

## STATEMENT OF PURPOSE

Parent and Child Together (PACT) for West Central Illinois is a local, not-for-profit, tax exempt corporation providing health and human services to young children and their families. PACT has been in existence since October of 1978. PACT is the Grantee for Head Start and Early Head Start programs in Brown, Pike, Hancock, Schuyler, Cass, Scott, McDonough and rural Adams counties. The agency receives funds from the United States Department of Health and Human Services to cover the costs of 80% of its Head Start and Early Head Start programs. The other 20% of program costs are obtained locally through donated funds, space, materials, and services. PACT receives state funds from the Illinois Department of Human Services to provide subsidized childcare for eligible families. PACT also receives local United Way funds to assist the agency in providing family focused services.

PACT's Head Start, Early Head Start and Child Care programs provide educational, health, and social services to young children and their families. PACT services also include parent education and family and community involvement activities. PACT provides services to approximately 326 pregnant women and families with children age birth through five years.

Head Start services are provided through Center Based programs. The Head Start Center Based approach is classroom focused, with children attending classes four or five days per week. 5-hour, 5 days per week classes are provided at Camp Point. Macomb offers both full day/year-round, 5 days per week classrooms and morning and afternoon, 9-month, 3.5-hour, 4 days per week classrooms. Pittsfield offers both a full-day/9-month, 5 days per week classrooms and a 9-month, 3.5-hour, 4 days per week classroom. The Beardstown center offers 6-hour, 5 days per week classes. Center Based services include teacher/parent meetings at least four times a year. The Center Based approach also uses Family Advocates to provide ongoing social service support and parenting activities.

Early Head Start services are provided through Home Based and Center Based programs. In the Early Head Start Home Based approach, offered in all eight counties, teachers visit assigned families once a week, for one and a half hours. The focus is to provide appropriate developmental services to infants and toddlers, with active parent participation. Home Based services are supplemented by parent/child activities held twice a month. The Early Head Start Center Based approach is classroom focused, with children attending the center on a daily basis, five days per week, for full day services. Center Based programming for Early Head Start is available at the Pittsfield, Camp Point and Macomb centers. Services are provided for pregnant women in Early Head Start in the home-based option. Women may choose between regular and intensive services during their pregnancy. When the child is born, they then receive Early Head Services. All Early Head Start services are provided on a year-round basis.

Family events for Head Start and Child Care programs are held on a regular basis, throughout PACT's service area. The meetings provide parents with opportunities to be involved in program development, listen to presentations regarding child, family, and self- development, participate in parent/child activities, and promote parent socialization and community awareness/involvement.

PACT currently employs **80** full and part-time Head Start and Early Head Start staff who work throughout the eight-county service area. Program satellite offices are located throughout the service area.

Means of ensuring program quality include annual self-assessment, independent financial audits, and monitoring visits from funding sources, strong ongoing staff training and technical assistance, and provisions for parents to participate in the administration of PACT programs.

For more information about PACT, call or write:

Parent and Child Together (PACT) for West Central Illinois  
2090 Highway 24  
Camp Point, Illinois 62320  
(217) 773-3903

Visit our web page at [www.pactheadstart.com](http://www.pactheadstart.com)

Like us on Face Book at Parent and Child Together-PACT for West Central Illinois

### **Our program philosophy.....PACT BELIEVES....**

Parents are their children's first and most important teacher.

Parents care about their children and will put forth strong efforts to improve their child's well-being.

Parents can and do learn new and better ways of interacting with their children given sufficient information and encouragement.

School readiness begins with an individualized approach to children's health and safety.

Resources for health and human services in West Central Illinois are limited and must be delivered without duplication to produce the most effective results.

Involvement of parents and the community in decision-making increases the commitment to the program while enhancing the quality of decision-making.

### **Our Mission.....**

**The mission of Parent and Child Together (PACT) for West Central Illinois is to provide a high-quality, comprehensive program of education, health, and social services to children and their families, developing life-long learners.**

We believe that by working together we can further the vision and the intent of the agency's missions by:

Affirming program parents in their parenting role and working with them to improve their parenting skills.

Providing program parents with information and encouragement to increase their knowledge of their rights and responsibilities as parents.

Providing a program that will allow enrolled children and families to maximize their potential.

Providing opportunities for parents to become involved in the program decision-making process.

Providing opportunities for socialization for all enrolled children and their families.

Providing opportunities for children with disabilities to be enrolled in the program and to participate in all aspects of the program in order to meet their individual needs.

Providing a means of coordinating existing services for enrolled families to meet their individual needs.

Providing screening assessments designed to enhance early identification and treatment of potential problem areas for enrolled children.

Providing a cost-effective program that benefits all families involved.

Providing employment opportunities to enrolled families.

## HEAD START.....

is a comprehensive and innovative child development program.  
is a comprehensive family development program.  
is an anti-poverty program.  
is a child advocacy program.  
is a jobs program.  
is parent training.  
is community controlled.  
is a health program.  
is a nutrition program.  
produces intellectual gains.  
is a catalyst for social change and changes the lives of people.  
is a political sophistication for poor people.  
meets the needs of the poor.  
is responsive to the needs of the poor.  
is a "grass roots" program.  
is family orientated.  
is people helping people.  
goes into the home.  
is cohesiveness.  
is flexible.  
is idealistic/realistic.  
is based on local-assessed community needs.  
is a mobilizer of local resources.  
is cost-effective.  
is parent involvement.  
provides quality preventive health services.  
knows parents as the prime educators of their children.  
is a self-help program.  
is a community conscience.  
is a mental health program.  
is a diversified delivery system.  
improves self-concept.  
uses volunteers to match federal dollars.  
is crisis intervention.  
is a human services program.  
mainstreams children with disabilities  
removes racial, cultural and ethnic barriers.  
has a positive public image.  
is young and growing.  
is a human rights program.  
is HOPE AND SUCCESS.

This Standard Operating Procedures Manual was first approved by the PACT Policy Council on May 24, 1991 and by the PACT Board of Directors on July 10, 1991.

This Standard Operating Procedures Manual (SOPM) was written as an Administrative Workplan for all staff employed by Parent and Child Together (PACT) for West Central Illinois. The SOPM is intended only for employee guidance and does not set forth any binding rights nor is to be interpreted as an employee-employer contract.

This manual is distributed to new staff upon hire and discussed at Agency Orientation. Supplements to the manual are given to all staff when they occur. Revisions are made on an annual basis and approved by the PACT Board and Policy Council.

Each staff member is responsible for the familiarity of, and compliance with, all program policies and regulations contained within this manual.

Questions regarding this manual can be directed to:

Shanna Edison, PACT Executive Director

### **VIOLATIONS OF POLICIES**

Violations by employees of the requirements and duties of these procedures and policies (except to the extent expressly limited by any collective bargaining agreement to which PACT is subject) shall be deemed grounds for disciplinary action by PACT, including, in the discretion of PACT, and based upon the nature and character of the violation, oral or written warnings and/or reprimands, suspension and/or discharge. Nothing herein shall be construed to limit or restrict any right held by an employee under the grievance procedures of PACT or any applicable collective bargaining agreement.

## RECRUITMENT AND SELECTION FOR EMPLOYMENT

**A. GENERAL:** Parent and Child Together (PACT) for West Central Illinois is an Equal Opportunity Employer. PACT does not discriminate on the basis of race, sex, creed, religion, color, marital or parental status, age, national origin, political affiliation and/or beliefs, mental or physical disability, or other characteristic or status, to the extent required by any collective bargaining agreement to which PACT is subject.

### **[45CFR Part 1301.13]**

It is the policy of the agency to fill all vacancies with the best qualified candidates based upon skills, knowledge, and availability. Opportunity for employment will be open to any person who can present satisfactory evidence of qualifications for the position.

### **Introduction**

These policies are intended to supplement the provisions of the PACT/Union Contract. In cases of conflict, the provisions of the PACT/Union Contract will apply. These policies are considered customary procedures used in the recruitment, selection and hiring of employees. The right to modify, change, or deviate from these procedures is expressly reserved.

### **Inside Agency Promotion or Transfer**

All job opening announcements, whether bargaining unit or non-bargaining unit jobs, will be distributed to all staff. The posting will contain a brief description of the vacancy, including work site, hours of work, rate of pay, qualifications, and deadline for application. It is the responsibility of the Executive Director or designee to notify workers of job openings. The Personnel Manager drafts a memo regarding the open position, with input from the hiring supervisor as to the deadline for application. The memo is emailed to all staff who are currently working and mailed to any employees on temporary lay-off.

Whenever a vacancy occurs, workers on permanent status who are currently in the same classification as the one where the vacancy exists are given the first opportunity to transfer into the vacancy before the position is filled by other interested parties. Where more than one person wishes to transfer into a vacancy, the most senior worker shall be transferred. For example, if a Home Base Teacher area position is open, and more than one Home Base Teacher wishes to transfer into the open area, the person with the most seniority is transferred.

Should no transfers occur, the position is available to other interested workers through lateral or upward transfer. Workers on permanent status are given the first consideration for promotion. In addition, staff who are currently on probationary status, but have been on permanent status in the agency in another position, also are considered for promotion and/or transfer. Staff considered for the position are interviewed by the Personnel Manager. In order to be considered for an interview, the employee must meet all of the job requirements outlined on the job description. Written or verbal job simulations are given. The current supervisor gives an assessment of how effective the employee is in his/her current job, reviews past job performance, and the level of skill needed for the open position. **In-house promotions from one job classification to another are not considered automatic, and promotions are at the discretion of the employer.** After interviews, the Personnel Manager submits a recommendation to the Executive Director. This will include why it is recommended that the employee 1) be promoted, or 2) not be promoted at this time. **Employees will be notified as to why the promotion was denied.**

If no employees on permanent status are considered for the interview, or the employee(s) is not promoted, probationary status employees may request to be considered for transfer or promotion prior to the position being advertised outside of the agency. Probationary status

employees may also be required to apply with the general public. Consideration of probationary status employees for in house interviews will be made at the discretion of the Executive Director.

### **Applications**

The Personnel Manager is responsible for overseeing the solicitation of applications from the general public by drafting classified ads for personnel openings for the Head Start and Early Head Start programs, posting openings on the agency web site and Face Book page, and other area community partners. The Personnel Manager will also review parent employment surveys and any existing resumes on file to see if they may yield a perspective candidate to contact and include in the interview process. Parent Employment Surveys will be initialed and dated when a parent is contacted for consideration for employment. The Personnel Manager will obtain consent from the Executive Director to place the classified personnel ads. The Personnel Manager will also receive input from the appropriate manager (i.e., Office Manager, Chief Financial Officer, and Head Start Component Coordinators) as to the timelines for placement of the ad. Information contained in the ad may consist of: essential functions and qualifications of the position, work site, hours and weeks of employment, deadline of acceptance of resumes, where and who to send requested information to, and rate of pay and the ad will state, PACT is an Equal Opportunity Employer.

Local newspaper advertisements, resumes on file, Face Book, Job Service, and notices to parents are the general avenues for recruitment of qualified applicants. The Personnel Manager will prepare an Under \$500 Purchase Request and will fax or e-mail the ad to relevant newspaper(s).

Parents of enrolled Head Start and Child Care children will complete a survey upon enrollment into PACT each year indicating: 1) their interest in applying for future position openings; 2) the position(s) they are interested in; 3) their level of education 4) their relevant experience and qualifications; and 5) the counties they are willing to work in or relocate to. Files will be maintained by position.

Parents whose survey shows that they meet the qualifications of the advertised position will be sent a notification letter by the Personnel Manager. Surveys will remain on file until the end of the current program year. Parent employment surveys will be updated annually.

### **Receipt of Resumes**

When resumes from the general public are received, they are forwarded to the Personnel Manager. Unsolicited resumes will be maintained by the Personnel Manager for one year.

If the initial resume screening and/or interviews conducted result in no recommendations for hire, then it is the responsibility of the Personnel Manager to re-advertise the positions in all arenas initially utilized. The Personnel Manager will ensure that the Executive Director is informed of any positions that need to be re-advertised.

### **Resume Gridding for Advertised Positions**

When a position has been advertised and resumes are being accepted, the Personnel Manager grids all of the resumes on a scoring grid. Resumes and letters of interest are reviewed and given an established number of points for qualifications, experience, written grammar, communication and math skills, and if the applicant is a current or past Head Start or Child Care parent. Resumes and letters of interest at times may not be scored due to the lack of the number of applicants for the position. Should no gridding take place, **all applicants meeting the minimum requirements for the position** are interviewed.

If interviews are not expected to be scheduled within two weeks of the deadline for application, the Personnel Manager will send each applicant notice that their resume was received and is being reviewed, along with information as to when the applicant can expect to be notified as to their status for selection for interview.

### **Interview Procedures for Advertised Positions**

If resumes are gridded, the Personnel Manager then selects top candidates who meet or exceed the minimum job qualifications to continue with the interview process. The Personnel Manager notifies selected candidates of the interview by letter, email or phone call. The notification outlines the time and date of the interview, the place of the interview, and whether the applicant needs to bring copies of transcripts or licenses and names and addresses of references. The notification also identifies whether the interview will be a Group Interview with other applicants being present, or an Individual Interview in which only one applicant is interviewed at a time.

Interviews will take place at the closest center in the eight-county service area. If the position being hired will be a center employee, the site supervisor is invited to participate in the interview process & give input into the final hiring decision. Other managers may be involved in the hiring process based on individual interest/need.

The Personnel Manager will be responsible for sending applicants, who are not selected for an interview, a letter thanking them for applying for the position.

The Personnel Manager will assemble Interview Packets prior to interviews. Included in the interview packet are: 1) Job Simulation; 2) Agency's Statement of Purpose; 3) Program Mission and Philosophy; 4) Program Insurance Requirements; 5) Application for Employment; 6) Voluntary Affirmative Action Information; 7) Pre-Employment Questionnaire; 8) Child Abuse/Neglect Declaration Statement; 9) Program Benefits; 10) Job Description; and 11) Two blank sheets of paper. (If a verbal simulation is being conducted instead of a written job simulation, the verbal job simulation questions are not included in the interview packet.)

Managers are responsible for preparing the Written or Verbal Job Simulations with assistance and input from the Personnel Manager and Executive Director. Questions asked on Job Simulations must be reflective of the actual duties/responsibilities (essential functions) of the job description that has been advertised. The same job simulation must be used for all applicants applying for the same position.

### **Interview Scoring Grids**

An Interview Scoring Grid is developed which assigns minimum and maximum points to questions asked on the oral or written Job Simulation, the applicant's resume and application for employment. The Scoring Grid is also reflective of the required duties or responsibilities (essential functions) and qualifications of the position. As it is the policy of PACT for West Central Illinois to hire qualified current or past parents of children enrolled in the program, the Scoring Grid will also give a maximum of five extra points to candidates who have identified themselves as current or former Head Start or Child Care parents. The appropriate manager and/or the Personnel Manager have the option of developing a second series of Personal Interview Questions which are asked at the interview along with the written or oral Job Simulation. Personal Interview Questions must receive the Executive Director's approval prior to use in the interview process. The Personnel Manager must have current copies of all Job Simulations (written or oral), interview questions, scoring grids with the scoring criteria, and other printed resources used in the hiring process.



Once interviews are completed, the applicant's name is placed upon the Interview Scoring Grid. Information from the resume, application and Job Simulation questions is then reviewed and the applicant is given point values. The top scoring candidates are considered for recommendation for employment. Selection for recommendation for employment is based upon a combined score of the resume, the Job Simulation/interview process, and references.

Candidates considered for employment must have, at a minimum, three positive business and/or character references prior to hiring. Business references must be contacted first, and character references are only used if the applicant has had a limited employment history, or efforts made to contact the business references have been unsuccessful. References can be mailed or completed over the phone by the Personnel Manager.

References must be completed using the Applicant Personal Check or Business Reference Check form. Reference letters submitted by the candidate will also be utilized with the consent of the Executive Director.

The Personnel Manager must discuss with the Executive Director any candidates with questionable or unfavorable reference checks prior to the candidate being recommended for employment.

The Personnel Manager submits the name of the top candidate, along with all of the interview material to the Executive Director, including each position's overall scoring grid. It is the responsibility of the Executive Director to review all of the interview materials, as well as the scoring grid, and to approve or disapprove the top candidate recommended to send for criminal background checks.

**Background Check**-The top candidate for the position must complete all parts of the required background check and results received prior to being approved by the director for a job offer and prior to beginning employment.

The Personnel Manager completes a sex registry check using the Illinois State Police website- [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). The Personnel Manager then provides the applicant with the forms (IDCFS Authorization for Background Check (form CFS 718) and the UCIA Form) needed for Illinois State Police (ISP), Federal Bureau of Investigation (FBI) and IL Department of Children and Family Services (DCFS) Abuse/Neglect background checks. The applicant is given instructions and the address and hours of operation of the nearest Biometrics Impressions fingerprint site. PACT incurs any costs associated with these background checks. After the applicant has completed the fingerprint process, the Personnel Manager will receive a response on the ISP and FBI background check through the Entrust Software, usually within 2-3 days. Entrust is a confidential, digital identity software that transfers encrypted information from ISP to the Personnel Manager's email account. The results of the ISP and FBI background check are printed and attached to the *Verification of Required Employee Criminal Background Check* form, along with the Sex Offender Registry check results. The Personnel Manager then forwards a typed letter of recommendation and all paperwork to the Executive Director for review and final approval. If the review is satisfactory, the Executive Director will complete the second half of the form with the date on which the applicant is eligible to begin work/training, sign and copy the form and forward copies to the Personnel Manager and the appropriate manager. Applicants may not begin training/work or any activity in pay status until the Executive Director's signature is received by the Personnel Manager and the manager. The DCFS background check will take longer and employees MAY NOT BE LEFT ALONE WITH CHILDREN until successful completion of the DCFS background check process.

The Site Supervisor receives the DCFS background clearance mailed directly to the center by DCFS. The Supervisor will make a copy for the employee's DCFS file maintained at the center and mail the original to the Personnel Manager. The Site Supervisor will also notify the employee that the clearance was received.

### **Policy Council Approval Process**

The Executive Director and/or the Home-Based Education Coordinator will discuss the final candidate with the Parent Policy Council at their next monthly meeting. The candidate's qualifications are reviewed and discussed during a closed session meeting. During this time, the Policy Council is free to ask any questions regarding the candidate, including education, work experience, and references.

Once the Policy Council comes out of closed session, a vote is taken by the whole Policy Council as to the approval or disapproval of the submitted candidate. If a candidate is not approved, the Executive Director discusses with the Personnel Manager the qualifications of the other candidates. If a suitable candidate is not found, the hiring process will begin over and continue until such a time that the Policy Council approves a submitted candidate.

Policy Council actions are forwarded to the Personnel Manager, who notifies the management staff of the results. The recommended candidate is notified within 48 hours by the Personnel Manager as to their approval or disapproval by the Policy Council.

When the Policy Council does not have a meeting scheduled prior to the time that the candidate needs to assume the position, the Executive Director may hire the candidate on a temporary basis, pending the approval of the Policy Council. The candidate is made aware of this temporary status and must understand that if the Policy Council does not approve the hire, they are not eligible for employment at this time.

All applicants who undergo the interview process will receive a letter or e-mail notifying them of their employment status. It is the responsibility of the Personnel Manager to ensure applicants are notified and a copy of the correspondence is kept with the interview materials.

**All new employees are hired on a conditional basis pending the successful completion of requirements for employment.** These requirements include: completing employee forms and providing the required documentation (all new employees), medical exam certifying freedom from communicable disease (all new employees); immunization record, certificate of insurance, (all new employees), DCFS Background Check (all new employees); ability to obtain an Illinois School Bus Driver's Permit and pass required drug testing (transportation staff).

### **Record Retention**

Resumes, letters of interest, applications and interview materials on applicants who were not interviewed or hired for a position will be kept on file in the Personnel Manager's files for a one-year period. These files will be considered current. Files will be maintained by position title. After the one-year period, files will be shredded by the Personnel Manager. During the one-year period, applicants whose files are current may contact the Personnel Manager should another position be advertised for which they wish to apply. Once files are shredded, candidates for employment must submit a new resume or application for advertised positions.

**B. EXECUTIVE DIRECTOR:** Notwithstanding anything to the contrary set forth herein relative to the Recruitment and Selection for Employment, permanent status employees shall not necessarily be given the first opportunity or preference for appointment to the position of Executive Director and the Board of Directors of PACT reserves the right to recruit and advertise for employment for said position in such manner and from such sources as the Board determines appropriate. By way of example, but without limitation, the Board may choose to interview interested permanent status employees upon a vacancy in the position of Executive Director. Nevertheless, and notwithstanding the fact that one or more permanent status employees may meet eligibility qualifications for such position, the Board may elect to consider additional non-employee applicants and may recruit and advertise for such applicants, as it deems appropriate.

**HIRING OF KEY PERSONNEL-**As of FY 2007, ACF-PI-HS-06-01 specifies that when key personnel (identified as the Head Start Director, Executive Director and Chief Financial Officer) are hired, the board must notify the regional office prior to offering a job to any staff identified as key personnel. Included in this notification should be the name of the person being recommended to be hired, the process used to recruit for the position and why this person was determined to be the most qualified. Regional offices will take no more than a few days to respond to the grantee's proposal. The role of Regional Offices will be only to assure that a reasonable process was used by the grantee in seeking to fill this position and that the person recommended for hiring is qualified for the job.

**HIRING OF SUBSTITUTE/TEMPORARY/ONE-ON-ONE STAFF-**Supervisors are responsible for recruiting and hiring substitute staff to cover absences and one-on-one aides for specific children. When a candidate is found that meets the job requirements, the supervisor is responsible for obtaining references and conducting a sex registry check on potential substitute/one-on-one workers, using the Illinois State Police Website- [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Potential substitutes must also complete fingerprint-based background checks, following the steps as outlined previously under **Background Checks** section. The Site Supervisor will provide the necessary paperwork and directions for the potential sub. Once the background clearance is received by the Personnel Manager through the encrypted Entrust software, he/she will notify the Site Supervisor that the potential Sub has been cleared by ISP and FBI. The potential sub can then begin training but CANNOT BE LEFT ALONE WITH CHILDREN until the DCFS Child Abuse/Neglect background check clearance is received. Using the *Substitute Staff Hire for Executive Director Approval* form, the supervisor will attach the appropriate paperwork as indicated on the form and forward to the Executive Director. The Executive Director will review, sign attached contracts and forward original contracts to the Chief Financial Officer and return signed copies to the Site Supervisor. The remainder of the paperwork is forwarded to the Personnel Manager.

**EMPLOYMENT OF CONSULTANTS-**Managers who utilize a consultant for services, such as a nutrition consultant, mental health consultant, Practice Based Coach, ongoing training contractor, etc. are responsible for notifying the Personnel Manager prior to utilizing the consultant and initiating a contract. The manager will provide contact information to the Personnel Manager who will ensure that the background check procedures are implemented. Once all clearances are obtained, the Personnel Manager will forward the paperwork to the appropriate manager who will attach it to a contract and submit it to the Executive Director for contract execution. The manager is responsible for maintaining a file that contains the resume, signed Standards of Conduct, and the executed contract. The background check will be returned to the Personnel Manager for filing and tracking of the five-year background check requirement.

**NONCOMPLIANCE** - The policies and procedures for selection of employment are designed as guidelines for managers. Failure to follow or abide by the same by the responsible staff member will generally be considered a violation of that staff member's duties or responsibilities. However, the failure of PACT or the responsible staff member to follow or abide by such policies, or the waiver of the same, shall not be construed as and shall not result in any claim, right or basis for any demand against PACT by any applicant or prospective applicant for selection for employment, unless otherwise specifically required or provided for by any collective bargaining agreement to which PACT is subject.

**PERSONNEL CHANGE NOTICE** - A Personnel Change Notice will be completed for all new hires, transfers, terminations, promotions and year to year rate increases. The Personnel Manager is responsible for initially starting the Personnel Change Notice for all functions except for the pay increases, which will be started by the Chief Financial Officer (CFO). As for terminations, the Personnel Manager will ensure that a Personnel Change Notice is completed and forwarded to the CFO prior to the following pay date. The Personnel Manager will forward the Personnel Change Notices to the CFO to figure the rate of pay and sign, then the form will be routed to the Executive Director for his/her review and approval. Once all the information is completed on the Personnel Change Notice, it will be e-mailed to the staff member and the original will be filed with the Chief Financial Officer.

**EMPLOYMENT FORMS** - The following forms are filled out by the worker during Agency Orientation and presented to the Employer:

- State and Federal Employee Withholding (W-4)
- Direct Deposit Paperwork
- Copy of Driver's License and Social Security Card or Birth Certificate, Passport, or other qualifying document listed on the I-9 form.
- Copies of GED/H.S. Diploma or College Transcripts
- Copy of Professional Development Record (PDR) from Gateways (if applicable)
- Employee Change of Status
- I-9 Employment Eligibility Verification
- Union Dues Deduction sign off, if applicable
- Union Contract, SOPM, and Job Description sign off\*
- Employee Reference Release (voluntary)
- Hepatitis B Vaccine sign off
- Acknowledgment of Mandated Reporter Status
- Standards of Conduct sign off
- Code of Conduct sign off (management & board)
- Employee Permission to Publish/Post

\*The applicable job description is given to each Applicant at the Interview. New employees also receive paper binders of SOPM and Union Contract. All job descriptions are accessible to staff through the agency website: [www.pactheadstart.com](http://www.pactheadstart.com). During a fall staff meeting annually, staff can request paper copies of job descriptions, union contract, and Standard Operating Procedures Manual. Staff may also request a job description from a manager.

In addition, staff working in licensed sites also need:

- Information of Persons Employed in a Child Care Facility (508-1)
- Three Character References
- Licensing Standards for Day Care Centers (website location)
- Orientation Checklist

The following is discussed during Agency orientation and documents must be completed and returned within 30 days of beginning employment:

Certification of Automobile Insurance  
Medical/TB Examination Report  
Immunization Record

The Personnel Manager and Immediate Supervisor are responsible for ensuring the completion of the Employee Checklist which is filed in the Worker's Personnel File along with the forms listed above.

**TRAINING** - Since the workers' role and job responsibilities within the agency are often complex, hired staff members will not be placed in the field until a training plan is completed. It is the responsibility of the Executive Director and Head Start Managers to ensure that all staff are trained on safety, program performance standards/work plans, and agency policy and procedures.

## **HIRING POLICIES**

**Re-hire** - Whereas an employee who resigns or is laid-off from Parent and Child Together (PACT) for West Central Illinois in good standing is re-hired in the same job classification, the following policy will apply:

- 1) The beginning base rate of pay of the job classification at the time the employee left the agency will be determined.
- 2) The percentage between the agency's beginning base rate as determined in paragraph "1" above and the employee's rate of pay at the time of their departure will be figured.
- 3) Upon re-hire the employee would receive this percentage increase over the current base rate for the position, **not to exceed, however, the salary of any current employee holding the same or similar position and having comparable years of service with the agency.**

Whereas an employee who resigns or is laid-off from PACT in good standing is re-hired in a lesser job classification, the following policy will apply:

- 1) The beginning base rate of pay of their job classification at the time the employee left the agency will be determined.
- 2) The percentage between the agency's beginning base rate as determined in paragraph "1" above and the employee's rate of pay at the time of their departure will be figured.
- 3) Upon re-hire the employee would receive this percentage increase over the current base rate for the lesser position, **not to exceed, however, the salary of any current employee holding the same or similar position and having comparable years of service with the agency.**

Notwithstanding the foregoing, nothing herein shall prohibit or preclude PACT and the re-hired employee from agreeing to a different salary, unless otherwise specifically required by any collective bargaining agreement to which PACT is subject. In addition, nothing herein shall create nor be construed to create any right or entitlement to re-employment with the agency.

**Conflict of Interest and Nepotism Policy** -- PACT prohibits workers from using their position 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.

PACT prohibits the hiring of any individual if a member of that individual's immediate family is employed in an administrative capacity in the agency or is a member of the governing board. The term "Immediate Family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree. The term "Administrative Capacity" means a position of having responsibilities relating to the selection, hiring, or supervising of workers.

(45 CFR Part 200) - PACT prohibits the hiring of an individual or vendor for contractual purposes if a member of that individual's or vendor's immediate family is employed by PACT.

**American with Disabilities Act Policy** - The American with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities because of their disabilities. The ADA applies to this agency. Therefore, we intend to ensure that individuals with disabilities who are employed by Parent and Child Together, as well as persons applying for jobs with us, are treated fairly and given opportunities equal to those of others working or seeking to work here. The ADA prohibits discrimination against people with disabilities in regard to the following:

1. Job application procedures;
2. Hiring, advancement or discharge;
3. Compensation;
4. Training; or
5. Any other term, condition or privilege of employment.

The ADA does not require that we give preferential treatment to individuals with disabilities or lessen our qualification standards. It is the Agency's policy to base selection criteria on job-related reasons and not to disqualify applicants or employees with disabilities because of their inability to perform non-essential job functions. Furthermore, it is the Agency's policy and the ADA does require that we consider reasonable modifications regarding how qualified individuals with disabilities demonstrate their abilities and skills and do the essential functions of their jobs, provided the modifications or accommodations do not create an unreasonable hardship for the agency.

Reasonable accommodations might, by way of example, include, subject to individual circumstances: the modification of the format of application (such as putting them in big print or on audio tape) or offering assistance in completing them; holding testing and interviewing in accessible locations (so people who use wheelchairs can participate, for example); or other reasonable accommodation of the functions of his or her job.

The agency may require medical examinations of an applicant only after a conditional offer of employment has been made in accordance with the requirements of the ADA. Likewise, the Agency will require medical examinations or inquiries for employees only to the extent the examination is related to the employees' ability to perform the essential job-related functions or in connection with any available employee health program. Except as allowed by the ADA it is the policy of PACT not to inquire about a disability or impairment unless an applicant or employee voluntarily discloses the existence of a disability and requests accommodation.

Parent and Child Together (PACT) for West Central Illinois is committed to complying with all ADA requirements. All PACT employees are encouraged to help the agency achieve this objective. If anyone believes that they have been discriminated against on the basis of a disability, or have questions, concerns, or suggestions related to the ADA, contact Shanna Edison, Executive Director.

## EMPLOYEE DEFINITIONS

**Conditional Status** - Full and part-time employees who have yet to complete all employment requirements, previously listed under the Employment Form Section of this manual.

**Probationary Status** - Full and part-time employees, upon initial employment with the agency undergo a six-month probationary period, except Family Advocates, Home Base Teachers and Managers, who will have a 12-month probationary period. At the end of the probationary period, the employee is either 1) placed on permanent status or 2) terminated.

Probationary periods are figured in calendar days, with the exception of the summer lay off period. The summer lay off period does not count toward the calendar days of the probationary period.

An employee who transfers into a different job classification prior to the end of the initial probationary period is required to serve the entire probationary period of the job they transfer into. For example, if a Transporter has been employed three months and is promoted into the position of Home Base Teacher, that employee will be placed on a 12-month probationary status period in that position.

Staff Observation - Family Advocates and Home-Based Early Head Start Teachers will be observed a minimum of three times and record monitored three times during the probationary period. These observations may include home visits, classroom sessions, field trips, etc. All other staff will be observed or record monitored a minimum of two times during the probationary period. Additional observations, as deemed necessary by the immediate supervisor may also be made. Other management staff, in addition to the supervisor, may participate in the observation process. All staff on probationary status will be formally evaluated at the end of the probationary period and may be placed on permanent status. If the employee is not placed on permanent status the employee will be terminated.

**Permanent Status** - Employees placed on permanent status are eligible for first consideration for promotion and/or transfer within the agency. In addition, employees who are currently on probationary status, but have been on permanent status in the agency in another position, also are considered for promotion and/or transfer. Employees on permanent status who are transferred or promoted into a different job classification serve a six-month probationary period. At the end of this period the employee is either 1) placed on permanent status; 2) placed on an additional three month probationary period; or 3) returned to their job classification, a similar job classification if one is available, or subject to the PACT-Union agreement regarding seniority and layoff.

Being placed on permanent status does not preclude the agency from maintaining the right to use progressive discipline, including oral and written warnings, suspension and/or termination.

Staff Observation - Cooks and Transportation Staff on permanent status will be observed twice during the program year. Supervisors will complete observations in the fall and spring of each year.

Center-Based Teachers and Teacher's Aides on permanent status and who have been with the agency less than 5 years will be observed twice during the program year. Supervisors will complete observations in the Fall and Spring of each year. Center-Based Teachers and Teacher's Aides on permanent status and in good standing, who have been with the agency 5

years or more, will receive one observation during the program year.

Home Based Teacher observations are conducted minimum of twice yearly with experienced staff and three times with staff still on probation. Socialization observations are conducted at least twice yearly.

Home visit observations are conducted at least two times per year on Family Advocates hired within the past 2 years, observing record keeping systems, family engagement activities, and delivery of social services to each family.

Additional observations, as deemed necessary by the Immediate Supervisor may also be made. Other management staff, in addition to the supervisor, may participate in the observation process. Staff on permanent status will be formally evaluated annually, by June 30th of each program year or within ten to twelve months of consecutive work.

**Temporary Upgrade-** To assure the orderly performance and continuity of services, the Employer may temporarily upgrade workers on an acting basis to positions of higher rank. Where a worker is temporarily upgraded by the employer to perform the services within a job classification having a higher rate of pay, the worker during such temporary reclassification will receive the rate of pay applicable to the position of the higher rank upon working a full work-day, or after 40 hours of working the upgraded position (partial days) during a fiscal year. It is recognized that the Employer is not required to make any temporary upgrade and no rights to preference arise where temporary upgrades are made.

Workers temporarily upgraded may at any time be returned to a position of the lower classification previously held.

Workers will receive pay in accordance with their job classification if they are temporarily reassigned or reclassified to a position of lower pay unless such assignment or reclassification is to be continuing. Upgrades shall be effective only where made in writing. Workers may request such writing if not provided.

Workers employed part time, (35 hours or less) will receive the rate of pay applicable to the position of higher rank only with the start of the third continuous work day after such reassignment or after twenty (20) hours during which the worker has acted in the position of higher rank during the fiscal year. (Bus monitors will receive the upgrade on the first day.)

When a worker is upgraded, the Supervisor will initiate the **Temporary Position Upgrade** form with the assistance of the Chief Financial Officer. The form will be signed by the supervisor and the employee. The upgraded employee is responsible for tracking the hours worked in the position of higher pay on the back of the form. Once the upgraded requirements have been met for the higher rate of pay, the employee will submit the form with their time sheet.

Employees required to step up to fill higher position for shorter periods of time than those identified above shall receive twenty-five cents an hour for each hour they step up. This temporary step up will end if a temporary upgrade applies.

**Full Time** - A full time employee is a worker who is scheduled to work 35 hours or more per week. Full time employees are eligible for all agency benefits.

**Part Time** - A part time employee is a worker who is employed less than 35 hours per week. Part time employees are eligible for benefits on a pro-rated basis.



## Union Membership

Both full-time and part-time employees who work eight hours or more per week are required to join General Service Employees Union or, if they choose not to join the union, pay a service fee to the union, unless they are employed as a member of the agency's management structure. Any employee who objects to the payment of a service fee based upon bona fide religious tenets or teachings of a church or religious body of which such nonmember employee is a member shall be required to pay an amount equal to his or her fair share fee to a nonreligious charitable organization mutually agreed upon by the employee and the union. Current Union dues or service fees for full-time employees are **\$14.32** per pay period **and \$12.22** for part-time (defined by the union as working less than 25 hr. per week) employees per pay period.

**Volunteers** - PACT considers a parent or volunteer who commits 15 or more hours per week in the classroom as a regular volunteer, and therefore must go through the DCFS licensing process, including fingerprinting and background check. It is the responsibility of the Classroom Teacher to inform the CB Education Coordinator if a parent or volunteer has committed to helping in the classroom 15 hours or more per week, to set up the training for the volunteer.

**Non-Exempt Employees** - Employees performing the duties of the following full and part-time positions are considered "hourly employees" and are eligible for overtime compensation at the rate of 1.5 times their hourly base rate for any approved overtime hours worked beyond 40 per week:

Clerk/Typist	Bus Monitor	Center Base Transporter
Home Based Teacher	Center Based Teacher	Center Based Teacher Aide
Cook	Family Interpreter/Translator	
Family Advocate	Recruiter/HB Teacher Sub	

**Exempt Employees** - Employees performing the duties of the following positions are considered "salaried employees," and are exempt from overtime benefits:

Executive Director	Health Coordinator
Chief Financial Officer	Family & Community Services Coordinator
Office Manager	Education Coordinators
Personnel Manager	Disabilities/Mental Health Coordinator
Center Assistant**	Information Systems Manager
Site Supervisor**	

Specifically, the employees in these positions are considered to be employed in bona fide executive and administrative positions under the Fair Labor Standards Act (FLSA).

Employees performing the duties within the above exempt positions are guaranteed a salary based upon the number of weeks they are employed each program year (per the positions job description). No reduction in salary will be made if the employee works any part of a week in which they are scheduled to perform their regular duties except under the following circumstances:

- 1) The employee is absent a day or more for personal reasons.
- 2) The employee is absent a day or more for sickness or accident.

The exempt employee is not compensated for any hours over 40 per week or any work performed on days other than Monday - Friday.

**\*\*According to the US Department of Labor Fair Labor Standards Act, to qualify for overtime exemption, employees must be paid on a salary basis at not less than \$684 per week, increase**

effective 1/1/2020. Therefore, it is possible that an employee at the base rate of pay for one of the positions listed as exempt on the previous page may not qualify as exempt. The Chief Financial Officer is responsible for determining the status of newly hired/promoted employees.

**Compensatory Time** - Exempt employees who have the approval of the Executive Director to work on a Saturday or Sunday, may use these hours as compensatory time for another day off during the work week. Exempt employees working on a Holiday with the approval of the Executive Director, may elect to take a compensatory Holiday at another time during the program year.

**Promotion** - When being promoted to a higher paying position within the agency, PACT employees will receive a pay increase over the base rate of pay for the position they are being promoted to. To be eligible for promotion incentive pay, an employee must be in the employment of PACT for a minimum of three consecutive years. For every three years of employment the promotion incentive pay increase will equal 1% of a new position's base rate, or .33% of a position's base rate of pay for every year of employment after the initial three-year employment requirement.

**Incentive Pay** - Overtime Exempt Employees will be considered for Incentive Pay when developing or implementing extensive projects that require additional responsibilities and hours of work over a long period of time.

Approved 6/29/2021, by the PACT Board of Directors: Staff, exempt and non-exempt, will also be considered for Incentive Pay when funds are available and deemed appropriate, reasonable, and allowable through the funding source, for special circumstances in delivering services to children and families over a long period of time.

The rate of Incentive Pay will be determined on an individual basis by the Board of Directors. Upon Board request, input from the Executive Director or other Management Staff deemed necessary by the Board in determining equitable Incentive Pay will be obtained.

## **HOURS OF WORK, ATTENDANCE AND ABSENTEEISM**

**Normal Business Hours** - The normal business hours of PACT for West Central Illinois are from 8:00 a.m. to 4:30 p.m., Monday - Friday. Staff schedules are routinely set during these times, although adjustments to schedules may be made with the approval of the Supervisor should they be necessary to accomplish the agency's mission.

**Dress Code** - PACT, as a social service/educational provider, expects its employees to dress in a professional manner, with safety as a priority.

- Clothing must be clean, neat, stain free, and in good condition. Clothing should appropriately cover the body. No inappropriate words/pictures/logos on clothing.
- Shoes- no rubber flip flops, athletic slides, bare feet, stocking feet or slippers. While in direct care of children, employees should not wear open heeled shoes of any kind.
- Shirts - No backless, midriff or low-cut tops. Shirts must cover the entire midriff and lower back areas and must appropriately cover the employee's body when bending, reaching or stretching. Spaghetti straps, lingerie straps and racer back tops are not allowed unless worn under another shirt, jacket, sweater or shrug so the straps and undergarments are not exposed. Shirts/blouses should not be sheer or see-through.

- Pants/skirts – No short shorts (above fingertips), no cutoffs, ripped jeans, short dresses/skirts or pajama pants. Body must be appropriately covered when bending, reaching or stretching. Leggings and jeggings may be worn under a top that covers the employee's buttocks. No low-cut pants exposing undergarments.
- Tattoos – Vulgar, racial, violent or offensive connotations must be covered at all times.
- Kitchen and bus staff will follow state regulations, as required.

Employees representing PACT at meetings which include community and/or school providers should be especially cognizant of professional appearance. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests is not appropriate.

**Children in the Workplace** - Employees may not have their minor children present in the workplace, during hours they are being paid to work.

**Time Sheets** - Each worker is responsible for completing an electronic Time Sheet every two weeks. The electronic Time Sheet is available on the PACT website – [www.pactheadstart.com](http://www.pactheadstart.com). The worker should complete the electronic form on the last day of the pay period, download it, and email it to their Supervisor for approval. Time should be counted to the nearest quarter hour.

**It is the responsibility of the worker to ensure their time sheets are accurate and complete.**

Time sheets are to be emailed to the employee's Supervisor by 4:30 p.m. on the Wednesday ending the pay period. Time sheets are verified and approved by the Supervisor and uploaded to the PACT Shared drive by noon on Thursday.

**Personnel Activity Reports** - In order to comply with OMB Circular A-122, Personnel Activity Reports are required to support compensation of personnel services to all employees. The Personnel Activity Report, located on the electronic Time Sheet, should be completed by checking the boxes of all duties/responsibilities performed during the two-week time period.

**Overtime Compensation** - For non-exempt employees, overtime compensation shall be paid at one and a half a worker's regular rate of pay. Overtime shall be all hours worked beyond 40 hours in each week. Approval for working overtime hours must be obtained from the employee's immediate Supervisor or Executive Director, prior to being worked.

**Work Time** - All workers are to be in their work area, ready to start work, at their designated starting time. They are not to leave until the designated ending time, with the exception of breaks.

**Work Schedule Changes** - Changes in starting and ending work schedules for all employees due to illness, family, or other emergency must be reported to the Immediate Supervisor as soon as possible. Regarding home visits, Home Based staff will complete and submit to clerical staff a monthly PACT Educational Staff Schedule. Any changes in the Home Visit Schedule due to canceled or rescheduled visits must be reported to clerical staff immediately. Home Based staff will be asked to give a telephone number where they can be reached in the event of an emergency or additional changes in schedule. Site Supervisors will notify their Supervisor or the next person in the Chain of Command upon changes in their schedule. The Site Supervisor

will also verify their replacement with their Supervisor or the next person in the Chain of Command.

**Working At Home** – With supervisor approval, which may be revoked at any time, a Home Based Teacher may be permitted to work the last two hours of the work day from home when all visits are completed for the day and the last visit of the day is closer to the worker's home than the teacher's office. Approval must be given each day a worker wishes to work from home.

**Chain of Command** - Staff calling in for approval outside their schedule changes when it involves leaving work early or arriving to work late, working overtime, taking off due to sickness, or personal emergency must obtain the approval of their immediate Supervisor, or if not available, follow the chain of command outlined below to gain approval for any required change.

For Home-Based Teachers

Supervisor  
Executive Director  
Head Start/**EHS** Coordinators  
Personnel Manager  
Office Manager  
Chief Financial Officer

For HS/EHS Center-Based

Site Supervisor  
**Center Assistant (Macomb Center staff only)**  
Center-Based Education Coordinator  
Executive Director  
Head Start/**EHS** Coordinators  
Personnel Manager  
Office Manager  
Chief Financial Officer

Your Immediate Supervisor will be made aware that your time off has been approved by the management staff member accepting the change.

Do not ask the Clerk/Typist to take note of the change without first asking for the appropriate staff member. If no one can be reached for approval, the Clerk/Typist can take a note of the change but cannot approve it. The employee will then need to contact their Supervisor at home that evening, or as soon as possible, to obtain verbal approval for the change.

Management staff are required to check in and out of their offices, using the Out of Office Calendar in Outlook, so that they are reachable at all times that they are scheduled to work.

**Call In Procedures** - If a worker is unable to report to work due to sickness or family emergency, the **worker** shall call the Immediate Supervisor prior to their scheduled start time, and on each succeeding day that he/she is unable to work. If the worker is too ill to call, then a member of the worker's immediate family may call the Supervisor. If upon returning to work, the employee is unable to perform any/all of their job responsibilities, a statement from a physician specifying any restrictions is needed. The Employer also reserves the right to require evidence of illness, injury, or disability before allowing any annual leave or sick benefits. If you are unable to reach your Immediate Supervisor, please follow the Chain of Command procedures outlined above.

**Rest Breaks** - Full-time workers are allowed a fifteen (15) minute paid rest break at the approximate middle of the half shift. Breaks shall be scheduled based upon workload and shall be taken so as not to be cumulative nor combined with starting or closing hours, or with lunch periods. Rest breaks do not need to be documented on the employee's time sheet.

**Meal Periods** - Full-time workers are granted an unpaid thirty-minute meal period in accordance to scheduling needs. This period should be taken at the middle of the shift or no later than 5 ½ hours after beginning work. Lunch periods are not to be combined with rest breaks or taken at

the beginning or end of the work day.

Direct Service Staff - It is the responsibility of the direct service staff to arrange their work schedule to ensure they take a 30-minute meal period when they are working out in the field.

Office Staff - The Office Manager will ensure that phones and office are covered during lunch time and will work meal periods out with the Clerk Typist.

Extended Lunch Periods - When an employee wishes to extend their lunch period past 30 minutes, prior approval must be received from their Supervisor. If their Supervisor is not available, approval must be obtained from the Executive Director or another member of management staff.

**Staff Meeting Day Schedule** – During Staff Meeting days, including Christmas Staff Meetings and Spring Flings, all employees will work only the hours outlined on the agenda that is provided in advance. Employees will document on their timesheet a full day's work, even if the staff meeting ends early. Staff who work less than an 8-hour day, or who do not normally work on that day of the week, will follow their supervisor's instructions for completing the time sheet. Employees will not be required to go back to their office and work until their regularly scheduled day's end. This does not apply to other scheduled meetings or training sessions, including Pre-Service and PITC training. Note: Staff are still expected to meet and carpool to and from meetings held at other locations.

**Severe Weather – Child Care, Early Head Start and Head Start classes will only be closed in the most extreme weather conditions, and must, prior to closing, have the approval of the Executive Director.**

Staff members employed as Family Advocates or Home-Based Teachers will follow the procedures outlined below:

- 1) Home visit cancellation will be done on an individual basis, **with the approval of your Immediate Supervisor.**
- 2) Home visits that cannot be completed due to icy roads, etc., and that are canceled by the Teacher, must be made up. Teachers that cannot make visits on secondary roads, should use this time to make-up other visits in town, or do paperwork at their office site.

Since weather conditions vary throughout the eight-county area, it will be up to the Supervisor to approve schedule changes requested by the Home-Based Teacher. After obtaining this approval from the Supervisor, the Teacher must contact clerical staff with his/her schedule change.

Classrooms/Socializations - All classroom sessions will operate if the School District has canceled classes, however there will be no bus transportation provided. Home visits are not routinely canceled due to the school districts not operating. Socialization activities are also not routinely canceled due to weather. Decisions regarding the canceling of socializations will be made on an individual basis by the Home-Based Education Coordinator and/or the Director. Socializations canceled due to severe weather will be rescheduled.

Office Sites - If home visits or socializations are canceled due to the weather, the Home Based Teacher is expected to contact his/her Supervisor, and is expected to work at his/her office site or at an alternative office site approved by the Supervisor. Once again the clerical staff must also be contacted with schedule changes.

Approval to work at home in the event of bad weather will **only be approved under rare circumstances**. If approval is given to work at home, the employee is expected to document the actual number of hours spent working, and to take annual leave or leave without pay for the remainder of the day. **No approval** will be given for teachers to work at home, if their office site is located in the same town in which they reside and is open and available for use.

**Program Publicity** - All articles, pictures, etc., concerning any PACT program activity must be discussed with and approved by the Executive Director prior to it being submitted to the media. Any PACT employee asked by an outside agency or organization to appear as a guest speaker or invited program participant representing the agency must obtain prior clearance from the Executive Director.

**Telephone Calls - Personal Calls** - We are aware that at times it becomes necessary to make or receive a phone call during the course of the working day. But, because these are business phones, we have set restrictions as stated below:

- 1) Personal phone calls are to be limited in time and number of calls.
- 2) Personal phone calls shall be made during breaks, unless it is an emergency.
- 3) Workers who place long distance personal calls shall call collect or use personal cell phones.

**Incoming Phone Calls** - The Teacher Schedule-Home Based is used by clerical staff to know the location of each home-based staff member at any given time in the work day. Changes in schedule or personal messages will be given to the worker by clerical staff, as soon as they can be reached. Phone calls to educational staff (HB or CB) during scheduled home visit or classroom times will be made on an as-needed basis and shall be limited in their extent as to not disrupt services. In case of family emergencies, educational staff will be contacted immediately.

**Cell Phone Policy**- There will be no use of personal cell phones for calls, internet access, or texting during any time that PACT employees are present with children. This includes, but is not limited to, classrooms, playgrounds, home visits, parent/child activities, and other agency activities. Cell phones must be turned off during those times and may only be turned on for a work-related emergency, or in home-based, to make calls on behalf of an enrolled family. During all times, when children are not present, cell phones must be kept on silent or vibrate mode on PACT property. Policies regarding personal calls during work time fully apply to personal cell phones; i.e. they are to be limited in time and in number of calls, they should be made on break times.

Management staff who use employee cell numbers to communicate with their staff (particularly in the home-based option) will need to leave messages which can be returned between home visits and/or at end of the day. Employees who use cell phones to communicate with enrolled families need to inform families that they will need to leave messages which will be checked daily. Staff members who use personal cell phones to text and/or call Head Start families need to follow all agency confidentiality procedures when doing so. If names and numbers of families are entered into the phone directory, only first names should be entered, with no additional identifying information. Texts to and from Head Start families should be deleted immediately.

If phones are used to take pictures of enrolled children for portfolios, etc. children should not be identified in the pictures and the pictures should be uploaded to an agency computer at the end of the day, then deleted from the phone. Use of personal cell phones for agency pictures is discouraged as each classroom/home-based staff member is provided with an agency camera/l-pad for that use. If staff members allow their personal family and friends to access/use their phone, Head Start children and family information should not be on the phone.

**PACT's Toll-Free Number** - PACT has a toll-free number, 1-800-443-7228, that is connected to the clerical office at the Camp Point Center. That number is primarily for use for current or prospective families and for staff that may need to call PACT from a non-PACT site during work hours. The toll-free number should not be used by staff's families or friends for personal calls as the agency is charged for each call. The toll-free number is only accessible from 217 and 309 area codes.

## **INTERNET AND E-MAIL USAGE POLICY**

Internet and e-mail access is provided to PACT employees as a tool to help them conduct business. The equipment and communications system are the property of PACT. Therefore, all messages and files created, sent, received, or stored within the system are considered the property of PACT. PACT reserves the right to retrieve and review any message or file composed, sent, or received. It should be noted that although a message or file is deleted, it is still possible to recreate the message. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Therefore, you should not assume that e-mail is confidential.

Employees shall have no expectation of privacy with respect to Internet usage. PACT has the right to record or review at any time each web site visit. Employees are reminded that Web browsers leave footprints providing a trace of all site visits.

The content of e-mail messages may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual content or images, racial slurs, sexual orientation, religious or political beliefs, national origin, or disability.

PACT expressly prohibits the following:

- dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws
- sending or disseminating confidential information of the agency in violation of agency policy
- offensive or harassing statements or language including disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs
- sending or soliciting sexually-oriented messages or images
- operating a business or soliciting money for personal gain or searching for jobs outside of the agency
- sending chain letters
- gambling or engaging in any other activity in violation of local, state, or federal laws
- circulating jokes, comics, or other non-job-related items to agency employees
- use of an Internet, e-mail, or on-line service account other than their own
- downloading software without the permission of the Executive Director
- the access of social networks such as Face Book, My Space, etc. on PACT computers except for posting, sharing and commenting on the PACT Face Book page

Personal use of e-mail and internet by employees is limited to before and after work hours and

must follow the rules of usage as indicated above. PACT employees are required to obtain prior permission from their supervisor when they expect to be on the work site for any lengthy period of time outside of normal work hours.

Thank you for working with us to move PACT forward in our technology use. Technology can assist us in being more effective, especially since we are located in eight counties, five Head Start centers, and at multiple offices. The **helpdesk system** is relatively new to PACT, but routine in other businesses/organizations:

1. Open a **Helpdesk** ticket on every technology (IT) issue/problem. If you are experiencing an email problem, have your supervisor open the Helpdesk ticket for you. The Information Systems Manager tracks issues by item, as well as the user. Link is here <https://pactheadstart.on.spiceworks.com/portal>
2. The Information Systems Manager will email the Site Supervisors of scheduled visits to Centers/offices for maintenance, repair, and technical support. Maintenance, periodic services, and issues/problems will also be addressed when PACT is not operating (after hours or when we are shut down).
3. Users will request verbal communication (phone call) with the Information Systems Manager, if needed on the helpdesk ticket. Any face-to-face training or support that is needed will be scheduled by the Information Systems Manager.
4. Open a helpdesk ticket to contact the Information Systems Manager for any question or problem about any PACT software, device, computer, phone, printer, or security device. This is the most effective way to communicate with the manager and also tracks the issue as isolated or mass (affecting more than one person's software or hardware problems).
5. Do not cc other users on the Helpdesk ticket. If assistance is needed in clearing (fixing) the ticket, the appropriate manager or the Executive Director will be contacted. Managers, please do not open tickets for staff as this complicates communication. The only exception is an email problem, in which case the supervisor should open the helpdesk ticket.
6. Part of the helpdesk system is that the user will receive email messages from "Helpdesk" (Information Systems Manager) asking questions or giving you instructions about your helpdesk ticket/issue. Respond to the message by using the "Reply" button in your email account. If your issue is related to your email account, your supervisor will be the receiver of these follow-up messages. This is a crucial step in resolving your problem.

The Information Systems Manager will email the direct supervisor when closing a helpdesk ticket on email issues.



## **Laptop/I-Pad Usage**

1. iPads are for work use only.
2. Please be aware that extended extreme heat or cold can be damaging to the equipment, particularly when left in vehicles.
3. Laptops that are shared with others should be returned to a predetermined location in the building after use to allow use from others.
4. Passcodes and security can be personalized; contact Information Systems Manager if you do this. Supervisors will be checking equipment during the record monitoring process. If the Information Systems Manager is not aware of the change, it could result in a hardware reset and complete data loss.
5. iPads have been preconfigured. Do not download any additional applications, music, etc. Their primary use is for children's ongoing assessments. When additional applications are added, they will be added to the iPads by the Information Systems Manager through remote means.
6. Please do not remove the iPads from the protective cases.
7. If you are not employed year-round, iPads will be returned to the Information Systems Manager at the end of the program year during the check-out process.
8. Personal accounts are NOT allowed on iPads; be aware that devices may be wiped and reset at any time. PACT is not responsible for data loss on personal accounts.

## **MEDIA GUIDELINES FOR PROGRAM EVENTS**

### **PACT posts to PACT FaceBook page**

PACT center-based or home-based activities may be posted on the PACT FaceBook page with the permission of staff and families on file.

The Site Supervisors, Managers, or Coordinators may post the information and pictures after:

1. Ensuring the content and identifying information is accurate, typed with no grammatical errors. What, when, where, and why are questions to consider. Keep it brief and interesting.
2. Reviewing any pictures or typed information to ensure that all children, family and staff pictured or mentioned in text have current permission and consent forms on file: Permission and Consent form for children and Employee Permission to Publish/Post for staff.
3. Only post a few pictures from one event; do not post ALL pictures that you take on your device for one event on the PACT FaceBook page.
4. Reviewing pictures for sharpness, clarity, facial expressions, and uncluttered background. Close up pictures are better, dividing large groups into a couple of pictures.
5. Include the general information below on PACT FaceBook posts:

For over 40 years, PACT for West Central Illinois has provided comprehensive services to limited income families through Head Start programs in Adams, Brown, Cass, Hancock, McDonough, Pike, Schuyler, and Scott counties. Call 217-773-3903 or go to [www.pactheadstart.com](http://www.pactheadstart.com) for more information.

### **PACT publications to website and local newspapers**

PACT center-based or home-based activities may be published in newspapers and on PACT website with the permission of staff and families on file.

The Site Supervisors, Managers, or Coordinators may publish the information and pictures after:

1. Ensuring the content and identifying information is accurate, typed with no grammatical errors. Who, what, when, where, and why are questions to consider. Keep it brief and interesting. Do all names include first and last name, with proper spellings?
2. Reviewing any pictures or typed information to ensure that all children, family and staff pictured or mentioned in text have current permission and consent forms on file: Permission and Consent form for children and Employee Permission to Publish/Post for staff.
3. Reviewing pictures for sharpness, clarity, facial expressions, uncluttered background. Close up pictures are better with few individuals in them, and
4. Including the general information below in all articles for papers and website:

Early Head Start and Head Start are federally funded programs designed to promote the development and school readiness of children ages birth to 5 from limited-income families through services focusing on the child and family as a whole. Head Start preschool programs primarily serve 3- and 4-year-old children, and Early Head Start programs serves infants, toddlers, and pregnant women.

Head Start services are delivered nationwide through 1,600 agencies which tailor the federal program to the local needs of families in their service area.

For over 40 years, PACT for West Central Illinois has provided comprehensive services to limited income families through Head Start programs in Adams, Brown, Cass, Hancock, McDonough, Pike, Schuyler, and Scott counties. Call 217-773-3903 or go to [www.pactheadstart.com](http://www.pactheadstart.com) for more information.

## **VIDEO SURVEILLANCE POLICY**

### **Video Surveillance Policy**

Video surveillance is implemented in PACT classrooms, at entrances to the centers, and on buses to provide a safe and secure environment for children, staff, and parents.

Video surveillance cameras are not used in areas where children and staff would have an expectation of privacy, such as the restrooms.

### **Procedures:**

The video surveillance systems are capable of being monitored remotely by appropriate managerial staff, as assigned by the Executive Director. Video may be viewed by managers on a periodic basis or in response to a specific incident but will not be monitored on a continuous basis.

All cameras are capable of having their video stored on a recording system for up to 30 days.

PACT for West Central Illinois is responsible for the management of the video system and has exclusive control of the release of video recordings produced by this system.

Recorded video is NOT made directly available to staff, parents, building leaseholders, or the general public. In the event that a reportable incident occurs, the Executive Director and appropriate staff will review the recorded video and make a determination if any video relevant to the incident is available. The video will be used by managers to investigate and resolve the reported incident.

Requests to provide video recordings directly to staff, parents, leaseholders, or outside parties will not be accommodated until legal guidance is provided. If an employee becomes aware of a request to view data, they should contact the Executive Director immediately. If an incident warrants a criminal or Department of Children and Family Services investigation and if relevant video is available, a permanent video clip of the incident may be produced and made available to the appropriate party. All requests for video recordings by law enforcement agencies shall be coordinated through PACT's attorney.

All recorded data clips will be dated and labeled. A log will be kept to include all parties who reviewed the clip and the names and signature of person(s) to whom the material is disclosed. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the agency's attorney.

This policy is available to employees and families through the Standard Operating Procedures Manual and the Parent Handbook.

Surveillance notification signs will be posted in the center for the general public.

**Distribution of Pay Checks** - PACT utilizes direct deposit for pay checks. Once an employee completes the information for the direct deposit and gives it to the Chief Financial Officer, the next payroll will be a practice run to determine that all of the bank routing numbers are correct and the direct deposit is working correctly for that employee. The employee will still get a paper check for that pay period. If the practice run is successful, then direct deposit will begin with the following pay period. Employees who utilize direct deposit will generally receive their pay in their account one day earlier than those who do not use direct deposit.

Pay checks will be mailed by 3:30 p.m. every other Thursday, unless arrangements have been made with the Chief Financial Officer, for picking up the pay check. No checks can be released until after 3:00 p.m. on that Thursday. When a payday falls on a holiday or break, all employees will be informed prior to the payday advising them of any special procedures.

**Issuing Special Pay Checks** - Due to the complicated process of issuing special pay checks on prior earnings, no pay checks will be issued to any worker in advance of payday. The exception would be in a crisis situation. This request must have written approval from the Executive Director.

**Lost, Destroyed, Stolen Pay Checks** - Notify the Chief Financial Officer immediately. The Employer will not guarantee but will strive to issue a replacement check within five working days of the notice.

## EMPLOYEE BENEFITS

**Employer Benefit Contribution** - PACT will match up to 2% of an employee's annual gross salary as a 401K contribution. Details of the plan are discussed with each employee during administrative training.

**Unemployment Benefits** - Employees of PACT for West Central Illinois are not considered "professional" employees under the Illinois Unemployment Benefits Program. Therefore, they can apply for unemployment benefits during periods of program layoff and shutdown through their local IDHS office. Local employment/unemployment offices determine whether an employee is eligible to receive unemployment benefits. PACT employees who receive benefits are expected to be willing and able to work for the agency should events arise in which their services are needed. PACT employees are guaranteed a minimum of three hours of work if called into work during the period of program shutdown.

During the employee lay-off period, staff may be called back to work for short periods or as a substitute for other staff. Staff are expected to be available for work if they are collecting unemployment benefits. If a staff person is called in to work during the layoff period and refuses to work for any reason, the date of work refusal and the staff's name will be submitted to the Illinois Department of Employment Security for review. It is the agency's understanding that if a staff person is unavailable for work, then unemployment benefits should not be claimed for that day or period of time that work is refused.

**Workman's Compensation** - All employees of PACT for West Central Illinois are covered under workman's compensation insurance should they be injured on the job.

**Social Security** - PACT for West Central Illinois contributes social security tax for each worker.

**Health/Life Insurance** - Single and dependent Health and Life Insurance coverage is available for employees working 30 hours per week or more. All health/life insurance forms are explained to employees at the time they become eligible for insurance benefits. Health and life insurance coverage becomes effective three (3) months after employees' date of hire. Employees of PACT are required to forward the completed insurance forms to the Chief Financial Officer within **ten (10) days of receipt**. It is the staff member's responsibility to notify the insurance company regarding any employee status changes, such as marital status, dependents, or address changes.

**Tax Deferred Annuity Withdrawals** - The PACT Board of Directors implemented the tax deferred annuity program as a retirement program for employees. Therefore, withdrawals of employer contributions may be made only under the following financial needs considered immediate and heavy:

- a. Expenses incurred or necessary for medical care, for you or your spouse, children, or dependents.
- b. Costs directly related to the purchase (excluding mortgage payments) of a principal residence for the employee.
- c. Tuition and related educational expenses for the next 12 months of post-secondary education, for the employee, spouse, children, or dependents.
- d. The prevention of eviction from the employee's principal residence or the foreclosure on the mortgage of the employee's principal residence.

- e. Payment for burial/funeral expenses for employee's deceased parent, spouse, children, or dependents.
- f. Expenses for the repair or damage to employee's principal residence that would qualify for the casualty deduction; or
- g. Expenses incurred on account of a federally declared disaster.

The employee will be asked to certify and provide other documentation to the Executive Director as may be necessary to show that the amount of distribution from the plan is not in excess of the financial need and that the need cannot be met by one of the following alternatives:

- a. Through reimbursement of compensation by insurance or otherwise.
- b. By stopping your salary deferral contributions to the plan.
- c. By selling or otherwise liquidating your assets in a reasonable manner, but only if doing so would not itself create an immediate and heavy financial need

In cases of a request where the need for a withdrawal may be questionable, the need may be presented by the Executive Director to the Board of Directors for final action. Any Annuity Plan which receives contributions from PACT on behalf of the employees will be required to notify the PACT Executive Director when an employee requests to make a withdrawal from the annuity plan and must receive signed approval from the Executive Director prior to distribution of funds to the employee.

An employee may receive a distribution from the employee's Rollover Contribution Account at any time, if applicable.

**401K Distributions for Terminated Employees** - When employees terminate employment at PACT, they must provide distribution instructions to the agency for 401K balances below \$5,000 within 90 days of termination. If the past employee does not provide instructions, the Plan Administrator will automatically transfer the balances of \$1,000-\$5,000 into an American Funds IRA established in the past employee's name. Balances of under \$1,000 will receive a cash disbursement of the amount less any plan fees and expenses. The preceding written information is given to the terminated employee in the exit packet mailed to them by the Personnel Manager.

**Cafeteria Plan** - All employees are eligible to participate in a cafeteria plan which allows for the employee to set aside pre-tax dollars in a special account. This account can then be utilized to reimburse childcare and medical or dental expenses. The cafeteria plan is explained during new employees' Administrative Training by the Chief Financial Officer.

**Credit Union** - All employees are eligible to participate in a credit union plan through Members First Credit Union, with an office in Quincy. There is a one-time membership fee of \$30 to the credit union. Employees can ask that part of their payroll check be contributed to Members First for savings, checking, vacation, Christmas, and/or other clubs. This benefit is discussed in further detail during new employees' Administrative Training by the Chief Financial Officer.

**Holidays** - PACT calendar establishes the number and dates of official paid holidays as declared by the Executive Director. Workers are eligible to observe said paid holidays only if these days are celebrated during a time period when the workers are expected by PACT administration to perform their responsibilities. Full and part-time eligible workers who are scheduled to work on a holiday will be paid for non-worked hours, based on regularly scheduled hours for the day of the week the holiday falls on. Workers taking the day before or after a holiday may receive holiday compensation, only with prior written approval from their Supervisor.

Paid holidays for Head Start & Early Head Start workers include:

New Year's Day	Martin Luther King's Birthday
President's Day	Spring Break (Good Friday)
Monday After Easter	Memorial Day
Labor Day	Columbus Day
Thanksgiving Day	Thanksgiving Friday
Christmas Eve	Independence Day
Christmas Day	Juneteenth

**Annual Leave** - Types of paid leave covered under Annual Leave are provided in Article VI, of the PACT/SEIU 73 Contract, and include Sick Leave, Bereavement Leave, Personal Leave, and Vacation Leave, if the employee is a twelve-month worker.

**Bereavement Leave** - Three full days bereavement leave may be taken in the event of the death of a spouse, child, step-child, grandchild, sibling, parent, step-parent, or as a verified estate executor. One day bereavement leave may be taken for the death of a parent-in-law or grandparent. Two days may be taken if the service is more than 225 miles from the employee's residence.

**Vacation** - Twelve month, full-time and part-time workers who work at least four hours per day are eligible for annual paid vacation time. First year workers will receive five days paid vacation beginning their second year of employment. Third year workers will receive ten days paid vacation beginning their fourth year of employment. Seven year and up workers will receive 15 days paid vacation beginning the eighth year of employment. Part-time workers receive vacation on a pro-rated basis.

Vacation is awarded to employees on July 1 for the following fiscal year. If an employee leaves the agency prior to the end of the fiscal year and has used more of their vacation time than they have earned, the amount of vacation used, but not yet earned, will be deducted from the employee's final paycheck.

Seniority for workers that are less than 12-month employees when their position becomes 12-month or the worker transfers to a 12-month position will be as follows:

		Years of Service	1	2	3	4	5	6
Position	Job Desc. Wks.							
Hlth Coor	45		0	1.73	2.60	3.46	4.33	5.19
Ed. Coor.	45		0	1.73	2.60	3.46	4.33	5.19
Sp.Serv. Coor	45		0	1.73	2.60	3.46	4.33	5.19
Soc. Serv. Coor.	45		0	1.73	2.60	3.46	4.33	5.19
P.I. Coor.	40		0	1.54	2.31	3.08	3.85	4.62
HBT	39		0	1.50	2.25	3	3.75	4.50
CBT	39		0	1.50	2.25	3	3.75	4.50
CB Aide	35		0	1.35	2.02	2.69	3.37	4.04
CB Trans.	35		0	1.35	2.02	2.69	3.37	4.04
Site Supv.	40		0	1.54	2.31	3.08	3.85	4.62
Fam. Adv.	38		0	1.46	2.19	2.93	3.65	4.38
Hlth Aide	42		0	1.62	2.42	3.23	4.04	4.85
Cook	35		0	1.35	2.02	2.69	3.37	4.04
Lead Trans.	38		0	1.46	2.19	2.93	3.65	4.38
		Years of Service	7	8	9	10	11	12
Position	Job Desc. Wks.							
Hlth Coor	45		6.06	6.92	7.79	8.65	9.52	10.38
Ed. Coor.	45		6.06	6.92	7.79	8.65	9.52	10.38
Sp.Serv. Coor	45		6.06	6.92	7.79	8.65	9.52	10.38
Soc. Serv. Coor.	45		6.06	6.92	7.79	8.65	9.52	10.38
P.I. Coor.	40		5.38	6.15	6.92	7.69	8.46	9.23
HBT	39		5.25	6	6.75	7.50	8.25	9
CBT	39		5.25	6	6.75	7.50	8.25	9
CB Aide	35		4.71	5.38	6.06	6.73	7.40	8.08
CB Trans.	35		4.71	5.38	6.06	6.73	7.40	8.08
Site Supv.	40		5.38	6.15	6.92	7.69	8.46	9.23
Fam. Adv.	38		5.12	5.85	6.58	7.31	8.04	8.77
Hlth Aide	42		5.65	6.46	7.27	8.08	8.88	9.69
Cook	35		4.71	5.38	6.06	6.73	7.40	8.08

**Sick and Hospitalization Leave** - Additional leave available to workers include Hospitalization and Sick Leave. Hospitalization leave requires documentation from a physician that the leave was used only for the purposes outlined in Article VI, Sections 2 and 3 of the PACT/SEIU 73 Contract. Supervisors may require a written physician's statement or other verification that the worker was unable to work due to illness or injury or evidence of a scheduled Dr. or dentist appt. for self or immediate family when sick leave is requested.

**Winter Break** – PACT Head Start programs do not operate for two weeks around Christmas and New Year's Holidays. The dates are designated in the union contract and on the program calendar annually. The Director will ensure that Winter Break is a minimum of two calendar weeks or ten working days. Five days of the two-week break will be paid winter break days and three days will be paid holidays. For the remaining two days, workers may utilize accrued annual leave or vacation time, apply for unemployment benefits for this period, or take leave without pay. If Child Care workers are required to work during the paid days of Winter Break when the agency is otherwise closed, workers will be allowed to bank equivalent days for use during the fiscal year.

**Educational Leave** - Full-time employees who are enrolled in college classes may take up to two hours of paid time off per week to study, attend classes, etc. Educational Leave time must be approved by the employee's Immediate Supervisor. Should a particular time period change due to unforeseen circumstances, this change must also be approved by the Supervisor. Home Based Teachers, after approval, must also report to clerical staff the change in schedule.

Note: If a staff member is behind in paperwork, attendance is poor, or taking the leave would result in overtime, the **Educational Leave will not be granted**. The families PACT serves, and job requirements and responsibilities to the agency must always be the employee's priority when scheduling or requesting Educational Leave. Educational Leave must be documented on the employees' daily schedule with a consistent time set aside each week for which it is taken. For example, every Tuesday and Thursday from 3:30 - 4:30 p.m., Educational Leave is scheduled.

**Leave Selection** - When Annual Leave would otherwise be applicable, workers may elect to be off work and not be charged with the use of Annual Leave if time off is eight hours or less per pay period. **Selection Leave must be approved in advance by the worker's Supervisor. Selection Leave will be time off without pay and must not interfere with program scheduling. Workers may elect to take more than eight hours per pay period off and not be charged with use of annual leave if time off is due to low child attendance in the program.**

**Leave Application Form** – The electronic Leave Application Form is used when taking time off, including unpaid time. This electronic form is accessed through the agency website – [www.pactheadstart.com](http://www.pactheadstart.com) – and must be completed by the worker, downloaded, and emailed to the worker's Supervisor, in advance, for the time requested. In an emergency the worker must, at a minimum, obtain verbal approval from their Supervisor. The worker, upon return from the emergency, must complete the electronic form and forward it to obtain the required approval from the Supervisor. **No Leave Requests will be paid by the Employer until approval by the Supervisor has been obtained.**

**Other Paid Leave Documentation** - Medical Exam Leave and Additional Leave is documented on the electronic **Time Sheet Form**. The following should be placed next to the time the leave is scheduled for:

**EL** - Educational Leave   **ML** - Medical Exam Leave   **AD** - Additional Leave/Selection Leave



**Leave Denials** - The Supervisor or Employer may refuse to grant a leave application for the following reasons:

- a) The leave application interferes with a mandatory staff meeting or training session. **(SELF ASSESSMENT, RECRUITMENT, PRESERVICE, INSERVICE)**
- b) The leave application disrupts services to participating children and families.
- c) The employee has had excessive absenteeism.

**Leaves of Absence** - The *Leave of Absence Request Form* is used when requesting an extended leave of absence due to Military Leave, Family Medical Leave or long-term Education Leave. This form must be submitted along with military orders or a doctor's verification (if applicable) and a written request as to the type of leave and the time periods it will involve.

**Family Medical Leave** - If a worker is approved for or entitled to any unpaid family leave of absence, all accumulated leave, including vacation, must first be taken and will reduce such unpaid family leave. In the event that the family leave is due to the chronic illness of the employee, PACT may request periodic reports from the employee's doctor as to the medical status of the employee.

**Article VII, Section 1, 2, 3, and 4 of the PACT/SEIU 73 contract, identifies the following additional leaves of absence: Jury Duty/Witness Service, Military Leave and Family Leave.**

**Voluntary Leave Pool Donation Program** - Workers have the right to donate accumulated Annual Leave to any other worker who has either an illness or accident, or who is on family leave, and who has exhausted all of his/her annual leave. Article VIII, Article VI, of the PACT/SEIU73 Contract outlines the details of this program. The form, Voluntary Leave Pool Donation Program must be completed by the donating worker and forwarded to the Executive Director. The Director will review the request and forward the approved form to the Chief Financial Officer, if applicable. The Chief Financial Officer will then transfer the amount donated to the receiving worker's annual leave accumulation.

## **PROGRAM INSURANCE REQUIREMENTS**

All employees must provide evidence that their auto insurance coverage meets or exceeds the following minimums:

Bodily Injury	--	\$ 50,000. per person
		\$100,000. per occurrence
Property Damage	--	\$ 50,000. each occurrence

A Certification of Insurance for each privately owned vehicle to be used, together with specifications as to the coverage it certifies, are to be requested from the insurance company. These certificates are to be sent to the Personnel Manager at the Pittsfield Center, PO Box 533, Pittsfield, IL 62363, with PACT as the named interested party. They can also be faxed to 217-773-3906 or e-mailed to the Personnel Manager. Most insurance companies will provide this certificate (often sent by the company to third party lender) upon request at no charge.

**Workers are responsible for seeing that a current Certificate of Insurance is on file at all times. These Certificates must be on file within 30 days of date of hire.** Workers must submit a copy of an insurance card or policy within five (5) days of hire and are responsible for keeping this documentation up-to-date until the Certificate arrives from the Insurance Company. **See example of Certificate of Insurance in the Forms Section of this manual.**

## MEDICAL/TB EXAMINATIONS/IMMUNIZATIONS

Every employee is required to pass a physical examination and T.B. test or chest x-ray certifying he/she is free of communicable diseases at the time of hire, unless they can show proof that they have had a physical or T.B. test within the six months. Newly employed workers are allowed thirty (30) days in which to complete the physical examination. An initial T.B. test is required after the date of hire and prior to actual starting of employment.

Form CFS 602, Medical Report on an Adult, must be completed by the physician or health department. PACT has agreements for a negotiated rate with Quincy Medical Group Clinics and the McDonough Medical Group Family Clinic for work physicals. A list of specific locations and contact information is available from the Personnel Manager. Employees may go to a doctor of their choice for their exam, however, PACT will only pay up to \$100 for the exam. Any additional charges over that limit must be paid by the employee. On a case-by-case basis, as a last resort for payment, PACT may determine to pay for substitute workers' medical exams. Please inform your physician to send the bill for the exam to:

PACT for West Central Illinois-Beardstown Center  
Attn: Diane Knight, CFO  
909 W 12<sup>th</sup> St.  
Beardstown, IL 62618

**Bus Driver Physicals-** All employees that need a yearly bus driver's physical, including drug screen, will be required to make an appointment at a physician's office associated with Quincy Medical Group. Employees will receive a list of eligible offices and phone numbers.

All employees must be re-examined every two (2) years, with the exception of bus drivers which are required to have a yearly physical. Eligible employees will be paid for up to two hours for the time needed to obtain physicals and TB tests. The Personnel Manager will inform the worker when a new medical examination is due, and follow-up to ensure the worker has completed the exam. The Personnel Manager will ensure that the completed physical exam is on file in her office and a copy placed in the staff member's DCFS file on site at the center.

Additional T.B. testing may be required on workers if community resources indicate a higher than normal incident of Tuberculosis is present or if the worker has been exposed to Tuberculosis.

### Adult Immunizations

All employees are required to submit an immunization record for their personnel file within 30 days of hire. If immunizations are not up to date or the employee is unable to obtain their immunization record, the employee should discuss needed immunizations with their physician. Employees who are unable to locate their immunization record should contact their high school or colleges to determine if they have their record. The Department of Children and Family Services requires that staff have the following:

- 1 dose of Tdap (tetanus, diphtheria, pertussis), administered within the last 7 years and
- 2 doses of MMR (measles, mumps, rubella)
- Or show proof of immunity to MMR (DCFS will require physician's written signature)

The **CFS 602, Medical Report of an Adult in a Child Care Facility** (DCFS form) includes a section for the physician to record his signed recommendation if he/she determines it is not in your best interest, medically speaking, to receive one or both of these immunizations. That sign-off will be accepted in lieu of immunizations.

If the employee does not have the T-dap and 2 MMR vaccines and the physician agrees they should receive them, PACT will pay for the costs of the vaccines that the employee's health insurance or Medicaid does not pay. Submission for reimbursement/payment should follow the same process as required for the Hepatitis B vaccine as outlined below.

In the event that an employee is exposed to or diagnosed with a communicable disease and does not have the required immunizations, due to physician recommendation, the Health Coordinator will contact the appropriate health department and determine what action should be taken to protect children enrolled in the program. An employee may be required to remain home from work (using sick leave, annual leave or vacation time) until the incubation period is complete.

Employees who do not have proof of immunizations on file and have been exposed to a communicable disease such as chicken pox, measles, mumps, etc. should immediately call their supervisor and not return to work until approved by the Health Coordinator.

A Hepatitis B Vaccination is offered to all employees who may have to administer first aid or be in contact with bodily fluids as a part of their job responsibilities. All new employees will be given the opportunity to obtain the HBV series of three vaccines at no cost to them. It is the employee's responsibility to schedule appointments. The health department or physician may bill PACT for the vaccinations. The employee must submit a copy of the shot record after each vaccination before PACT will pay the bill. PACT's Personnel Manager will provide interested staff with written instructions and the necessary forms to document the HBV injections and related costs. PACT employees may also request to receive the HBV series at any time while they are employed with the agency. Employees will be paid for time required to obtain the HBV series.

Note: PACT employees should schedule medical appointments, TB tests, and HBV injections during their regular work hours, if at all possible. PACT will not pay overtime or mileage for employees to keep these appointments.

## **CRIMINAL BACKGROUND CHECKS**

Head Start performance standards require a complete background check for each employee, consultant or contractor at least once every five years. The Personnel Manager tracks employee background clearance dates in ChildPlus, utilizing the LiveReport 1073. The report is printed by the Personnel Manager at the end of each quarter and notifies any staff member, consultant or contractor who needs an updated clearance to meet the five-year timeline. Notices will be given in writing 6-8 weeks in advance to both the employee and the supervisor, allowing enough time for the needed paperwork and appointment to be completed. The Personnel Manager will also send a written notice to consultants and the appropriate manager.

When the Personnel Manager receives the background clearances, they will be tracked and filed. In the event that something appears on the background check, the paperwork will be submitted to the Executive Director for immediate review and follow-up as needed.

## MAINTENANCE OF PERSONNEL FILES

It is the policy of PACT that all workers' personnel files be maintained in locked files either in the Chief Financial Officer's Office or the Personnel Manager's Office. They are confidential and will be treated as such. Only the Chief Financial Officer, Personnel Manager, Executive Director, Supervisor or prospective Supervisor, and the worker are allowed to review the personnel file. Immediate Supervisors are allowed to see only job-related information. Information such as medical benefits, payroll deductions, wage garnishments, references, background checks, and job simulation scoring are kept in a confidential file. CDL Bus Driver materials are located in a confidential file located with the Beardstown Site Supervisor/Transportation Coordinator. DCFS related files are located on site at the centers in separate confidential files. Workers do not have access to the following:

References	CDL Bus Driver Physicals & Drug Testing Results
DCFS Related Materials	Job Simulation Scoring Grids

Other records exempted from inspection or copying by law, including, but not limited to, the Illinois Review of Personnel Records Act (Ill. Rev. Stat., ch.48, sec. 2001 et. seq.).

### **[45CFR Part 1301.3]**

Workers do have access to the following information located in their personnel file or in the attachments section in ChildPlus.

Medical/TB exam	Employment Eligibility Verification Forms (I-9)
Insurance Documentation	Sign off Forms
Child Abuse/Neglect Declaration	Mandated Reporter Status
College Transcripts	Copies of Training Certificates
Performance Evaluations	Disciplinary Procedures
Current Job Description	Personnel Change Notice

Examination of personnel records by workers shall be in accordance with the Illinois Review of Personnel Records Act (Ill. Rev. Stat., ch. 48, sec. 2001 et. seq.).

To assure current, accurate information, the employee is responsible for seeing that the personnel files are updated in the event of status changes such as:

- Change in marital status
- Change in dependents
- Change or expiration of vehicle insurance policy
- Change in vehicle used for PACT business purpose
- Update certificate of CDA, teaching certificate, or outside training certificates
- Change or expiration of Illinois Driver's License

This personnel information must be forwarded to the Personnel Manager. A sealed envelope marked CONFIDENTIAL is to be used to transmit the information and should be mailed to the Pittsfield Center to the attention of the Personnel Manager.

### **PACT EMPLOYEE CHANGE OF STATUS FORM**

Employees should complete an Employee Change of Status form as soon as the following change(s) occurs:

- Name, Address, Home phone or message phone numbers,
- Name or phone number of emergency contacts,
- Change of emergency health contact information

The form should be submitted to the Personnel Manager who will ensure that the Chief Financial Officer and all other necessary staff are notified of the change.

## CLIENT CONFIDENTIALITY

Confidentiality of children and family information and records must be maintained at all times. Staff shall maintain records in a locked file cabinet or in the trunk of their vehicles if out in the field. Under no circumstances are files left unlocked or unattended.

Child Care and Head Start files are also kept in locked cabinets. Head Start Component Coordinators are responsible for the maintenance of confidentiality of these files. Access to these files is on a need-to-know basis. After information is obtained through the Coordinator and read, it is not to be discussed or shared with anyone.

**Information regarding children and families is not to be shared with other staff not directly involved with the family, nor anyone outside the agency, without the proper releases signed by the parents of the child enrolled. If you are unsure as to whether you have the "need to know" concerning a child or family, please contact your supervisor or the Executive Director.**

It is also important that we are careful to respect families' and co-workers' privacy and to avoid telling about personal incidents in their lives that, at best, could only be termed "gossip." We also have to make sure that the information we share with other staff members is objective and free of judgment. Finally, we must guard against relying on any kind of "hearsay" information, including from other staff, agencies, and other families. **Employees who breach confidentiality policies are subject to disciplinary measures including suspension and/or discharge.**

## WORKER CONFIDENTIALITY

It is the policy of PACT for West Central Illinois that:

- a) Creditors, attorneys, and private agencies receive no employment information other than the confirmation of dates of employment and position title, without the consent of the worker.
- b) Outside organizations requesting references receive only job title and dates of employment. Information, such as salary information for mortgages or loans, will be released only with the written consent of the worker or as required by law.
- c) Information to governmental agencies such as the Department of Human Services and the Department of Employment Security will be released as required by law.
- d) The Executive Director is responsible for all written and verbal business or work-related references on current, and/or past employees. The Personnel Manager may verify dates of employment, maintaining documentation as information is verified. Staff other than the Executive Director may give personal references only, unless directed by the Executive Director.

A Former Employee Reference Release Form is provided for the worker should they become aware that an agency will be calling to verify employment and/or salary information. If a release is submitted to the Personnel Manager in advance it will speed up the process. Staff who wish the Executive Director to provide a written or verbal business or work-related reference will also need to have this release form signed and on file with the agency.

The agency will endeavor to maintain confidentiality regarding employee discipline matters except as those who have a need to know in the judgment of the Executive Director, Board of Directors, or those designated by the Board of Directors. Employees are likewise expected to endeavor to maintain confidentiality of disciplinary matters and should avoid discussing matters with other workers. Should any employee have concerns regarding confidentiality, they are urged to promptly contact the Executive Director, or if the Director is involved, an appropriate member of the Board of Directors, or the workers' union steward.

**Additional information and guidance concerning confidentiality policies can be found in the 1303.2 of the Head Start Program Performance Standards in the PACT Workplans.**

## **MANAGEMENT DISCIPLINARY PROCEDURES**

**Introduction** - The following procedures outlined below were established to provide general guidance to management staff. These policies are considered customary, but not the exclusive, procedures used in the discipline of employees. Should the union wish to provide any comments or suggestions, they would be welcome to do so. Nonetheless, we want to be clear that this is a procedural matter and is not intended to modify the union contract or create any contractual or other rights.

**General Staff Responsibilities** - All employees are expected to:

- 1) Carry out responsibilities assigned or required by such staff member's position within the overall framework of applicable laws, rules, regulations, policies and procedures.
- 2) Perform all work and services in an efficient, safe, and capable manner.
- 3) Cooperate with other staff members in the exchange of ideas and information to insure proper implementation of plans, programs, laws, rules, regulations, policies, and procedures.
- 4) Represent PACT for West Central Illinois in a suitable and creditable manner on all occasions and in all places.
- 5) Continually strive to improve job performance and effectiveness.
- 6) Comply with all applicable laws, rules, regulations, handbooks, or other requirements.

The Executive Director may develop, from time to time, operating procedures for staff members setting forth their responsibilities and appropriate procedures consistent with Board and Policy Council policies. All staff members shall comply with and follow such rules and policies.

**Disciplinary Actions** - According to the union contract between PACT and SEIU Local #73, the agency agrees with the tenets of progressive discipline and that disciplinary action will be imposed against the employee only for cause. Employees on permanent status have the opportunity to grieve disciplinary action imposed, in accordance with the union contract. Employees on probationary status may be dismissed for any reason and have no opportunity to grieve disciplinary action.

**This agreement with the union does not prohibit the agency in any case from imposing discipline which is commensurate with the severity of the offense, including possible temporary unpaid suspension, if the health and/or safety of children and/or staff are at risk.**

The four (4) types of disciplinary action the agency utilizes are:

- 1) Oral Warning
- 2) Written Warning
- 3) Suspension without pay
- 4) Discharge

The supervisor is not necessarily bound to progress through these levels of discipline. The starting point or actual pattern selected for each individual employee will depend upon the degree of the offense and/or nature of the problem. The supervisor, in situations where additional training and direction would be beneficial, may conduct coaching and counseling with the employee prior to the issuance of any oral warnings.

**Employee Warning Notice** - The Employee Warning Notice (located on the PACT website) is to be used for each disciplinary action and will be placed in the Supervisor's file for Oral Warnings, and in the employee's Personnel File for all other disciplinary actions. The employee is always given the opportunity to submit a written statement as to whether they agree or disagree with the description of the violation. Supervisors are responsible for ensuring that the employee and the Executive Director receive a copy of the Employee Warning Notice. The Personnel Manager will receive the original Employee Warning Notice (for all warnings other than Oral Warnings) for placement in the personnel file.

***Disciplinary actions imposed upon employees are confidential in nature and are not to be discussed with other Management Members not directly involved or who do not have a need to know (as determined by the Executive Director). All disciplinary actions imposed by the Supervisor must be discussed with the Executive Director prior to action being taken against the employee.***

**Oral Warning** - An oral warning is given to an employee when a violation of the agency's policies, procedures or performance standards has occurred. Coaching or counseling may or may not have occurred, based upon the violation. An individual conference will be convened between the employee and the Supervisor to fully explain and discuss the nature of the violation. The warning is documented on the Employee Warning Notice. It is the responsibility of the Supervisor to set a timeline for correction, and to monitor and review the employee's progress during and at the end of this period. The employee is informed by the supervisor of the action to be taken should the violation occur again.

A written report of the status of the employee is to be prepared by the Supervisor at the end of the correction period and a copy submitted to the Executive Director and the Personnel Manager.

**Written Warning** - A written warning is given: 1) when the violation of policy, procedure or performance standard is of a major nature; 2) when an oral warning for the same offense has been given; or 3) when three (3) oral warnings of three separate violations have occurred.

The Supervisor will meet with the employee to discuss the behavior or performance which is in violation of agency policy or procedure. The employee should be afforded an opportunity to discuss the contents of the warning notice in private with the Supervisor, and the Executive Director if so desired.

It should be fully explained to the employee that a repeat of the offense or one of a similar nature will result in additional disciplinary action that could result in suspension or discharge. According to the PACT/SEIU 73 contract, the union will be notified in writing of all warnings other than oral warnings. This notice will reflect the specific nature of the offense. It is the responsibility of the Executive Director to provide this notification.

In cases where an oral or written warning is given by a member of the management staff, other than the supervisor, the management staff member will convey to the supervisor the type of violation and warning.

***After discussion with the Executive Director, the Personnel Manager will purge all written warnings from the employee's personnel file if no additional violations occur within a 24-month period, unless the Board, Policy Council, or Executive Director determine otherwise.***

**Suspension Without Pay** - Suspension without pay is given: 1) when the violation of policy, procedure or performance standard is a serious infraction; 2) when two (2) written warnings of the same offense have been given; or 3) when three (3) written warnings of three separate violations have occurred.

The Supervisor will discuss with the Executive Director the nature of the violation prior to it being discussed with the employee. The Executive Director will inform the Supervisor and/or the employee of the steps to be taken prior to the suspension and may include: 1) notification of the employee's rights to union representation; 2) obtaining the names of witnesses and copies of pertinent documents; 3) legal ramifications of the suspension.

Suspensions will be a minimum of three days without pay, and the employee may not return to work until the suspension has been completed. Suspension may be of a longer duration, based upon the severity of the offense.

#### Investigatory Suspension

Suspension with pay may occur immediately without the above steps being taken if the infraction involves the health and safety of children and staff, or children and staff are at risk, and an investigation by the agency Executive Director has been implemented.

The investigation should be completed within ten working days and will result in either the employee being re-instated or recommended for discipline or discharge. An employee involved in an investigation must leave work and may not return to work until instructed to do so. Should an interview be conducted with the employee, they will be informed of their rights to union representation at the interview. **Disciplinary Suspensions are placed in the Employee's Personnel File and are NOT removed.**

**Discharge** - Probationary employees may be discharged or terminated at any time during the probationary period with or without cause. Temporary employees may also be discharged at any time. These employees do not have the opportunity to grieve the discharge through the union.

Discharge procedures will be implemented: 1) when the violation of policy, procedure or performance standard is a serious infraction; 2) when two (2) suspensions of the same offense have been given; or 3) when three (3) suspensions of three separate violations have occurred.

The Supervisor will discuss with the Executive Director the nature of the violation leading to a recommendation for discharge prior to its being discussed with the employee. The Executive Director will ensure that all documentation (employee warning notices, correction procedures, reports, employee compliance or non-compliance, etc.) is complete. A meeting will be scheduled with the employee (and with union representation, if the employee so desires) within a reasonable time frame.

The employee will be informed by the Executive Director or their supervisor of the decision by the agency to discharge, as well as any benefits due them from the agency. The Supervisor and Chief Financial Officer are responsible for ensuring all agency materials, keys, calling card, etc., are collected from the employee at the time of discharge.



Depending upon the infraction which leads to termination, the employee may be given two week's severance pay in lieu of notice at the Executive Director's discretion.

## **Performance Evaluations and the Remediation Program**

### Probationary Status Employees

Personnel evaluations are completed for a new employee at the end of the probationary period and annually thereafter. Evaluations are completed by the direct Supervisor and are based upon the observation and monitoring of the employee's performance. At the end of the probationary period, a conference will be held between the Supervisor and the Executive Director to determine the continuing employment status of the probationary worker. Employees not meeting the minimum job requirements of their position will be terminated. The probationary employee will then meet with the Supervisor to discuss the evaluation and will be notified as to their employment status.

Note: This does not preclude the agency from terminating the employee at any time during the probationary period for any cause even where evaluations have or have not been completed.

### Permanent Status Employees

An employee on permanent status who does not meet the minimum requirements for their position at the annual evaluation will receive a written warning regarding their quality of work and will be placed in Remediation.

Objectives and timelines for improvement will be set by the Supervisor with guidance from the Executive Director and will be discussed with the employee. The employee will have 30 days to nine months to improve and/or correct their performance. At the end of the designated time period, if the performance has not been improved and/or corrected, the employee will receive a suspension without pay. An additional time period of 30 days for improvement and/or correction will be issued. If improvement and/or correction still has not been made by the end of this additional 30-day period, the employee will be discharged.

All supervisors will ensure that the employee receives a copy of his/her completed evaluation. The original evaluation is forwarded to the Personnel Manager for placement in the employee's personnel file.

**Causes for Disciplinary Actions** - The list of violations outlined in this section are not all inclusive or intended to limit the imposition of appropriate discipline or discharge. Situations and cases will occur which are not specified. In these circumstances, discipline will be imposed based upon the severity of the offense.

### **Violations for which the first violation could be the issuance of an Oral Warning are:**

Leaving the job or regular working place during work hours for any reason without the authorization of the supervisor, with the exception of restroom and other breaks.

Leaving work before the end of the scheduled day or not ready to go to work at the start of the scheduled day, without the proper authorization of the supervisor.

Loafing, sleeping, or spending unnecessary time away from the job.

Smoking in prohibited areas.

Interfering with the work of others.

Contributing to unsanitary conditions or poor housekeeping.

Instigation of rumors and/or contributing to the spread of such, about employees, clients and the agency.

Refusal and/or inability to work cooperatively with other employees.

Habitual visits/calls from personal friends, relatives, etc., which interfere with work activities.

Children of employees in work areas for extended periods (more than 15 minutes) without the knowledge and permission of the supervisor and Executive Director.

Failure to perform work in an acceptable manner.

Failure to follow agency policies, procedures, and performance standards.

Unauthorized leave - defined as any absence from work that is not covered by the agency's leave policies or is not approved by the Supervisor.

Excessive Tardiness - more than 15 minutes late to the work location. An occasional grace period is allowed.

Excessive Absenteeism - defined as absences from work above the number of absences provided to the employee by the agency, or which interfere with the delivery of services by the agency.

**Violations for which the first violation could be the issuance of a Written Warning are:**

Violation of a safety rule or practice.

Dishonesty in the performance of job responsibilities.

Violation of the agency's Confidentiality Policy.

Gambling on agency property.

Willful destruction of the agency's, employee's, or client's property.

Violation of the agency's Universal Precautions Plan.

Harassment, including sexual harassment to any employee, client, family or visitor.

**Violations for which Suspension, Investigatory Suspension and/or Discharge may be imposed immediately are:**

Violation of the agency's Drug and Alcohol Policy.

Gross insubordination (refusal to perform an assigned duty or obey any reasonable order given by an employee's supervisor or by management).

Dishonesty or removal of another employee's, client's, or agency's property without permission.

Misrepresentation of information on any employment form.

Possession of firearms, fireworks, or explosives on agency property.

Incurring financial obligations to PACT without proper authorization.

Forgery, falsification, or unauthorized alteration of program documents, records, or forms.

Negligence - the commission of negligent or careless acts during working time or on agency property.

Violation of any local, state or federal law on PACT owned, leased, or used property.

Abusive actions and/or language to any supervisor, to any fellow employee, client, visitor, participant family and/or child, or the general public.

Fighting or assault of any type.

Failure to immediately report accidents or personal injuries to proper authorities.

Profiting directly, or indirectly from any contract or purchase in connection with PACT employment other than just cause.

**Zero Tolerance Policy** - First time offenses of specified policies will not be tolerated and will result in the immediate dismissal of the staff, consultant, contractor, or volunteer. Policies that will be strictly adhered to with zero tolerance for infractions include **Client Confidentiality, Corporal Punishment, Child Safety and Drug Free Workplace**, as defined below:

**Blatant Breach of Client Confidentiality** - Confidentiality of children and family information and records must be maintained at all times. Access to these records is on a need-to-know basis. Information regarding children and families is not to be shared with other employees unless they are directly involved with the children/family, nor with anyone outside the agency, without the proper releases signed by the parents of the child enrolled. If an employee is unsure as to whether there is a need to know something about a child or family, he/she should contact their Supervisor or the Executive Director.

It is important that employees are careful to respect family's' privacy and to avoid talking about unrelated personal incidents in their lives or spreading gossip. PACT employees must also make sure that the information we share with other staff members is objective and free of judgment.

**Use of Corporal Punishment** - Positive methods of child guidance will be used at all times. Any form of corporal punishment, (i.e., physical actions, and/or abusive language directed toward child(ren) that is intended to instill pain or fear), emotional or physical abuse, or humiliation will not be used under any circumstance. In addition, no methods of discipline will be employed that involve isolation, the use of food as punishment or reward, or denial of basic needs.

**Child Safety Practice(s)** - Safety is one of the most vital parts concerning PACT programs. Safety of children entrusted to PACT should be utmost in each employee's mind at all times. An employee should never assume anything related to safety. Employees need to always be alert to prevent accidents and take every precaution that is possible to ensure children's safety.

There are many situations and rules addressed in PACT's Health and Safety Training Guide. Every employee is responsible for following these procedures to promote safety. Employees found not adhering to the procedures identified in the Health and Safety Training Guide or found to act in a careless or reckless manner will be deemed as placing a child(ren) in danger.

**Employee & Volunteer Medication-**All employees and volunteers are required to keep all personal prescription and non-prescription medications (except those designated as "rescue" medications) locked up when on PACT property where children may be present. Necessary "rescue" medications for staff must be kept secure and out of children's reach. If kept on the employee's person, they must be securely attached to the person's clothing or in a fanny pack to prevent unintentional loss.

**Education Supplies (child toys/materials)-** Due to safety concerns, numerous recalls and the observation of broken and developmentally inappropriate supplies in use, staff will not purchase classroom supplies from discount stores such as Dollar General, Dollar Tree, etc., and will not use donated items in classrooms. ALL supplies used in classrooms and with children on home visits that PACT supplies will be materials that have gone through the normal purchasing process and been vetted by the education coordinators and deemed as appropriate for use in the setting where they are located.

**Drug Free Policy** - PACT will take all reasonable steps to ensure a drug-free workplace. PACT policy prohibits the sale, manufacture, distribution, dispensation, possession, use of being under the influence of drugs on company property. Incident reports may be made to law enforcement on any of the above prohibitions. For the purposes of the policy, drugs are defined as controlled substances listed in Schedules I through V of Section 202 of the controlled Substances Act, 21 U.S.C. #812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine, and LSD.

**Firearms/Weapons Policy** – PACT employees, including contractual workers, while in pay status and/or on PACT property or at PACT sponsored activities, are prohibited from introducing, possessing, using, buying or selling unauthorized weapons, firearms, ammunitions, explosives or items deemed by PACT management to be dangerous.

**Standards of Conduct Policy** - A Standards of Conduct Personnel Policy has been approved by the Grantee Board and Policy Council. The policy is to be followed by all Head Start, Early Head Start, and Child Care workers, including full time, part time, temporary, and substitutes. The policy also applies to consultants and volunteers. The Standards of Conduct policy form must be reviewed and signed by each employee, consultant, board member, policy council member, and regular volunteer, acknowledging that they understand and will abide by the Policy. Two copies of the Standards of Conduct policy must be signed by the employee. One copy will be placed in agency personnel files and one copy is to be retained by the employee, consultant, or volunteer. The Personnel Manager ensures that all staff have received, reviewed, and signed copies of PACT's Standards of Conduct policy. The CB Education Coordinator is responsible to see that volunteers are trained on and are aware that they must abide by the policy.

**Code of Conduct Policy - [45CFR Part 74.162 (b)]** - Grantee Board and Policy Council Members and administrative employees engaged in the award and administration of contracts or other financial awards shall sign a Code of Conduct statement. This statement shall indicate that the board member or employee will not solicit, or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

The Executive Director or designee is responsible for ensuring that Board Members and staff employed in the following positions understand the policy and agree to abide by the policy:

Executive Director  
Office Manager  
Head Start Component Coordinators  
Information Systems Manager

Chief Financial Officer  
Personnel Manager  
Site Supervisors  
Center Assistant

Note: Signed Code of Conduct statements will be placed with the Grantee Board and Policy Council minutes, and in the personnel files of affected employees.

**It is also the policy of PACT that employees may not receive any gifts, money, or other gratuities from persons receiving benefits or services except under the following conditions:**

- a) The gift is from an enrolled family and of nominal value.
- b) All gifts are to be reported to the immediate Supervisor.

In addition, PACT staff may not solicit or accept gifts or donations from outside businesses, individuals, or other community programs without first discussing such solicitation or acceptance with the Director. The Director will make the determination as to whether the donation furthers the mission of the agency and meets applicable federal and state rules and regulations.

**Outside Employment Policy** – PACT restricts outside employment by employees that maintain duties under the Child and Adult Care Food Program. Any outside employment must not interfere with the employee's CACFP responsibilities and must not present a real or apparent conflict of interest for the organization or employee

**Child Abuse and Neglect Policy** - It is the policy of PACT for West Central Illinois to report all suspected cases of child abuse and neglect. Nothing relieves any worker from the responsibility of reporting suspected child abuse and/or neglect as required by law.

Immunity - Under Illinois Law, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty. **Any staff member who suspects that a child has been abused or neglected shall immediately follow the procedure in the Head Start/Early Head Start or Child Care Work Plans.**

### **CHILD SEX OFFENDER AND MURDER COMMUNITY NOTIFICATION LAW**

Under an Illinois law, convicted child sex offenders and murderers are required to register with county and/or local police departments. They are required, by law, to provide the proper authorities with their legal name and current address where they are residing. A community notification list of convicted child sex offenders and murderers are developed by county police departments and are generally distributed to organizations providing services to children. In addition, there is a web site that contains the list for Illinois.

The Family and Community Services Coordinator or designee will print the Child Sex Offender List from the web site [www.isp.state.il.us](http://www.isp.state.il.us), and distribute copies to all EHS Home Based Teachers, Family Advocates, and Site Supervisors during Monthly Staff Meetings. Staff will review their list monthly and then post on the bulletin board at the center or socialization site.

Site Supervisors will review the list monthly with staff during the Center Team Meetings and documentation of the review will appear on the CB Team Meeting Minutes Form.

## **STAFF SAFETY**

Where a teacher or staff member identifies a person on the sex offender list as a person with which the teacher or other agency staff will likely have contact in a home or otherwise, the Executive Director is to be so informed. Likewise, if a teacher or other agency staff member is concerned about their safety due to a domestic violence incident, home environment situation, etc., the Supervisor and the Executive Director are to be informed. The circumstances will be evaluated by the Executive Director on a case-by-case basis. Appropriate precautionary measures may be authorized by the Executive Director in consultation with any affected PACT staff member. Such measures may include, but are not limited, to the following:

- \*Requesting an additional person or persons to be present during home visits
- \*Assigning additional staff to accompany a teacher on a home visit
- \*Conducting home visits outside of the home
- \*Providing communication equipment to staff
- \*Determining that the home visits should be discontinued

In addition, no convicted child sex offenders or murderers appearing on the community notification lists shall be permitted on the grounds of any center or any PACT activity or be permitted to participate in Socializations or Center Based activities for children.

**Political Activity Policy** - PACT, deemed an agency which assumes responsibility for planning, developing, and coordinating Head Start programs, and receives assistance under the Head Start Act Section 641 (a) of Public Law 97-35 is considered a State or local agency for the purposes of the **HATCH ACT 95 U.S.C. 1501-1508**. The Hatch Act specifies permitted and prohibited political activities of the PACT agency and its workers. As deemed a State or local agency for the purposes of the Hatch Act, PACT workers are free to engage in political activity to the widest extent consistent with the restrictions imposed by law and regulations **[5CFR Part 151]**. A PACT worker or officer may participate in all political activity not specifically restricted, including candidacy for office in a nonpartisan election and candidacy for political party office. A PACT worker or officer may not:

- 1) Use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- 2) Directly or indirectly coerce, attempt to coerce, command, or advise a State or local office or worker to pay, lend, or contribute anything of value to a political party, committee, agency, organization or person for a political purpose.
- 3) Be a candidate for elective public office in a partisan election.

Section 656(b) of the **Head Start Act** further limits workers of Head Start organizations as follows.

"Programs assisted... shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with:

- 1) Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office,
- 2) Any voter registration activity,
- 3) Any activity to provide voter or prospective voters with transportation to polls or similar assistance in connection with any such election.

## **I. NOTICE OF CONVICTIONS**

Any worker who is convicted of violating any federal or state criminal drug statute in the workplace must notify PACT within five (5) days of such conviction. PACT will report such convictions to the federal government within ten (10) days. For the purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace.

## **II. PENALTIES FOR VIOLATION**

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render PACT workers subject to disciplinary action up to and including termination. Alternatively, if deemed appropriate by PACT, under the particular circumstances, a worker who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program approved for such purposes to the satisfaction of PACT.

**Drug-Free Awareness Program** - PACT believes strongly that workers should be aware of the dangers of drug abuse. Workers should also be aware of available counseling, rehabilitation, and worker assistance programs. PACT has a Drug-Free Workplace policy. Workers who violate that policy are subject to discipline up to and including termination.

PACT is aware of the risks posed by drugs. Drugs can cause such problems as lung cancer, liver disease, respiratory failure, and heart attacks. They are closely associated with such diseases as AIDS and hepatitis. In addition, drugs can cause motor vehicle accidents and workplace injuries. Drugs also have a number of more insidious effects: they can rob the user of his or her ability to deal constructively with anxiety and stress; they can undermine the user's ability to plan for and reach long term goals; and they can destroy professional and family relationships. Finally, lives can be ruined when illegal drug users are arrested, jailed or injured by drug-related violence.

**Any employees who use illegal drugs or abuse medications or alcohol are urged to contact one of the following organizations which provide drug counseling and rehabilitation:**

**RECOVERY RESOURCES  
428 S. 36<sup>th</sup> Street  
Quincy, IL 62301  
217-224-6300**

**MCDONOUGH DISTRICT HOSPITAL'S  
RECOVERY CENTER  
525 E. Grant  
Macomb, IL 61455  
309-833-4101**

## **CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated. At the same time, the Board of PACT for West Central Illinois is concerned about the adverse effects of alcohol or other drug use on employee performance, health, and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily, and behaving appropriately. When the use of alcohol and other drugs interfere with such expectations, a driver's failure to meet these basic expectations will result in disciplinary action.

This policy applies to all PACT for West Central Illinois personnel who are required to hold a Commercial Driver's License (CDL) to perform their job functions. The use, possession, sale, purchase, or transfer of illegal drugs or substances, or the abuse or misuse of legal drugs on agency property, while on agency business, or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, eight (8) hours before reporting to work, or having an alcohol concentration of .00 or greater (Zero Tolerance) in his/her system during working hours is prohibited, whether on or off agency property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required Illinois Department of Transportation (IDOT) alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the agency and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers must advise their Supervisor whenever they are taking drugs for medical reasons which may affect their job performance and the safety of others. If a medication restricts the operation of a motor vehicle, the staff member must obtain a note from their personal physician specifying the restrictions and submit it to the Supervisor. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the agency that the driver take sick or annual leave days, or, if necessary, unpaid leave, within the agency's leave policies.

PACT for West Central Illinois reserves the right to terminate any driver who violates the Drug and Alcohol Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to the agency's disciplinary action, up to and including termination.

Any employee who has been terminated due to positive alcohol and/or controlled substance testing may re-apply (when there is a job opening) for positions (where they meet qualifications) within the agency. The employee must have return-to-duty testing, have been evaluated by a substance abuse professional, and successfully participated in any program prescribed by that professional. The employee, if re-hired, will have a minimum of six follow-up tests the first 12 months of re-employment.

### **Confidentiality**

Any information concerning a driver's drug or alcohol abuse will be available only to members of the staff whom the agency believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the agency to any other employer, organization, or individual without the driver's written consent. All records containing information about a driver's medical exam, testing results and follow-up will be kept in a separate, locked file in the Supervisor's possession.



**ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY  
FOR  
COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES**

The Board of PACT for West Central Illinois recognizes the critical and growing problem that alcohol and controlled substance abuse poses to the transportation of its students. It is the policy of our agency to provide and maintain a safe, healthy, and productive work environment for our drivers. This policy applies to all drivers and applicants for driver positions who must have a Commercial Driver's License (CDL) to operate agency vehicles.

All such drivers have the responsibility to report for work and perform their jobs in a fit mental and physical condition. The nature of agency transportation is such that any unnecessary risk could affect our students and the public as a whole. This policy was developed to ensure not only the students' and employees' safety, but the general public's as well.

The Executive Director and the Transportation Coordinator are authorized to implement this policy and program, including a periodic review of the program, to address any problems, changes, and/or revisions of it, maintenance of all records required by federal regulations, and determination upon the Executive Director's approval, of how the program will be accomplished, whether in-house, contracted, or by consortium.

The Executive Director and the Transportation Coordinator are responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. Both are designated to answer questions about this policy and all other matters involved in alcohol and controlled substance abuse testing of CDL drivers.

**TESTING OF DRIVERS**

1. All drivers will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Executive Director or Transportation Coordinator.

Drivers will be tested under the following conditions.

A. **Pre-Employment**

Under no circumstances will an individual operate a PACT bus without proof of a successful completion of alcohol and drug tests. Any individual who refuses to submit to such tests, has a detectable (greater than .00) amount of alcohol in his/her system, or has a positive controlled substance test result will not be considered for employment.

B. **Random**

A minimum of 50% of drivers will be tested annually for drugs and 25% of drivers shall be tested annually for alcohol.

Random drug and alcohol testing may be combined. For example, when testing at 50% drug random test and 25% alcohol random test, half of the randomly selected drivers chosen for testing would be tested for both drugs and alcohol, while the rest could be tested only for drugs.

Random testing selection:

- 1) Employee remains in pool.
- 2) Use valid random selection.
- 3) Test at least twice per year.

- 4) Do not announce dates of testing.
- 5) Fifty (50%) of drivers for drugs and 25% of drivers for alcohol, shall only be tested while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

C. **Post-Accident**

Drivers are required to submit to drug and alcohol testing as soon as possible following an IDOT accident which involves the loss of human life or if the PACT driver receives a citation under state or local laws for a moving traffic violation arising from the accident.

An IDOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in:

- 1) A fatality.
  - 2) Bodily injury to a person who, as a result of injury, immediately receives medical treatment away from the scene of the accident.
  - 3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the agency to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.
- 1) *Alcohol Tests.* If a test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FHWA upon request of the Associate Administrator.
  - 2) *Controlled Substance Tests.* If a test required by this section is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FHWA upon request of the Associate Administrator. The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by Federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the agency.

Actions to take in a post-accident testing situation:

- 1) Treat injuries.
- 2) Work with law enforcement.
- 3) Explain the need for testing.
- 4) Work with medical facility.
- 5) Arrange for specimen collection.
- 6) Document events.

D. **Reasonable Suspicion**

The agency is required to test for the use of alcohol and controlled substances upon a reasonable suspicion. Reasonable suspicion is defined to mean that the agency believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by the director or the Transportation Coordinator. The witness must have received training in the detection of probable alcohol and drug use by observing a person's behavior. If it is at all possible, the witness should not conduct the alcohol test in order to protect the driver. Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the work day of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not made within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

Notwithstanding the absence of a reasonable suspicion alcohol test, no driver shall report for duty, or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor will the employer permit the driver to perform or continue to perform safety-sensitive functions until:

- 1) An alcohol test is administered and the driver's alcohol concentration measures .00 (Zero Tolerance); or
- 2) Twenty-four hours have elapsed following the determination that there is a reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol. In the absence of a test under this reasonable suspicion section, the driver will be taken home, and suspended with pay for twenty-four (24) hours or until such a time that a return to duty testing can be completed.

Guide to successful reasonable suspicion testing includes:

- 1) Focus on safety.
- 2) Verify reasonable suspicion.
- 3) Isolate and inform the employee.
- 4) Inquire and observe the employee.
- 5) Review the findings.
- 6) Transport the employee to a testing site or arrange for on-site testing.
- 7) Document events.

2. Prior to the start of work, a driver must report to his/her immediate supervisor use of any prescription and/or over-the-counter drugs which may affect job performance to the safety of others. It is the driver's responsibility to obtain from his/her physician a written determination as to how the drug could affect job performance.
3. Confidentiality --- All information obtained in the course of testing of drivers shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the written consent of the driver.
4. **Failure to sign a release for alcohol or controlled substances testing will be classified as insubordination and the driver shall be terminated.**
5. Refusal to submit to alcohol and/or controlled substances testing as required will be recorded as a positive test. Refusal to submit to an alcohol or controlled substance test means that a driver (1) fails to provide adequate breath for testing without valid medical explanation after he or she has received notice of the requirements for breath testing in accordance with this policy; (2) fails to provide adequate urine for controlled substance testing without valid medical explanation after he or she has received notice of the requirements for testing in accordance with this policy; or (3) engages in conduct that clearly obstructs the testing policy.

**Refusal to submit to alcohol and/or controlled substances will be classified as insubordination and the driver shall be terminated.**

6. Drivers testing positive for alcohol greater than .00 (Zero Tolerance) are prohibited from driving or performing a safety-sensitive function for at least 24 hours. The driver will be immediately suspended with pay and will be taken to their residence by the supervisor. The supervisor will refer the driver to a drug and alcohol assistance program. The driver must complete a return to duty testing with negative results prior to performing any safety sensitive functions. **Drivers having a positive alcohol result of .00 or greater (Zero Tolerance) will be immediately terminated from employment.** Drivers testing positive for controlled substances are prohibited from driving or performing a safety sensitive function duty. The driver will be taken to their residence by the supervisor. **Drivers having a positive test for controlled substances will be immediately terminated from employment.** The supervisor will refer the driver to a drug and alcohol assistance program.

In the event the driver implements the appeals process and the end result is a negative test, the driver shall be reinstated to their former position.

A performing safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A safety-sensitive function is defined as follows:

- a. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the agency.
- b. All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
- c. driving time spent at the driving controls of a motor vehicle in operation.

- d. All time, other than driving time, in or upon any motor vehicle.
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading, or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate a vehicle.
- f. All time spent performing the driver requirements relating to an accident.
- g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

7. **Return-to-Duty Testing**

- a. Any retesting is done at the driver's expense. The Driver can only report back to work if a positive test was proved to be invalid.
- b. When retesting is done, the driver must also be evaluated by a substance abuse professional (SAP) and participate in any assistance program prescribed by the SAP.

8. **Disciplinary Action**

- a. Violations of this policy will result in termination.
- b. Every driver who has engaged in violations of this policy will be advised by the employer of resources available to the driver to evaluate and resolve problems associated with the misuse of drugs or alcohol, even though the driver is terminated.

## ***TRAINING OF SUPERVISORS AND DRIVERS***

1. **Supervisor Training**

The Transportation Coordinator and Director are the keys to a drug-free work environment. At a minimum, the Transportation Coordinator and Director will receive basic training and orientation on:

- A. The identification of behavioral and physiological signs of alcohol and drug abuse. A minimum of 1 hour training in alcohol abuse, and misuse, and 1 hour for controlled substances is required.
- B. How to recognize, counsel, and document employees whose performance has deteriorated.
- C. How and when to suggest and/or require the services of a substance abuse professional.
- D. Documentation of training.

2. **Driver Training**

The drivers training program will consist of:

- A. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety, and work environment.
- B. The manifestation and behavioral causes that may indicate alcohol and controlled substance use or abuse.
- C. Information and materials required by Federal regulations.
- D. Documentation of training.

## ***RETENTION OF RECORDS***

The following records relating to PACT for West Central Illinois's drug and alcohol testing program are required to be maintained:

1. Records relating to the collection process:
  - \*\* Collection custody, control forms and site reports.
  - \*\* Documents related to the random selection process.
  - \*\* Calibration documentation for EBT's.
  - \*\* Documentation of breath alcohol technician (BAT) training.
  - \*\* Documentation of reasoning for reasonable suspicion training.
  - \*\* Documentation of reasoning for post-accident testing.
  - \*\* Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing.
  - \*\* Quarterly statistical reports of testing activity.
2. Records related to the driver's test results:
  - \*\* Employer copy of the alcohol test form, including results.
  - \*\* Employer's copy of the drug test chain of custody and control form.
  - \*\* Documents sent to the employer by the medical review officer.
  - \*\* Documentation of any driver's refusal to submit to a required alcohol or controlled substance test.
  - \*\* Documents provided by a driver to dispute results of test.
3. Documentation of any other violations of controlled substance use or alcohol misuse rules.
4. Records relating to evaluations or trainings:
  - \*\* Records pertaining to substance abuse professional's (SAP's) determination of driver's need to assistance.
  - \*\* Records concerning a driver's compliance with SAP's recommendations.
5. Records related to education and training:
  - \*\* Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse.
  - \*\* Documentation of compliance with requirement to provide drivers with educational materials, including driver's signed receipt of materials.
  - \*\* Documentation of supervisor training.
  - \*\* Certification that training conducted under this rule complies with all requirements of the rule.
6. Records relating to drug testing:
  - \*\* Agreements with collection site facilities, laboratories, medical review officers (MRO's) and consortia.
  - \*\* Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.
  - \*\* The employer's drug testing policy and procedures.

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at PACT for West Central Illinois within two (2) business days after a request has been made by an authorized representative of the Federal Highway Administration.

**The following is a chart regarding how long records must be maintained:**

<u><i>Document to be Maintained</i></u>	<u><i>Period Required to be Maintained</i></u>
Alcohol test results indicating a breath alcohol concentration of .00 or greater	5 years
Verified positive controlled substance test results	5 years
Refusals to submit to required alcohol or controlled substance tests	5 years
Required calibration of Evidential Breath Testing Devices (EBT's)	5 years
Substance Abuse Professional's (SAP's) evaluations and referrals	5 years
Annual calendar year summary	5 years
Records relating to the collection process (except calibration) and required training	2 years
Negative and canceled controlled substance test results	1 year
Alcohol test results indicating a breath alcohol concentration of less than .00	1 year

### ***TESTING PROCEDURES REGULATIONS***

The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the agency in order to carry out its drug and alcohol testing program.

Controlled substance testing procedures include the following:

1. **Chain of Custody**  
Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures will require an approved chain of custody form.
2. **Preparation for Testing**
  - A. Use tamper-proof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.
  - B. Use of shipping container in which one or more specimens and associated paperwork may be transferred and which can be sealed and initialed to prevent undetected tampering.
  - C. Written procedures and instructions for collection site.
3. **Specimen Collection**  
Specimen collection will be done at collection sites designated by the agency, and include the PACT Centers in Beardstown, Macomb, Camp Point, Carthage, and Pittsfield.

4. **Laboratory Analysis**  
Laboratory analysis of all specimens will be done by a Medical Review Officer (MRO) with CRL, Clinical Reference Laboratory, Lenexa, KS, under all Federal regulations.
5. **Review of Results of the Laboratory Tests**  
CRL reports the test results of the agency directly to the medical review officer (MRO) within an average of five (5) working days.  
Both positive and negative results must be reported. The report, as certified by the responsible laboratory individual, shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the cut-off level for each drug analyzed, the specimen number assigned to the specimen, and the drug testing laboratory identification number. All tests submitted to the laboratory at the same time must be submitted to the MRO at the same time.  
The laboratory may transmit the test results to the MRO by various electronic means, such as teleprinter, facsimile, or computer, so long as those methods established are designed to maintain confidentiality. Results cannot, at any time, be provided verbally by telephone. The laboratory must also transmit to the MRO, the original or a certified copy of the urine chain of custody and control form and must identify the individual responsible for the day-to-day management of the laboratory process.
6. **The Role of the Medical Review Officer (MRO)**  
The MRO must be a licensed M.D. or D.O. and principally serve as an arbiter between the laboratory and the agency. The MRO must possess a knowledge of drug abuse disorders. It is the primary role of the MRO to review and interpret positive results obtained from the laboratory. The MRO must access and determine whether alternative medical examinations could account for positive test results. To accomplish this task, the MRO may conduct medical interviews of the individual, review the individual's medical history, and review all other relevant bio-medical factors. Additionally, the MRO must examine all medical records as evidence of prescribed medications. The MRO must give the individual testing positive an opportunity to discuss the test results. If the tested individual provides sufficient medical documentation that the positive test derives from use of legally prescribed medication, the MRO may allow the driver to continue to operate, or the MRO may request the opinion of another physician.  
After the individual testing positive has been given the opportunity to provide sufficient information, and the MRO makes a final decision, the agency is notified of the results of the substance test.
7. **The Need for Confidentiality**  
All information obtained in the course of testing employees shall be protected as confidential medical information. No data concerning this information will be made part of the driver's personnel file or will be provided to any other party without the written consent of the driver. All information shall be kept in a separate file by driver, maintained in a locked cabinet, and accessible only to the Transportation Coordinator and the agency Director.
8. **The Appeal Process Available to Drivers Testing Positive**  
If a driver tests positive, he/she has the right to question the results by:
  - A. Contact with the MRO to verify the sample number of the urine sample to the MRO's form.
  - B. Requesting the split sample be tested within seventy-two (72) hours of the original testing at the driver's expense.



Alcohol testing procedures include the following:

1. **Testing Devices**

Alcohol tests are to be conducted with only evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on their Conforming Products List (CPL). The rule allows the use of EBT's for the initial screening tests that are on the CPL, that do not meet the additional requirements for the confirmation test (e.g., sequential numbering and print-out capability).

2. **Test Administration**

Only a breath alcohol technician (BAT) that has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.

3. **Test Procedures**

The BAT will perform an initial alcohol screen. If the initial screen results in a blood alcohol concentration (BAC) of .00 or above, a confirmation test is required. Any tests resulting in a BAC of less than .00 will be considered negative. The BAT will wait a minimum of fifteen (15) minutes before administering the confirmation test. Confirmation tests must be performed within twenty (20) minutes. The Executive Director and the Transportation Coordinator are responsible for maintaining agency files and on a confidential basis, all records required by the Federal regulations under this testing program.

## Harassment Policy

A. It is the policy of the State of Illinois and the United States of America to prevent harassment in employment.

Illinois Revised Statutes, (1985), Ch. 68, S1-102 (A)

42USC S2000e-2000e-15

29CFR S1604.11(a) (3) (1985)

B. It is the non-harassment policy of PACT as follows:

Non-Harassment Policy.

1. It is the policy of the agency that no individual shall be subjected to harassment on the basis of race, color, religion, sex, or national origin.
2. Personnel at all levels of the agency have the responsibility to avoid any act or actions, implied or explicit, that may suggest harassment.
3. Management will investigate complaints or allegations of harassment, or improper verbal or physical conduct, to determine if the conduct is interfering with the worker's work performance or creating an intimidating, hostile, or offensive work environment. The Union will be notified of any investigations in accordance with the specifications of the Union Contract. If the complaints or allegations are factual, appropriate corrective action is to be taken.
4. Pursuant to this policy, management and supervisory employees who recommend or authorize actions affecting other workers, will not:
  - a. Use their authority to harass workers.
  - b. Take a personnel action, or fail to take a personnel action as a reprisal against a worker for resisting or reporting any act of harassment.
  - c. Condone any harassment, either verbal or physical, of a worker or workers toward another worker.

**C. Definition of Sexual Harassment** - Sexual harassment is defined to be unwelcome sexual advances or verbal or sexual conduct of a sexual nature directed toward a worker where the conduct is made a condition of employment or where submission to or rejection of such conduct is made the basis of an employment act or where such conduct unreasonably interferes with a worker's work performance or creates an unreasonably offensive working environment.

**D. Complaint Procedures** - The following procedure shall be followed with regard to complaints of harassment:

1. Supervisors will be furnished with written instructions regarding complaint procedures. Notices will be posted on bulletin boards throughout the agency, along within this manual, stating agency policy on harassment and notifying employees of complaint procedure.
2. Supervisors and managers are responsible to see that workers are not subjected to any form of harassment. Should a supervisor or any member of management become aware of the occurrence of harassment, it is each supervisor's or manager's responsibility to see that appropriate action is taken in accordance with the procedures set forth as follows:

- a. Any harassment complaint by a worker should be filed with the worker's immediate supervisor. If the complaint is against the supervisor, the complaint should be filed with the Executive Director.
  - b. The Director should immediately be contacted when a formal harassment complaint is received.
  - c. The Director will investigate all harassment complaints. This will include, but is not limited to interviewing the complaining party, supervisors and any other personnel, as required, to obtain sufficient, factual information upon which to make a determination.
  - d. If at the conclusion of the investigative procedure, it is found that harassment, in fact, has occurred, the Director will report his/her findings, along with a recommendation to the PACT Board and Policy Council.
  - e. The complainant will be advised by the Director in writing as to the final disposition of the complaint.
  - f. Every effort will be made to resolve each complaint within one week after it is received.
3. Complaints should be filed on the form attached to this policy as Harassment Exhibit "A". Complaints will be filed with the worker's Immediate Supervisor, unless the Immediate Supervisor is the person alleged to have committed the harassment, in which the complaint shall be filed with the Executive Director. In the event that the Executive Director is the person alleged to have committed the harassment in conjunction with the Immediate Supervisor, then the complaint shall be filed with the Board of Directors.
4. Supervisors and Managers shall file through the Executive Director a report of all complaints of harassment within 48 hours after the filing of a complaint and shall file disposition reports within seven working days of the filing of such complaint.

E. Examples of Harassment includes: Displaying or circulation of written materials, degrading to either gender or to racial, ethnic or religious groups, and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic or minority group.

F. Examples of Sexual Harassment includes: Comments, innuendos, jokes of a sexual nature, leering or ogling. Unwelcome invitations to engage in sexual activity. Physical touches of a sexual nature, brushing against the body "accidentally," a friendly pat or squeeze. Pressure to engage in sexual activity as a condition of employment or promotion.

## HARASSMENT COMPLAINT

DATE \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_

Name of person or persons alleged to have committed harassment: \_\_\_\_\_

\_\_\_\_\_

Date or dates and time of harassing conduct: \_\_\_\_\_

\_\_\_\_\_

Place or places of harassing conduct: \_\_\_\_\_

\_\_\_\_\_

Conduct subject to complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of complainant \_\_\_\_\_

\_\_\_\_\_  
Signature

Harassment Exhibit "A"

## **Smoke Free Environment Policy**

### **POLICY:**

Due to the acknowledged hazards, both to adult nonsmokers and especially to young children arising from exposure to environmental tobacco smoke, it shall be the policy of Parent and Child Together (PACT) for West Central Illinois to provide a smoke-free environment for staff, children, and participants of PACT programs.

### **DEFINITION:**

- 1. There will no smoking on property owned, leased, or utilized by Parent and Child Together (PACT) for West Central IL.**

PACT facilities include: all offices, classrooms, and socialization sites, and any facility that PACT utilizes on a temporary basis. This includes both indoor and outdoor premises, including parking areas.

PACT parents or staff who smoke must do so off of PACT leased/owned property, out of children's sight, and a minimum of 20 feet away from entrances to the building. All smoking trash, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

- 2. There will be no smoking in any PACT vehicle.**

There is no smoking permitted in any PACT bus. There will be no tobacco use in personal vehicles when transporting persons on PACT authorized business.

- 3. There will be no smoking by staff, parents, or volunteers off-site when children are present. This includes both indoor and outdoor activities.**

Field trips, walks, and other off-site activities will be smoke-free. PACT recognizes that staff, parents, and volunteers are role models for children, and encourages them to refrain from smoking during all PACT activities. Because of the need to maintain a high staff/volunteer/child ratio during field trips, breaks may be scheduled for those parents who feel they cannot refrain from smoking, in arrangement with the Teacher.

Breaks will be taken by one parent at a time, out of sight of children present, at least 20 feet from the entrance of the field trip site, or at least 100 feet away from the activity area if the activity occurs outdoors.

- 4. Smoking on Home Visits**

PACT staff will discuss the Smoke Free Environment Policy with parents enrolled in the program. PACT encourages an open dialogue between the parent and the staff member regarding the use of tobacco on home visits. PACT does encourage parents to refrain from smoking on home visits, however PACT does not feel that it can mandate that parents not be allowed to smoke in their own homes if they so desire. PACT staff will provide parent education on the effects of secondhand smoke, as well as provide parent support and education on smoking cessation programs and materials.

- 5. Breaks - Employee**

Supervisors will discuss the issue of smoking breaks with their staff and together they will develop effective solutions that do not interfere with the productivity of staff. In the best interest of the children, staff will limit the amount of third-hand smoke brought into the classroom by wearing smoking smocks or gowns when smoking, or smoke in a well-ventilated area, either outdoors or with the car window open. When staff return to the

building, they must wash their hands thoroughly using the correct hand-washing procedure before going back to their classroom.

#### **PROCEDURE:**

1. Staff will be informed of this policy through signs posted in PACT facilities and vehicles, the Standard Operating Procedures Manual, and orientation training.
2. Volunteers, parents and participants will be informed through the following methods:
  - a. The policy will be stated in the Parent Handbook and discussed with the parent during the initial Intake visit.
  - b. Signs will be posted in Agency facilities and vehicles.
  - c. Announcements will be made during parent orientation and Policy Council training.
3. PACT will assist parents and staff, who wish to quit smoking, by facilitating access to recommended smoking cessation programs and materials.

### **PURCHASING PROCEDURES**

**Petty Cash** - If an item is not available in the agency inventory of supplies, (see procedures for requesting supplies in work plans), it may be purchased through the use of Petty Cash Funds. The following restrictions apply:

1. Reimbursements of **\$10.00** or less may be made from the Petty Cash Funds of the Office Manager for education, office supplies, postage, telephone or snack supplies. **Prior approval** from the Supervisor for Education, Office, and Postage supplies must be received before the supply is purchased. The Supervisor has the right to deny reimbursement if prior approval is not obtained.
2. Approval must be received by the Health Coordinator prior to reimbursement of Head Start home visit snack supplies. Staff may mail these receipts to the Chief Financial Officer and receive reimbursement through the accounts payable process. Staff wanting reimbursement through petty cash should send their receipts to the Health Coordinator. Reimbursement will be given by the Office Manager after approval from Health Coordinator.
3. Reimbursements of \$10.00 or more may be made from the Petty Cash Fund of the Home-Based Education Coordinator and Office Manager for Policy Council and Advisory Committee members, for babysitting and mileage costs.
4. The purchaser shall present the receipt for purchases to the Petty Cash Custodian. The receipt must include the item(s) purchased, the date, the amount, what the purchase is for, and signed by the purchaser. PACT is Tax-Exempt and no tax will be reimbursed to the purchaser. See the Chief Financial Officer about obtaining a Tax-Exempt letter for purchases.  
**Reimbursements not obtained through petty cash should be forwarded, after approval of the Supervisor, to the Chief Financial Officer.**
5. The Petty Cash Custodian is responsible for ensuring that the petty cash slip is properly completed, approved, and that a proper receipt is attached before payment is made.
6. Only the Executive Director can authorize purchases of over \$10.00 through Petty Cash.

**Purchasing** - Any items over \$10.00 which are not available through the Agency Inventory must be requested through the Immediate Supervisor who will follow the Procurement Procedures located in the Fiscal Procedures Manual.

## CAREER DEVELOPMENT POLICY

PACT for West Central Illinois is dedicated to the continuing education of its' entire staff. Employees are encouraged to enter educational and training classes, and attend conferences and workshops based on their individual training needs.

As an agency, PACT makes the commitment to locate resources, conferences, and materials to ensure that staff members feel knowledgeable and adequately trained for the position in which they are employed.

**See the Union Contract for the amount of money available to staff for continuing education.** Specific procedures for selection of teachers and requirements for those employees accessing the tuition/workshop money for staff development are contained in the union contract.

The following are also programs/resources available to staff members:

**Educational Supplemental Pay** - Staff members who enter the agency with educational course work or who proceed through the educational system while employed at PACT receive supplemental pay increases as an incentive to continue to further their professional growth. Educational Supplemental Pay increases are attained by staff members for a Certificate, Diploma, Associate, Bachelors, or Master's Degree in a major or area of concentration as defined by their position and job responsibilities. PACT for West Central Illinois provides its employees with Educational Supplemental Pay. The Supplemental Pay will vary depending upon the employee's certificate and/or degree (See PACT/Union Contract - Article XXII, Compensation).

**Tuition & Fee Grants** - In order to encourage professional growth, a tuition and fee grant program has been established. The Director may authorize and approve grants reimbursing tuition, fees, and required books. Tuition grants will be approved according to such procedures and conditions as the Executive Director may prescribe from time to time. If an employee is taking six credits or more from an accredited college, and the classes are approved by the Executive Director, the employee must show verification of ineligibility for a Federal Pell Grant or an Illinois MAP Grant before tuition will be reimbursed. If the employee is taking less than six credit hours, the employee must have written documentation from the college stating that they are taking less than six (6) credit hours. However, the course work for which a grant is made must be completed while the staff member is employed by the agency.

Reimbursement will be issued only after successful completion of work involved with a grade of at least a "C" as evident by submission of a final grade, proof of payment of tuition (this may include documentation of a student loan), fees, or books or appropriate evidence as may be required by the Executive Director.

Reimbursement will not be made for any course work where reimbursement is not permitted under the grant program in which the employee is employed or where the course work is not related to the field in which the employee is working for the agency or in which the employee may reasonably be expected to be working.

Forms used for Tuition Reimbursement are: Form A1232, Tuition Grant Review of Classes and Form A1210, Request for Reimbursement. Forms and receipts are forwarded to the Executive Director upon completion of the class.

**Note: Staff reimbursement for tuition and/or fee grants are obligated to be refunded by the worker, if he/she does not remain in the employment of PACT for at least three continuous months after the course work is completed.**

**Tuition & Fee Loans** - The PACT Board of Directors has made a tuition and fee loan available to staff that have been employed at PACT for at least one year. Employees who wish a loan should submit an Employee Tuition Loan Request form with the Tuition Grant Review of Classes form to the Director. The agency will loan the employee the cost of tuition, books, and lab fees for approved classes. The employee must submit a bill from the educational institution and PACT will make payment directly to the educational institution.

The loan amount will be divided into 8 equal installments for each semester. The installment amount will be deducted from the employee's pay, each pay period. If the employee leaves employment prior to completion of the courses, the remaining amount of the loan will be deducted from the final paycheck. If the amount of the loan remaining is greater than the final paycheck, the employee will be required to pay PACT the amount remaining within two weeks of leaving employment.

**Conference/Workshop Reimbursement** - Employees attending Conferences/Workshops must obtain approval from their supervisor prior to their attendance. Home Based staff should also ensure that clerical staff are aware of changes in the workers' normal schedule.

Staff must complete Form A1233, Conference/Workshop Reimbursement Form, Local - In-Area upon their return from the conference. All receipts (registration fee, meals, incidentals, and parking) and a copy of the training agenda must accompany the request for reimbursement. Employees wishing to have mileage reimbursement for workshops attended, will need to write the mileage down on a separate In Area Travel Reimbursement Form and attach it to the conference/workshop form.

Staff should also be prepared to share any ideas from workshops attended with other staff at future staff meetings. Workshop/conference agendas, along with all receipts and forms should be completed and turned into the supervisor by the pay period following the workshop. In the event that five or more employees attend the same workshop, the agency will pre-pay the registration fee. **The employee is responsible for forwarding a copy of any Certificates from workshops to the Personnel Manager to be placed in the employee's personnel file and to their Supervisor to be placed in their DCFS file at the center.**

According to the PACT/Union Contract, workers attending such conferences, conventions, and meetings on a regular workday will be paid at a rate commensurate to their regular workday up to a maximum of five days per year, unless an exception is approved by the Executive Director. Attendance at conferences on days other than the regular workday, shall be on the worker's own time and shall not be included in the five-day maximum, nor be allowed for compensatory time or overtime. See also the PACT/Union Contract.

The employee's time sheet should show eight hours if they are full-time and are attending on a regular workday. If the employee is part-time the time sheet should show the regular number of hours they are scheduled to work. Employees are paid eight hours if full time, and their regular hours if part time, even if the conference is attended for only ½ day. If an employee is not scheduled to work on the day a conference is attended, they are not paid for it. The worker may however claim reimbursement for meals, registration fee, mileage, etc.



Travel time is not paid for attending conferences that are selected for reimbursement under the workshop funds outlined in the PACT/Union Contract.

Head Start staff that have expended their initial allotment of professional development funds may attend additional workshops with the approval of their Supervisor. These workshops must be paid for out of the workers own personal funds. A request for reimbursement can be turned into the Chief Financial Officer for consideration should funds be available at the end of the program year.

There are some exceptions to this policy for Head Start staff, but this is only for workshops or conferences that the agency mandates in writing that workers attend (with the approval of the Executive Director) and the funds for those workshops are not taken from the workers professional development funds.

**Staff Resource Library** - This Staff Resource Library is located at the Camp Point Center. Staff are encouraged to check out resources on a regular basis, and to identify resources to add to the library. An updated list of resources in the Staff Resource Library is given to all staff members in the fall of each year. Employees are also given notice of additions to the library throughout the year.

**Child Development Associate (CDA) Credential Plan** - Under PACT's Head Start funding guidelines, some staff are required to obtain a CDA unless they are considered to be equivalent under said guidelines. PACT's payment for CDA plans of assessment and certifications is subject to the availability of grant funds.

**Outside Agency Training** - Each Staff member should record any outside training on their Professional Development Record in Gateways on an ongoing basis. Instructions for printing the record and submitting it to supervisors is contained in the Human Resources Section of the work plans. The supervisor forwards to the Personnel Manager for placement in personnel files.

## TRAVEL

**Mileage Reimbursement** - Mileage is reimbursed at the rate of .58 per mile. The electronic In-Area Travel Reimbursement Form is used when using a personal vehicle to perform agency business. The form is available on the PACT website – [www.pactheadstart.com](http://www.pactheadstart.com) – and includes 1) Date, 2) Miles, and 3) Destination and Purpose of Trip. The last column, labeled “\$\$\$” will automatically be filled in with the reimbursement amount. This form must be completed accurately before it is downloaded and emailed to the worker's Supervisor, along with the timesheet covering the same period of time. Mileage must be rounded off to the nearest mile when entering it on the electronic In-Area Travel Reimbursement Form. Mileage is counted beginning from the employee's office site, boundary line, or employee's home, whichever is closest to their next destination. Mileage is not paid from the employee's home to their office site if the office site is where their day begins. Time and mileage are to begin at the same time.

Employees are encouraged to car-pool whenever possible to staff meetings, agency training, and all staff functions.

If an employee is required to work a sixth workday, mileage to their work site is reimbursable, only if the required sixth day of work is not due to staff's approved time off during the same pay period that the sixth day of work occurs.

Reminder: Within four weeks from a worker's start date of employment, a current copy of the employee's Certificate of Automobile Insurance must be on file with the Personnel Manager.

## **Out of Area Travel**

A. Out of Area Travel must be approved by the Executive Director and is subject to availability of budgeted funds.

B. Employees wishing to attend a Workshop which is Out of Area (outside the PACT Service Area) must discuss with and obtain prior approval from their Immediate Supervisor before requesting funds to attend out of area workshops.

C. Once approval is obtained by the Supervisor, approval must then be obtained from the Executive Director. The Director is responsible for ensuring that the travel is necessary and allowable within the restrictions of the grant award.

D. If approval for Out of Area Travel is obtained, the Supervisor must make arrangements for purchasing paperwork to be prepared for any Hotel, Registration, or Travel Fees (airline, railroad, etc.).

E. The Supervisor will then assist the employee in filling out Request for Travel and/or Advance Travel Pay. This form must be filled out before the Travel dates regardless of whether or not Advance Pay is requested.

F. This form is then forwarded to the Executive Director for authorization. After signing, the Director will forward to the Chief Financial Officer for processing.

G. If Advance Pay is requested, the form must be turned into Chief Financial Officer two weeks in advance so that the check can be issued.

H. Once the Travel is completed, Out of Area Travel and Expense Voucher must be completed. The Supervisor will also assist the employee in filling this form out.

I. Out of Area Travel and Expense Voucher **must be turned into the Fiscal Department within one (1) week of your return from the Workshop.** Along with the Form, you must include the following:

- 1) an agenda from the workshops/conference you attended
- 2) copies of any brochures or materials obtained
- 3) receipts for the following:
  - taxi fares
  - tolls
  - hotel costs
  - bus, railroad or airline travel

J. Per Diem Rates will be based upon the Federal Per Diem Guidelines. The purpose of the per diem is to assist employees with meal coverage. Travel costs (i.e., cab fare to a restaurant) and additional costs, over the employees daily per diem rate, for entertainment or dining will be at the expense of the employee. If the employee is using their own automobile for travel, mileage reimbursement is .58/mile.

## ACCIDENT/INJURY TO A WORKER

At new staff Administrative Training, each employee is asked to complete an Employee Change of Status form. This form outlines emergency numbers to be called in case of an illness or accident. The original form is kept in the employee's personnel file and a copy maintained in the employee's DCFS file at the center.

Whenever a worker is injured, if it is an emergency, then the emergency medical squad is to be notified. **DO NOT ATTEMPT TO MOVE THE INJURED PERSON.** The Executive Director should also be notified immediately. In the case of a serious accident, the person listed on the worker's Employee Change of Status form will be notified. For less serious injuries, a person may be notified if requested by the worker.

**Any time** a worker is injured on the job the worker will need to fill out accident forms. The worker must inform their immediate supervisor of the incident and the supervisor and worker must complete all required forms immediately, as well as contacting all witnesses and ensuring that they complete a witness statement in writing. All of these forms should be faxed or emailed to the Director the same day as the incident occurs. The Director is responsible for ensuring that the worker is given a copy of the Illinois Workers' Compensation Act and Occupational Diseases Act. The Executive Director must complete any other forms required by the workers compensation insurance company, retain copies for filing, and forward the originals to the agency's insurance company.

A Vehicle Accident Report is completed on any accident involving a PACT staff on pay status at the time of the accident, then forwarded to the Executive Director.

## ACCIDENT/INJURY TO A CHILD

Any time a child is injured on PACT premises or during any PACT activity, an Accident/Incident Report Form must be completed by the staff member who witnessed or became aware of the injury. Any accident or injury, no matter how slight, must be reported by completing the form and forwarding it to the appropriate Site Supervisor or Home-Based Education Coordinator within 24 hours of the time of the incident. A copy of the form will be kept on-site in the child's file. If an injury requires immediate medical attention, the Executive Director should be immediately notified.

## SAFETY IN THE WORKPLACE

1. Report any unsafe practices or unsafe conditions to your supervisor.
2. Do not run - even in emergencies.
3. Know your fire, tornado and emergency procedures.
4. Keep all materials and equipment in their proper places.
5. Open one file drawer at a time; an over balanced cabinet can tip easily.
6. Use step stools or ladders to reach high places; chairs are dangerous substitutes.
7. Wear safe shoes, no open toes or open backs, when moving items.

Most of the accidents that workers have had in the agency are related to lifting or moving materials. The following are general principles to be observed that were recommended by our insurance company.

- 1) Size up the load first - do not attempt to lift it alone if there is any doubt in your ability to do so. Get assistance or use mechanical equipment.
- 2) Make sure the footing is secure, check flooring for oil spots and other material that might cause a slip. Get a good balance - this means feet fairly wide apart (8-12").
- 3) Place the feet close to the object to be lifted. This is important because it prevents back muscles from taking all the load.
- 4) Bend the knees outward and "straddle" the load somewhat, keeping the back as straight as possible.
- 5) Now start pushing up with your legs, using your strongest set of muscles. Keep the load close to your body as you come up, taking full advantage of the mechanical leverage your body now possesses.
- 6) Lift the object to the carrying position. If necessary, to change your direction when in the upright position, be careful not to twist the body. Turn your body with changes in foot position.
- 7) If you deposit the load on a bench or table, place it on the edge to make the table take part of the load and then push it forward with the arms or, if necessary, with part of the body in a forward motion.
- 8) In putting the load down to the floor surface from a waist high position, bend the knees and, with a straight back and load close to the body, lower the load with the arm and leg muscles. Note: In placing your load down on the floor, first be sure that you have blocks placed to support it -- allowing room to put it down without danger to the fingers.
- 9) In team lifting operations, assign a leader to call the lift and lowering of the load to coordinate the effort of all persons in the group.

## BUS DRIVER ACCIDENT REPORTING PROCEDURES

### Driver Responsibilities

- 1) Follow emergency procedures for evacuation, administration of first aid, and notification of local emergency personnel as applicable.
- 2) Notify the Supervisor as soon as possible. Be prepared to provide the supervisor or Executive Director with the names of all children and adults on the bus at the time of the accident, as well as any available information regarding extent of injuries. Know the location of the accident as well as the name of the hospital where injured are being transported.
- 3) If the accident resulted in loss of human life or a citation to the PACT driver for a moving traffic violation, a controlled substance test must be administered on the driver within 32 hours.
- 4) If federal, state, or local authorities perform a drug test on the driver, the requirement has been met, provided PACT obtains the results of the test. If the officials do not test the driver, it is then the responsibility of PACT to have the test administered.
- 5) Except for receiving medical attention for themselves or for other injured persons, and for leaving the scene to notify proper authorities, drivers must make themselves available for post-accident testing. If drivers fail to make themselves available for the test, from either officials or PACT, it will be deemed as refusal to submit and appropriate penalties will apply.
- 6) Drivers should not make statements to the media. Media personnel should be referred to the PACT Executive Director.

### Supervisor Responsibilities

- 1) Gather information from the driver, including names of all children and adults on the bus at the time of the accident, extent of injuries, where injured are being transported for treatment, and location of accident.
- 2) Notify the Executive Director.
- 3) Assign staff to call families of all involved in the accident, including drivers, beginning with those with injuries. Give staff information in writing to relay to families.
- 4) Go to either the accident location or the hospital where injured are being transported, whichever is most feasible.
- 5) Determine whether drug testing of PACT driver is required as a result of the accident and whether authorities are conducting the test. If a test is required and the authorities are not conducting one, call PACT's drug testing contractor and arrange for testing to be done within 32 hours of the accident.
- 6) If there is human fatality in the accident or there is bodily injury requiring one or more persons to be transported to a medical facility and the PACT driver in the accident is issued a traffic citation, the accident must be reported to the **Office of the Secretary of State, Driver Services Department, Safe Ride Unit, 2701 South Dirksen Parkway, Springfield, IL 62723**, using Form SB - 3.1 *Employer Notification Report* or by calling the Safe Ride Unit at (217) 782-7674 within one business day following the date of the accident.

7) When the Supervisor reports the accident to the Secretary of State, the following information must be provided:

- < The date, time, and location of the accident.
- < The name and driver's license of the school bus driver.
- < The names and driver's license numbers of the other drivers involved.
- < Type of bus involved.
- < How many children on board?
- < Description of the accident.
  - < How many vehicles involved?
  - < How many injuries or fatalities?
  - < How many children were taken to the hospital?
  - < Were any citations issued and if so, to whom?
  - < Were any vehicles towed?
- < Was a post-accident drug test conducted and have the results been released?
- < What were the road and weather conditions like at the time of the accident?

### ***Whistleblower Protection Policy***

In keeping with the policy of maintaining the highest ethics, Parent and Child Together (PACT) for West Central IL will investigate any suspected fraudulent or dishonest use or misuse of the organization's resources or property by staff, board members, consultants, providers of professional services, or volunteers.

Staff, board members, consultants, providers of professional services, and volunteers are encouraged and expected to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

#### **Reporting**

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property are to be reported to the Executive Director, or if such use or misuse involves the Executive Director, then the President of the Board of Directors. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to the appropriate individual listed above.

#### **Definitions**

##### ***Baseless Allegations***

Allegations made in bad faith or with reckless or conscious disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by PACT and/or legal claims by individuals accused of such conduct.

## ***Fraudulent or Dishonest Conduct***

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit.

Examples of such conduct include:

- Forgery or wrongful alteration of organization documents or records in whatever form.
- Unauthorized alteration, manipulation or destruction of computer files.
- Fraudulent financial reporting or claims
- Pursuit of a benefit or advantage in violation of PACT's Conflict-of-Interest Policy
- Misappropriation or misuse of PACT's resources, such as funds, supplies, or other assets.
- Authorizing or receiving compensation for goods not received or services not performed.
- Authorizing or receiving compensation or reimbursement for hours not worked or expenses not incurred.

## ***Whistleblower***

An employee, board member, consultant, provider of professional services, or volunteer who, in good faith, informs the Executive Director or Board President about an activity relating to PACT which that person believes to be fraudulent or dishonest.

## **Rights and Responsibilities**

### ***Supervisors***

Supervisors are expected and required to report suspected fraudulent or dishonest conduct to the Executive Director or Board President. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation.
- Violations of a person's rights under law or contract.

Although care is required, in case of doubt, a report should be made.

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the Executive Director or Board President
- Unless otherwise required by law, rules, or regulations, should not report the case to a law enforcement officer or others without first discussing the case with the Executive Director or Board President who will be responsible for making such report.

## ***Investigation***

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed as determined appropriate by the Executive Director or Board President, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated or reported to appropriate persons as warranted. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

## ***Whistleblower Protection***

PACT shall protect whistleblowers making good faith reports as provided below:

- PACT will not undertake and will use its best efforts to protect whistleblowers against retaliation on account of the report. Whistleblower complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that PACT can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, board members, consultants, and volunteers of PACT may not retaliate against a whistleblower for informing management or the board of directors about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director and/or the President of the Board of Directors. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Retaliations is a basis for discipline or dismissal.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).