



Family Foundation Fund, Inc.  
A 501C3 Non-Profit Georgia Corporation

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APEC Learning Center  
The APEC Center  
APEC After School Enrichment

# PERSONNEL POLICIES

**REVISED**  
**12/29/2021**

*Advanced Preparation for Every Child*  
*“Building the Future, One Child at a Time”*



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## HEALTH AND SAFETY POLICIES

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**POLICY: INTRODUCTION**

**POLICY NO.: 1.0**

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Welcome to APEC. This manual, while not an implied or express contract, states in general terms the policies governing your actions as an employee of APEC and the benefits of employment with APEC. It is the policy of APEC that all employees are employed at the will of the agency. We place special emphasis at APEC on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind APEC to continued employment of any individual employee, or group of employees.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of APEC. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor.

This manual will be amended from time to time, as policies change or are added hereto, in accordance with Policy No. 1.2. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption. New policies or amendments to existing policies will be effective immediately for all employees unless otherwise noted on the policy.

In addition to reading this Personnel Policy Manual employees of APEC are also required to read the APEC Parent Handbook and Bright From the Start Child Care Licensing Regulations. Employees will be required to comply with all state licensing requirements and follow and enforce all policies and procedures as outlined in the APEC Parent Handbook. APEC may from time to time require employees to read additional documents/publications which have bearing on their job performance. Employees who fail to read and comply with any and all applicable documents/publications as assigned will be subject to disciplinary action up to and including termination.

As a business in the state of Georgia the employer/employee relationship is established “At-will.” The “At-will” relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the “At-will” employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of APEC.



POLICY: MISSION STATEMENT

POLICY NO.: 1.1

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**APEC MISSION STATEMENT**

The mission of APEC Learning Center is to provide  
**A**dvanced **P**reparation for **E**very **C**hild

The goal of APEC is to aid in the development of

**A**stute,  
**P**roductive,  
**E**ducated and  
**C**reative

individuals

We accomplish this by:

- **A**ssisting families,
- **P**reparing children for success,
- **E**stablishing trusting relationships and
- **C**aring enough to maintain the highest standards.

We are dedicated to service and customer satisfaction.

At APEC Learning Center we are...

**Building the future,  
One child at a time!**

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**POLICY: CLIENT RELATIONS**

**POLICY NO.: 1.2**

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Clients are our organization’s most valuable asset. Every employee represents APEC to our clients and to the public. The manner in which we perform our jobs presents an image of our entire organization to our clients and the community at large. Clients judge all of us by how they are treated by each and every employee. Nothing is more important than being respectful, courteous, friendly, helpful, and prompt in the attention given to clients.

Our personal contact with the public, our manners on the telephone and the communications we send to clients are a reflection not only of ourselves, but also of the professionalism of APEC. Positive client relations not only enhance the public’s perception or image of APEC, but also pay off in increased grants and contracts.

As a requirement of your employment it is expected that all employees of APEC will interact respectfully, courteously, and promptly with our clients. Any problems with children should be reported to management. Whenever giving a parent unpleasant news about their child, support your comments with positive alternative behavior suggestions.

Employees who fail to have appropriate client relations will be subject to disciplinary action, up to and including termination.



**POLICY: ADOPTING AND AMENDING POLICIES POLICY NO.: 1.3**

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This policy manual has been adopted by the Board of Directors of APEC.

APEC reserves the right to adopt, amend and delete any policy herein at its sole discretion at any time without notice in the best interest of APEC.

This policy manual will be reviewed at least every 2 year(s).

Recommendations for change to the policy manual should be directed to the Director. Employees making suggestions for changes/additions to this manual are required to submit their suggestion in writing, including their name and position so the administration can discuss the suggestion as needed with the employee. Employee suggestions should be delivered to the Director in writing.



**POLICY: EMPLOYMENT**

**POLICY NO.: 2.0**

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APEC strives to employ people who are the best qualified to meet the needs of the agency. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievement, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

The employment of all persons shall be contingent upon the approval of management.

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will encourage you to remain with the program. Likewise, the employer may discharge an employee at will with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and signed by an authorized executive of APEC.



**POLICY: NON-DISCRIMINATION STATEMENT      POLICY NO.: 2.1**

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APEC is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, age, national origin, pregnancy, disability, veteran’s status, sexual orientation/preference or marital status.

Further, APEC is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family’s race, color, creed, religion, gender, age, national origin, pregnancy, disability, veteran’s status, sexual orientation/preference or marital status.

Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/or failure to act in a professional manner towards another person.

Employees hired for positions where the primary responsibility is direct child care must be [18] years of age in accordance with the regulations established by Bright FromThe Start. Assistant teachers or aide must be at least [16] years of age and cannot be solely responsible for children.



**POLICY: RECRUITMENT**

**POLICY NO.: 2.2**

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APEC strives to employ persons who are the best qualified to fill the needs of the agency in accordance with the qualifications and essential job functions listed on the job descriptions.

Current employees must have completed 1 year of satisfactory employment, as reflected by the performance appraisal, prior to applying for a promotion/transfer to a vacant position within the agency.

All applicants must complete an agency application, submit proof of qualifications and complete and/or submit all other paperwork as required by Bright From The Start child care licensing regulations.

All advertisements or postings for job vacancies must be approved by the Director prior to distribution or posting.



**POLICY: INTERVIEW PROCESS**

**POLICY NO.: 2.3**

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The Director/Human Resource Manager will select Candidates for interview from the applications received for the position. Candidates will be interviewed by the immediate supervisor of the position or HR Manager. The supervisor will recommend the candidate to fill the position and submit her or his recommendation to the CEO. All hiring is subject to the approval of the Board of Directors.



**POLICY: EMPLOYEE CLASSIFICATIONS**

**POLICY NO.: 2.4**

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Employees will be notified of the Employee Classifications into which their position fits on the job description and in their Letter of Appointment. For example the Center Director position may be classified as: Full-Time, Full-Year, Exempt, Administrative Employee.

APEC reserves the right, in its sole discretion to change an employee classification at any time without prior notice.

1. **Full-Time Employee:** A person who is regularly scheduled for at least [40] hours per week.
2. **Part-Time Employee:** A person who is regularly scheduled for less than [40] hours per week.
3. **Full-Year Employee:** A person who is employed basis for [52] weeks per year.
4. **Part-Year Employee:** A person who is employed for less than [52] weeks per year.
5. **Long-Term Substitute:** A person employed for a temporary period exceeding [2] weeks and for a specific purpose.
6. **Short-Term Substitute:** A person employed for a daily and/or weekly period to fill a vacancy created by the absence of an Employee.
7. **Exempt:** Employees not eligible to receive overtime pay. Their salary covers all hours worked. Exempt employees are paid to perform a job regardless of the number of hours required to accomplish all aspects of the job as outlined in the job description.
8. **Non-Exempt:** Hourly and salaried employees eligible to receive overtime pay pursuant to Fair Labor Standards Act. Non-exempt employees are paid for the hours worked to complete their job as outlined in the job description.
9. **Classroom/Direct Care Staff:** This includes positions where the employee’s primary duties involve direct care and supervision of children. POSITIONS INCLUDE:  
LEAD TEACHERS/GROUP LEADERS, ASST. TEACHERS
10. **Administrative/Executive Staff:** This includes positions where the employee’s primary duties involve supervision of employees, program/curriculum, financial and managerial responsibilities. POSITIONS INCLUDE: EXECUTIVE DIRECTOR, DIRECTOR, ASSISTANT DIRECTOR, OFFICE MANAGER
11. **Facilities Staff:** This included positions where the employee’s primary duties involve maintenance of facilities, preparation of food, janitorial and/or transportation.

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[www.APECprep.com](http://www.APECprep.com)

POSITIONS INCLUDE: COOK/CHEF, BUS DRIVER, JANITOR, MAINTENANCE PERSON

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**POLICY: ASSIGNMENT**

**POLICY NO.: 2.5**

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Employees will be assigned to a position for which they are qualified, based on the needs of the agency in an effort to provide services of the highest quality and efficiency, and to maintain compliance with Bright From The Start. APEC will make Employee Assignments in its sole discretion. An employee’s assignment includes, position, pay, scheduled hours and location.

APEC hours of operation are twelve (12) hours, 7:00AM-7:00PM. Employees will not be routinely assigned to work more than 40 hours per week but proper supervision of children must be maintained at all times. If employees work more than 40 hours per week they will be compensated at a rate of 1.5 times normal pay rate for overtime hours.

APEC reserves the right to change an employee’s assignment at any time to continue to meet the needs of the agency and to maintain compliance with Bright From The Start. Employees will be required to work overtime or alternate schedules as assigned by a Supervisor, Director, Executive Director and/or Owner. Employees will be given as much notice as possible when changes to their normal work schedule are made.

Employees who refuse re-assignment will be subject to disciplinary action up to and including termination.

Employees with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

Employees must never leave a group unsupervised or out of Bright From The Start required ratios.



**POLICY: PROVISIONAL PERIOD**

**POLICY NO.: 2.6**

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Provisional Employee: An employee will be provisional for up to 90 calendar days of employment when initially hired or placed in a new position. During the Provisional Period, APEC will evaluate the provisional employee's performance to determine if she or he meets the standards set by APEC as outlined by both the job description and the Personnel Policy Manual as well as child care licensing standards.

Provisional employees shall not be eligible to use PTO (Paid Time Off).

The provisional period may be extended up to 180 days, by approval of the Director and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's provisional period, the supervisor must submit a performance appraisal and the reason for extension and the length of extension that is recommended. Requests for extension cannot be submitted after the provisional period concludes.

Upon successful completion of the provisional period, the supervisor will recommend retention of the employee to the Board of Directors. The recommendation must be accompanied by a completed final provisional performance appraisal. Upon approval by the Board, the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees of the same classification.

Should the provisional employee not be recommended for regular status, the employee will be terminated no later than the last day of the provisional period or any extension thereof.

Employment may be terminated at any time during the provisional period with or without cause.

All employment documentation and clearances required must be provided by the employee prior to acquiring regular employment status.



**POLICY: NEPOTISM**

**POLICY NO.: 2.7**

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For the purpose of this policy, immediate family shall include any of the following persons:

- |          |                 |                |
|----------|-----------------|----------------|
| Husband  | Mother-in-Law   | Niece          |
| Wife     | Father-in-Law   | Nephew         |
| Mother   | Son-in-Law      | Brother-in-Law |
| Father   | Daughter-in-Law | Sister-in-Law  |
| Sister   | Step-Child      | Grandmother    |
| Brother  | Step-Parent     | Grandfather    |
| Daughter | Aunt            | Granddaughter  |
| Son      | Uncle           | Grandson       |
- Any person residing in the employee's immediate household

Family members of current employees may be a valuable source of qualified applicants; however, members of the same family will employed at the same location will be monitored closely to avoid conflicts of interest.



**POLICY: TRANSFER**

**POLICY NO.: 2.8**

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**Voluntary Transfer:**

Written request from employees for transfer within their job classification may be considered by the Agency. Written requests should be submitted to the Director and must include the position to which the employee would like to be transferred, the reason for the request, and perceived benefits to the agency. APEC will evaluate the employee’s request based upon the needs of the agency. The decision to approve an employee’s transfer request is at the sole discretion of APEC.

Employees may apply for any vacant position within APEC for which they are qualified in accordance with Policy Number 2.5 (Assignment) and will receive the same consideration as any applicant for the position.

**Involuntary Transfer:**

As agency needs vary, APEC reserves the right to change an employee's assignment in its sole discretion. Changes to an employee’s assignment may include changes to one or more of the following: position, pay, scheduled hours, and/or location.

Employees who refuse a transfer will be subject to disciplinary action up to and including termination.



**POLICY: ACTING APPOINTMENT**

**POLICY NO.: 2.9**

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APEC may appoint an employee to fill a position on a temporary basis.

The employee may receive a salary adjustment during the acting appointment to compensate for additional duties and responsibilities as determined by the Board on a case by case basis.

The employee will automatically return to her or his previous position and salary when the acting appointment is completed.

Employees who refuse an acting appointment may be subject to disciplinary action up to and including termination.



**POLICY: RESIGNATION**

**POLICY NO.: 2.10**

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Employees are required to give two weeks’ notice of the intent to terminate employment. Notice must be given in writing to the Director. Employees may not be absent from work for any reason during the notice period.

Directors are required to give 30 days’ notice of intent to terminate employment. Notice must be given in writing to the Human Resource Manager. Directors may not be absent from work for any reason during the notice period.

Employees who give the required notice, return all agency property in their possession, are not absent from work during the notice period and participate constructively in the exit interview will be eligible for re-hire.



**POLICY: FORMER EMPLOYEES**

**POLICY NO.: 2.11**

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Former employees are not permitted on APEC property without prior permission from Director.. Former employees who wish to visit, volunteer and/or attend an agency function must contact the Director in writing, via email or via telephone to ask permission. Granting permission is in the sole discretion of the Director and will be based upon the best interest of the agency.

Current Employees may not discuss any matters related to APEC with a former employee. Any inquiries made by a former employee to a current employee should be directed to the Director.

Former employees should also be aware that professional codes of conduct and confidentiality still apply even after employment is terminated. APEC will seek to hold former employees accountable for any violation of client and or staff’s rights of privacy. Further, APEC will pursue all legal remedies available for actions which slander, defame and or impugn the business reputation of the agency.

Former employees will only be eligible for re-hire if they meet the following criteria:

1. Gave appropriate notice prior to leaving employment ( This may be waived in cases of emergency medical circumstances that make giving notice impossible)
2. Returned all agency property prior to leaving employment
3. Constructively participated in an Exit Interview prior to leaving employment
4. Presented no issues following separation of employment, i.e....maintained professional codes of conduct, maintained confidentiality according to agency’s confidentiality policy

Former employees seeking re-hire must personally contact the Director in writing, by email and/or by telephone to inquire as to their eligibility for re-hire prior to submitting an application.



**POLICY: HEALTH AND SAFETY**

**POLICY NO.: 3.0**

\*\*\*\*\*

APEC is required under the law to maintain compliance with all local and state Department of Health regulations including but not limited to reporting communicable diseases in children and Employees, maintaining a hygienic environment and proper storage and service of food items. Employees can find a copy of these regulations on site. Employees are required to comply with all posted and expressed policies and procedures to ensure compliance with Department of Health and Bright From The Start regulations.

Failure to maintain and ensure compliance with any and all posted, published and expressed health and/or safety policies will result in disciplinary action up to and including termination.

Employees shall not be allowed in the center that knowingly have, or present symptoms of a contagious disease which includes fever and diarrhea.



**POLICY: ACCIDENTS**

**POLICY NO.: 3.1**

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In order to protect your claim for compensation and/or minimize APEC and its employees' liability, all injuries or accidents occurring during employment, no matter how minor, must be reported to the Director immediately.

All employees are covered by Workers Compensation Insurance and must seek treatment for accidents and injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to their immediate supervisor within 24 hours.

Employees who are placed on Workers Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Accidents or injuries involving children must be reported immediately to the Director. Employees will be required to complete accident/injury reports for these incidents. Employees will be advised by the Director to call the child's parents to apprise them of the incident/accident as necessary. A parent is required to sign the accident/injury report within 24 hours following the incident/accident. A copy of the signed accident/injury report will be given to the child's parent and a copy should be given to the Director. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to the Director. Employees will be required to complete accident/injury reports for these incidents. The accident/injury report should be given to the Director. These documents will become part of the agency's record.

Any employee who fails to appropriately report, or files a false accident/injury report will be subject to disciplinary action up to and including termination.



**POLICY: BLOODBORNE PATHOGENS**

**POLICY NO.: 3.2**

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The Bloodborne Pathogens policy covers all employees who "reasonably anticipate" coming into contact with human blood and other potential infectious materials (OPIM), which includes but is not limited to: semen, vaginal secretions, and any bodily fluid that visibly contains blood.

Employees may, in the course of her or his daily activities, come into contact with other potentially infectious materials. Those situations include, but are not limited to the following:

- ◆ providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- ◆ assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- ◆ diapering children or cleaning up after a child has a toileting accident.
- ◆ handling of contaminated items such as soiled clothing, tissues, and diapers.
- ◆ cleaning up and handling broken glass and/or sharp objects

Employees are required to treat all children and fellow employees as though they are infected with a bloodborne pathogen regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with Bloodborne Pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the employees or administration of APEC; as such information is confidential and protected by law. Common Bloodborne Pathogens include but are not limited to: HIV, Hepatitis, Syphilis, and Herpes. These and other Bloodborne Pathogens are transmitted primarily through blood, and other potentially infected materials (OPIM) which include but are not limited to: semen, vaginal secretions any bodily fluid that visibly contains blood.

Employees are required to report any incident of exposure to Blood or OPIM to APEC. Additionally, the employee is required to complete an **Exposure Control Incident Report**. The completed **Exposure Control Incident Report** must be turned in to the Director within 1 hour of the exposure incident. An Exposure Incident Occurs when an employee comes in direct contact with or thinks they may have come in direct contact with another person's blood or OPIM. Should an employee wearing personal protective equipment (i.e. Gloves) get blood on the personal protective equipment, an exposure incident would only occur if the personal protective equipment were to be breached in some manner (i.e. A torn or broken glove). **Failure to report an exposure incident and/or complete and turn in the Exposure Control Incident Report as outlined above will result in disciplinary action up to and including termination.**

APEC will make available to the employee or volunteer the following within 24 hours of an Exposure Incident at APEC's expense: laboratory tests, including testing the employees blood, Hepatitis B Vaccination (if the employee has not been previously vaccinated against Hepatitis B)



and a medical evaluation performed by a licensed medical professional. The employee has the right to decline any, or all of the above if they so choose. The employee is required to complete an **Exposure Control Consent Form** indicating the choices they have made.

All employees are required to strictly adhere to the Universal/Standard Precautions Procedures to control exposure to Bloodborne Pathogens and to promote good hygiene.

APEC provides the following personal protective equipment: vinyl/latex gloves in a variety of sizes, and CPR guards. Employees are required to have personal protective equipment in their immediate area at all times. When traveling outside of the classroom area, employees are required to carry the First-Aid Bag/Hip Pack on their person at all times. Employees are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is designed. Failure to appropriately use personal protective equipment at any time will result in disciplinary action up to and including termination.

Employees should be mindful of blood or OPIM on their clothing or personal items. Contaminated clothing and personal items must be cleaned and/or disposed of in a manner to ensure that further exposure does not occur. This may require that an employee's clothing be torn or cut off and/or thrown away. APEC is not responsible for clothing or personal items ruined or destroyed as a result of contamination and/or removal as per this policy.



**POLICY:CRIMINAL CLEARANCE POLICY NO.: 3.3**

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All employees are required to have a satisfactory fingerprint records check determination (CRC) from Bright From The Start. Employees are responsible for the cost of the fingerprint process which is approximately \$53 at the time of this publication. APEC will cover the cost which will be payroll deducted.

APEC may require, in its sole discretion, employees to re-submit clearance applications at any time during their employ.



**POLICY: HEALTH APPRAISAL**

**POLICY NO.: 3.4**

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Annual Health appraisals are encourage and may be required to ensure that all employees are physically capable of preforming job duties.

Employees may be required to submit additional Health Appraisals/Certifications as needed to reasonably accommodate an employee’s disability or to determine eligibility for leave or to return to work from any medical/disability leave.

Health appraisals will be maintained as a part of the employee's medical information file, which is a part of her or his personnel record.

The position description with the essential job functions is a critical part of the Health Appraisal. A copy of the position description should be attached to the Health Appraisal, which must be reviewed and completed by the licensed health care provider at the time of examination.

Employees will be required to execute an acknowledgment of the essential job functions prior to employment and at other times during their employment.

Employees who fail to provide a requested Health Appraisal as required will be subject to disciplinary action up to and including termination.



**POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT**

**POLICY NO.: 3.5**

\*\*\*\*\*

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

**ALL EMPLOYEES of APEC are considered mandated reporters, under this law.**

Employees are required to discuss any suspicions of child abuse/neglect with the Director, who will make all reports of suspected child abuse/neglect on behalf of APEC to Department of Family and Children Services.

The employees of APEC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at APEC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

**GUIDELINES ON CHILD ABUSE**

The following pages contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the director and begin to keep an anecdotal record of the child.

**CHARACTERISTICS OF BATTERED CHILDREN**

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured and is brought for treatment, the child usually appears to:

- Have no close feelings or affect with parents or other people.*
- Be fearful. Be quiet.*
- Show no reaction to pain or expectation of being comforted.*

Having had violent physical contact with adults in the past, the child is often:

- Wary of physical contact initiated by an adult.*

When admitted to a hospital ward, the battered child:

- Seems less afraid than other children and settles in quickly.*

When other children cry, the battered child:

- Becomes apprehensive and watches them with curiosity.*



The battered child will also become:

*Apprehensive when an adult approaches the crying child.*

While in a new situation, the child:

*Seeks safety in sizing up the situation and being alert for danger.*

Children who have been battered do not behave as typical children do.

*They display many adult-like reactions.*

### **INDICATORS OF CHILD NEGLECT**

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups: physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. *Malnourished*
2. *Ill-clad or dirty*
3. *Overcrowded or unhealthy sleeping arrangements*
4. *Receiving inadequate supervision*
5. *Totally unsupervised*

Many of the above mentioned characteristics are also indicative of emotional neglect, along with the following:

1. *An insecure child, seemingly withdrawn or overaggressive*
2. *Failure to attend school regularly*
3. *Constant friction in the home*
4. *Exposure to unwholesome and demoralizing circumstances*
5. *Denied normal nurturance*

### **REPORTING CHILD ABUSE IN GEORGIA**

To report child abuse:

Please call the DFCS Child Protective Center at: 1-855-GACHILD / 1-855-422-4453.

Reports are taken 24 hours a day, 7 days a week.

If you have an immediate emergency, please call 911 or your local police department.

### **IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:**

Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action. As mandated reporters, employees of APEC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

### **PENALTY FOR FAILURE TO REPORT**

**Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to**

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**\$500.00 or up to six months imprisonment or both.**

**Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- ◆ Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

**EMPLOYEES ACCUSED OF CHILD ABUSE/NEGLECT:**

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of Child Protective Services investigation as well as any criminal charges filed against the employee. Please refer to the Investigatory Suspension Policy 10.5-3 contained herein. If the APEC can provide an alternate work location where children are not present during any part of the day, the employee may be assigned to that location temporarily. This will be considered on a case by case basis and determined at the discretion of the Director.

APEC will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

APEC will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report.

Employees indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Employees cleared of the accusation by Child Protective Services and/or found innocent of criminal charges will be returned to their position on the first business day following receipt of documentation proving charges/investigations are closed.



**POLICY: UNIVERSAL/STANDARD PRECAUTIONS POLICY NO.: 3.6**

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Employees are required to use Universal/Standard Precautions when handling blood and other potentially infectious materials (OPIM), or when it is reasonably anticipated that contact with blood or OPIM will occur. Other potentially infectious materials (OPIM) include any bodily fluids which visibly contain blood, semen, and vaginal secretions.

Universal/Standard Precaution Procedures involve the use of protective barriers (latex or vinyl gloves and CPR guard) when it is reasonably anticipated that an employee may have contact with blood or other potentially infected materials (OPIM). Examples of when Universal/Standard Precautions should be used include but are not limited to: cleaning up blood, OPIM or unknown substances or spills, cleaning broken glass and/or other sharps, giving first aide to another person, changing a diaper or assisting in toileting routines and when using a needle to administer medication or test blood sugar.

**Employees who fail to use Universal/Standard Precautions EVERY TIME it is warranted will be subject to disciplinary action up to and including termination.**

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:

- ◆ Use antibacterial liquid soap and scrub hands for 1 minute.
- ◆ Scrub tops of hands, palms, between fingers and under nails.
- ◆ Rinse under water with hands pointed down.
- ◆ Dry hands with paper towels.
- ◆ Turn off the water faucet with a towel before disposing of it.

Employees shall wash their hands with liquid soap and warm running water according to Bright From the Start Hand washing Guidelines:

- (a) Immediately upon arrival for the day, when moving from one child care group to another, and upon re-entering the child care area after outside play;
- (b) Before and after diapering each child, dispensing medication, applying topical medications, ointments, creams or lotions, handling and preparing food, eating, drinking, preparing bottles, feeding each child, and assisting children with eating and drinking; and
- (c) After toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, and handling bodily fluids, such as, but not limited to, mucus, saliva, vomit or blood; and
- (d) After contamination by any other means



2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on your hands. If skin contact is made with these substances, wash the affected areas with soap under running water and immediately report the Exposure Incident to the Director.
3. Follow the Diaper Changing Procedure each and every time a child's diaper is changed.
4. Change gloves after contact with each child. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a plastic bag. Tie the bag securely.
6. Supervise toilet trained/training children to ensure that they wash their hands well after using the rest room.
7. Wear disposable gloves when assisting a toilet trained/training child during toileting routines.
8. Clean up blood, OPIM and unknown spills on surfaces with 1 part ordinary household bleach diluted in 10 parts water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant, and hydrogen peroxide can also be used.
9. Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency.



**POLICY: WORKPLACE SAFETY**

**POLICY NO.: 3.7**

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APEC strives to provide a safe workplace for all employees. Employees will be held to the highest standards regarding following and enforcing Safety Policies and Procedures. Employees are expected to set the best possible example and to be proactive regarding safety issues.

Employees must be keenly aware of their environment and persons who have entered any facility. Anyone who is not recognized should be questioned regarding the nature of her or his visit. Strangers should be escorted to the door. If you are uncertain or feel jeopardized seek the assistance of a supervisor or a co-worker. **NEVER LEAVE THE CHILDREN UNATTENDED WITH A VISITOR/STRANGER.** Employees who do not question and/or escort strangers out of the building will be subject to disciplinary action up to and including termination.

Former employees are not permitted on the property of APEC without prior permission. If a former employee returns to the property, notify a supervisor immediately. Former employees will be asked to leave the premises.

Local police will be called, if necessary, to deal with safety issues.

All employees must be familiar with and adhere to the rules for releasing children. Refer to the Custody and Release of Children Policy contained in the APEC Parent Handbook.

Any unusual incidents should be documented and brought to the attention of your supervisor immediately.

Violation of this policy will result in disciplinary action, including termination.



POLICY: **DISCIPLINE**

POLICY NO.: **3.8**

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**Discipline** The Discipline Policy states that disciplinary actions used to correct a child’s behavior, guidance techniques and any activities in which the children participate or observe at our center, shall not be detrimental to the physical or mental health of any child. Positive guidance methods will be used, including but not limited to:

Distraction- changing a child’s focus to an acceptable behavior

Re-direction- anticipating problems and intervening before a problem occurs

Ignoring- making sure the behavior does not hurt the child, other children, or destroy property.

Positive Reinforcement- Encouragement and incentives for appropriate and exemplary behavior

All disciplinary actions will be reported to the parent/guardian. If the behavior continues a mandatory parent/teacher conference will be scheduled. A behavior modification plan will be devised at this time. If the behavior modification plan is not effective the child may be removed from the center temporarily or permanently

Employees shall not:

- (a) Physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the center;
- (b) Inflict corporal/physical punishment upon a child;
- (c) Shake, jerk, pinch or handle a child roughly;
- (d) Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family;
- (e) Isolate a child in a dark room, closet or unsupervised area;
- (f) Use mechanical or physical restraints or devices to discipline children;
- (g) Use medication to discipline or control children's behavior
- (h) Restrict unreasonably a child from going to the bathroom;
- (i) Punish toileting accidents;
- (j) Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
- (k) Force or withhold naps;
- (l) Allow children to discipline or humiliate other children;
- (m) Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat;
- (n) Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the center.
- Offer sweets/candy as incentives for good behavior



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**POLICY: MEALS**

**POLICY NO.: 3.9**

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APEC promotes a healthy lifestyle for both our children and our employees. Only healthy meals will be served. Employees are welcome to eat what the children are eating, while the children are eating as long as supervision is maintained. Do not eat food in front of the children unless you have enough to share with the entire group and that food has been provided by the APEC food service or has been cleared by the Director. No outside food is allowed.



**POLICY: HOURS OF ATTENDANCE/WORK SCHEDULES POLICY NO.: 4.0**

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Employees will be advised of their regularly scheduled hours at the time of hire. Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled.

APEC Preschool sites operate from 7AM-7PM Monday-Friday. Staff will not be scheduled to work more than 40 hours per week. Current shifts are as follows:

- Admin/Executive Positions- 40 hours per week flex
- Program Coordinator- 11AM-8PM (1 hour break)
- Preschool Director- 9AM-6PM (1 hour break)
- On-Site After School Director- 1PM-7PM
- Program Leader- 1PM-7PM
- Lead/Asst. Teacher/Group Leader- 7AM-3PM; 11AM-7PM; 2PM-7PM; 7AM-11AM

Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. Employees who refuse a schedule change will be subject to disciplinary action up to and including termination as stated in the Assignment Policy Number 2.5 and Transfer Policy Number 2.8.

If you are unable to report to work for any reason, you must notify your immediate supervisor at least 4 hours prior to your scheduled starting time. Failure to notify your immediate supervisor in a timely manner will be considered unexcused absence and will be subject to disciplinary action. Employees will not be permitted to use available leave time for an unexcused absence. Employees who fail to notify their supervisor at all may be considered to have abandoned their position, which will result in termination.

Non-exempt employees must seek prior approval for completing work assignment at home. Permission will only be granted in limited circumstances as employees are afforded time during their scheduled work day to complete all tasks as assigned in their Job Description. Employees who find they cannot complete assignments during their schedule hours of work should discuss this with their immediate supervisor. Non-exempt employees who take work home without prior approval will be subject to disciplinary action up to and including termination.

As required by licensing regulations and or APEC employees will from time to time, attend trainings, meeting and/or conferences to meet Professional Development/Training Hours. Please refer to Career/Professional Development Policy 6.2 for further information and requirements.



**POLICY: OVERTIME**

**POLICY NO.: 4.1**

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Employees will be notified on their Job Description and in their Letter of Appointment at the time of hire as to whether they are classified as “exempt” or “non-exempt” as determined by the Fair Labor Standards Act. This policy addresses payment for overtime for non-exempt employees. Definitions of Exempt and Non-Exempt Employees can be found in the Employee Classification Policy Number 2.4.

The nature of the duties and responsibilities of some non-exempt employees may require overtime work from time to time. Overtime work should be considered an exceptional situation.

All overtime must be approved by the employee's immediate supervisor prior to working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving late pick of children, the employee must inform their immediate supervisor of the situation as soon as possible following the overtime hours. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

As per Policy 4.0, Hours of Attendance/Work Schedules, non-exempt employees are specifically prohibited from doing work at home without prior approval. Approval will only be granted in limited circumstances with specific regard to whether the work will create an overtime pay situation.

A supervisor may inform an employee of the need to work overtime with little or no notice. Employees who refuse overtime assignments may be subject to disciplinary action up to and including termination.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked as prescribed by wage and hour laws.



**POLICY: WORK RELATED TRAVEL**

**POLICY NO.: 4.2**

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In accordance with Policy 6.2 regarding Professional Development/Training Hours, any employee may be required to travel to and from alternate work sites to complete required training hours, for professional interaction and/or to complete work assignments. Should the employee not attend the training/conference/meeting or complete work assignments which are the purpose of travel, the employee will be subject to disciplinary action up to and including termination. Further, APEC will seek repayment of any funds paid out in relation to such travel including but not limited to, transportation, meals, lodging, registration fees, and/or activities fees.

The Director will book all overnight travel arrangements as necessary for attendance at out of area functions. Employees will be informed prior to booking of the dates and times of travel to avoid a potential conflict. However, the traveling employee will not be able to dictate the time or mode of travel. The Director will attempt to work with the employee so as not to create a burden. However, the Director will make the final determination related to all travel arrangements. Any employee who refuses to travel as assigned will be subject to disciplinary action up to and including termination.

Non-exempt employees who are traveling on approved agency business will be compensated for the time spent traveling provided the travel occurs during normal working hours. If travel occurs at times other than normal working hours the employee must receive prior approval for the travel in order to receive payment.

Employees will not be compensated for time spent commuting to and from work.

Employees who use their personal vehicles to conduct approved APEC business will be reimbursed for mileage at the Federal mileage reimbursement rate for the current year. Prior written approval is required.



**POLICY: EMERGENCY CLOSINGS**

**POLICY NO.: 4.3**

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In any emergency the safety and security of the children and employees is of the utmost concern. APEC requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency scenario.

Due to severe weather conditions or other emergency situations, there may be times when the APEC facilities may be closed. Emergency closing is at the discretion of the Director.

**Severe Weather Conditions:**

In the event of severe weather conditions, APEC will generally follow the School District in determining whether or not to close the centers. Employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances.

Employees are also instructed to contact Center Directors or management employees for further instructions. There may be times when employees will be assigned to different facilities during weather emergencies.

**Other Emergencies:**

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in APEC facilities being closed at the discretion of the Director. Employees will be advised of their obligations in these situations.

In the event of emergency closing in the middle of the day, employees will be instructed by supervisory staff as to their responsibilities during the emergency. Employees will be required to remain at the agency as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Employees will be informed by supervisory staff as to when they are able to go home. Employees may be required to go to another center to assist during an emergency closing. Employees who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

**Employee Pay during Emergency Closings**

Exempt and Non-Exempt employees will not be paid for days when APEC is closed due to inclement weather or other emergency situation. Employees may choose to use accrued paid leave time if they wish to be paid. Employees must complete a paid leave request form on or

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before the last day of the pay period in which the emergency closing occurs and submit it to the Director.

When the agency closes after opening for the day, non-exempt employees will be paid only for the hours they actually work. Non-exempt employees may choose to use accrued paid leave time for the balance of the regular work schedule when sent home due to inclement weather or other emergency situation. Exempt employees who report to work and are sent home due to inclement weather or other emergency will be compensated for the entire day.

If an employee does not have accrued paid leave time, the employee will not be eligible for pay during inclement weather or other emergency closings as indicated in the above paragraphs.

### **Alternate Safe Location**

APEC has designated Atlanta Police Precinct located at 1125 Cascade Circle SW, Atlanta, GA 30311 as its alternate safe location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The Director will make the determination to evacuate the center and proceed to the alternate safe location and will advise the employees as such. Employees are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms for their classroom when exiting the center.



**POLICY: PAYROLL**

**POLICY NO.: 5.0**

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The APEC work week begins Sunday 12:00 midnight and ends on Saturday at 11:59 p.m.

Employees will be paid bi-weekly on Friday of the week following the pay period end.

Non-Exempt Employees must complete a bi-weekly time sheet or clock in and out on the web based system. Time sheets must be submitted to the Director before the close of business on the last day of the pay period. Employees who falsify the Payroll Record will be subject to disciplinary action up to and including termination. Employee who fail to complete the Payroll Record or submit it in a timely manner may have their paycheck delayed and may be subject to disciplinary action up to and including termination.

Exempt Employees may be required to complete a Productivity Report indicating work performed and any leave days used. Exempt Employees responsible for the direct care of children are required to indicate their arrival time so as to determine if ratio requirements are being met. Exempt employees are not required to account for actual hours worked.

When a payday falls on a holiday, paychecks will be issued on the day after the holiday.

Pay checks will be available to employees at 12:00 noon on payday.

Payroll advances must be approved by site directors and repayment cannot exceed 30 days or 2 pay periods.

Effective January 1, 2015, all pay will be distributed via direct deposit only and pay stubs can be accessed via our web based program.



**POLICY: WORK RELATED EXPENSE REIMBURSEMENT POLICY NO.: 5.1**

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When requesting reimbursement for purchases and/or travel, employees will be required to submit an Expense Reimbursement Form and submit it to the Director within 7 business days following the purchase/travel. Employees must attach original receipts to the Expense/Travel Reimbursement Form. Failure to submit an Expense/Travel Reimbursement Form and/or Original Receipts in a timely manner may result in denial of reimbursement.

Employees who fail to complete or falsify the Expense/Travel Reimbursement Form may be subject to disciplinary action up to and including termination and possible criminal penalties.

Failure to attach original receipts will result in a delay and/or denial of reimbursement of expenses.

**CENTER/CLASSROOM MATERIAL RELATED EXPENSES:**

Prior to purchasing items to be used in the center/classroom employees must get prior approval from the Director. If the employee does not secure prior approval for purchase of specific items, the employee will not be reimbursed and the items will be considered a donation to the program.

**TRAVEL RELATED EXPENSES:**

**Local**

Employees who are on approved agency business or attending conferences, workshops, and meetings will be reimbursed for travel including mileage, tolls, and parking. Mileage will be paid from the employee's usual work site to the designated site. Employees must receive prior approval from their immediate supervisor in order to receive payment for these expenses.

Mileage will be reimbursed according to the current federal reimbursement rate as determined by the Internal Revenue Service. Mileage will be calculated by inputting the origination address and the destination address in to [MAPQUEST/YAHOO MAPS/GOOGLE] and using the distance stated.

**Outside Local Area**

Employees who receive advance approval from or who are assigned by the Director to travel outside of the local area will be reimbursed for travel expenses, overnight accommodations, meals, tips and other costs necessitated by travel.

Employees traveling overnight will be reimbursed for meals up to a maximum of \$40 per day including tips.

**POLICY: EMPLOYEE BENEFITS**

**POLICY NO.: 6.0**

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APEC will offer benefits to employees based upon available funding. Each employee will be advised at the time of hire of the benefits for which they are eligible or may become eligible at the completion of the Provisional Period. Employees will be notified of additional benefits and their eligibility during the course of employment.

Benefits may include, health care, vision, dental, free/reduced child care for employees' children, retirement/pension plan contributions, paid time off etc.

APEC does not guarantee any benefits to any employee. APEC reserves the right to change, cancel and/or deny benefits in its sole discretion to maintain the fiscal soundness of the agency or as other agency needs arise.



**POLICY: CARE OF EMPLOYEE’S CHILDREN      POLICY NO.: 6.1**

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APEC allows employees to enroll their children in the program. Under most circumstances, an employee who has a child enrolled in the center where she or he is employed will be prohibited from providing direct care to her or his child.

APEC will attempt to provide free/reduced child care services to employees’ custodial children as the budget may allow. Employees seeking to enroll their child(ren) in the program must discuss placement and possible tuition benefits with the Director. APEC reserves the right to limit the number of employee’s children receiving free/reduced child care at the center at anytime.

Payment for the employee's child care services will be deducted directly from the employee's pay check.

APEC further reserves the right to dis-enroll an employee’s child(ren) if the employee’s performance is affected by having their child(ren) at the center. Employees must remember they are employed to perform a specific job description and must not allow themselves to be distracted by having their child(ren) enrolled in the program. The employee must not interfere with the supervision or authority of their child(ren)’s classroom teacher.

APEC will not provide continued care to the children of Terminated Employees. Employees who resign under favorable circumstances and are eligible for consideration for re-hire must discuss the continued enrollment of their child with the Director. APEC will determine in its sole discretion whether continued enrollment of an employee who has resigned is permitted on a case by case basis.

Non-enrolled children of employees are PROHIBITED from entering upon agency property except with the prior approval of the Director or when the employee’s family is invited to participate in agency activities.



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**POLICY: CAREER/PROFESSIONAL DEVELOPMENT POLICY NO.: 6.2**

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Bright from the Start requires that all child care professional complete 10 hours of state approved annual training and be 1<sup>st</sup> and CPR certified. APEC requires 18 hours of annual training. APEC will schedule relevant and state approved training. If staff fail to attend these training and relevant alternate training must be submitted prior to returning to service at the expense of staff.

APEC requires all Employees to participate in career/professional development opportunities and will provide opportunities for employees to participate through supervision, in-service training, employee meetings, and attendance at special training programs, conferences, and workshops.

All Employees attending training are required to complete a Training Report Form. The report will include travel time from the assigned worksite to the event site, time of the meetings, workshops, etc. (which are to be verified by the facilitator's signature) and travel time from the event to the assigned worksite. If a session/training/workshop is not verified by the facilitator's signature the employee may not receive compensation since their attendance is not verified and will be subject to disciplinary action up to and including termination. Whenever an employee attends a training event she or he will be required to submit a written summary of the training within 5 business days of attendance. The written summary will be placed in the employee's personnel record.

Non-exempt employees who travel for training events will be compensated for the actual travel time associated with the event provided they have received prior approval to attend the event. Non-exempt employees will be required to record their time on their Payroll Record and designate the time as Training. Compensation for Non-exempt employees will be based upon actual work and travel hours. No compensation will be given for free time, meal time, overnight time, or periods between sessions at the event.

Exempt employees do not receive additional compensation for attendance at a training event.

Any employee who does not receive the required number of training/professional development hours as stated on their job description will be subject to disciplinary action up to and including termination.

Employee Training shall follow the following format:

**Within 1<sup>st</sup> 30 days-**

- Health and Safety Orientation Plus Basic Six
- 1<sup>st</sup> Aid/CPR
- Fire Safety
- Directors – Nutrition (ADM 2) – 4 hours

**Continuous Education will include 18 hours of BFTS annual training-**

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APEC supports your professional development by hosting and paying for BFTS training which you are encouraged to attend. In the event you cannot attend training, you are responsible for completing a comparable (3 hour) BFTS approved training at your own expense before close of business on the day of scheduled training. Compensation will be retroactively reset to \$7.25/hour until your completed training certificate is submitted to [HR@APECprep.com](mailto:HR@APECprep.com).

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**POLICY: COBRA (If applicable)**

**POLICY NO.: 6.3**

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Under a federal law called the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer an extension of health coverage (called "continuation coverage") to their employees at group rates under certain circumstances when coverage would otherwise end. We at [AGENCY NAME] abide by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called "qualifying events." Below is a list of qualifying events for yourself, your spouse, and your dependent children.

**Qualifying Events For Yourself:**

- ◆ A reduction in hours worked makes you ineligible for coverage.
- ◆ Termination of employment for reasons other than gross misconduct on your part

**Qualifying Events For Your Spouse:**

- ◆ Death of employee (yourself).
- ◆ Termination of your employment for reasons other than gross misconduct.
- ◆ A reduction in employee's hours worked.
- ◆ Divorce or legal separation.
- ◆ Employee becomes eligible for Medicare.

**Qualifying Events For A Dependent Child:**

- ◆ Death of employee-parent.
- ◆ Termination of parent's employment for reasons other than gross misconduct.
- ◆ A reduction in parent's hours worked.
- ◆ Parent's divorce or legal separation.
- ◆ The dependent ceases to be a dependent child under the health plan.

You or a member of your family must inform the Director of a divorce, legal separation, or a child losing dependent status within 60 days of the event. APEC has the responsibility for notifying you or your family of continuation options within 14 days of your death, termination of employment, reduction in hours, or Medicare entitlement. If you do elect continuation coverage, the company insurance is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members for whom a qualifying event has not occurred.

COBRA requires coverage be continued for a maximum of 18 months if you lose group coverage due to termination of employment or a reduction in hours. A second qualifying event, such as divorce or a dependent child losing dependent status may occur to your dependents while coverage



is already being continued. If so, the continued dependents will be eligible for additional months of continued coverage, up to a maximum of 36 months from the date group coverage was first terminated. If group coverage is terminated because of death of the employee, divorce, legal separation, the employee's entitlement to Medicare, or dependent child losing dependent status, coverage may be continued for 36 months.

Your continuation coverage may be cut short for any of the following 3 reasons:

1. APEC no longer provides group health coverage to any of its employees.
2. The premiums for your continuation coverage are not paid.
3. You become covered under Medicare or another group health plan.



POLICY: **HOLIDAYS**

POLICY NO.: **6.4**

\*\*\*\*\*

APEC will be closed in observation of the following holidays:

- New Year's Day
- MLK Jr Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day plus 1 consecutive day

Total = 9 days

Generally, when one of the above listed holidays fall on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Full time, Full year employees will be paid for their regularly scheduled hours for the day on which APEC is closed for a holiday as Paid Time Off (PTO) provided that the employee works their regularly scheduled hours the business day before and after the designated holiday. Employees who are not regularly scheduled to work on a holiday will not be paid for the holiday.

Hours paid as Holiday Pay are not considered hours worked and therefore are not counted when determining overtime pay for non-exempt employees.

**Employees are required to attend ALL In-service days.** Employees may not be absent for any reason unless the employee is out on approved FMLA Leave, or is out related to a workplace injury. Leave will not be granted if the requested days coincide with an In-service Training. Employees who fail to attend a scheduled In-service Training will be subject to disciplinary action up to and including termination.



**POLICY: BEREAVEMENT LEAVE**

**POLICY NO.: 6.5-1**

\*\*\*\*\*

When the death of a member of an employee's family, as listed below, necessitates her or his absence from work, the employee may use accrued PTO and absences will not negatively effect performance reviews.

- |  |         |               |
|--|---------|---------------|
| Husband  | Mother  | Grandmother   |
| Wife   | Father  | Grandfather   |
| Son  | Brother | Grandson      |
| Daughter   | Sister  | Granddaughter |
| Anyone who permanently resides in the employee's household |         |               |

Employees must request Bereavement Leave as soon as possible in advance of the leave.

Employees are required to provide proof of the relationship between themselves and the deceased individual and a copy of either the obituary or some other evidence of when burial/funeral services are to be held.



**POLICY: FAMILY AND MEDICAL LEAVE**

**POLICY NO.: 6.5-2**

\*\*\*\*\*

The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act Of 1993 (FMLA).

Employees who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, APEC will review business considerations and the individual circumstances involved.

Upon return from Family Medical Leave employees will return to the same or to an equivalent position.

Employees designated as "highly compensated employees" (defined as the top 10% wage earners of the agency) are eligible for Family Medical Leave but are not eligible to return to the same or equivalent position at the expiration of FLMA leave.

Family or medical leave will be unpaid leave. Employees must use all of her or his accrued PTO in concert with Family or Medical Leave. The remainder of the leave will then consist of unpaid leave.

**REASONS FOR LEAVE:**

All employees who meet the applicable time of service requirements may be granted a total of 12 weeks of unpaid family leave and paid sick, vacation, and personal leave combined (during any 12-month period) for the following reasons:

- (1) The birth of the employee's child and in order to care for the child
- (2) The placement of a child with the employee for adoption or foster care
- (3) To care for a spouse, child, or parent who has a serious health condition
- (4) A serious health condition that renders the employee incapable of performing the functions of her/his job.

The entitlement to leave for a child's birth or for placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

**APPLICATION FOR LEAVE**

In all cases, an employee requesting leave must complete an Application for Family and Medical Leave and return it to the Director. The completed application must state the reasons for the leave, the duration of the leave, and the starting and ending dates of the leave.

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## NOTICE OF LEAVE

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the Director as soon as the necessity for the leave arises.

## MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of her or his job.

## BENEFITS COVERAGE DURING LEAVE

During a period of family or medical leave, an employee will be retained on APEC health plan under the same conditions that applied before the leave commenced. An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that had accrued before the date leave began.

## RESTORATION TO EMPLOYMENT

An employee eligible for family and medical leave (with the exception of those employees designated as "highly compensated employees") will be restored to her or his old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. APEC cannot guarantee that an employee will be returned to her or his original job. A determination as to whether a position is an "equivalent position" will be made by APEC.

## RETURN FROM LEAVE

An employee must complete a "Notice of Intention to Return from Family or Medical Leave" before she or he can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, the employee must notify her or his supervisor at least 5 working days prior to the employee's return.



## FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of family leave or medical leave due to the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the employee's supervisor. This written request must be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.



**POLICY: JURY AND WITNESS DUTY**

**POLICY NO.: 6.5-3**

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**Jury Duty:**

When a leave of absence must be taken for jury duty, the APEC will recognize this leave without pay for a maximum of 2 days. .

Proof of jury duty must be submitted to the Director by the end of the pay period in which the employee serves.

Employees must notify their immediate supervisor as soon as possible after they receive notice they are called for Jury Duty. A copy of the official request to serve should be provided to the Director upon notification.

**Witness Duty:**

When a leave of absence must be taken to answer a subpoena in court, APEC will recognize this leave without pay **only when the employee is not financially involved in the outcome of the case.** Proof of the subpoena must be submitted to the Director as soon as possible following service upon the employee.



**POLICY: LEAVE WITHOUT PAY**

**POLICY NO.: 6.5-4**

\*\*\*\*\*

Work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will **not** be granted leave beyond their accrued PTO leave as a standard practice. Emergency circumstances will be considered on a case by case basis. Leave without pay will only be granted in extenuating circumstances. Leave without pay **must** be approved in advance of the requested start date of the leave by your immediate supervisor. Requests must be submitted in writing. Employees will receive notice of the approval/denial for leave of absence in writing.

Leave without pay which has not been approved by your supervisor will be considered a voluntary termination.



**POLICY: MILITARY SERVICE LEAVE**

**POLICY NO.: 6.5-5**

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In accordance with the Uniformed Services Employment and Re-employment Right Act (USERRA), APEC will not discriminate against any person in any employment action based upon military service, application for military service and/or other military obligation.

Employees requiring leave under this policy must notify APEC immediately upon receiving military orders that a Military Service Leave will be needed.

Employees returning from Military Service Leave must report for duty within 10 days of discharge.

Employee returning from Military Service Leave will be returned to their former or comparable position. The returning employees status, pay and benefits will be the same upon return as they would have been had the employee not been called to active duty.

If qualifications for the former position have changed during the Military Service Leave, APEC will make a reasonable attempt at re-training the returning employee so they may become qualified for the position.

Under Military Service Leave, an employee may at the employees discretion, use any/all available paid leave time in conjunction with the Military Service Leave.

If an employee is dishonorably discharged from military service they are no longer protected under USERRA and any and all rights guaranteed there under are forfeited.



**POLICY: PAID TIME OFF (PTO)**

**POLICY NO.: 6.6**

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Employees will accrue Paid Time Off (PTO) as outlined below. Employees are not eligible to use annual leave time until they have completed 90 days of employment. PTO must be used during the year it is accrued and will not roll over to the next year.

Scheduling of PTO requires prior approval for absences of two or more consecutive business days. Written requests for annual leave time are to be submitted to the Director at least seven (7) calendar days in advance of requested time off. A change to approved annual leave time requires prior approval by the Director.

APEC has the right to deny an employee’s PTO request for any reason including but not limited to: other employees have requested leave at the same time, employee’s performance is not satisfactory and time off would disrupt corrective action efforts, special agency events or activities which would necessitate employee’s presence. Employees are discouraged from paying for or scheduling activities for the PTO, until they have received approval.

Employees will be disciplined, up to and including termination for absences, which occur during the same time period as an PTO request which was denied.

Employees may use annual leave to cover absences, which arise without notice, such as time off for illness. Employees are required to notify their supervisor at least 2 hours prior to the start of their scheduled shift of their absence. Employees who are absent for 2 or more days without prior approval must present medical certification prior to their return to work.

**ANNUAL LEAVE ALLOTMENT:**

PTO is allotted based on the schedule below and will be prorated based on eligibility date. All PTO resets on January 1.

		PTO1	PTO2	PTO3
		Full Time/ Part Year	Full Time/ Full Year Non- Exempt	Full Time/ Full Year Exempt
August	No Time Off			
Sept	Labor Day	1	1	1
Oct	Columbus Day	1		1
Nov	Thanksgiving Week		5	5
Dec	Christmas Break		5	5
Jan	New Year's Day	1	1	1
	MLK Day	1	1	1



Feb	Presidents Day	1	1	1
April	Spring Break			5
May	Memorial Day		1	1
	No time Off Last week of school			
June	No time Off week before summer camp			
July	4th of July		1	1
	No Time Off Last 2 weeks of July			
	FLEX PTO	5	4	5
	Total Days Off	10	20	27

Full-Time, Full-Year, Non-Exempt employees are eligible for 20 days of annual PTO which include the 9 designated agency closings.

Full-Time, Full-Year, Exempt employees are eligible for 27 days of annual PTO which can include the 9 designated agency closings.

Full Time, Part Year - On-Site After School Site Directors are eligible for 10 days of annual PTO which include designated agency closings that fall within the school year and 5 FLEX days but shall not exceed 10 PTO days per school year. PTO cannot be used during full weeks the program is not operating ie. Thanksgiving Break, Christmas Break, Spring Break. On-Site After School Director PTO must be used during the school year, August through May. PTO is the only type of Paid Time Off offered by APEC and includes use as sick days, vacation days and personal days. Employees must indicate in writing if PTO is to be used for absences and submit to Human Resources prior to end of pay period.



**POLICY: COMPENSATION PLANS**

**POLICY NO.: 7.0**

\*\*\*\*\*

APEC recognizes four parts to an employee’s compensation package: base wage, increases for merit, cost of living raises, and employee benefits. It is the intent of APEC to pay wages and provide for merit and/or cost of living increases as well as maintain the various employee benefits; however, the ability to do so will depend entirely on what funds APEC receives. These amounts are often not known until well into any fiscal year or are fixed at the previous year's level of funding.

APEC funds come from several sources including tuition fees, federal and state subsidy, grants and donations. Based upon the expected availability of funds and the service needs of APEC in each program (as funds from one funding stream cannot be transferred to another), the Board will develop a compensation plan for each program. The implementation of this plan is based upon actual receipt of funds. Employees will be notified of the compensation plan and time frame for implementation.

The positions at APEC require the employment of individuals with varied skills, background, education and experience. Compensation Plans from one program are not applicable to another Program.

Compensation is based on the position and the minimum training and/or certification requirements and PDS Career Level. Advanced training and degrees may not increase the compensation for a position unless special funding is available based on the credentials of employees.

Compensation can be structured as direct pay or employee fringe benefits as offered by the Board of Directors and/or CEO. APEC Staff are paid biweekly.

The following positions require approved credentials as outlined by BFTS:

**Admin Staff**

Admin/Executives: Full-time, Full-Year, Exempt- \$80,000-\$200,000 annual salary based on annual revenue and other factors to be determined by the Board. Maximum salary shall not exceed Federal and Georgia Department of Labor published salaries for similar positions.

Managers: Full-Time, Full-Year, Exempt- \$30,000-\$90,000 annual salary based on number of sites managed and other factors to be determined by the Board. Maximum salary shall not exceed Federal and Georgia Department of Labor published salaries for similar positions.

Preschool Director: Full-Time, Full-Year, Exempt- \$35,000-\$90,000 annual salary based on paid weekly accounts and other factors to be determine by the Board. Maximum salary shall not exceed Federal and Georgia Department of Labor published salaries for similar positions.



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On-Site After School Site Director: Part-Time, Partial Year, Non-Exempt- \$15/hr-\$30/hr; increases based on performance reviews and PDS Career Level; 30 day; 90 day and Annual.

On-Site After School Site Directors will work during the normal school year only and are eligible for hire as Summer Camp Group Leaders at the Group Leader hourly rate.

### **Direct Care (Based on PDS Career Level and years of service)**

Asst. Director/Program Leader: \$12/hr-\$20/hr

Lead Teacher/Group Leader - \$12/hr- \$20/hr

Asst. Teacher/High School Helper - \$8/hr-\$12/hr

Rates of pay are determined by the most recent Georgia State Occupational Employment and Wage Estimates provided by the US Department of Labor. All salary/wage offers will be approved by the Board of Directors.

Salary/wages will be formally reviewed and adjusted as needed but cannot exceed the maximum salary or wage represented in the Georgia State Occupational Employment and Wage Estimates for the similar job.

### **New Hire Compensation Schedule**

Initial Compensation will be at the lowest end of pay scale and will not be adjusted until initial training and onboarding requirements are met.

Compensation can be adjusted down based on performance and compliance reviews. APEC reserves the right to reset compensation based on cash shortages as permitted by the Department of Labor. Adjusted compensation will not fall below minimum wage. APEC does not provide compensatory time; employees are paid for hours worked. APEC does not provide severance pay.

APEC furnishes all employees with Forms W4 and G4 which must be completed for payroll processing. All state and federal taxes are withheld and deposits paid according to state and federal guidelines.

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PROBATIONARY PERIOD- all staff start at \$8-\$9/hr until Career Level is established  
MISSING TRAINING- \$7.25/HR until training is completed

## CAREER LEVELS



Professional preparation and continued professional development is vital to improving the quality of early care and learning environments. The Professional Development Registry (PDR) is designed to capture educational attainment in early childhood education (ECE), ongoing professional learning, and experience working with young children. In the framework below, these elements are combined to determine a career level on a continuum from Level I to Level XII.

<p><b>Level I \$8/hr</b>  Professionals beginning their career in early care and education:</p> <ul style="list-style-type: none"> <li>♦ High school diploma or GED; <b>and</b></li> <li>♦ 0 to 3 years of early care and education experience with young children; <b>and</b></li> <li>♦ 0 to 30 clock hours of state approved/accepted training</li> </ul>	<p><b>Level V \$13/hr Director \$21/hr</b>  Professionals beginning their formal education in the early care and education field:</p> <ul style="list-style-type: none"> <li>♦ Technical Certificate of Credit (TCC) in Early Childhood Education or Child Development</li> </ul>	<p><b>Level IX \$15+/hr Director \$25+/hr</b>  Professionals with a Georgia Professional Standards Commission (PSC) teaching certificate in the Early Care / Early Education field</p>
<p><b>Level II \$9/hr</b>  Professionals who have been in the early care and education field for a few years:</p> <ul style="list-style-type: none"> <li>♦ High school diploma or GED; <b>and</b></li> <li>♦ 2 or more years of early care and education experience with young children; <b>and</b></li> <li>♦ 31 to 60 clock hours of state approved/accepted training</li> </ul>	<p><b>Level VI \$13.50/hr Director \$22/hr</b>  Professionals who have earned an intermediate-level, formal, education credential in the early care and education field:</p> <ul style="list-style-type: none"> <li>♦ Technical College Diploma (TCD) in Early Childhood Education or Child Development</li> </ul>	<p><b>Level X \$15+/hr</b>  Professionals with an advanced ECE degree:</p> <ul style="list-style-type: none"> <li>♦ Masters degree (MA/MS/MEd) in ECE or Child Development <b>or</b></li> <li>♦ Non-ECE Masters with an: ECE Associate, TCD, or containing ECE/ECE-related coursework (15 semester or 25 qtr. hours) or PSC Cert Level 4 with FLD702, 708, 808 or 870</li> </ul>
<p><b>Level III \$10/hr Program Leader \$12/hr</b>  More experienced professionals in the early care and education field:</p> <ul style="list-style-type: none"> <li>♦ High school diploma or GED; <b>and</b> <ul style="list-style-type: none"> <li>♦ 3 or more years of early care and education experience with young children; <b>plus</b></li> <li>♦ 61 or more clock hours of state approved/accepted training</li> </ul> </li> <li><b>or</b></li> <li>♦ 15 semester or 25 quarter hours in ECE coursework</li> </ul>	<p><b>Level VII \$14/hr Director \$23/hr</b>  Professionals with a two-year degree in the early care and education field:</p> <ul style="list-style-type: none"> <li>♦ Associate degree (AA/AS or AAS/AAT) in Early Childhood Education or Child Development <b>or</b></li> <li>♦ Montessori Diploma</li> </ul>	<p><b>Level XI \$15+/hr</b>  Professionals with a Specialist ECE degree :</p> <ul style="list-style-type: none"> <li>♦ Specialist Degree (EdS) in Early Childhood Education or Child Development <b>or</b></li> <li>♦ Non-ECE Specialist with an: ECE Associate, TCD, or containing ECE/ECE-related coursework (15 semester or 25 qtr. hours) or PSC Cert Level 5 with FLD702, 708, 808 or 870</li> </ul>
<p><b>Level IV \$12/hr Program Leader \$14/hr Director \$20/hr</b>  Professionals with a credential in the early care and education field:</p> <ul style="list-style-type: none"> <li>♦ Unrelated Degree (Associate, Bachelor's, Masters or Doctorate in non-ECE-related field) <b>or</b></li> <li>♦ Current Child Development Associate (CDA) <b>or</b></li> <li>♦ PSC-certified Paraprofessional (FLD691)</li> </ul>	<p><b>Level VIII \$15/hr Director \$24/hr</b>  Professionals with a four-year degree in the early care education field:</p> <ul style="list-style-type: none"> <li>♦ Bachelor's Degree (BA/BS) in Early Childhood Education or Child Development <b>or</b></li> <li>♦ Bachelor of Psychology or Social Work paired with an: ECE Associate, ECE TCD, Montessori diploma, TCC, CDA or containing ECE/ECE-related coursework(15 semester or 25 qtr. hours), <b>or</b></li> <li>♦ Other Non-ECE Bachelor's, combined with an ECE Associate, ECE TCD, or containing ECE/ECE-related coursework (15 semester or 25 qtr. hours)</li> </ul>	<p><b>Level XII \$15+/hr</b>  Professionals with Doctoral degrees:</p> <ul style="list-style-type: none"> <li>♦ Doctoral Degree (PhD/EdD) in ECE or Child Development <b>or</b></li> <li>♦ Non-ECE Doctorate with an: ECE Associate, TCD, or containing ECE/ECE-related coursework (15 semester or 25 qtr. hours) or PSC Cert Level 6 with FLD702, 708, 808 or 870</li> </ul>

While many professionals may hold degrees in fields other than an Early Childhood Education (ECE) the Career Levels recognize specific academic preparation in ECE. Degrees that are not in ECE, however, may be deemed ECE-related if they reflect the body of knowledge valued in the field. An ECE - related degree is defined as "a degree containing a minimum of 15 semester or 25 quarter hours of ECE - related coursework." Please see the ECE - Related Coursework Listing.

As of 11/8/2013

**POLICY: CONFLICT RESOLUTION**

**POLICY NO.: 8.0**

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The following procedures have been established to ensure that all parties to any conflict receive fair and equal hearing by those responsible for resolving conflicts.

1. The employee/petitioner must submit a written statement to her or his supervisor within 5 working days of the employee's knowledge of the event, which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within 2 working days following receipt of the statement and issue a decision.
3. If the employee/petitioner is not satisfied, or if, indeed the conflict is with the supervisor, the employee/petitioner may appeal the supervisor's decision within 5 working days to the APEC Executive Director.
4. The APEC Executive Director shall attempt to resolve the conflict within 5 working days of receipt of the statement.

The Director or Executive Director will summarize in writing the party's issues and the conflict resolution plan. This summary will be filed in the employee's personnel record and a copy will be provided to the parties.

5. If the outcome or conflict resolution plan of the Director does not resolve the conflict, the employee/petitioner may present her or his statement back to the Director. The Director will inform the BOARD in writing of the employee/petitioner's conflict.
6. The employee will be notified in writing of the final decision of the Board within 14 days. Said notification shall be given by the Executive Director. This decision of the Board is final and binding.

**Terminated/Former Employees are not eligible to participate in the Conflict Resolution process.**



**POLICY: PERFORMANCE APPRAISAL**

**POLICY NO.: 9.0**

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The Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisals will be used to evaluate the entire period of employment since the employee's last appraisal.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity at orientation to discuss their job descriptions to ensure that each employee understands her or his responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form at this time.

Performance Appraisals will be used as a foundation to establish goals for the employee. Employees will be encouraged to develop short and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will monitor the employee's progress toward attaining the goals by scheduling performance review meetings with the employee from time to time between formal Performance Appraisals.

Supervisors will also present to employees the goals of the agency and their role in the successful attainment of these goals. Supervisors will keep employees informed of the agency's progress and any changes in the agency goals.

Supervisors will also solicit input from other employees who work closely with the employee being appraised.

[Employees will be asked to complete a Survey prior to the Performance Appraisal meeting, which will include information about the job, working conditions, and goals. The Survey will be discussed during the Performance Appraisal meeting.]

Performance Appraisals will be conducted for Provisional Employees at least once prior to the end of the Provisional Period using the Agency's Provisional Employee Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted at least annually for each employee.

Employees must acknowledge receipt of the Performance Appraisal by signing the instrument indicating that they have received a copy.

When an employee refuses to sign acknowledging receipt of the Performance Appraisal, another employee will witness the refusal by signing a statement verifying the employee's refusal to sign the Appraisal form.

Any employee who refuses to sign acknowledging receipt of the Performance Appraisal will be subject to disciplinary action up to and including termination.

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All employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's personnel record.

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**POLICY: EMPLOYEE CODE OF CONDUCT**

**POLICY NO.: 10.0**

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APEC believes that the purpose of the Employee Conduct Policy is to improve employee performance and customer service. As such, the Policy shall serve as a guide for supervisors and employees and shall be used to correct employee behavior and performance that does not meet standards.

As the basic standard of fairness in the Agency, employees are to be informed of the types of behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide. Corrective actions result from failure to abide by the standards. It is the policy of the Board of Directors that the standards of conduct for employees be equitably enforced.

Each employee is expected to conduct her/himself in a manner befitting her or his status as an employee of APEC. She or he shall refrain from actions or public announcements, which reflect adversely upon the Agency. Employees shall exercise prudence and discretion in regard to all official business of the Agency.

**CORRECTIVE ACTIONS:**

A corrective action may include a reprimand, written warning, suspension, or termination as deemed appropriate by APEC.



**POLICY: BUSINESS ETHICS AND CONDUCT**

**POLICY NO.: 10.1**

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The successful business operation and reputation of APEC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct and personal integrity.

The continued success of APEC is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to APEC, and its clients, to act in a way that will merit their continued trust and confidence.

APEC will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with his or her immediate supervisor, and if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of Business Ethics and Conduct is the responsibility of every APEC employee. Disregarding or failing to meet this standard of business ethics and conduct will result in disciplinary action up to and including termination.



**POLICY: ACCEPTANCE OF GIFTS & GRATUITIES POLICY NO.: 10.2**

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Employees of APEC are prohibited from accepting gifts, money, services, or gratuities from clients, vendors, contractors, and all other persons doing business with APEC.

Violation of this policy will result in disciplinary action up to and including immediate termination.



**POLICY: CONFIDENTIALITY**

**POLICY NO.: 10.3**

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This Confidentiality Policy has been adopted to ensure confidentiality and protection of individual rights of privacy for children, families, and employees of APEC. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee’s responsibility to maintain confidentiality regarding information learned about, children, their parents/guardians, families and other employees extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Employees must be diligent in their efforts to maintain confidentiality, and should be aware that there are job related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual employee and the agency.

**Confidentiality of Children's and Families' Information:**

- a. All children's records must be locked in a secure file.
- b. Access to children's records is limited to employees with a “need to know”.
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families’ private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information, that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- g. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- h. All requests for release of information shall be directed to the Director.
- i. Information will only be released to persons outside of APEC with the express written consent of the child's parent or legal guardian.

**Confidentiality of Employee's Information**

- a. All employee records must be locked in a secure file.
- b. Access to an employee's records is limited to appropriate supervisory employees.
- c. An Employee's records must not be removed from the center.
- d. An Employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. An Employee's private information must never be discussed among employees except on



a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information, that is confidential.

- f. Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- g. Information and documents, which are considered to be confidential include, but are not limited to medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- h. All requests for release of information to persons outside of APEC shall be directed to the Director.
- i. Information will only be released to persons outside APEC with the express written consent of the employee.

### **Confidentiality Related to Proprietary Information**

APEC has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything, which the company designs, produces, implements, and markets is treated as PROPRIETARY INFORMATION, also called trade secrets. This includes, but shall not be limited to, the agency's client list, employee list, curriculum, philosophy, mission statement, personnel policies, and parent handbook.

No employee should discuss proprietary information with other employees in any public place where it is possible they could be over heard. Employees must understand that it is not only their duty to protect APEC's proprietary information during their term of employment, but the legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains proprietary information at the time of separation. APEC is ready and willing to enforce this obligation through all available legal remedies, as necessary.

### **Violation of Confidentiality Policy**

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action up to and including termination. In addition to job related consequences, the employee/volunteer may face possible civil liability for their actions.



**POLICY: CONFLICT OF INTEREST**

**POLICY NO.: 10.4**

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A conflict of interest with regard to APEC is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of APEC. It is the policy of APEC that all directors, officers, Policy Council members, contractors/consultants, and employees will avoid personal transactions or situations in which their personal interest will or will appear to conflict with those of APEC. For the purpose of this policy a member of an immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Any person residing in the employee's immediate household		

A conflict of interest occurs whenever an employee permits the prospect of direct or indirect personal gain to influence her or his judgment or action when acting on behalf of APEC. The following examples are representative but not inclusive of potential conflicts of interest:

- a. No employee shall do business with a member of her or his immediate family on behalf of APEC, unless the circumstances of the proposed relationship have been clearly reviewed by the Director and has been deemed to have no potential or inherent conflict of interest qualities.
- b. All employees must deal with suppliers, contractors, customers, and all other persons doing business with APEC in the best interest of APEC without favor or preference based on personal consideration.
- c. No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for any reason other than agency purposes.
- d. No employee shall deal with APEC or with one of APEC's clients or suppliers as a representative of another firm or for her or his own account.
- e. No employee shall participate in the selection, award or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.
- f. No employee shall solicit, accept or offer gratuities, favors, or anything of monetary value from other employees or persons receiving benefits or services or from

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contractors or potential contractors for personal gain or inherent conflict of interest.

- g. An employee shall not serve on the board or a committee of APEC  
if that board or committee has authority to order personnel action.



**POLICY: DISCIPLINARY ACTION: Reprimand      POLICY NO.: 10.5-1**

\*\*\*\*\*

A reprimand may be given to any employee when a minor violation of agency policies or procedures has occurred. A reprimand may be given by any supervisor and need not be preceded by any other disciplinary action.

Employees are required to sign for receipt of a reprimand. Signature of receipt does not indicate that the employee agrees with the reprimand, it simply indicates that they have received a copy of the document. Failure or refusal to sign the reprimand will be considered insubordination and will result in disciplinary action up to and including termination.



**POLICY: DISCIPLINARY ACTION: Written Warning POLICY NO.: 10.5-2**

\*\*\*\*\*

Employees may be given a written warning for violations of agency policies and procedures. The written warning will clearly describe the deficiency in the performance or conduct and will cite the policy, licensing regulation or procedure violated. The written warning will contain a corrective action plan, which will outline the necessary action to correct the deficiency(ies) and a time table under which the corrective action must occur.

Employees are required to sign for receipt of a written warning. Signature of receipt does not indicate that the employee agrees with the written warning, it simply indicates that they have received a copy of the document. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination.



**POLICY: DISCIPLINARY ACTION:  
Investigatory Suspension**

**POLICY NO.: 10.5-3**

\*\*\*\*\*

The Director may suspend an employee for Investigatory purposes. The Investigatory Suspension can be with or without pay as determined by the Board and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action, including termination.

Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

1. Charges of driving while intoxicated.
2. Report of child abuse or neglect.
3. Accusations of theft.
4. Violation of Substance Abuse Policy.
5. Other similar situations.

Investigatory suspension may not exceed 5 days without the approval of the Board.

Employees are required to sign for receipt of an Investigatory Suspension. Signature of receipt does not indicate that the employee agrees with the Investigatory Suspension, it simply indicates that they have received a copy of the document. Failure or refusal to sign the Investigatory Suspension will be considered insubordination and will result in disciplinary action up to and including termination.



**POLICY: DISCIPLINARY ACTION: Suspension                      POLICY NO.: 10.5-4**

\*\*\*\*\*

Suspension of an employee may occur at the discretion of the employee's immediate supervisor for infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written disciplinary action.

Suspension will be without pay. The employee will be notified in writing of the policy violations and the length of the suspension and any corrective action required upon return to work. The employee is required to sign a copy of the suspension notification acknowledging receipt. Failure to sign for receipt of the suspension notification will be considered insubordination and will result in further disciplinary action including termination.

When circumstances permit, an employee will be suspended upon receipt of the notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of APEC. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be taken by the immediate supervisor followed immediately by written approval of the Board.



**POLICY: DISCIPLINARY ACTION: Termination**      **POLICY NO.: 10.5-5**

\*\*\*\*\*

Termination shall not require prior verbal or written disciplinary action. APEC is an “at-will” employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employee’s, but is not inclusive of the reasons or causes of termination from employment.

Termination is an action approved by the Director. Notification of Termination may be written or verbal.

Causes for involuntary termination include, but are not limited to, the following:

- ◆ Unsatisfactory provisional period
- ◆ Falsifying or misusing records, including application
- ◆ Violation of confidentiality rules
- ◆ Theft or misuse of Agency funds, equipment, or property
- ◆ Absence from work without notification and/or approval as per related policies
- ◆ Discourteous treatment of the public, clients, co-workers
- ◆ Inappropriate behavior
- ◆ Non-performance of duties resulting in injury to the Agency, children, families, sub-contractors, vendors, or employees.
- ◆ Being abusive or neglectful to children, parents, or employees
- ◆ Violation of the Substance Abuse Control Policy
- ◆ Failure to submit required documentation within mandated time frame
- ◆ Neglect of duty or refusal to comply with directives of supervisor
- ◆ Misuse of leave policies
- ◆ Insubordination
- ◆ Receipt of 2 suspensions for the same infraction during any 12 month period.
- ◆ Failure to implement job specifics
- ◆ Receipt of 3 warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- ◆ Failure to return to work following a leave of absence

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- ◆ Failure to meet deadlines as presented by supervisor
- ◆ Failure to maintain compliance with child care licensing regulations and/or other applicable federal, state or local statutes or Professional Development Organization Standards.



**POLICY: E-MAIL AND INTERNET AND TELEVISION      POLICY NO.: 10.6**

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APEC believes that television viewing by children is developmentally inappropriate and that children spend more than enough time at home watching television. Specific educational, age appropriate and curriculum based programming may be allowed with prior approval. Television viewing by employees is considered lack of proper supervision and will result in disciplinary actions.

Employees are not permitted to send or receive personal e-mail on APEC computers or e-mail accounts.

Employees are not permitted to utilize agency computers or internet access for personal reasons.

Employees are required to provide Internet access passwords, user names and PINs to APEC for any account/website accessed on an agency computer. Passwords, user names and PINs should be written down and submitted to the Director.

When communicating with fellow employees, professional colleagues, parents, vendors, and/or independent contractors, employees are required to be professional, courteous and respectful at all times. E-mail messages must be composed using proper grammar, complete sentences, appropriate punctuation and must avoid the use of slang. E-mail correspondence should be dated and signed with the employee's full name, position and agency name. For example:  
Respectfully, Ms. Jane Doe, Lead Teacher Toddler Room, APEC Learning Center.

All correspondence should be archived on the computer and/or printed for inclusion in the appropriate agency file. Employees who fail to create an archived record or hardcopy of any correspondence under this policy will be subject to disciplinary action up to and including termination.

Employees engaged in activities on agency computers which are not related to some legitimate work purpose will be subject to disciplinary action up to and including termination.



**POLICY: CYBERSPACE IDENTITIES**

**POLICY NO.: 10.7**

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Employees are strictly prohibited from including any information and/or photographs related to APEC, its employees and/or the children/families served by APEC on any internet website and/or blog including but not limited to websites like Facebook and Instagram. Employees are prohibited to “friend” any APEC child or parent on their personal social media accounts.

Any violation of this policy will result in disciplinary action up to and including termination. Further, APEC will pursue all legal remedies available for actions in violation of this policy.



**POLICY: EMPLOYEE’S PERSONAL ITEMS**

**POLICY NO.: 10.8**

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APEC is not responsible for an employee's personal items brought to any APEC facility or to any work-related field trip or training session.

Employees are discouraged from bringing personal items to the workplace. Work space is provided for the employee to successfully complete the requirements of her or his position. It is not intended to be treated as a display area for an employee's personal possessions.

According to Bright From The Start licensing regulation, all prescription and/or over the counter medication must be kept out of reach of children. Employees are strictly prohibited from carrying any prescription and/or over the counter medication on their person, in their purse or any work bag and/or keeping prescription and/or over the counter medication in their classrooms. Employees requiring medication during the work day must secure their medication in the front office. The only exception would be for rescue inhalers. Employees must inform the Director that they are carrying a rescue inhaler throughout the facility. If any other medical condition requires an employee to keep emergency medication on their person at all times, the employee MUST present the Director with medical certification detailing the need for medication to be immediately available. APEC will evaluate these circumstances on a case by case basis. APEC will dialogue with the employee and their certified health care provider to see if a reasonable accommodation can be reached so as not to violate the above referenced licensing regulation while maintaining the employee’s and children’s health and safety.

**INSPECTION AND SEARCHES**

The APEC program has the right to require employees, while on duty or on APEC premises including parking lots, to agree to inspections of personal property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

APEC reserves the right to remove an employee’s personal possession(s), which it deems inappropriate for the workplace.

An employee who is terminated will not be given an opportunity to "clean out her or his desk." Any personal property which may be in the work space will be packed and shipped to the employee at the employee’s expense.

Employee may bring personal items related to a legitimate work purpose into the program. These items include but are not limited to: resource books, curriculum supplement materials, and/or classroom decorations. Any personal items brought onto agency property must be properly registered with the Director. Employees must complete a sign in sheet detailing the items brought into the agency. The items must be clearly labeled with the employee’s name when they are initially brought into the agency.



Should an employee fail to register personal items with the Director the items will be considered a donation to APEC and will become the property of APEC.

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**POLICY: NON-FRATERNIZATION**

**POLICY NO.: 10.9**

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Employees of APEC are strictly prohibited from fraternizing with any client or employee of APEC.

Clients of APEC shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate distance, and respect.

Attending a "social event" or a "private gathering" with a client of the APEC shall occur only when approved by the Director.

Employees should abstain from any intimate physical contact and/or involvement with clients. Employees should also avoid any unwelcome advances and intimate acts made by clients. Employees are required to report to their immediate supervisor any unwelcome advances or attempts at intimate acts made by clients or co-workers.

Employees should abstain from any intimate physical contact or involvement with other employees. This shall include dating other employees.

Employees should immediately report any action by a client or employee that would be considered a violation of this policy to his or her immediate supervisor.

Employees who violate this policy will be subject to disciplinary action up to and including termination.



**POLICY: NON-SOLICITATION**

**POLICY NO.: 10.10**

\*\*\*\*\*

Employees of APEC are strictly prohibited from solicitation of any kind while on any APEC property.

Employees who violate this policy will be subject to disciplinary action up to and including termination.



**POLICY: OUTSIDE EMPLOYMENT**

**POLICY NO.: 10.11**

\*\*\*\*\*

Employees of APEC are prohibited from accepting any employment from any client of APEC.

Employees are specifically prohibited from accepting employment as a baby-sitter from any client of APEC.

Violation of this policy will result in disciplinary action up to and including termination.



**POLICY: PERSONAL APPEARANCE**

**POLICY NO.: 10.12**

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All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. Employee’s dress should reflect the professional nature of their position as well as be functional within the expectations and responsibilities of their job. All articles of clothing must be of adequate size and should be worn in a manner that covers the employee’s midriff, chest, and back while performing all required job duties. Further, all clothing must be clean and wrinkle-free.

Employees should refrain from wearing perfumes and other fragrances as other employees and/or children may be allergic to them or may find them offensive.

Employees working directly with children are prohibited from wearing jewelry of any kind including body piercings, as it presents a safety risk to the employee as well as to the children.

No tattoos should be visible.

Closed heel and toe shoes are required.

Fingernails should be groomed and should not grow past fingertips.

Hair should be clean, neat and professional in styling and color. Any facial hair must be well groomed. Braids and/or dreads must be well maintained.

APEC is not responsible for damage to or loss of an employee’s articles of clothing, jewelry and/or accessories.

All direct care staff are required to be in uniform whenever on duty. The APEC employee uniform is as follows:

- APEC t-shirt, polo, or oxford shirt
- Black, white or gold shirt must be worn with APEC badge
- Black or khaki pants/skirt/shorts
- (skirts/shorts must be knee length)

Violation of this policy will result in disciplinary action up to and including termination.



**POLICY: POLITICAL ACTIVITIES**

**POLICY NO.: 10.13**

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During hours of employment, or while on agency property, or with the use of agency funds, employees of APEC are prohibited from the following:

- ◆ Participation in any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, for an election for public or party office.
- ◆ Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.
- ◆ Participation in any voter registration activity.

Violation of this policy will result in immediate termination.



**POLICY: SEXUAL HARASSMENT**

**POLICY NO.: 10.14**

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APEC provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.

Harassment by any employee or by a client to an employee requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

APEC prohibits sexual harassment. APEC employees, volunteers, clients, and applicants have a right to work in a discrimination free environment, including freedom from sexual harassment.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- ◆ Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
- ◆ Threatening or insinuating that refusal to submit to sexual advance will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- ◆ Offering unwelcome sexual advancement or flirtation.
- ◆ Using sexually degrading words.
- ◆ Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- ◆ Displaying graphically sexual pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

**Sexual Harassment Complaint Procedure:**

Sexual and impermissible harassment complaints should be reported immediately to an employee's supervisor. If it is inappropriate to notify the supervisor, contact the Executive Director. Sexual harassment complaints will be investigated promptly and all information will be kept confidential.

**Sexual Harassment Complaint Action:**

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Sexual harassment investigations confirming allegations require swift and prompt corrective action and disciplinary action or possible termination against the offending party.

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**POLICY: SMOKE-FREE WORKPLACE**

**POLICY NO.: 10.15**

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All facilities, grounds, and vehicles of the APEC are **Smoke-Free Environments**. Smoking is prohibited in any of these areas.

In addition, employees are prohibited from becoming nuisances to APEC’s neighbors by loitering on their property while smoking.

Violation of this policy will result in disciplinary action.



**POLICY: SUBSTANCE ABUSE CONTROL**

**POLICY NO.: 10.16**

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APEC management shall take necessary measures to assure that the use of alcohol or unauthorized substances by employees does not endanger the health, safety, and security of our children, employees, volunteers, APEC sites and the entire APEC operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on APEC premises, vehicles, or while conducting program business off site are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on APEC premises, vehicles, or while conducting APEC business off premises is strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on APEC premises, vehicles, or while conducting APEC business off premises.

The use of alcohol on or in APEC property or vehicles is also prohibited.

Violation of this policy will lead to termination of employment.

**PRE-EMPLOYMENT REQUIREMENT**

APEC will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before APEC offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from consideration for employment.

**EMPLOYMENT REQUIREMENTS**

APEC will check with the police to obtain information about all pending criminal charges, including deferred adjudication of all current APEC employees. APEC management will advise all new employees of the program's policy to check with the police for evidence of a criminal history.

**EMPLOYEE TESTING**

If there is a reasonable suspicion of substance abuse or misuse, because the employee's behavior or health appears to endanger the health, safety, or well-being of the children, APEC will require testing of the employee. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of APEC ongoing evaluation program. Substance testing may be required (1) where reasonable suspicion

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exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations.

Refusal to comply with a request for testing is considered a violation of this policy and will result in disciplinary action up to and including termination.

Selection of quality controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the APEC. The APEC will be assisted by a Medical Specialist in the selection of appropriate laboratories for substance abuse testing.

## **INSPECTION AND SEARCHES**

The APEC program has the right to require employees, while on duty or on APEC premises including parking lots, to agree to inspections of APEC property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

## **NOTIFICATION OF AN INDICTMENT OR COMPLAINT**

Employees are required to notify the APEC program of any criminal drug statute indictment no later than 24 hours after such an indictment. The center director of a program site must notify the Executive Director if an employee at her or his worksite has been indicted or if there is a complaint within 8 hours after receiving such notice. Further, the Center Director must notify the State Department of Human Services licensing division of an employee incident or complaint within 24 hours or on the next work day. The Director will notify the employee of termination of employment due to violation of the APEC program's Substance Abuse Policy, the Georgia Minimum Standards, the Georgia Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

## **IMPLEMENTATION**

It is the responsibility of the various site directors to implement the APEC Substance Abuse Policy. Each program site should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining the APEC Abuse Policy, (3) Addressing drug problems in employees meetings, (4) Raising the employees' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

## **INDICTMENT OR OFFICIAL COMPLAINT**

The center must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Georgia Controlled Substance Act, must not be at the center while

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children are present and must not have contact with the children until the charges are resolved.

## **PERSONNEL RECORDS**

The center must maintain personnel records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

## **CONVICTION OF A FELONY VIOLATION**

No one may serve as a center director or employee of a APEC center who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Georgia Controlled Substance Act.

## **CONTACT WITH CHILDREN**

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Georgia Controlled Substance Act must not be at the APEC center while children are present and must not serve in any capacity where there is contact with children.

People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the APEC center.

People must not smoke in the children's presence or consume alcohol when children are at the center.

People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

## **PERSONNEL ACTION**

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities.



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**POLICY:CELL/TELEPHONE AND MAIL USAGE**

**POLICY NO.: 10.17**

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Cell phone use is prohibited while on duty by all direct care employees. Personal cell phones should not be on an employee's person while directly caring for children.

Employees are not permitted to make outgoing personal telephone calls during work hours unless authorized to do so by the Director.

Employees are not permitted to receive personal telephone calls during work hours except in the case of emergency.

The APEC mail and telephone facilities are intended for APEC business and are not intended for personal use. Personal telephone calls should be made only in emergencies. Should you need to place a zone or long-distance personal phone call or use the mail service, you must seek prior approval and you will be required to pay the toll charges and postage as they apply.

Every time you make or receive a business telephone call, you are representing not only yourself, as a professional, but APEC. Good telephone manners are required and include the following:

- ◆ Answer promptly and courteously.
- ◆ Identify yourself and your position.
- ◆ Keep your conversation business-like and brief, avoiding prolonged chats.
- ◆ Transfer incoming calls to the appropriate party courteously and quickly.
- ◆ Have someone take your calls when you are away from your desk.
- ◆ Take messages accurately and relay them to the person as soon as possible.
- ◆ Answer questions thoroughly to ensure that the caller has received the information requested.
- ◆ Be available to respond to clients' calls to ensure good client service and to minimize the cost of return calls.
- ◆ Close your conversation with a pleasant "Good-bye."
- ◆ Be effective but efficient, keeping in mind that the use of our telephones is very important to our client service but is also an expensive overhead item.



**POLICY: PERSONNEL RECORDS**

**POLICY NO.: 11.0**

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A confidential file will be maintained on each employee containing all employment related documents such as the employment application, resume, job and salary history, performance appraisals, disciplinary action, general correspondence and other documents that pertain to employment with APEC. To comply with the Americans with Disabilities Act, APEC keeps all medically related information in a separate confidential file.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

An employee may have supervised access to her or his file during normal business hours upon request to the Director. Personnel files may not be removed from APEC. Employees are prohibited from removing any documents from their personnel file. Employees may only add documentation to their personnel file with the permission of the Director.

Employee requests for copies of the documents contained in the personnel file must be made in writing to the Director. Employees may be charged \$.05 per page for photocopying. Copies of Personnel Records will only be released to the Employee and/or their Attorney at Law. Attorneys at Law must present a Letter of Representation in order to receive a Personnel Record.



**POLICY: EMPLOYMENT REFERENCES**

**POLICY NO.: 11.1**

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Requests for references should be directed to the following:  
1099 Cascade Road  
Atlanta, GA 30311

APEC will release information regarding position(s) held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing. APEC will not provide information by telephone.

Unless specifically authorized by the Director, employees are strictly prohibited from providing references for any employee under any circumstance including a personal reference. Any employee who provides reference will be subject disciplinary action including termination.



**POLICY: EMPLOYMENT VERIFICATION**

**POLICY NO.: 11.2**

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From time to time employees may request APEC to verify employment, position held, salary, address, and other information for credit and other purposes. These requests must be made to the director of the APEC employment site.

Requests for employment verification sent to any other employee may create a delay in releasing the information. Unauthorized employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the Director.

All requests must be made in writing. APEC will not verify employment by telephone. The request must include the employee's written authorization to release or verify any information.

Occasionally APEC receives subpoenas for employee information. APEC is required by law to release the information requested in the subpoena and will comply with any subpoena it receives.



**POLICY:EMPLOYEE’S PERSONAL REPRESENTATIVE      POLICY NO.: 11.3**

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APEC will only discuss details of an employee’s employment status with the subject employee. This includes but is not limited to: job assignment, salary, days off, attendance, performance, promotion, demotion and pay. APEC will not at any time entertain inquiries made by the parents, spouses and/or other acquaintances of an employee. APEC follows this policy because to do otherwise would be unprofessional and possibly a violation of the employee’s rights of privacy.

APEC will, at the employee’s request, discuss employment related information with the employee’s retained Attorney at Law.

In the case of a personal or medical emergency, APEC will contact a designated emergency contact person on the employee’s behalf. Employees will be required to list an emergency contact person as part of their employment documentation.