOEL-DEL~~ grant agreement until cleared of all charges that would exclude the employee, subrecipient, contractor or subcontractor under a level 2 background screening.
- i. As defined in 402.302, F.S., "A volunteer who assists on an intermittent basis for less than 10 hours per month is not included in the term "personnel" for the purposes of screening and training if a person who meets the screening requirement of s. 402.305(2) is always present and has the volunteer in his or her line of sight." Background screening costs for board members and volunteers are allowable Coalition expenditures.

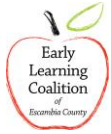


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- j. Any subrecipient, contractor, or subcontractor who does not meet the definition of “Qualified Entity” but who has staff that will perform duties under contract with the Coalition and are permitted access to a child care location while children are present or will have access to confidential information about the children in care or their family shall comply with all of the above.
- k. Any contractor or subcontractor who does not meet the definition of “Qualified Entity” and who has staff that will perform duties under this agreement but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or that child’s family is not required to submit its employees to a background screening.

### D. Background Screening Disqualification and Waiver of Offenses

1. ~~Childcare practitioners have their background screening results reviewed by the Department of Children of Families and based on the results they are determined to be qualified, or not qualified, to work in childcare. This process also affords such persons the right to request a waiver in the event they are disqualified. In these cases, the records are reviewed, and determination is made by a judge to reverse or uphold the disqualification.~~ The background screenings of Coalition personnel are not sponsored or overseen by any State agency, and therefore there is no access to an adjudicated waiver process.
2. Whenever a background screening indicates a person has an offense in their record, the HRO and Executive Director shall determine if the offense is listed as a disqualifier in s. 435.04, F.S. If Coalition personnel, any subrecipient or contractor’s personnel, if applicable, or a prospective employee, are determined to be disqualified under s. 435.04, F.S. the Coalition Executive Director shall take appropriate action.
3. The Executive Director shall decide in all cases if a waiver should be considered.
  - a. In determining if an offense is disqualifying or if a waiver is warranted the following shall be taken into account.
    1. The nature of the offense.
    2. When the offense occurred.
    3. The person’s age at the time of the offense.
    4. Adjudication and resolution of the offense.
    5. Any other extenuating circumstances.
    6. Statements of the person given in response to or offered before the screening was conducted.
4. If a waiver is not considered, a prospective employee will be informed they are not eligible for employment. Current employees will be removed from work on State and Federal programs and processed for termination.
5. If a waiver is to be granted, the Executive Director shall document the rationale for granting the waiver. A copy of this shall be given to the employee, contractor, or prospective employee, and shall be placed in the personnel file.



## Early Learning Coalition of Escambia County

**SUBJECT:** Administrative Requirements – Conditions of Federal Funding

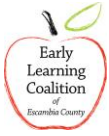
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### I. PURPOSE

The Coalitions and its employees must adhere to the federal laws, rules and regulations of the Child Care Development Fund and the Temporary Aid to Needy Families Grant and other federal funding opportunities that might be applicable.

### II. POLICY

- A. Employees will be advised of federal requirements that are included in the Coalition Policy and Procedures.
- B. As a condition of employment, employees of the coalition will acknowledge the requirement that the coalition and its employees will adhere to the following state and federal requirements:
  - 1. Statement of Confidentiality (39.0132 and 39.814, F.S.)
  - 2. Clean Air Requirements, Clean Air Act, Section 306 (41 U.S.C. 1857)
  - 3. Immigration and Naturalization Act, Section 274A(e)
  - 4. Equal Employment Opportunity, Executive Order, 11246 – amended EO 11375
  - 5. Pro Children’s Act, Public Law 103-227Clean Water Act, 0 Section 508
  - 6. Drug Free Workplace
  - 7. Child Abuse & Neglect Reporting Requirement, 0 415.504(1)(e), F.S.
  - 8. Employee ~~Level 2~~ Background Screening: Level 2 or Level 1 as required.



## Early Learning Coalition of Escambia County

**SUBJECT:** Classification and Evaluation of Employees

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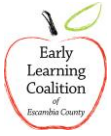
### I. PURPOSE

To provide for conditions of employment, employee status definitions, employee job descriptions, and evaluation procedures.

### II. POLICY

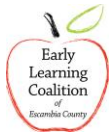
All employees of the Coalition are at will employees and employed for an indefinite term. Therefore, either the employee or the Coalition may terminate the employment and relationship at any time, with or without cause. This status can only be altered by a written contract of employment with the approval of the Executive Board, which is specific as to all material terms and signed by both the employee and the Executive Director of the Coalition. The Organizational Structure of the Coalition is outlined in Appendix B.

- A. Regular Full-Time Employee – A regular full-time employee is one who has successfully completed the initial employment period, is regularly scheduled to work between 30 and 40 hours per work week, and whose employment is for no definite term.
- B. Regular Part-Time Employee – A regular part-time employee is one who has successfully completed the initial employment period, is regularly scheduled to work less than 30 hours per work week, and whose employment is for no definite term.
- C. Temporary Employee – A temporary employee is one who is employed for a defined period of time on a conditional basis and can work either full-time or part-time. A temporary employee is not entitled to employee benefits.
- D. Probationary Period – All employees will be subject to a ninety (90) day probationary period upon hire. ~~For m~~Most employees will not be eligible for benefits during this period, to include paid leave ~~will not be accrued during the probationary period~~, and therefore paid leave cannot be used during this period, ~~but will be earned and accrued, if applicable.~~  
*Special Note:* In the event an employee is promoted within the structure of the Coalition and/or the employee's job description significantly changes, a new ninety (90) day probationary period for performance purposes only will be in effect; however, the employee's ~~will be eligible to continue to use~~ leave and benefit options will not be affected.
- E. Performance Evaluations – Each employee will receive an annual performance evaluation. Evaluations for exceptional circumstances may be conducted at the discretion of the Executive Director. Performance evaluations will be conducted by the employee's immediate supervisor and made available for review by the Executive Director. All performance evaluations shall use the Employee Performance Evaluation Form, Appendix C.



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- F. All Employees – All employee positions with the Coalition are contingent upon the availability of state funds.
  
- G. Employment Status – All positions with the Coalition are identified as exempt or non-exempt in compliance with the Fair Labor Standards Act. Each job description indicates the employment status of each position.



## Early Learning Coalition of Escambia County

**SUBJECT:** Coalition Employee Chain of Command and Board Member Contact Protocol

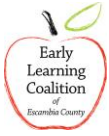
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### I. PURPOSE

To establish employee chain and command and reporting policy. An effective chain of command ensures continuity and effectiveness of communications and operations.

### II. POLICY

- A. Employees are always to exercise proper protocol.
- B. Proper protocol is defined as compliance with the appropriate chain of command.
- C. Each employee is required to address his/her immediate supervisor in any instance relating to policy, procedure, attendance, direction, dispute, and/or inquiries regarding Coalition business.
- D. Management team members will address concerns and issues with his/her immediate supervisor or the Executive Director (provided management team member works directly under the Executive Director).
- E. The Executive Director's position in the chain of command will be after all efforts to resolve any issue with immediate supervisor(s) have been unsuccessful. However, if an issue arises in which the employee feels uncomfortable or threatened if they discuss the issue with their supervisor then the Coalition Open Door policy applies, and the employee can contact the Executive Director directly.
- ~~E.F.~~ If the issue is with the Executive Director, then the appropriate supervisor can contact the Chair of the Board concerning the issue. The Chair will decide if it is appropriate or necessary to engage all or some portion of the Board. Meetings and discussions between two or more Board members, as per Sunshine, must be in the form of a duly notified meeting which is open to the public.
- ~~F.G.~~ Any contact with Coalition board members regarding employee relations and/or office management issues shall be made only with the involvement/consent of the Executive Director or Chair of the Board. This in no way should be construed as intended to circumvent provisions of the Sarbanes-Oxley (Whistleblower) Act when issues applicable to the Act arise.
- G.H. In the event issues are not resolved through compliance with office protocol, the appeal procedure shall be implemented by the employee to notify the Executive Director.
- H.I. In the event Board Member signatures are needed on financial or other pertinent documents, the Executive Director shall be notified.



# Early Learning Coalition of Escambia County

**SUBJECT:** Holidays

## I. PURPOSE

To provide employees the opportunity to participate in traditional or recognized holiday observances without loss of pay.

## II. POLICY

A. All regular full-time and part-time employees are eligible immediately upon permanent hire to observe the following ~~ten (10)~~<sup>twelve (12)</sup> holidays with pay:

- |                       |                                |                                   |
|-----------------------|--------------------------------|-----------------------------------|
| <i>New Year's Day</i> | <i>Martin Luther King Day</i>  | <del><i>President's Day</i></del> |
| <i>Memorial Day</i>   | <i>Independence Day</i>        |                                   |
| <i>Labor Day</i>      | <del><i>Columbus Day</i></del> | <del><i>Veteran's Day</i></del>   |
| <i>Thanksgiving</i>   | <i>Day after Thanksgiving</i>  |                                   |
| <i>Christmas Eve</i>  | <i>Christmas Day</i>           |                                   |

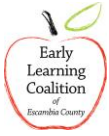
**If a holiday falls on Saturday or Sunday and a weekday is officially designated for its celebration, that weekday will be recognized as a holiday under this policy. In the case of Christmas Eve the holiday will be the first business day preceding the day that is the officially designated day of observance of Christmas.**

B. Holidays in conjunction with other periods of time off:

- Holidays are not counted as leave days. If a holiday occurs during a leave period, the employee is not charged for that day as leave.
- Holidays which occur during an authorized unpaid leave of absence will be paid only if the absence is two weeks or less.

C. Probationary employees are not eligible for pay on holidays.





## Early Learning Coalition of Escambia County

**SUBJECT:** Annual Leave

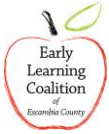
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### I. PURPOSE

To provide employees, full-time and part-time, with time for rest and relaxation with pay, and/or leave with pay for personal reasons. The Coalition has adopted a policy that does not separately recognize annual and sick leave. All leave is combined into a leave pool which each employee is expected to use professionally.

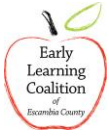
### II. POLICY

1. Leave for all employees will be earned on a semi-monthly basis to be used for personal, vacation and/or sick leave as approved by immediate supervisor. The two payroll periods each month shall be the 1st to 15th of the month and the 16th to last day of the month.
2. Leave is accrued each payroll period. All full-time employees, those receiving pay for 40 hours per week, will earn ~~nine (9)~~ **eight (8)** hours of leave per semi-monthly pay period, which equates to ~~192~~**16** hours per year. All employees receiving pay for less than 40 hours per week will earn leave on a prorated basis for hours worked each pay period, rounded up the nearest quarter hour. For example, an employee receiving pay for 30 hours per week would accrue ~~six (6.75)~~ hours of leave per pay period.
  - a. The term "Receiving pay" as defined here means all pay received in a payroll period, including earned leave hours used and holidays.
  - b. The term "Leave" can be used interchangeably with the term Paid Time Off (PTO).
3. Employees are encouraged to exercise the use of leave (vacation) each calendar year. All employees are encouraged to take at least one annual ~~40-hour~~**40-hour** consecutive leave period each fiscal year.
4. Leave shall not be used in increments of more than two (2) consecutive weeks, unless otherwise approved by the Executive Director or Board Chair.
- ~~5.~~ Leave may be accumulated and carried over from one calendar year to the next.
- ~~5-6.~~ The total amount of leave that can be accumulated can, not to exceed 360 hours. The leave balance for an employee will be adjusted to the cap of 360 each pay period.
- ~~6-7.~~ All employees are encouraged to maintain an 80 hour leave balance.
- ~~7-8.~~ No pay in lieu of annual leave is permitted.
- ~~8-9.~~ Holidays are not counted as annual leave. If a holiday occurs during an employee's annual leave period, the employee is not charged for that day as leave.
- ~~9-10.~~ Employees must receive authorization from the immediate supervisor prior to the day on which annual leave begins, except in emergency situations. A minimum of two weeks advance notice is recommended.
- ~~10-11.~~ All employees will be required to complete an Employee Request for Leave Form, using the request form or online request as applicable, ~~Appendix D~~, prior to the use of leave. In the event of an emergency/illness, phone contact must be made with the employee's immediate supervisor or the Executive Director on the first day of the leave.



## Early Learning Coalition of Escambia County

- ~~11-12.~~ Supervisors are required to maintain a calendar of employee requests for use of leave. Annual leave requests may be denied if other employee(s) have received prior approval for leave.
- ~~12-13.~~ Leave will be paid at the non-exempt employee's straight time rate for regularly scheduled hours.
- ~~13-14.~~ Should an employee be on leave for a period of three or more days because of a medically related issue, the employee must submit a doctor's/medical statement of the employee's ability to return to work. If appropriate, the statement should advise of any limitations on the employee's work activities deemed medically necessary. Any exceptions must be approved in writing by the Executive Director.
- ~~15.~~ Employees may be paid for unused leave upon termination of employment. Employees that are terminated or have given notice to end their employment shall be paid for unused leave at the rate of one half of their hours accrued at the last day of work, paid at regular straight time pay for up to a maximum of 360 hours. Employees that are terminated due to a lay-off or position ending will be compensated their full amount of leave accrued as of their last day of work.
- ~~16.~~ Flex time (when approved) allows employees to arrange/modify their work schedule but must be used within the semi-monthly pay period earned. Flex time may not be carried forward to any pay periods.



## Early Learning Coalition of Escambia County

**SUBJECT:** Bereavement Leave

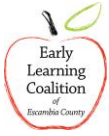
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### **I. PURPOSE**

To establish policy that will allow time for employees to privately mourn the death of an immediate family member without loss of pay.

### **II. POLICY**

- A. Exempt, non-exempt, full-time and part-time employees are immediately eligible upon permanent hire.
- B. Employees are entitled to bereavement leave pay up to a maximum of three (3) consecutive regularly scheduled workdays upon the death of an immediate family member.
- C. Immediate family is defined as spouse, child, parent, grandparent, grandchild and sibling. The categories stated include family members related by marriage (i.e., brother-in-law, sister-in-law, mother-in-law, etc.), step-relatives, half-relatives, and legally adopted children. On a case-by-case basis, the Executive Director will review all requests for persons not listed.
- D. Bereavement pay will be paid at the employee's straight-time rate for regularly scheduled hours and only for actual approved absences.
- E. In no event will the payment for hours absent exceed the number of hours in the employee's established work schedule.



## Early Learning Coalition of Escambia County

**SUBJECT:** Maternity Leave and Medical Leave

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### **I. PURPOSE**

To establish policy that will permit an employee to be absent from work for an extended period of time, greater than two weeks, for either maternity or medical reasons.

### **II. POLICY**

A. Medical Leave is defined for this policy as leave of more than two weeks for reasons of illness or injury. Medical Leave may initially be defined as sick leave, but due to extenuating circumstances an illness or injury may require absence in excess of two weeks. When this occurs, the absence will be evaluated for reclassification as Medical Leave.

B. Employees may be on a modified leave of absence for up to twelve weeks for maternity or extended sick leave without risk of losing their employment, except as provided for in this policy.

C. For Maternity Leave, the twelve-week period begins post-partum. It does not include any leave taken as advised, directed, or required prior to the birth of the child.

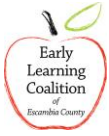
D. Medical Leave may not be authorized if illness or injury was the result of employee misconduct at work, or participation in illegal activities at any time. The Executive Director shall evaluate the circumstances if applicable and make a determination in all such cases.

E. Employees shall not normally accrue leave during Maternity Leave or Medical Leave except during any periods in which they are using their accrued annual leave.

F. Employees enrolled in the Coalition health insurance plan; benefits will continue for the entire twelve-week period provided the employee continues to pay their employee cost share.

G. If an employee's absence extends beyond twelve weeks, then their case shall be re-evaluated, all extenuating circumstances considered, particularly any doctor's evaluations and prognosis, and a decision made regarding their employment status. Employment beyond twelve weeks is not assured, but neither is termination. Each occurrence shall be evaluated on a case-by-case basis.

H. Maternity Leave and Medical Leave policy does not address the terms of the Short-term Disability policy, which are defined by the insurance policy contract in place at any time.



## Early Learning Coalition of Escambia County

**SUBJECT:** Leave of Absence

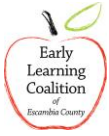
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### **I. PURPOSE**

To establish policy that will permit an employee to be absent from work without pay for a specified period of time for personal reasons, for reasons other than maternity, sickness or injury.

### **II. POLICY**

- A. To be eligible for a leave of absence, an employee must have one year of continuous service. (Except if the absence is for military purposes.)
- B. A leave of absence may be granted for not less than fourteen (14) days, and generally not more than sixty (60) days. Such leave of absence may be granted at the discretion of the Executive Director or the Chairperson. A leave of absence over sixty (60) days will be authorized only in exceptional circumstances and only with the approval of the Executive Director and/or the Chair of the Board of Directors.
- C. A leave of absence may be granted only when the employee's services may be temporarily spared and when the circumstances support the leave of absence request, as determined by the Executive Director.
- D. Application for an extension of a leave of absence beyond the original time requested must be made prior to the expiration of the first request for leave. Employees not returning to work upon the expiration of an approved leave are subject to termination and a break in continuous service.
- E. Applications must be submitted by letter in advance to the dates of requested leave of absence.



## Early Learning Coalition of Escambia County

**SUBJECT:** Military Leave

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### **I. PURPOSE**

To establish policy that will allow an employee to fulfill a commitment to the branch of the Armed Forces or National Guard of which the employee is a member.

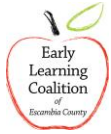
### **II. POLICY**

A. Regular exempt, non-exempt, full- and part-time employees are eligible immediately upon hire.

B. Leave Period

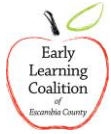
1. Time off for military reserve annual training, initial training or temporary military special service for no more than fourteen (14) days may be authorized by the Executive Director, without processing a formal leave of absence for personnel records.
2. Active duty consisting of a period over fourteen (14) days, but no more than ninety (90) days, must be processed as a formal leave of absence, with a copy of the order attached, for personnel records.
3. A returning veteran who applies orally or in writing for work within the time limits set forth in the Uniform and Services Employment and Re-employment Right Act (USERRA) as updated in 1998 will be reinstated to the position previously held. Salary and other benefits will also be reinstated in accordance with the respective Coalition policies and under the provisions of the Act.
  - a. Initial active duty for training: A reservist or member of the National Guard who is ordered to perform an initial period of active duty for training of more than three (3) consecutive months (over 90 days) must apply for re-employment within thirty-one (31) calendar days after release from active duty.
  - b. Active duty: An inductee, enlistee, reservist, National Guardsman, or other veteran who returns from active duty of five years or less must apply for re-employment within ninety (90) calendar days after release from active duty.
  - c. If the veteran is hospitalized upon or immediately after being released from active duty, the 31- or 90-day re-employment period begins the day after release from hospitalization or one year after the scheduled date of release from service, whichever is earlier.
  - d. Upon reinstatement, leave will be prorated according to those Coalition policies. The employee may reactivate all other insured plans under which he/she was covered immediately prior to beginning military service. It may be necessary to displace an incumbent to reinstate a returning veteran.

C. Pay: An employee who is a member of a reserve component of the Armed Forces or a National Guard Unit and who as such is required to enter upon active annual training duty or



## **Early Learning Coalition of Escambia County**

temporary special services as shown by travel orders, shall be paid the difference between the amount of pay received from the Federal or State government for such duty and the employee's actual regular salary for time lost while on such duty. Such items as regularly scheduled days off (i.e., weekends, generally), subsistence, rental and travel allowance will not be included in determining pay received from the government.



## Early Learning Coalition of Escambia County

**SUBJECT:** Jury Duty

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### **I. PURPOSE**

To establish policy that will allow employees to fulfill legal requirement to serve on a jury or answer a subpoena as a witness when summoned by the judicial system, without loss of pay.

### **II. POLICY**

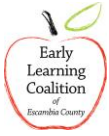
A. Exempt, non-exempt, full-time and part-time employees are eligible immediately upon permanent hire.

B. Employees must submit an Employee Request for Leave form for jury duty. All such requests must be approved by the Executive Director.

C. The employee will receive straight time pay for regularly scheduled work hours while subject to jury or court call, less any pay received from the court for the time of service. Employees are not required to receive pay from the court for service, however, if they do then the amount paid will be deducted from their regular pay for the day. Verification from the court of the period of service must be requested and all such documentation must accompany the employee time sheet with Request for Leave form for the period the jury duty is performed. Such absences must be authorized by the Executive Director.

D. The employee is expected to return to work, when practical, during regularly scheduled work hours if not actually subject to jury or court call.





## Early Learning Coalition of Escambia County

**SUBJECT:** Employee Benefits and Salaries

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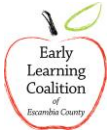
### I. PURPOSE

To establish policy that will provide mandated benefits in compliance with government regulations.

### II. POLICY

#### A. Benefits:

1. **Unemployment Compensation:** Employees who are laid off or are terminated from their job for reasons other than misconduct may qualify for weekly benefits provided by the State of Florida. The Coalition will reimburse the State of Florida for any benefits paid to qualifying employees for the maximum period as provided by law. The Coalition will provide the Bureau of Employment Compensation with necessary documentation of the employee's past employment record to assist in a fair and accurate determination of eligibility for unemployment compensation benefits.
2. **Health Plan:** The Coalition provides a health benefit plan to exempt/non-exempt, regular full-time employees (working 30 or more hours per week) and will pay the employer's contribution of 100% of the cost annually per employee, and 50% of the cost for the employee's spouse and/or children. The Coalition's contribution shall not exceed the benefit calculated above. The employee has the option of enrolling in the Coalition's Health Plan. In the event, the employee opts not to enroll in the Coalition's Health Plan the employee automatically waives the employer annual contribution.
3. **Short Term Disability Plan:** The Coalition provides a short-term disability plan to exempt/non-exempt, regular full-time employees (working 30 or more hours per week). The Coalition pays the cost per employee for this coverage. This plan provides up to 24 weeks of coverage once a 14-day eligibility period is met. No 'loss of income' is required before ~~they are~~ an employee is eligible for plan benefits. Maximum benefit from the plan is 60% of the employee's gross pay, up to a maximum of \$1,000 per week. Normal payroll taxes are deducted from the gross pay and reported to the IRS by the insurance carrier.  
**Maternity Benefits** – Although the Coalition is not currently required to provide FMLA (Family and Medical Leave Act) benefits, the above mentioned 'Short Term Disability' insurance does recognize normal maternity as a 'limited disability' and grants a maximum of 6 weeks of benefits for a "normal delivery". This coverage can begin whenever the attending Doctor establishes the need for the employee to reduce their normal work hours. Extenuating medical circumstances related to the pregnancy or birth may convert the claim from 'maternity' status to regular 'disability'. The 14-day eligibility waiting period applies in all cases.
4. **Term Life Insurance:** The Coalition provides term life insurance coverage to exempt/non-exempt, regular full-time employees (working 30 or more hours per week). The Coalition pays the cost per employee for this coverage.

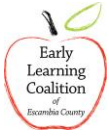


## Early Learning Coalition of Escambia County

5. Retirement Plan: The Coalition participates in an optional 401(k) retirement plan. Employees may participate in the plan after ~~six-90 days~~months of satisfactory employment, which equates to completion of their probationary period. The Coalition will match 50% of the employee's contribution, up to 3.5% of an employee's annual salary contributed to the plan. Employer contributions are vested in a 5-year cycle:
  - a. Year 1- 0%
  - b. Year 2- 25%
  - c. Year 3- 50%
  - d. Year 4- 75%
  - e. Year 5- 100%

### B. Salaries and hourly wages

1. Scheduled paydays for all employees (exempt and non-exempt) will be bi-monthly, on the 15th and last day of the month. If the scheduled payday is a holiday, payday will commence on the latest scheduled workday prior to the holiday. All personnel shall use the most current edition of the Employee Timesheet or online form as applicable. Appendix E.
2. Payment for hourly wages classified as "overtime" requires the prior approval of the Executive Director.
  - a. Requests for overtime are to be submitted in writing to the Executive Director not less than 24 hours prior to overtime being incurred, unless the overtime is being directed by the Executive Director.
  - b. The Executive Director may, at their discretion, waive the required 24-hour notice in the case of extenuating circumstances.
3. Salaries and hourly rates are initially set according to the job description requirements and qualifications necessary to fulfill the position.
4. All employees will receive an annual performance evaluation.
5. Employees may be eligible for an increase in salary based on performance reviews and available funding. All performance awards will be at the discretion of the Executive Director. Available funding levels will be at the discretion of the Executive/Finance Committee, within the budgetary constraints approved by the Board of Directors.



## Early Learning Coalition of Escambia County

**SUBJECT:** Termination of Employment

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### I. PURPOSE

To establish policy that will provide consistent guidelines within the law for equal treatment of employees with regard to employment termination.

### II. POLICY

A. The Coalition has an “employment at will” relationship with its employees. This means both the Coalition and each employee have the right to terminate employment at any time, with or without cause.

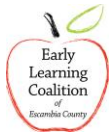
1. Once the decision has been made to recommend termination of employment, the Executive Director should notify the Chair of the Coalition Board of the ~~re~~ recommendation. This is to ensure that all procedures are followed, and that the decision is legal and valid according to established guidelines.

B. Voluntary Termination

1. An employee is expected to give a minimum of two weeks written notice of termination of employment. This is required to be recommended for rehire and eligible for leave pay.
2. An employee may be allowed to work during the two-week notice period; however, the Coalition reserves the right to release an employee at any time after notice has been given.
3. An employee may request to cancel the notice of termination and to continue employment subject to approval by the Executive Director.

C. Involuntary Termination

1. Unless for cause, ~~the~~ recommendation to terminate employment of an employee is the responsibility of the Executive Director in consultation with the Chairperson of the Board.
2. Except in cases when funding is eliminated, termination of employment should be taken only after other remedial means of action have not worked or the employee’s actions are such that further employment is not possible.
3. Prior to termination of employment due to unacceptable job performance, progressive discipline steps should have been taken and with rigorous written documentation should exist of the ~~Executive Director’s~~ steps taken in working with the employee.
4. All employees are expected to work in a professional manner and to interact in the workplace in a professional manner. When management has determined that an employee has acted in a non-professional manner, termination can be immediate. Written documentation of the incident will be required.



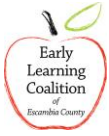
## Early Learning Coalition of Escambia County

### D. Process for Documentation of Unprofessional Behavior

1. Unprofessional behavior includes, but is not limited to, the following:
  - a. Inappropriate language
  - b. Inappropriate levels of conversation
  - c. Unprofessional dress/attire
  - d. Throwing items and slamming doors
  - e. Inappropriate written communication
  - f. Inappropriate conversations about other employees and/or board members
  - g. Inappropriate conversations about providers or clients
  - h. Inappropriate disclosure of Coalition business with other employees, providers, and/or vendors
  - i. Failure to adhere to work schedule
2. Unprofessional behavior shall be documented by the immediate supervisor and/or the Executive Director using the Personnel Documentation Form, Appendix ~~FD~~, and the following guidelines for progressive discipline:
  - a. 1<sup>st</sup> Offense – Written and verbal notification will be issued to the employee and the employee may be sent home for the remainder of the day. A copy of the written notification shall be filed in the employee’s personnel file.
  - b. 2<sup>nd</sup> Offense – Written and verbal notification will be issued to the employee and the employee may be sent home for up to one week without pay. A copy of the written notification shall be filed in the employee’s personnel file.
  - c. 3<sup>rd</sup> Offense – Written and verbal notification will be issued to the employee regarding immediate termination of employment. A copy of the written notification shall be filed in the employee’s personnel file.

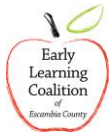
E. Causes for Immediate Termination – The termination of an employee for any reason is always a source of regret to the Coalition. However, certain standards of behavior must be maintained for the welfare of the Coalition, its employees and program participants. While not intended to be all-inclusive, the following are some of the usual causes s for immediate suspension or termination of employment:

1. Stealing and vandalism – whether it be Coalition, client, or other employee property or defacing of Coalition, client, or other employee property, materials, or equipment.
2. Fighting or attempting bodily injury to another person. (work place violence).
3. Immoral conduct on Coalition premises.
4. Falsification of personal or other Coalition records, including case records, time records, employment application, medical insurance date, personnel file, etc.
5. Being under the influence of, the use of, or possession of intoxicants or illegal drugs on Coalition premises or property, including parking lots, or at any location when on duty.
6. Gambling in any form on Coalition premises or property.
7. Not obeying orders of supervisory authority.



## Early Learning Coalition of Escambia County

8. Threatening, intimidation, coercing, or interfering with program participants, employees, or supervisors at any time.
9. Possession of lethal weapons or explosive materials on Coalition property, including parking lots. Florida law does allow for firearms and knives to be kept in a person's car; however, the Coalition prohibits their removal while on Coalition property.
10. Making or publishing false, vicious, malicious, or libelous statements concerning any employee, program participant, supervisor, or the Coalition.
11. Causing preventable serious incident or accident as a result of obvious employee negligence, attitude, and/or ability involving serious personal injury or potential for personal injury, or major property damage.
12. Causing two (2) preventable non-serious incident or accident as a result of obvious employee negligence, attitude, and/or ability involving serious personal injury or potential for personal injury, or major property damage.
13. Supervisor or employee allowing a known safety hazard to continue causing preventable serious incident or accident.
14. Supervisor or employee allowing a known safety hazard to continue causing two (2) preventable non-serious incident or accident.
15. Violation of written or spoken Coalition rules.
16. An employee may be terminated during the probationary period without explanation or obligation.
17. Sexual or any other form of harassment.
18. Discrimination of any kind.



## Early Learning Coalition of Escambia County

**SUBJECT:** Hours of Work

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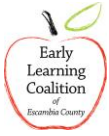
### I. PURPOSE

To establish the Coalition daily and weekly work schedule.

### II. POLICY

- A. Regularly scheduled office hours are from 7:30 a.m. to 5:30 p.m. Monday through Thursday and ~~8:00~~7:30 a.m. to ~~12 p.m.~~ 11:30 a.m. on Friday. The regularly scheduled office hours for Child Care Resource and Referral are ~~from 8:00~~7:30 a.m. to 5:00 p.m. ~~Monday through Thursday.~~ Friday the same as the regularly scheduled office hours.
- B. A standard work week is ~~32~~40 hours per week for full time employees, however, employees working 30 or more hours a week are considered full time.
- C. The Executive Director can approve and assign flexible schedules to meet the needs of the Coalition. Flexible work schedules must be approved in advance by the Executive Director or the employee's immediate supervisor.
- D. Employee Timesheets; ~~Appendix E,~~ will be maintained on a semi-monthly basis by all employees, using the standard timekeeping form or system, and submitted to the employee's immediate supervisor on the schedule established by the Finance Department to ensure that the timesheets ~~can~~ are submitted in a timely manner ~~to Landrum Payroll Services.~~ Should Coalition work responsibilities require work beyond 40 hours per week, non-exempt employees will be paid for overtime hours at 1.5 times their normal hourly wage. Prior approval in writing from the Executive Director must be obtained before overtime hours are worked.
- E. A lunch period will be established for each employee working six (6) or more hours per day. An employee may not opt to work through their lunch period to "offset" personal time away from the normal workday without prior approval. Scheduling for lunch period is at the discretion of the Executive Director or the employee's immediate supervisor based on the employee's work responsibilities and Coalition work needs.
- F. Due to the nature of work/training for some employees, a flexible work schedule may be required by the Executive Director or the employee's immediate supervisor. As a normal part of work responsibilities, some employees may be required to work beyond the normal work hours for the Coalition. Employees are encouraged to adjust their work week as soon as possible to offset the extended work hours. Supervisors are responsible for ensuring that employees make appropriate work schedule adjustments during the payroll period.

Employees may request to work alternate work schedules, such as 4 ten-hour days, based on their job responsibilities. Employees should make a prior written request for an alternate

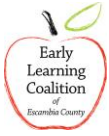


## Early Learning Coalition of Escambia County

work schedule which must be approved by their immediate supervisor, or the Executive Director.

G. Employees are expected to be punctual and dependable concerning office hours. An employee may be subject to disciplinary action for failure to adhere to their established work schedule, including working overtime hours without prior supervisory approval, adjusting scheduled work hours without supervisor approval, adjusting lunch periods without supervisor approval, or tardiness.

H. Some, but not necessarily all, employees may be allowed to telework (work from home) either on a nearly full time or a part time basis, as mutually agreed upon. All employees are expected to work in the office as directed. The Coalition has separate policies and agreements governing telework and the operation and custody of associated equipment and portable electronic devices. No employee is required to telework, it is an optional arrangement made to meet the desires of the employee work an alternative location while ensuring the operational needs of the Coalition are still being accomplished. Telework does not negate or otherwise exempt an employee from the requirements contained in this Handbook or any other Coalition policy.



## Early Learning Coalition of Escambia County

**SUBJECT:** Appeal Procedure

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### I. PURPOSE

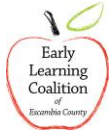
To provide an avenue to employees for the review of decisions related to the application and interpretation of the Coalition personnel policies and procedures.

### II. POLICY

A. An employee may appeal a policy interpretation using the following procedure:

1. The employee must discuss the issue in question with the employee's immediate supervisor.
2. If resolution is not reached with the immediate supervisor, the employee may submit a written appeal to the Executive Director, with a copy provided to the immediate supervisor. The immediate supervisor will provide written notice to the Executive Director documenting their interpretation of the issue, which the supervisor ~~shared~~ must share with the employee.
- ~~3. An alternative available to employees if desired at any point in the appeal process is to engage the Coalition Professional Employer Organization (PEO), currently LandrumHR, to assist in addressing the policy they have chosen to appeal. The Coalition shall take the advice of the PEO when offered into consideration. This does not, however, negate the responsibility or authority of the Coalition to act upon the appeal.~~
- 4.3. If resolution is not reached with the Executive Director, the employee may submit a final appeal to the Executive Committee of the Board. The appeal must be in writing, with a copy provided to the Executive Director. The Executive Director will also provide the Executive Committee with written notice of his/her action regarding the appeal. The action of the Executive Committee on the appeal will be final.





## Early Learning Coalition of Escambia County

**SUBJECT:** Whistleblowers Act

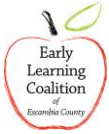
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### I. PURPOSE

Employees who report certain violations of law or policy are protected from retaliation by the Federal and State “Whistle-Blower’s Act”, Public Law 101-12, 5 U.S.C. Ch. 12 and Sections 112.3187 – 112.3188, Florida Statutes, respectively.

### II. POLICY

- A. The Escambia County School Readiness Coalition, Inc. (Coalition) shall not dismiss, discipline, or take any other adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.
- B. The Coalition shall not take any adverse action that affects the rights or interests of an employee in retaliation for the employee’s disclosure of information under this policy.
- C. The provisions of this policy shall not be applicable when an employee discloses information known by the employee to be false.
- D. Nature of information disclosed: The information disclosed under this policy must include:
  - 1. A violation or suspected violation of a law, policy, rule, or regulation committed by an employee of the Coalition which violation creates and presents a substantial and specific danger to the public’s health, safety, or welfare; or
  - 2. An act of suspected gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee of the Coalition. It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.
- E. Complaints concerning the above must be submitted to the Board of Directors in writing. The Board will investigate the complaint and present their findings. Staff members who submit a complaint will, to the extent possible, remain anonymous unless the complaint is known to be false when submitted.
- F. Employees and Persons Protected: This policy protects employees and persons who disclosed information on their own initiative in a written and signed complaint; who are requested to participate in an investigation, hearing, or other inquiry conducted by any agency or federal government entity; who refuses to participate in any adverse action prohibited by this policy. No remedy or other protection under this policy applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under this policy is being sought.



## Early Learning Coalition of Escambia County

**SUBJECT:** Personnel Record Review and Retention

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### **I. PURPOSE**

To allow employees access to select personal records and personnel record-keeping systems while still actively employed by the Coalition and establish consistent guidelines for personnel record retention and destruction.

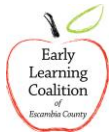
### **II. POLICY**

#### PERSONNEL RECORD REVIEW

- A. Employees may have access to personal information that is contained in Personnel record keeping systems.
- B. The employee may not modify, remove, or destroy any item contained in the record-keeping system. The employee may make notes during the review.

#### PERSONNEL RECORD RETENTION

- A. Records will be kept a minimum of five (5) years following the end of the employment contract in accordance with Federal and State guidelines regarding retention.
- B. Records for which the retention period has expired should be destroyed.
- C. Upon termination of employment, employees' records become the property of the Coalition and may be reviewed only if the Coalition is required by law to release the records.



## Early Learning Coalition of Escambia County

**SUBJECT:** Dual Employment

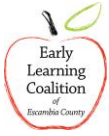
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### **I. PURPOSE**

The Coalition recognizes its policy making role in the School Readiness and Voluntary Pre-Kindergarten service delivery systems. In order to identify and prevent potential conflicts of interest between school readiness policy administration and compensation for school readiness services, as a condition of employment, the coalition reserves the right to approve the dual employment of any Coalition employee and to modify the work responsibilities of the employee to ensure that conflicts of interest are not present.

### **II. POLICY**

- A. Employees are required to request approval prior to accepting employment with a second employer.
- B. Dual employment will be approved by the Coalition when the second employer does not receive compensation directly or indirectly from services that are under the policy direction of the Coalition.
- C. Employees that do not secure prior approval for a second employer may be subject to dismissal.
- D. Employees are required to report any dual or self-employment arrangements to the Executive Director and their supervisor at the earliest opportunity possible.



## Early Learning Coalition of Escambia County

**SUBJECT:** Drug-Free Workplace

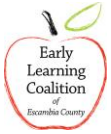
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### I. PURPOSE

To establish policy that will provide consistent guidelines within the law for equal treatment of employees with regard to requirements for maintaining a drug-free workplace. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited by the Coalition and may be grounds for immediate termination.

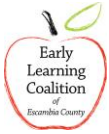
### II. POLICY

- A. The Coalition shall maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b).
- B. The Coalition attests and certifies that the Coalition is providing a drug-free workplace by the following actions:
1. Establish an ongoing drug-free awareness program to inform employees about:
    - a. The dangers of drug abuse in the workplace
    - b. The policy of maintaining a drug-free workplace
    - c. Available drug counseling, rehabilitation and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  2. Require all prospective employees to undergo an initial employment drug screening.
  3. Require all employees to acknowledge and adhere to the ~~Landrum~~ Drug-Free Workplace Guidelines.
- C. Employee Requirements. As a condition of employment at the Coalition, all employees shall:
1. Abide by the terms of this policy
  2. Notify the Coalition in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- D. Coalition Requirements: In the event an employee reports a conviction for a violation of a criminal drug statute the Coalition shall:
1. Notify ~~OEDEL~~ in writing within 10 calendar days of receiving notice from an employee of the employee's conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such convictions. The Coalition must also provide notice to the Division of Grants Management and Oversight.



## Early Learning Coalition of Escambia County

2. Take appropriate personnel action, within 30 calendar days after receiving notice, against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or;
3. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.



## Early Learning Coalition of Escambia County

**SUBJECT:** Employee Notification of Workplace Accidents

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### I. PURPOSE

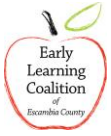
This policy is required in order to insure consistency of practices and policy application regarding staffs required notification of workplace accidents within the Early Learning Coalition work environment. The work environment includes both on-site and off-site locations. This ensures compliance with related [OELDEL](#), State, and Federal Regulations.

### II. POLICY

A. The Executive Director, Finance Manager, and Department Supervisors will be responsible for managing this procedure and coordinating the process.

B. Staff shall adhere to the following procedures:

1. Staff must immediately notify their Supervisor, the Finance Director (HRO), or the Executive Director of any accidents that occur during working hours. Time is of the essence.
2. Staff shall immediately notify/call 9-1-1 if a life-threatening injury has occurred.
3. Staff must obtain information from any individuals (non-staff) witnessing the injury. Information shall include, but not be limited to: Name, address and phone number of witness, and a brief statement, if possible, from that witness outlining what they saw/experienced.
4. If an accident involves automobiles, then staff must obtain Driver's License and Automobile Insurance information of the other party.
5. All accidents require notification to supervisors. As time and circumstances allow, an accident report shall be completed using the Coalition Incident/Accident Report Form, ELCEC 4401.4A.
6. Additionally, the supervisor shall route the Incident/Accident Report Form to the Executive Director using the Incident/Accident Form Routing Sheet, ELCEC 4401.5A.
7. The Executive Director shall direct how the report shall be routed, who shall be notified, and what further steps shall be taken to respond to the accident.
- ~~8. The Human Resources Officer shall notify the Coalition's employment service organization immediately to mitigate any concerns; however, if the Human Resources Officer is unavailable the Executive Director will perform the notification.~~



## Early Learning Coalition of Escambia County

**SUBJECT:** Employee Verification of Legal Driving Status and Automotive Insurance

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### I. PURPOSE

This policy establishes requirements for employees when in the performance of their duties they are required to drive, and for when they use their personal vehicle as their mode of transportation.

### II: POLICY

A. To alleviate risk and minimize liability all supervisors shall monitor adherence to this policy by staff that are required to travel in performance of their duties.

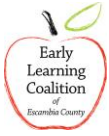
B. Most of the staff positions of the Coalition require as a pre-condition to employment that employees be able to drive or provide for alternative means if they cannot drive themselves. Employees that drive in the performance of their duties must maintain a valid driver's license.

C. Non-driving employees, or other staff members, who choose to have a non-staff member drive them must ensure the driver has a valid driver's license and the automobile in use has current insurance coverage.

~~C.D.~~ When employees are operating their personal vehicles in the conduct of Coalition business no one who is not an employee, such as provider staff members, may be in ~~only~~ shall be in personal vehicles during work hours Exceptions may be approved by the Executive Director.

~~D.E.~~ In many cases the means of transportation is provided by the Coalition in the form of a rental car. However, there are circumstances when in the interest of time and/or expense it is required that employees use their personal vehicles. Employees that use their personal vehicles in the performance of their duties must maintain current automobile insurance.

~~E.F.~~ Non-compliance with these requirements could result in termination of employment.



## Early Learning Coalition of Escambia County

**SUBJECT:** Cell Phone Usage While Driving

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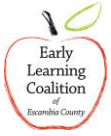
### **I. PURPOSE**

We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a personal vehicle during company time or using a company-issued cell phone while operating a personal vehicle.

### **II. POLICY**

- A. Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- B. If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- C. Additionally, company employees are required to:
  - 1. Turn cell phones off or put them on silent or vibrate before starting the car.
  - 2. Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  - 3. Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- D. The only exception to this policy is if the employee is operating a vehicle that is configured for “hands free” cell phone usage, in which case responding to a call is permissible if the employee can do without impairing their ability to operate the vehicle.





## Early Learning Coalition of Escambia County

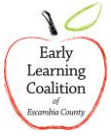
**SUBJECT:** Social Media Policy

### I. PURPOSE

To provide guidelines for employees who post content on the internet either as a part of their job or as a private person. While the ~~agency~~Coalition has no obligation to monitor ~~your~~employee participation in social media activities related to the firm's business, employees, customers, partners, the Coalition~~we~~ reserves the right to monitor ~~employee~~~~your~~ personal social media accounts. ~~We~~The Coalition counts on ~~our~~employees to help ensure that this Social Media Policy is being followed. Employees are requested to report any concerns regarding misconduct (e.g., copyright violations, harassment, misstatements) to the Human Resources Officer or your~~their~~ supervisor ~~immediately~~.

### II. POLICY

- A. Staff must abide by the Coalition-Employee Code of Conduct, Appendix A.
- B. Executive Director and Department Directors will be responsible for managing this procedure and coordinating the process. Managing shall include implementation and enforcement of this policy throughout the Coalition.
- C. Social media activities must not interfere with work commitments, unless tasked by a supervisor or Executive Director to enter social media sites to network a Coalition event or activity.
- D. Information published on social media sites should comply with the Coalition's confidentiality and disclosure policies.
- E. Staff are expected to ~~R~~respect ~~must be given to~~ the Coalition, other employees, customers, ~~providers and~~providers and partners on ~~your~~their personal social media accounts. ~~Staff should ~~Do~~not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity that is related to their work at the Coalition. This includes, but is not limited to, comments or personal attacks directed at ~~regarding our~~Coalition employees, partners and competitors.~~
- E.F. Staff must be mindful that their online presence reflects upon the Coalition. Actions captured via images, posts, or comments can/could reflect upon the Coalition positively or negatively. Disregard of the Code of Conduct can result in termination.
- F.G. Staff cannot reference/cite Coalition clients, partners, customers or outside agencies without their expressed written consent.

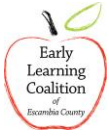


## Early Learning Coalition of Escambia County

G-H. Staff must be mindful of copyright laws, and reference/cite sources appropriately. Plagiarism applies online as well.

H-I. Coalition and DEL logos, branding or trademarks may not be used without prior written consent from the Executive Director.

I-J. Posting of photos of clients or staff online without permission and appropriate media release consent is prohibited.



## Early Learning Coalition of Escambia County

**SUBJECT:** Staff Professional Development

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### **I. PURPOSE**

To establish policy that will provide for an initiative that promotes staff professional development in defined circumstances. It is the goal of the Coalition that every employee advances their careers and enhance their professional development. In support of this goal the Coalition will pay a percentage of the costs for college or technical courses as follows:

### **II. POLICY**

- A. Courses must be in subject areas related to the work of the Coalition. For most staff this will be in the areas of child development, early education and/or curriculum development. However, this policy does not exclude staff whose duties are not directly related to the primary mission of the Coalition, such as finance, information technology, administrative, or management staff. In all cases the courses eligible for reimbursement will be those directly related to the individual's duties assigned.
- B. All courses must be approved for reimbursement. The employee's Department Director shall recommend approval, and the Executive Director shall approve or disapprove all requests for coursework reimbursement. Requests for reimbursement shall be made using the Professional Development & Tuition Reimbursement Request Form, Appendix E.
- C. Employees are eligible for reimbursement of one course per semester, for a total of two courses per year.
- D. The Coalition will pay course tuition, or costs for an approved course, at the following scale. The Coalition will not cover the costs of books or fees.
  - 1. 90% for a final grade of A.
  - 2. 80% for a final grade of B.
  - 3. 70% for a final grade of C.
  - 4. 85% for a Pass in a pass/fail graded course.
  - 5. There will be no payment for a final grade of D or less; or Fail in a pass/fail course.
- E. Employee's must assume responsibility for the costs of all course work and will be reimbursed after receipt of verification that the course has been completed. It is required that employees get approval for reimbursement prior to commencing a course, otherwise the Coalition may not provide reimbursement for the course.
- F. Continued support of the staff professional development quality initiative is contingent upon funding being approved by the Board of Directors in the annual budget.