

**CHILD DEVELOPMENT COUNCIL OF
FRANKLIN COUNTY, INC.**

PERSONNEL MANUAL

ISSUE DATE: SEPTEMBER, 2005

(Approved by the Policy Council and the Board of Directors on July 26, 2005)

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INTRODUCTION

Welcome New Employee!

Congratulations and welcome to the Child Development Council of Franklin County, Inc. (CDCFC). We are very excited about your decision to join the CDCFC team. Your role is critical in fulfilling the mission of our agency.

CDCFC is dedicated to enhancing the development of children and families through the provision of quality comprehensive programs and services. CDCFC was created in 1985 and has touched many lives in a positive manner – supporting children who need a head start and providing families with a sense of community and caring.

We hope that your experience as an employee with CDCFC will be challenging, enjoyable, and rewarding. Again, I extend a hearty welcome and wish you much success as you embark on a wonderful journey in the land called the Child Development Council.

Sincerely,

Mattie B. James, President & CEO

INTRODUCTORY STATEMENT

This personnel manual is designed to acquaint you with the Child Development Council of Franklin County, Inc. (CDCFC) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by CDCFC to benefit employees. These personnel policies and procedures establish the standard of conformance for all CDCFC employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Since CDCFC cannot anticipate every circumstance or question, employees who have questions or concerns not covered in this manual should direct them to the Human Resources Department. In its sole and absolute discretion, CDCFC reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate. Employees will, of course, be notified of such changes to the handbook as they occur.

INTRODUCTION

I. Purpose of the Child Development Council of Franklin County, Inc.

The Child Development Council of Franklin County, Inc. is a private, nonprofit organization established in February, 1985, exclusively for charitable educational purposes. These include, but are not limited to, operating child development programs. The Child Development Council, hereinafter referred to as CDCFC, operates a Head Start Program for economically disadvantaged children and families in Franklin County, Ohio, as well as other early education and family development programs. Head Start strives to help break the cycle of poverty in our community by providing preschool children from low-income families with comprehensive services, focusing on educational, emotional, social, health, nutritional and psychological needs. CDCFC provides these services, in many cases, as collaborative projects with local school districts, childcare centers, family childcare providers, other community agencies and partnerships.

CDCFC receives the majority of its funds from the United States Department of Health and Human Services/Administration for Children and Families to operate Head Start Programs in Franklin County. Each year, hundreds of children, ages 3-5, benefit from program services and activities specially prepared for them by qualified staff with input from parent organizations.

II. Mission Statement

The mission of the Child Development Council of Franklin County, Inc. is to help shape the future, one child and one family at a time.

III. Head Start Philosophy

The Head Start Program is based on the premise that all children share certain needs, and that children of low-income families, in particular, can benefit from a comprehensive developmental program to meet those needs.

IV. Role of the Parents in Head Start

If Head Start children are to reach their fullest potential, there must be Head Start parents to influence the character of programs affecting their children's development. The organizational structure of every Head Start Program must provide the opportunity for parent participation in the planning and implementation of programs in order that parents can achieve positive change in the lives of their children.

The Head Start Program Performance Standards, 45-CFR Parts 1304.40 and 1304.50, is one of the most critical documents regarding Head Start Program operations. These standards clarify the intention of the federal government to facilitate the involvement of

the parents of Head Start children in the development and conduct of programs and overall program direction at the local level.

There are at least four major areas of parent participation in Head Start Programs:

- * Participation in the process of making decisions concerning the nature of operation of the program.
- * Participation in various aspects of the program as paid employees, volunteers, or observers.
- * Participation in activities for the parents which they have helped to develop.
- * Working with their children in cooperation with the program staff.

Translating federal policies and guidelines into practice in local programs is the joint responsibility of Head Start Program boards, directors, staff, and parents. If the task of implementing these policies and guidelines is approached in a spirit of mutual understanding and partnership among all parties, the result will be the improvement of the quality and increased benefits to Head Start children.

V. Statement of Purpose

The Child Development Council of Franklin County, Inc. (CDCFC) Board of Directors and the Head Start Policy Council issue this statement of Personnel Policies and Procedures which represents a general outline and guideline of the policies, practices and procedures of the organization. It serves as the official understanding of the obligations and commitment of these governing bodies and CDCFC employees to each other and to the public. Its purpose is to ensure consistent personnel practices designed to best utilize the human resources of the agency in the achievement of its mission, goals and objectives. This statement of personnel policies forms the basis for the relationship between the employees of CDCFC and the governing bodies and in no way is intended to represent a binding contract.

VI. Employment-At-Will

It is the written policy of CDCFC that all employees who do not have a separate, individual employment contract with CDCFC for a specific, fixed term of employment are employed at the will of CDCFC for an indefinite period. Employees may resign from the agency at any time, for any reason(s), and may be terminated by the agency at any time, for any reason(s), and with or without notice.

Nothing contained in these policies and procedures should be considered as altering the employment-at-will relationship that exists between CDCFC and its employees.

Supervisors and management staff shall not make any representations to employees or applicants for employment concerning the terms or conditions of employment with CDCFC that are not consistent with agency policies.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about CDCFC, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with CDCFC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CDCFC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYMENT

Child Development Council of Franklin County, Inc. Personnel Manual

101 - Nature of Employment

Effective Date: July 26, 2005

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

The provisions of this handbook have been developed at the discretion of management and may be amended or cancelled at any time at CDCFC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Directors, Policy Council, and the President & CEO of CDCFC.

102 - Employee Relations

Effective Date: July 26, 2005

CDCFC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their immediate supervisor and/or the Human Resources Department.

Our experience has shown that when management and employees communicate openly and directly, we create a positive working environment. CDCFC is committed to the practice of open communications.

103 - Equal Employment Opportunity

Effective Date: July 26, 2005

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CDCFC will be based on merit, qualifications, and abilities. CDCFC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. CDCFC is committed to a discrimination-free workplace and to providing equal opportunity in employment without regard to race, color, religion, pregnancy, sex, national origin, age, physical or mental disability, veteran status, uniformed service, or other protected characteristic. By hiring, compensating, training, promoting, and in all ways providing equal treatment to

employees, the effectiveness of CDCFC's operations can be maintained while enhancing the economic growth of our employees.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, CDCFC has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization. We will base all decisions on employment in a manner that furthers the principle of equal employment opportunity. We further state that all personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, policy-sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to age, race, creed, color, religion, sex, national origin, mental or physical condition, uniformed service, or other protected categories.

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

104 - Disability Accommodation

Effective Date: July 26, 2005

CDCFC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Generally, disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A “qualified person with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

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

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

CDCFC is also committed to not discriminating against any qualified employees or applicants

because they are related to or associated with a person with a disability. CDCFC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Such reasonable accommodation may include: making facilities readily accessible to individuals with disabilities, restructuring jobs, modifying work schedules, modifying equipment, providing qualified readers, providing qualified interpreters, or other similar accommodations. Reasonable accommodation will not be made if it creates an undue hardship for CDCFC. Furthermore, reasonable accommodation will not be made if it poses a direct threat to the safety of other CDCFC employees.

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

107 - STAFF RECRUITMENT AND SELECTION STATUS

Effective Date: July 26, 2005

In an effort to reach qualified applicants of varied backgrounds, recruitment for CDCFC positions will occur in several formats. All qualified applicants will be considered for posted positions. In cases where there are candidates with equal qualifications for a specific position, preference will be given to current or past Head Start experience.

The Human Resources Department will work with hiring supervisors to fill the positions as quickly as possible, using the following process:

(See the administrative guidelines manual for more details)

General recruitment and selection process

- 1) The hiring supervisor forwards an approved/signed requisition for personnel form to the Human Resources Department.
- 2) The Human Resources Department advertises the position in the local newspaper(s) if required. An internal job posting is generated and distributed to all CDCFC Head Start centers, various local human services agencies, and various departments/locations throughout the agency.
- 3) The Human Resources Department receives, records, and screens the applications and resumes.
- 4) The hiring supervisor requests and receives the application materials and contacts potential applicants.
- 5) The hiring supervisor completes a request for parent interview participation form and forwards the form to the parent involvement manager.

- 6) The hiring supervisor conducts the interview, selects the candidate (with the assistance of those who participated in the interview process), checks references, and prepares and forwards a personnel action form along with all other candidate information (i.e., resume, references, etc.) to the appropriate vice president for approval. Finally, all personnel hiring decisions are reviewed with the President & CEO.

108 - Conflicts of Interest

Effective Date: July 26, 2005

The term "conflict of interest" refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising an employee's professional judgment in administration, management, and other professional activities.

Employees are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. Any employee engaged in an activity that could be construed as a conflict of interest is required to make full disclosure to the President & CEO and/or the Board of Directors.

Officers, employees, or agents of CDCFC shall not solicit or accept gratuities, favors, or anything of monetary value for their own use or benefit from contractors, potential contractors, or any other persons or agencies doing business with CDCFC. Gratuities may be accepted on behalf of the agency by employees, but such offers must first be disclosed to the President & CEO and the appropriate supervisor for appropriate dispensation. The agency name shall not be used in conjunction with any personal purchases. Violation of any of these rules will result in disciplinary action, up to and including discharge.

110 - Outside Employment

Effective Date: July 26, 2005

Employees may hold outside jobs as long as they meet the performance standards of their job with CDCFC. All employees will be judged by the same performance standards and will be subject to CDCFC's scheduling demands, regardless of any existing outside work requirements. Employees are permitted to work a second job as long as it does not interfere with their performance at CDCFC. Employees with a second job are expected to work their assigned schedule at CDCFC. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

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

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside CDCFC for materials produced or services rendered while performing their jobs. When an employee is hired, and he or she has another job, the employee must provide written notice of the job, the name of the employer, the hours scheduled, and any potential conflicts. When an employee obtains a second job while working for CDCFC, the employee's immediate supervisor must be notified and a work schedule established. Employees may not work for direct competitors of CDCFC while employed at CDCFC.

116 - Internal Postings

Effective Date: July 26, 2005

CDCFC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Job openings will be posted in various locations and recorded on the JOBLINE (221-6674) and will normally remain open for 14 days. If work requirements dictate, the job opening may remain open less than or greater than the 14-day period.

To be eligible to apply for a posted job, employees must have performed satisfactorily in their current position and have completed their probationary period. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can apply only for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an internal job application to the Human Resources Department as specified by the job posting.

CDCFC recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Immediate supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job postings are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

117 - Business Ethics and Conduct

Effective Date: July 26, 2005

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

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

It is the policy of CDCFC to observe the highest standards of ethics, honesty, and integrity. All employees are required to uphold these standards. They must not have any personal interest that conflicts in any way with the interest of CDCFC, its Board of Trustees, its staff, its funders and parents.

All employees must not act to cause conflicts for others with whom CDCFC does business. All employees are expected to obey applicable laws.

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

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

Not every instance of a violation of this standard can be anticipated. Listed here are some specific examples of conflicts with this standard. When in doubt about whether a particular matter violates this standard, seek guidance from CDCFC's corporate counsel and/or the President and CEO.

- * To give or receive gifts in connection with CDCFC's business relationships.
- * To own, directly or indirectly, financial interest in suppliers, customers, or competitors of CDCFC. Financial interest includes loans, stocks, contracts, joint ventures, and the like.
- * To derive personal gain, directly or indirectly, from purchases or sales made by CDCFC, other transactions to which CDCFC is a party, use of CDCFC's agency facilities, or use of CDCFC's personnel.
- * To borrow money from or lend money to a supplier, customer, or competitor.

- * To indicate, directly or indirectly, that any supplier or customer must purchase anything from or give anything to CDCFC or any CDCFC employee in order to remain a supplier or customer.
- * To violate applicable law pursuant to the instructions or direction of anyone, including a CDCFC employee.
- * To accept outside compensation for work that is already being paid for by CDCFC or to accept outside employment that interferes in any way with the employee's position with CDCFC.

Compliance with this policy of business ethics and conduct is the responsibility of every CDCFC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

118 - Hiring of Relatives/Family Members

Effective Date: July 26, 2005

The employment of relatives in the same area or operating unit of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative/family member includes parents, spouse, children, brothers, sisters, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-children, aunts, uncles, nieces, nephews, and stepparents. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Employees and applicants are expected to disclose any relationship created by marriage or when an offer, transfer, or promotion will contravene (conflict with) this policy. Failure to do so may lead to discipline which may include termination.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. CDCFC also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in an interpersonal relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

This policy will be enforced in compliance with all applicable laws.

If a relative is in a reporting situation described above, it is the responsibility and obligation of the employee involved in the relationship to disclose the existence of the relationship to management. Management will determine who is to be transferred to another available position. Seniority will be considered.

The President & CEO may authorize an exception to the policy if:

- (1) The position requires specialized training and experience not generally available.
- (2) There is a vital agency need to fill the position.
- (3) Substantial bona fide efforts have been made to locate and employ a person who is not a relative of an employee.
- (4) The relationship between the relative and the applicant or employee is unlikely to materially affect their employment by CDCFC.

119 - Employee Medical Examinations

Effective Date: July 26, 2005

In accordance with Head Start standards, all Head Start employees are required to be free of respiratory infections, skin infections, or other types of communicable disease, such as tuberculosis. After receiving an employment offer, prospective employees are required to have a pre-placement physical examination. New candidates are responsible for the cost of the pre-employment examination.

Examinations and Medical Statements must be completed periodically for current employees, as required by their jobs (i.e., Daycare Licensing, Department of Transportation, etc.).

181 - Background Clearance

Effective Date: July 26, 2005

In accordance with Ohio Law and Federal Head Start regulations, CDCFC employees must have a background free of conduct which may adversely impact their ability to provide for the well-being and safety of the children, meet job performance standards and carry out the organization's mission. CDCFC is required to investigate the background of all such employees and will require fingerprinting and a Criminal Record Report from the Bureau of Criminal Identification and Investigation. Non-residents of Ohio for the full five-year-period preceding employment will also be subject to a record check through the Federal Bureau of Investigation. The cost of obtaining these reports will be paid by CDCFC. A listing of the offenses which will prevent employment with CDCFC is available in the Human Resources Department.

During the new-hire process, all employees will be required to complete a Declaration of Arrests, Convictions, and Charges statement which is in accordance with the Code of Federal Regulations governing Head Start. This will give employees an opportunity to provide full disclosure of criminal conviction records. Failure to make a complete and thorough disclosure shall be cause for immediate disqualification or discharge from employment.

Criminal background records themselves will not constitute a basis for disqualification from selection or termination of employment; however, the nature of the conviction will be considered in reference to a particular position. Applicants will not be hired until the criminal history check has been completed.

If, after employment, any employee is discovered to have lied or omitted information regarding his or her criminal history, that individual is subject to immediate discharge.

182 - Orientation

Effective Date: July 26, 2005

New Employee

The new-employee orientation program gives new employees information they need to quickly become productive members of CDCFC. An employee's first impression of the agency and its operations can have a lasting effect on the employee's attitude and loyalty; therefore, an effective orientation program is the first step in improving performance and retention. The new-employee orientation program is designed to:

- * Make a new employee feel welcome
- * Introduce the goals and underlying philosophy of Head Start
- * Inform the employee about CDCFC's policies and benefits
- * Instill an interest in CDCFC's future
- * Encourage new employees to ask questions

Information regarding the orientation process is available in the Human Resources Department.

Annual

On an annual basis, an agency-wide orientation/training is held for all employees.

183 - Reinstatement

Effective Date: July 26, 2005

The agency may, at its discretion, rehire former employees. It will do so only after a thorough review of the employee's past personnel records and only by approval of the appropriate Vice President and the President and CEO.

A rehired employee's gap in service will be considered "bridged" for purposes of determining vacation and other benefit eligibility when the current time of employment is equal to the length of time the employee was away.

Example

An employee works for CDCFC for two years; leaves the agency and returns four years later. After four years of additional uninterrupted service with CDCFC, the employee will be considered a six-year employee, having bridged the gap in service.

Employees who are rehired must complete the new-hire process as a new employee.

184 - Program Year

Effective Date: July 26, 2005

CDCFC's program year is from August 1 through July 31.

EMPLOYMENT STATUS & RECORDS

Child Development Council of Franklin County, Inc. Personnel Manual

201 - Employment Categories

Effective Date: July 26, 2005

Each position at the agency has an employment status that indicates if the position is full-time, part-time, temporary, substitute, etc. Each position also has an FLSA (Fair Labor Standards Act) status. The FLSA is federal legislation that establishes labor and compensation standards, including provisions for overtime pay. Under FLSA, employees are either considered "non-exempt" or "exempt" for overtime payment.

The major classifications for CDCFC employees are listed below:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work CDCFC's full-time schedule. Generally, they are eligible for CDCFC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally-mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for most of CDCFC's other benefit programs (i.e., health insurance, dental insurance, life insurance, disability insurance, vacation, sick leave, and personal leave).

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with CDCFC is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. Generally, they are eligible for CDCFC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially-stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While they do receive all legally-mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for CDCFC's other benefit programs.

SUBSTITUTE employees are those who are hired to work on an on-call basis. While they do receive all legally-mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for CDCFC's other benefit programs.

Employees who change classifications are subject to the benefit eligibility requirements of the new classification.

202 - Access to Personnel Files/Information

Effective Date: July 26, 2005

CDCFC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

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

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in the Human Resources office in the presence of an individual appointed by CDCFC to maintain the files.

Retention/Disclosure of Personnel Records

Personnel records are retained in accordance with the appropriate federal and/or state law.

The Human Resources Department will respond to reference check inquiries by confirming only dates of employment, wage rates, and position(s) held.

203 - Employment Reference Checks

Effective Date: July 26, 2005

To ensure that individuals who join CDCFC are well qualified and have a strong potential to be productive and successful, it is the policy of CDCFC to require and check the employment references of all applicants.

204 - Personnel Data Changes

Effective Date: July 26, 2005

It is the responsibility of each employee to promptly notify CDCFC of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, please complete a Personnel Status Form and forward it to the Human Resources Department.

205 - Probationary Period

Effective Date: July 26, 2005

The probationary period of 90 calendar days is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CDCFC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or CDCFC may end the employment-at-will relationship at any time during or after the probationary period, with or without cause or advance notice.

Employees who are promoted (i.e., Teacher Assistant to Teacher) or transferred (from Center A to Center B) within CDCFC must complete a secondary probationary period of 90 calendar days with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence. If CDCFC determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

In cases of promotions or transfers within CDCFC, an employee who, in the sole judgment of management, is not successful in the new position, can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and CDCFC's needs.

The supervisor will complete at least one written informal performance evaluation during the probationary period and review it with the employee.

Upon satisfactory completion of the initial probationary period, a formal written performance evaluation will be completed and the employee will enter the appropriately designated employment classification.

Employment status is not changed during the secondary probationary period that results from a promotion or transfer within CDCFC.

208 - Employment Applications

Effective Date: July 26, 2005

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

209 - Performance Evaluation

Effective Date: July 26, 2005

Supervisors and employees will discuss job performance and goals on an informal, periodic basis. Formal performance evaluations are conducted (on an annual basis) to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Contact your immediate supervisor and/or the Human Resources Department if you have any questions regarding the performance evaluation process.

210 - Job Descriptions

Effective Date: July 26, 2005

CDCFC makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability and any certification required), a physical demands section and a work environment section.

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

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Contact the Human Resources Department if you have any questions or concerns about your job description.

212 - Salary Administration

Effective Date: July 26, 2005

The salary administration program at CDCFC was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity,

and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, CDCFC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. CDCFC periodically reviews its salary administration program and restructures it as necessary. Depending on the availability of funding, merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Should an employee be promoted or demoted to a new position, the employee's new pay rate will be governed by the new pay range.

Employees should bring their pay-related questions or concerns to the attention of Human Resources.

The Human Resources Department is also available to answer specific questions about the salary administration program.

Cost of Living Adjustments (COLA) will be paid as budgeted and contingent upon available funding. The COLA is paid to all regular employees.

215 - Employment Termination

Effective Date: July 26, 2005

Resignation

Employees are expected to provide written notice of resignation at least ten uninterrupted working days in advance of the effective date. CDCFC staff members who report directly to the President and CEO must provide a twenty-working-day notice of resignation. The resignation notice must not include vacation, personal, or sick time. Failure to provide adequate notice may result in the employee being declared ineligible for rehire. Prior to the effective date of the resignation, the employee should contact the Human Resources Department to schedule an exit interview.

Resignation Rescission

Should an employee submit a resignation that is accepted by the supervisor and later wishes to withdraw the resignation, the employee has the opportunity to rescind the resignation. The rescission must be in writing and must be forwarded to the employee's immediate supervisor five days prior to the effective date (last day of employment).

Employees may not appeal a decision to rescind employment resignation.

Discharge

It is occasionally necessary for the agency to discharge an employee. Reasons for discharge may include, but are not limited to, violation of rules, poor performance, and unsatisfactory performance during the probationary period.

Quits Without Notice

If an employee fails to report to work without official notice for three (3) consecutive working days or fails to return from a leave of absence as scheduled, CDCFC will assume the employee has resigned his or her employment without further communication or notice.

Work Force Reduction

In the event a reduction in work force becomes necessary due to changes in operation, technology, funding, organizational restructuring, etc., CDCFC may use any of the following methods to reduce the work force:

- * Attrition
- * Reduction of Regular Jobs and Positions
- * Position Close Out
- * Layoff
- * Seniority

EMPLOYEE BENEFIT PROGRAMS

Child Development Council of Franklin County, Inc. Personnel Manual

303 - Vacation Benefits

Effective Date: November 1, 2006 (Replaces #303, effective date July 26, 2005)

The vacation year begins the first day of November (the beginning of the fiscal year) and extends through October 31 of the following year. Employees hired after the beginning of the fiscal year will be granted vacation on a pro-rata basis as follows:

Hire Date / Days Available (newly-hired employees – initial period of employment)

November through January – 10 days

February through April – 5 days

May through October – No vacation time is available

After the initial period of employment, the following schedule applies:

1 – 4 years of Head Start experience 10 days per year

5 – 9 years of Head Start experience 15 days per year

10 – 14 years of Head Start experience 20 days per year

15 – 19 years of Head Start experience 25 days per year

20 or more years of Head Start experience 30 days per year

Maximum Accrual Limit – Vacation days cannot be carried over from one fiscal year to another.

Using Vacation Time - Vacation time may be used, with prior approval, after it is awarded. Employees may not use vacation time during their probationary period.

Separation and Retirement - The balance of all accrued vacation leave will be paid to employees upon discharge, termination, resignation, or retirement.

304 - Paid Breaks/Paid Agency Shutdowns

Effective Date: July 26, 2005

42-Week Staff

Regular full-time and part-time 42-week employees have pre-scheduled paid shutdowns in accordance with the school year calendar and generally receive a paid two-week shutdown in December and a one-week paid shutdown in the Spring. The ability of CDCFC to continue to pay employees for the two-week shutdown in December and the one-week paid shutdown in the Spring will be directly contingent upon the adequacy of funding and other financial resources.

Eligibility - Regular full-time and part-time 42-week employees must be hired before December 1 in order to be paid for the planned Winter shutdown. Employees hired after this deadline will not receive pay for the scheduled shutdown.

Regular full-time and part-time 42-week employees must be hired two weeks before the

scheduled Spring shutdown in order to be paid for the time off. Employees hired after this deadline will not receive pay for the scheduled shutdown.

52-Week Staff

Regular full-time 52-week employees have a one-week pre-scheduled shutdown in December in addition to their vacation accrual. The ability of CDCFC to continue to pay employees for the one-week shutdown in December will be directly contingent upon the adequacy of funding and other financial resources.

Exceptions to this policy may be necessary, dependent upon the employee's duty assignment and location.

Eligibility - Regular full-time 52-week employees must be hired before December 1 in order to be paid for the Winter shutdown. Employees hired after this deadline will not receive pay for the scheduled shutdown.

Certain regular full-time 52-week positions may receive two weeks off (paid) during the winter shutdown.

305 - Holidays

Effective Date: July 26, 2005

CDCFC will grant holiday time off to all eligible employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Columbus Day (second Monday in October)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving (fourth Friday in November)
- * Christmas (December 25)

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay. If an employee is unable to report to work on the day before and/or the day following a holiday, a physician's statement releasing the employee from work will be required before the employee will be paid for the holiday.

If a holiday falls on Sunday, the following Monday will be observed. If a holiday falls on Saturday, the preceding Friday will be observed.

306 - Workers' Compensation Insurance

Effective Date: July 26, 2005

CDCFC provides a Workers' Compensation Insurance program at no cost to employees in accordance with Ohio law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor within 24 hours of the injury. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

307 - Sick Leave Benefits

Effective Date: July 26, 2005

Approved Uses

Sick leave may be used for absences due to illness, injury, or documented exposure to a contagious disease. An eligible employee (regular 42-week, regular 52-week, and probationary employee) may use sick leave benefits for an absence due to his or her own illness, injury, or documented exposure to a contagious disease, or that of a family member.

Accruals

Eligible employees will accrue sick leave benefits at the rate of .06154 hours for every paid hour worked. The maximum accrual rate for a regular 52-week employee is 16 days per year and the maximum accrual rate for a regular 42-week employee is 13 days per year.

Maximum Accrual Amount

A maximum of 240 hours of accrued sick leave may be carried over from one program year to another. Sick leave accrued in excess of 240 hours will be paid out (depending on the availability of funding) upon the approval of the President & CEO. Employees will be paid sixty percent of their hourly rate for each accumulated hour over 240.

Call-in Process - All Staff except the Transportation Department

Employees who are unable to report to work due to illness or injury must notify their direct supervisor one hour before the scheduled start of their workday. Failure to follow this process will result in pay being docked for the time missed.

Call-in Process - Transportation Department

Employees who are unable to report to work due to illness or injury must notify a designated

supervisor between 5:00 AM and 5:30 AM. Failure to follow this process will result in pay being docked for the time missed.

Documentation

If an employee is unable to report to work for three (3) or more consecutive days, he/she must do the following:

- Verbally inform the supervisor of the anticipated days/dates of absence; and
- provide a physician's statement to his/her immediate supervisor upon return to work.

If any employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from sick leave absence of three (3) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

309 - Bereavement Leave

Effective Date: July 26, 2005

Employees who take time off due to the death of a family member/relative must notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to eligible employees. When the employee must travel and/or where the religious custom requires a longer period of leave, the employee must obtain supervisory approval for an extension. Proper documentation (either obituary or funeral program) must be provided to cover the days used for bereavement.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

For purposes of this policy, a relative/family member includes parents, spouse, children, brothers, sisters, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-children, aunts, uncles and stepparents. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

311 - Jury Duty

Effective Date: July 26, 2005

CDCFC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees called to serve on jury duty must notify their supervisor as soon as possible. All regular full-time and part-time employees will continue to receive full pay (maximum of 30 working days) when they are subpoenaed for any court appearance or jury duty by the United

States, the State of Ohio, or a political subdivision. Any mileage allowance, fee, etc. paid by the court for jury services should be retained by the employee.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

The provisions of this policy do not apply to those instances when an employee appears in court for personal violations or when a subpoena has not been issued.

313 - Benefits Continuation (COBRA)

Effective Date: July 26, 2005

Under provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), insured employees, and the insured dependents of active employees, may apply to continue agency group health and/or dental insurance coverage if they lose normal eligibility for any of the following reasons:

- * Employee termination
- * Reduction in work hours
- * Divorce or legal separation from the insured employee
- * Cessation of eligibility as a "dependent child" or any situation which results in the loss of benefits eligibility

The maximum period for continuation depends upon the qualifying event. During the extension period, the insured is required to pay the full cost of the insurance, plus an administrative fee. Questions about COBRA should be directed to the Human Resources Department.

314 - Educational Assistance/Staff Development

Effective Date: July 26, 2005

The growth and development of employees are of major importance to CDCFC. Limited funds are available to assist employees seeking additional education that will have a direct benefit to CDCFC. The Professional Development Department coordinates training opportunities and provides details about offerings, publications, program schedules, and eligibility for training and educational assistance. Contact the Professional Development Department for more details regarding educational assistance and staff development. CDCFC's ability to continue educational assistance/staff development programs is directly related to funding and other financial resources.

316 - Health Insurance/Dental Insurance

Effective Date: July 26, 2005

CDCFC's health insurance and dental insurance plans provide employees and their dependents access to medical and dental benefits. Eligible employees may participate in the health insurance plan and the dental insurance plan subject to all terms and conditions of the agreement between CDCFC and the insurance carriers.

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

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

Health and dental insurance benefits are subject to change based on the availability of funding.

317 - Life Insurance/AD&D

Effective Date: July 26, 2005

Life insurance and the accidental death and dismemberment (AD&D) insurance offers you and your family important financial protection. CDCFC provides a basic life insurance plan for eligible employees. Eligible employees may participate in the life insurance plan and the AD&D plan subject to all terms and conditions of the agreement between CDCFC and the insurance carrier.

Details of the basic life insurance and the AD&D plans are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about these benefits.

Life insurance and AD&D benefits are subject to change based on the availability of funding.

318 - Short-Term Disability/Long-Term Disability

Effective Date: July 26, 2005

CDCFC provides both short-term disability (STD) and long-term disability (LTD) benefit plans to eligible employees who are unable to work because of a qualifying disability due to an injury

or illness. Eligible employees may participate in the STD and LTD plans subject to all terms and conditions of the agreement between CDCFC and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Details of the STD and LTD benefit plans, including benefit amounts, when they are payable, and limitations, restrictions and other exclusions, are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD and LTD benefits and any tax-specific issues. Certain tax liabilities may not be withheld from the benefit payments.

Short-term disability and long-term disability benefits are subject to change based on the availability of funding.

320 - 403(b) Retirement Plan

Effective Date: July 26, 2005

CDCFC has established a 403(b) savings plan to provide employees the potential for future financial security for retirement. The 403(b) savings plan allows employees to elect the amount of the contribution and to direct the investment. All employees are eligible to make employee elective deferral contributions. The funds deposited into these retirement accounts are deducted from gross pay (before taxes are charged), accumulate tax-free, and are not taxed until they are received as income after retirement.

After two (2) years of employment, CDCFC contributes a designated percentage of gross pay to each employee's retirement account in accordance with plan provisions. The percentage amount contributed by CDCFC is determined by the level of funding available. This plan is at no cost to the employee.

Complete details of the 403(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 403(b) plan.

324 - Employee Assistance Program

Effective Date: July 26, 2005

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

Through the Employee Assistance Program (EAP), CDCFC provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members, offering problem assessment, short-term counseling, and referral to appropriate community and private services. Contact the Human Resources Department for the telephone number of the EAP.

380 - Personal Days

Effective Date: July 26, 2005

Employees (regular, full-time) may use personal leave to cover time away from work for business or appointments of a personal nature. A maximum of three (3) days per program year (August 1 - July 31) may be used for personal business appointments. Personal days cannot be carried over from one program year to another. New employees must have completed the new-hire probationary period before personal days can be used. Personal leave hours are not payable upon termination of employment or when an employee moves from eligible to ineligible status.

Personal days are accrued as follows:

Hire Date / Days Available (newly-hired employees – initial program year)

August through October - 3 Days

November through January - 2 Days

February through April - 1 Day

May through July - No personal time is available

Hire Date / Days Available (all other employees – second and following program year)

Three (3) days are available beginning August 1

381 - Supplemental Insurance

Effective Date: July 26, 2005

Eligible employees who want additional health-care protection may participate in the supplemental insurance benefit plans. The employee is responsible for 100% of the cost.

385 - Other Benefits and Services

Effective Date: July 26, 2005

Other benefits and services include direct deposit, credit union membership and free parking. Additional information regarding these benefits can be obtained by contacting the Human Resources Department.

TIMEKEEPING / PAYROLL

Child Development Council of Franklin County, Inc. Personnel Manual

401 - Timekeeping

Effective Date: July 26, 2005

Accurately recording time worked is the responsibility of every employee. Federal and state laws require CDCFC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Overtime work must always be approved before it is performed.

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

It is the employee's responsibility to sign his/her time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

403 - Paydays

Effective Date: July 26, 2005

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

All employees must enroll and participate in the direct deposit program. With the exception of an employee's first pay, all paychecks will be directly deposited in the account(s) of the financial institution(s) selected by the employee.

Employees must report lost checks to the Finance Department immediately so that a "stop payment" order can be issued to the bank. Depending on the situation, the employee may be responsible for any "stop payment" fees charged to CDCFC.

408 - Pay Advances

Effective Date: July 26, 2005

CDCFC does not provide pay advances.

409 - Administrative Pay Corrections

Effective Date: July 26, 2005

CDCFC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made immediately (within one business day).

410 - Pay Deductions

Effective Date: July 26, 2005

The law requires that CDCFC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. CDCFC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." CDCFC matches the amount of Social Security taxes paid by each employee. CDCFC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor or the Finance Department can assist in having your questions answered.

481 - Prorating Pay

Effective Date: July 26, 2005

CDCFC offers employees scheduled to work 42-weeks per year the opportunity to receive payroll checks twelve months per year. Employees may elect to prorate their check at the beginning (August) of each school year. Contact the Finance Department for additional information.

WORKING CONDITIONS & HOURS

Child Development Council of Franklin County, Inc. Personnel Manual

500 - Safety

Effective Date: July 26, 2005

CDCFC provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin-board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of any accident that results in injury, regardless of how insignificant the injury may appear, employees must immediately notify (no later than the end of the work shift) the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

501 - Work Schedule

Effective Date: July 26, 2005

The work schedule for CDCFC employees is flexible and varies depending upon the employees work assignment, department, etc. No set pattern applies to all employees, but in order to meet the needs of enrolled children, CDCFC employees are normally scheduled to work eight hours during a workday and forty hours during a workweek. The CDCFC week begins at 12:01 AM Monday and ends at 12:00 midnight the following Sunday (168 hours). Every reasonable effort will be made to follow employee work schedules. Nevertheless, CDCFC reserves the right to change, whether temporarily or permanently, the regular authorized workday, workweek or work periods of any employee or group of employees to meet organizational needs. If a work schedule is to be changed on a permanent basis, two-weeks notice will be given to the employee. In an emergency situation, no prior notification is required.

Administrative office employees (including those holding administrative positions at any of CDCFC's locations) may, when business needs permit, observe flextime. Flextime allows staff to arrive between 7:00 a.m. and 9:00 a.m. and depart between 4:00 p.m. and 6:00 p.m., accordingly. Hours worked before 7:00 a.m. will not be considered as regular work hours, and staff arriving after 9:00 a.m. will be considered tardy. Regular full-time employees are allowed a one-hour lunch period generally between the hours of 11:00 a.m. and 2:00 p.m. Employees may not leave

early in lieu of taking lunch break, and nonexempt employees may not work over 40 hours per week without their supervisor's approval in advance.

Work schedules for non-administrative employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

503 - Attendance and Punctuality

Effective Date: July 26, 2005

To maintain a safe and productive work environment, CDCFC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CDCFC.

In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, he/she should notify his/her supervisor one hour prior to his/her regular starting time.

A tardy occurrence includes the failure of a staff member to arrive in his/her work area at a designated time such as the beginning of the shift, returning late from lunch/breaks, or early departure from work. Five minutes (or later) constitutes a tardy occurrence. If an employee is consistently late (up to five minutes) for his/her scheduled time, even though it may not result in a tardy occurrence, it will be reflected in the employee's performance evaluation.

An attendance occurrence includes any absence from work that is not an approved leave. Approved leaves include, but are not limited to, jury duty, military leave, vacation, medical leave, family leave, doctor's appointments - with a valid doctor's excuse, etc. Approved leaves are not considered attendance occurrences.

The following point system is used for tardy and attendance occurrences:

Each absence = 1 point (An absence of one or more consecutive workdays will be considered one attendance occurrence. For example, if an employee is absent for two consecutive days, that will count as one occurrence.)

Tardy (each late in or early out) = 1/2 point

An employee receiving a specified number of tardy and/or attendance occurrences (as stated below) within a 12-month rolling calendar year will receive formal corrective action, beginning with a documented oral warning and ultimately progressing to discharge if warranted. Prior to issuing any formal corrective action, the supervisor will informally counsel the employee in order to communicate, identify, and attempt to resolve any issues. The following provides guidelines for formal corrective action resulting from occurrences relating to tardiness and attendance:

42-Week Employees

Points/Corrective Action

- 3 - Supervisory Counseling
- 4 - Oral Warning
- 5 - First Written Warning
- 6 - Second Written Warning
- 7 - Three Days Unpaid Suspension
- 8 - Discharge

52-Week Employees

Points/Corrective Action

- 5 - Supervisory Counseling
- 6 - Oral Warning
- 7 - First Written Warning
- 8 - Second Written Warning
- 9 - Three Days Unpaid Suspension
- 10 - Discharge

504 - Use of Telephones

Effective Date: July 26, 2005

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

Employees are expected to utilize lunch time for necessary and brief personal calls and may not make personal long distance calls at the agency's expense.

505 - Smoking

Effective Date: January 10, 2007

In keeping with CDCFC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. All programs and services will be conducted in a smoke-free environment. No one may smoke anywhere on CDCFC's premises or in CDCFC's vehicles at any time. Employees who want to smoke during work hours must leave the premises during designated breaks.

This policy is strictly enforced and applies equally to all employees, customers, and visitors.

506 - Rest and Meal Periods

Effective Date: July 26, 2005

Employees working four (4) hours or more in a workday may be granted a fifteen-minute rest period for each four-hour period worked. See Section 501 Work Schedule for details regarding meal breaks.

507 - Overtime

Effective Date: July 26, 2005

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 - Use of Equipment and Vehicles

Effective Date: July 26, 2005

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

510 - Emergency Closings

Effective Date: July 26, 2005

Agency operations may be suspended due to extreme weather conditions, fires, power failures, or other emergency conditions and/or "acts of God." The decision to close all or part of the agency (see Snow Days Policy below for exceptions) will be made by the President or the President's designee.

In the absence of shutdown/closure notification, all normal agency operations will be maintained and employees should report to work as normally scheduled. In cases where an emergency closing is not authorized but hazardous conditions exist, employees who fail to report for work may request available paid leave time such as unused vacation or personal leave benefits in accordance with applicable policies.

Some employees will be required to work to conduct essential services during a shutdown. The nonexempt, hourly-paid employees will receive time-and-one-half for the hours worked. Exempt (salaried) staff will receive their regular pay.

Employees who are not required for essential services during an approved shutdown will be excused from work and will be paid for the entire workday.

Employees who have reported to work prior to a closure announcement, but whose presence is not essential, will be released from work by their supervisors and will be paid for the hours worked and also for the balance of their workday period.

Employees who have called in sick prior to a closure announcement or are on a scheduled sick, vacation, or personal leave during the closure, will be charged for the sick, vacation, or personal time.

Snow Days Weather-related school cancellations, agency closing, and bus transportation information are outlined below:

School Closing (42- and 52-Week Centers)/Agency Closing

Level 1 Snow Advisory (Franklin County) - All centers (42- and 52-week centers) are open; all agency staff report to work as usual; transportation may or may not be provided. The transportation department will notify parents if the buses are not running.

Level 2/Level 3 Snow Advisory (Franklin County) - All centers (42- and 52-week centers) are closed. Agency is closed (staff do not report).

In cases where a weather-related closing is not authorized, employees who fail to report for work may request available paid leave time such as unused vacation or personal leave benefits.

Conditions for No Bus Transportation

- 1) Level 2 or Level 3 snow advisory
- 2) The absolute temperature (not including the wind chill) is below zero
- 3) Streets are impassable, regardless of snow advisory level
- 4) If a bus transports children in a school district other than Columbus (i.e., Hilliard, Groveport, Hamilton, Gahanna, etc.), and school is cancelled by the district, the CDCFC bus will not pick up children who live in that school district

512 - Official Business Travel

Effective Date: July 26, 2005

Employees will be reimbursed for actual and reasonable expenses related to CDCFC business travel. Expenses are reimbursed and advances are paid after obtaining supervisory approval.

Local Travel

Use of Personal Vehicle

Reimbursement for the use of a personal vehicle will be at the rate published by the Finance Department which is in effect for the travel period. An approved travel voucher must be completed and submitted to the Finance Department. A travel voucher is only valid after all required supervisory, finance, and administrative approvals have occurred.

Parking

Employees will be reimbursed for CDCFC required parking at agency-sponsored events if a valid parking receipt is provided. An approved travel voucher must be completed and submitted to the Finance Department.

Out-of-Town Travel

Per Diem (Meals and Incidentals)

Advances or reimbursements for out-of-town travel will be determined based on the per diem rate set forth in the Federal Travel Regulations. A per diem for meals and incidental expenses will be given to employees for out-of-town business travel. Approved documentation must be completed and submitted to the Finance Department.

Transportation/Lodging

Transportation and lodging expenses will be reimbursed based on actual cost. Approved documentation must be completed and submitted to the Finance Department.

516 - Computer and E-mail Usage

Effective Date: July 26, 2005

Computers, computer files, the e-mail system, and software furnished to employees are CDCFC property intended for business use. Personal use of computer/e-mail systems may be done only with authorization of CDCFC supervision and/or management. Excessive personal use of computer/e-mail systems will be considered abuse of agency time. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

CDCFC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CDCFC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

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

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

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

Employees should notify their immediate supervisor, the Information Technology Department, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

517 - Internet Usage

Effective Date: July 26, 2005

Internet access to global electronic information resources on the World Wide Web is provided by CDCFC to assist employees in obtaining work-related data and technology. The Technology Usage and Privacy Statement (signed by all employees with Internet access) provides guidelines for Internet usage. Questions regarding Internet usage or the Technology Usage and Privacy Statement can be answered by the Information Technology Department staff.

Employees of CDCFC may use the Internet to increase agency productivity. If you are using an Internet site paid for by CDCFC, you are expected to use it only for agency purposes. If you have a personal Web site that does not have an hourly charge, you may use it to perform work for CDCFC; however, CDCFC facilities (including phone lines, modems, hard drives, etc.) are to be used only for CDCFC business purposes. Under no circumstances are pornographic, harassing, or illegal materials to be sent or received using CDCFC facilities at any time, or using personal facilities during working hours.

All employees are expected to comply with all agency policies which may be applicable to the Internet. These include confidentiality, harassment, scanning for viruses, encryption of data sent across the Internet, etc.

CDCFC does monitor its phone system, network, and computers. Information stored in or on agency facilities is subject to inspection at any time without notice.

522 - Workplace Violence Prevention

Effective Date: July 26, 2005

CDCFC is committed to preventing workplace violence and to maintaining a safe work environment.

Threats and Violence

The agency will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees or agency property. Violations of this policy will lead to disciplinary action up to and including discharge, as well as arrest and prosecution for any criminal acts.

Weapons

No person shall possess on agency property any firearms or other dangerous weapons. Any employee violating this rule shall be subject to suspension or discharge. Any person violating this rule will be subject to criminal prosecution.

Unless otherwise authorized by law, pursuant to the Ohio Revised Code (Section 2923.1212), no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto any of CDCFC's premises.

Prohibited Conduct

Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that are prohibited:

- Causing physical injury to another person
- Making threats of any kind
- Aggressive, hostile, or violent behavior, such as intimidation of others; attempts to instill fear in others; or subjecting others to emotional distress
- Other behavior which suggests a propensity toward violence, which may include

belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage to agency property, or a demonstrated pattern of refusing to follow agency policies and procedures

- Intentionally damaging agency property or property of another employee or member of the public
- Possession of a weapon while on agency property or while on agency business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

Reporting

Agency employees are responsible to notify their immediate supervisor and/or the Human Resources Department of any threats they have witnessed or received, or any behavior they have witnessed which they regard as threatening or violent. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Enforcement and Discipline

Upon notification to an immediate supervisor and/or the Human Resources Department, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on agency property shall be removed from agency property as quickly as safety permits and shall remain off agency property pending an investigation. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including discharge and/or criminal prosecution. Non-employees engaged in violent acts on agency property will be reported to the proper authorities and fully prosecuted.

526 - Cell Phone Usage

Effective Date: July 26, 2005

CDCFC provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is intended for business-related calls only and personal calls are not permitted. Cell phone invoices may be regularly monitored.

As a CDCFC representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Personal cell phones must be in "silent mode" during working hours at CDCFC. The use of personal cell phones is prohibited in the classroom.

LEAVES OF ABSENCE

Child Development Council of Franklin County, Inc. Personnel Manual

602 - Family Medical Leave Act (FMLA)

Effective Date: July 26, 2005

CDCFC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health-care provider.

Eligible employees shall make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. CDCFC may require the employee to provide documentation by submitting written instructions to the employee concerning the request for Family and Medical Leave.

If a health-care provider (HCP) certifies there is a need for leave, the leave must be granted. However, if CDCFC doubts the validity of the serious health condition (SHC), CDCFC can ask for a second opinion or ask for recertification every 30 days or as defined by the Act.

A "Physician Certification for Family or Medical Leave Form - Employee Leave Request Form" must be completed and submitted if FMLA leave is granted.

Medical Certification: CDCFC will require that a request for a Family and Medical Leave be supported by a physician's certification of the medical condition of the employee's child, spouse, or parent.

Family and Medical Leave may also be taken to provide care or psychological comfort if the foregoing criteria are complied with.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent are required to submit a health-care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligibility: Eligible persons are employees who have been employed for at least 12 months and for at least 1,250 hours during the previous 12-month period. Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Married employee couples may be restricted to a combined total of 12-weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

The agency will maintain eligible employee's group health and dental insurance coverage during a family leave or medical leave for the first 12 weeks of leave under the same conditions as coverage would have been provided if the employee had been actively at work. The employee will be required to continue paying his/her portion of the costs for his/her own and any dependent coverage. If the employee fails to return to work at the end of his/her leave, he/she may be required to refund to the agency any health and/or dental insurance premiums paid on his/her behalf during the leave.

During an FMLA leave, employees may remain in pay status by electing to use accrued vacation and/or accrued sick leave. Use of this accrued leave time is not required if the employee prefers to take FMLA leave without pay.

If an employee is on unpaid status, benefit accruals such as vacation, sick leave, and holiday benefits will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide CDCFC with at least two-weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed-upon return date, CDCFC will assume that the employee has resigned.

Definitions: "Parent" is defined as the biological parent of an employee, legal guardian, or an individual standing in place of a parent.

"Son or daughter" is defined as a biological, adopted or foster child, stepchild, legal ward, or a child or person standing in place of child who is under 18 years of age (the child may be older than 18 years of age if he/she is not capable of self-care because of a disability).

"Spouse" is defined as a wife or husband under the law of any state.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health-care provider. Under applicable FMLA guidelines, the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health-care provider.

Contact the Human Resources Department for additional information regarding the Family Medical Leave Act.

603 - Leave of Absence

Effective Date: July 26, 2005

CDCFC provides leaves of absence (not to exceed one year) without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Unused sick, vacation, and/or personal hours must be used before the leave of absence can begin.

A leave of absence request must be in writing and include the specific reason for the leave, the date the leave is to begin and the ending date of the leave. All leave of absence requests must be forwarded to the Human Resources Department for initial review and initial approval. The Human Resources Department must forward all initially-approved leaves to the President & CEO for final approval.

Benefits While on Leave

Benefit accruals, such as vacation, sick leave, and holiday benefits, will be suspended during the leave and will resume upon return to active employment. When the employee returns from personal leave, benefits will again be provided by CDCFC according to the applicable plans. An employee who wishes to continue in the insurance programs must pay the full cost of the premiums. If no arrangements have been made or no payments received during the leave of absence, insurance coverage will be cancelled. If insurance is discontinued, re-enrollment subject to the terms and the conditions of the various benefit plans will be required.

There is no job guarantee after a leave of absence has ended. If the agency has permanently replaced an employee on leave, upon return from the leave, he/she may apply for an open position within the agency. The Human Resources Department will refer the employee on position openings for which he/she is qualified.

If an employee fails to report to work promptly at the expiration of the approved-leave period, CDCFC will assume the employee has resigned.

605 - Military Leave

Effective Date: July 26, 2005

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees will receive two-weeks pay (the difference between the employee's base pay from the government and the employee's regular CDCFC pay, if the military pay is lower) per calendar year for military absences.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

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

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

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

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

Contact the Human Resources Department for more information or questions about military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

Child Development Council of Franklin County, Inc. Personnel Manual

701 - Employee Conduct and Work Rules

Effective Date: July 26, 2005

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

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

- * Failure to adhere to the confidentiality policy concerning information about children, families and other staff members
- * Failure to respect and promote the unique identity of each child and family
- * Stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability
- * Failure to use positive methods of child guidance, engaging in corporal punishment, emotional or physical abuse, or humiliation
- * Disciplining that involves isolation, the use of food as punishment or reward, or the denial of basic needs
- * Failure to follow safety rules or common safety practices
- * Refusal to follow the directions of a supervisor (insubordination/disrespectful conduct)
- * Conveying or distributing false, malicious, or indecent statements, including but not limited to, those which would be detrimental to CDCFC programs
- * Providing CDCFC's equipment, property, funds or influence within the agency so as to affect the result of an election or nomination of a candidate for public office
- * Habitual tardiness or absences
- * Defacing CDCFC's property or posting unauthorized printed material on any of CDCFC's premises
- * Theft or inappropriate removal or possession of property

- * Use, possession, sale, dispensing, distribution, or under the influence of non-prescribed drugs or intoxicants, including any positive drug test
- * Fighting or threatening violence in the workplace
- * Child abuse/neglect or endangerment, including failure to report suspected child abuse/neglect or endangerment as required by law
- * Leaving a child unattended while under the care and jurisdiction of CDCFC
- * Unsatisfactory job performance
- * Possession of weapons such as firearms, knives, or explosives during working hours on CDCFC property or premises
- * Failure to abide by CDCFC's personnel policies
- * Acting in a manner that is not in the best interest of CDCFC
- * Fighting and/or disruptive behavior
- * Use of profanity and/or loud abusive language

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

702 - Drug and Alcohol Use (Drug-Free Workplace)

Effective Date: July 26, 2005

In accordance with the Drug-Free Workplace Act of 1988, the Child Development Council of Franklin County, Inc. is required to certify annually that CDCFC maintains a drug-free environment. To protect the health and well-being of the agency, its staff and clients, the use of illegal substances or the misuse of legal substances (prescribed medications) is prohibited at all CDCFC work sites and at agency-sponsored activities and events. Every effort will be made to protect the right of individuals to work in a drug-free environment and with persons free from the effects of drugs by increasing each employee's awareness of abuses and their consequences. CDCFC will take appropriate corrective action for those who violate these policies.

CDCFC management will take immediate action to thoroughly investigate any situation to determine all the facts and appropriate remedial actions should they become aware of, or have cause to be reasonably suspicious of, incidents of substance abuse or other violations of the Drug-Free Workplace Act. Such investigations may include, but not be limited to, appropriate

testing of employees to determine the presence or absence of unauthorized substances. While it is recognized that such investigations may cause inconveniences to employees, it is also recognized that failure to take all necessary steps to resolve the situation in question would not be in the best interest of CDCFC or the clients whose care has been entrusted to CDCFC.

Definition of Drug

For the purpose of this policy, the definition of a "drug" includes alcoholic beverages, inhalants, and illegal drugs.

Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a drug on agency premises is absolutely prohibited. Violations of this policy will result in disciplinary action, which, at CDCFC's discretion and depending upon the seriousness of the violation, may range from required participation and successful completion in a rehabilitation program to termination of employment. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

Chemical dependency evaluation may be required in those instances where there is a reasonable suspicion to believe that an employee is impaired on the job or under the influence at work; has violated CDCFC's policy prohibiting the use, possession, sale or transfer of drugs or alcohol; or if the employee has sustained or caused a work-related injury or accident.

Each employee shall, as a condition of employment: (a) Abide by the provisions of the Drug-Free Workplace Act, (b) Notify CDCFC management of any criminal drug statute conviction for a controlled substance violation that occurred at a CDCFC work site no later than five (5) days following such conviction, and (c) Notify CDCFC management if an individual employee becomes aware that another employee has been so convicted.

CDCFC will provide a drug-free awareness program to inform staff concerning drug-free workplace policies, the dangers of drugs in the workplace, the penalties for violations, and the availability of counseling.

The Human Resources Department or the President & CEO may authorize the inspection of an employee's desk or other CDCFC property under the control of an employee if management has reason to believe that an employee's work performance or on-the-job behavior may have been affected in any way by drugs and/or alcohol. Authorized inspection may also occur if management believes an employee has sold, purchased, used, abused or possessed alcohol, drugs, or drug paraphernalia on CDCFC's premises, or that an employee has otherwise violated this policy. This includes inspection of personal property.

An employee reporting for work visibly impaired will be considered as being unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek their supervisor's opinion of the employee's status. The supervisor will then discuss his/her observations privately with the employee to rule out any problems that may be

caused by the use of prescription drugs. If, in the opinion of the supervisor, the employee is considered impaired, the supervisor will notify the Human Resources Department who will notify the President & CEO. After reviewing the employee's status with Human Resources, a decision will be made to either send the employee home or to a medical facility using a safe means of transportation. The employee is to be accompanied by another individual if deemed necessary.

Prescription drugs prescribed by an employee's physician or dentist may be taken during work hours. The employee should notify the supervisor regarding the use of prescription drugs and of the possibility that the use of such properly prescribed medications may destabilize/adversely affect the employee's work performance. The abuse of prescription drugs will not be tolerated.

It is the responsibility of CDCFC's supervisors to counsel an employee whenever documented changes in job performance suggest that a problem exists. The supervisor may suggest that the employee voluntarily seek help from CDCFC's Employee Assistance Program (EAP) or decide that the severity of the observed problem is such that an involuntary referral to the EAP should be made. CDCFC retains the right to invoke disciplinary procedures if the employee does not participate in the EAP program.

703 - Sexual and Other Unlawful Harassment

Effective Date: July 26, 2005

CDCFC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

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

- * Unwanted sexual advances
- * Offering employment benefits in exchange for sexual favors
- * Making or threatening reprisals after a negative response to sexual advances
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- * Verbal sexual advances or propositions
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters,

notes or invitations

- * Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of upper (Director or above) management so that it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

705 - Personal Appearance

Effective Date: July 26, 2005

The Child Development Council maintains a "Business Casual" dress policy and has established guidelines for employees regarding appropriate dress, grooming and personal hygiene. Employees are expected to maintain an appearance that is appropriate to the work situation and leaves our customers with the impression that we maintain a professional business environment.

The personal appearance of all CDCFC staff is governed by the following:

- * Clean, pressed, properly fitting business casual attire is appropriate.
- * Hair should be clean, combed, and neatly trimmed and arranged. Shaggy, unkempt hair is not permissible.
- * Good personal hygiene must be maintained.
- * Sideburns, moustaches and beards should be neatly trimmed.
- * Perfume or cologne should be used sparingly, as many individuals are sensitive to various scents.

For Administrative Staff, business casual attire includes:

- * Sport coat/blazer
- * Slacks (anything but jeans)
- * Casual dress or skirt (no more than three inches above the knee)
- * Dress, golf or knit pullover shirt
- * Coordinating top, twin set or sweater
- * Tie (optional)
- * Hosiery or socks
- * Closed-toed shoes or mules
- * Pumps
- * Dressy sandals

For Center Staff, this list may also include:

- * Jeans
- * Coordinated sweat suits or neat, clean sweat separates
- * Plain, solid-color t-shirts
- * CDCFC t-shirts, golf shirts and pullovers
- * Bermuda or knee-length shorts (during warm weather months)
- * Sneakers
- * Casual sandals (during warm weather months)

CDCFC also observes "Casual Fridays" on payday Fridays of every month. On those days, Administrative Staff may, in addition to the regular business casual attire, wear the same attire that is listed above for the Center Staff, with the exception of shorts in warm weather. Regardless of the weather, it's good to remember what is considered appropriate casual dress for work on casual Fridays. Appropriate casual dress is attire that is suitable to conduct CDCFC business and to interact with the public as an employee representing CDCFC.

Inappropriate dress is not acceptable at any time. Examples of inappropriate dress include:

- * Slogans or pictures on non-agency t-shirts
- * Extremely low or plunging necklines
- * Tight sweaters
- * Torn pants or jeans
- * Extremely baggy or saggy jeans
- * Low-rider jeans w/visible undergarments
- * Leggings, bicycle pants and cat suits
- * Halter, backless, tube and midriff-baring tops
- * Mid-thigh or tight dresses and skirts
- * See-through or revealing fabrics
- * Provocative clothes
- * Excessively wrinkled clothes
- * Soiled clothes (except when this occurs during center/work activities; i.e., finger painting, outdoor play, repairs, etc.)

- * Visible undergarments
- * Flip-flops
- * Hats or baseball caps
- * Gang attire

Each supervisor is responsible for monitoring the dress and grooming standards for his/her individual work groups. Employees failing to abide by the established dress and grooming standards may be subject to disciplinary action as stated below:

First Offense

Employees will be given a verbal warning, which will be documented, and the CDCFC dress policy will be reviewed with the employee. If the supervisor deems it necessary, the employee will be sent home to change into appropriate clothing. Time spent in transition and changing into appropriate clothing is not work time and will not be paid.

Second Offense

Employee will be given a written warning and sent home immediately to change. Time spent in transition and changing into appropriate clothing is not work time and will not be paid.

Third Offense

Employee will be terminated.

It is not the intention of this policy to usurp any person's right to dress as he or she pleases. However, due to the fact that CDCFC employees must deal with outside customers and young, impressionable children in the school setting, discretion and common sense call for an avoidance of any extreme which would interfere with normal business and educational processes. It is important that CDCFC staff set good examples for the children and families that we serve. The respect that our customers, our partners, and the community have for our staff is influenced by staff dress and grooming.

CDCFC staff are, therefore, expected to wear appropriate dress for work, dress that is in good taste and suitable for the job at hand. As adults and professionals in compliance with this policy, CDCFC staff are expected to be guided in their grooming habits by what is most generally accepted in the business and professional world. Justifiable exceptions may be made by the President & CEO in situations where an employee's religious belief or medical condition requires the attire or appearance. CDCFC recognizes that applicable law may require exceptions to this policy. Questions regarding this policy should be directed to the Human Resources Department.

707 - Return of Property

Effective Date: July 26, 2005

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

716 - Progressive Discipline

Effective Date: July 26, 2005

The purpose of this policy is to state CDCFC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

CDCFC will make every attempt to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps: verbal warning, written warnings (first and second), suspension and discharge. Depending on the severity of the infraction, there may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a first written warning; another offense may lead to a second written warning; and still another offense may then lead to suspension and/or discharge.

CDCFC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment without going through the usual progressive discipline steps.

If an employee has several unrelated employment/performance issues, it may be necessary to address multiple progressive disciplinary action steps simultaneously (i.e., an employee may have a first written warning for tardiness and also a first written warning for job performance).

All written warning documentation will be removed from the employee's file (if the problem/issue has been resolved/corrected) one year from the initial date of notification.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and CDCFC.

718 - Problem Resolution

Effective Date: July 26, 2005

Two-way communication is essential to the successful operation of our business. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems and issues through their immediate supervisor, and as appropriate, consult with any member of

management toward a resolution. Managers, supervisors, and the human resources manager will listen to employees' concerns, encourage their input, and seek clarity in resolving problems and issues. CDCFC's open-door policy committee reviews actions or inactions by management that personally affect an employee. All issues, except policy decisions and operational business issues, are eligible for committee review. After an objective and thorough review, the open-door policy committee will not make a legal determination but will determine whether the employee was treated fairly. The open door is a voluntary process that allows employees to talk with their immediate supervisor or with a higher-level manager without fear of retaliation. Employees are encouraged to solve a problem at the lowest possible managerial level, but they may take issues as far up the chain of command as needed.

CDCFC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or application of practices, they can express their concern through this problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with CDCFC in a reasonable, business-like manner, or for using the problem resolution procedure.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

781 - Gifts and Gratuities

Effective Date: July 26, 2005

CDCFC employees may not accept gifts or money in the course of their employment. Should a person insist on providing an employee with a personal gift, the employee should express appreciation and suggest instead a donation to the agency. If a gift is given which an employee cannot return to the giver, the gift should be immediately turned in to the administrative office.

(This policy applies also to vendors or their representatives unless expressed approval has been given by the President & CEO.)

This policy is to prevent extortion and bribery and to provide procedures for vendors, representatives, parents and children who feel it necessary to reward CDCFC or its employees.

782 - Reporting Violations

Effective Date: July 26, 2005

Each CDCFC employee has a vested interest in assuring that the agency operates as efficiently

and effectively as possible. This means that each employee must perform assigned duties to the best of his/her ability, complying with all established policies, procedures and guidelines. It also means that each employee has a responsibility to report to CDCFC management, violations of these policies, procedures, guidelines and/or other situations that are detrimental to the well-being and good order of the agency. The identities of the employees who do report such incidents will remain confidential to the greatest extent possible. Timely reporting of violations and detrimental incidents will enable supervisors and other members of the CDCFC management team to take the necessary actions to address these situations.

783 - Identification Badges

Effective Date: July 26, 2005

CDCFC employees will be issued and required to wear identification badges bearing their name, job title and photograph. Lost badges should be reported to the Human Resources Department. ID badges must be returned to Human Resources upon termination of employment.

784 - Lobbying Activities

Effective Date: July 26, 2005

CDCFC employees may not allow Federal or State funds to be used or be paid to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any Federal or State contract, the making of any Federal or State grant, the making of any Federal or State loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or State contract, grant, loan, or cooperative agreement.

785 - Partisan Political Activities

Effective Date: July 26, 2005

The Child Development Council of Franklin County, Inc. is committed to principles of non-participation in partisan politics. As designated by the Hatch Act, employees may not:

- * Use official authority or influence for the purpose of interfering with or affecting the result of elections or nominations for office.
- * Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.
- * Be candidates for elective office.

Employees may take an active part in political management and political campaigns and may be members of and may hold office in political parties, organizations or clubs. Employees may attend meetings, vote on candidates and issues, and take an active part in the management of clubs, organizations, or parties. Also, employees may be candidates for party office; attend political conventions and participate in the deliberations or proceedings; may be candidates for, or serve as delegates, alternates or proxies at such conventions; perform volunteer work for partisan candidates, campaign committees, political parties or nominating conventions of political parties. Employees may campaign for candidates in partisan elections by making speeches, writing letters and speeches for candidates, or soliciting voters to support or oppose candidates. Employees may attend political meetings or rallies including committee meetings or political organizations, and may serve on committees that organize or direct activities at partisan campaign meetings or rallies. Employees may make financial contributions to political parties or organizations. The employees may solicit and collect voluntary political contributions.

Employees may not command or advise other covered employees to make such contributions. Employees may serve at the polls as election officials, clerks, checkers, watchers, or as challengers for political party candidates in partisan elections.

786 - Media Relations

Effective Date: July 26, 2005

The Child Development Council cooperates as fully as possible with the news media inquiries and communicates openly with the news media inquiries on agency matters appropriate for public knowledge.

Routine press releases will be posted on CDCFC's Web site and sent to local media outlets.

Public understanding of Head Start people, policies and programs can be realized most effectively by maintaining productive relationships with the people who report the news via newspapers, magazines, radio, and television. Positive media relations are developed and enhanced by providing honest and helpful information to print and electronic media outlets.

In order to maintain accuracy and consistency, employees who receive inquiries from the news media must follow these guidelines and procedures:

1. No employee may grant an interview concerning CDCFC business to a national media outlet service without the approval of the public relations/public affairs office or the President & CEO.
2. Certain types of routine inquiries and contact with local news media or informational requests from trade publications may be handled directly by the public relations office or the public relations manager.
3. With respect to agency matters that are appropriate for public knowledge, the agency

cooperates with news media inquiries and communicates openly with the media through designated spokespersons.

POLICY

- 1) The CDCFC public relations office is the official source of information for media representatives. All news releases are issued by this office except where the agency's attorney may be required.
- 2) Special events (fund raisers, festivals, fairs, etc.) are publicized and promoted by the CDCFC public relations office, working in coordination with a designated person within the department hosting the event.
- 3) Release of information may be delegated to members of the administration when media requests information on:
 - a) Questions of policy or issues for which a spokesperson has been designated
 - b) Questions for which a Head Start agency response has already been prepared
 - c) Responses which require two or more CDCFC sources
 - d) Responses requiring the expertise of departmental designees (i.e., education, nutrition, transportation, etc.)
- 4) CDCFC will comply with the provisions of the Ohio Revised Code on public records which define legal access to public information by the media and others.

PROCEDURES

- 1) Plans for publicizing events should include contact with the public relations office at least thirty days in advance.
- 2) Contact with the media will be initiated by the public relations office to assure coordination of information.
- 3) When CDCFC personnel are contacted by a representative of the media, CDCFC's public relations office should be contacted immediately. Should the media representative persist, verify the news person's identity, publication or station represented, phone number, and nature of inquiry, then contact the public relations office immediately. All responses to media inquiry should be handled by the public relations office, except in cases where staff have been specifically designated to do so.
- 4) Media inquiries should be responded to in a timely fashion by contacting the public relations office immediately or by returning a call to a reporter if you are the designated person to

respond as noted within the media relations policy.

- 5) In a crisis situation, proceed as directed by the CDCFC emergency procedures manual, copies of which are available in the offices of public relations, the President & CEO, Vice Presidents, and Directors.
- 6) CDCFC employees are not to communicate to the media regarding CDCFC policies, procedures, and/or programs unless they have been designated to do so. Failure to comply will subject the employee to discipline, including termination of employment.

MISCELLANEOUS

Child Development Council of Franklin County, Inc. Personnel Manual

800 - Child Abuse

Effective Date: July 26, 2005

All CDCFC Head Start personnel who suspect or are aware of child abuse/neglect are mandated by law to report such to the Franklin County Children Services (FCCS) at 229-7000. For additional information, please refer to the Ohio Revised Code, Section 2151.421.

The Family Support Director is the designated staff member responsible for:

- A) Providing assistance to staff with the reporting process
- B) Maintaining a cooperative relationship with FCCS
- C) Providing staff with a list of resources available for families with abuse or neglect issues

1. The following procedures must be followed by all staff who suspect child abuse and/or neglect:

- a) Any staff member who suspects an abuse and/or neglect incident must immediately notify the Center Coordinator or administrative designee before the referral is made to FCCS.
- b) On the same day suspicion occurs, a verbal referral is made to FCCS at 229-7000 by the staff member who suspects the abuse/neglect. All demographic information regarding the child should be provided to FCCS including: child's name, address, telephone number, emergency contacts, names of people that reside in the home and their relationship to the child.
- c) Complete the Child Abuse/Neglect Form the same day the referral is made to FCCS. A copy of the referral is given to the Center Coordinator and the Family Support Director, and the original is given to the Family Support Advocate. This form should be completed by the person making the referral (see Policy Number AD1 for instructions).

806 - Suggestion Program

Effective Date: July 26, 2005

As employees of CDCFC, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

A suggestion is an idea that will benefit CDCFC by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage,

or making CDCFC a better and safer place to work.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. Suggestions should be submitted to the Human Resources Department via e-mail, interoffice mail, mail, or by fax.

The Human Resources Department will immediately acknowledge in writing, the receipt of each suggestion. The suggestion will be forwarded to senior management for review. Employees will be rewarded (i.e., recognition, plaques, etc.) if their ideas are implemented.

If you have questions or need advice about your idea, contact your supervisor for help.

882 - Debarment and Suspension

Effective Date: July 26, 2005

In accordance with Federal regulations, CDCFC must certify annually that, to the best of its knowledge and belief, the agency and its employees and other principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

Have not within a three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining or attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of the offenses enumerated in the above paragraph; and

Have not within a three-year period had one or more public transactions (Federal, State, or local) terminated for cause or default.

A statement, completed on an annual basis, will be obtained from each employee certifying the above.

It is critical that any information pertaining to violations of the provisions stated above be made available to CDCFC management in a timely manner. Should it be determined that violations were, in fact, present and/or that CDCFC knowingly submitted a false certification, CDCFC may lose its Federal and State grants and be suspended or debarred from receiving grants in the future.