

## TABLE OF CONTENTS

### CERTIFICATIONS

- Organizational Structure
- PACT Policy Council
- Program/Agency History

STATEMENT OF PURPOSE .....	1
PHILOSOPHY - PACT BELIEVES .....	3
MISSION STATEMENT .....	3
HEAD START .....	4
APPROVALS/REVISIONS OF SOPM.....	5
VIOLATIONS.....	5
RECRUITMENT AND SELECTION FOR EMPLOYMENT .....	6
A. GENERAL .....	6
Introduction.....	6
Inside Agency Promotion or Transfer .....	6
Applications .....	7
Receipt of Resumes .....	7
Resume Gridding for Advertised Positions .....	7
Interview Procedures for Advertised Positions .....	8
Interview Scoring Grids .....	8
Background Check .....	9
Policy Council Approval Process .....	10
Record Retention.....	10
B. EXECUTIVE DIRECTOR .....	11
Hiring of Key Personnel.....	11
Hiring of Substitute/Temporary/One-on-One Staff.....	11
Employment of Consultants.....	11
NONCOMPLIANCE.....	12
PERSONNEL CHANGE NOTICE .....	12
EMPLOYMENT FORMS .....	12
TRAINING .....	13
HIRING POLICIES .....	13
Re-Hire Policy.....	13
Conflict of Interest and Nepotism Policy .....	13
Americans with Disabilities Act Policy .....	14
EMPLOYEE DEFINITIONS .....	15
Conditional Status .....	15
Probationary Status .....	15
Permanent Status.....	15
Temporary Upgrade .....	16
Full Time.....	16
Part Time .....	16
Union Membership .....	17
Volunteers .....	17
Non-Exempt Employees.....	17
Exempt Employees.....	17

Compensatory Time .....	18
Promotion .....	18
Incentive Pay .....	18
<b>HOURS OF WORK, ATTENDANCE, AND ABSENTEEISM .....</b>	<b>18</b>
Normal Business Hours .....	18
Dress Code.....	18
Children in the Workplace .....	19
Time Sheets .....	19
Personnel Activity Reports .....	19
Overtime Compensation.....	19
Work Time/Schedule Changes .....	19
Working at Home.....	20
Chain of Command.....	20
Call In Procedures .....	20
Rest Breaks.....	20
Meal Periods.....	20
Staff Meeting Day Schedule .....	21
Severe Weather.....	21
Program Publicity .....	22
Telephone Calls.....	22
Incoming Phone Calls.....	22
Cell Phone Policy.....	22
Toll Free Number.....	23
Internet and E-Mail Usage Policies.....	23
Help Desk System .....	24
Laptop/I-Pad/Tablet Usage.....	25
Media Guidelines for Program Events .....	25
Video Surveillance Policy .....	26
Distribution of Pay Checks .....	27
Issuing Special Pay Checks .....	27
Lost, Destroyed, Stolen Pay Checks .....	27
<b>EMPLOYEE BENEFITS .....</b>	<b>28</b>
Employer Benefit Contribution .....	28
Unemployment Benefits .....	28
Workman's Compensation .....	28
Social Security.....	28
Health/Life Insurance.....	28
401K Withdrawals.....	28
401K Distribution for Terminated Employees .....	29
Cafeteria Plan.....	29
Credit Union.....	29
Holidays.....	30
Annual Leave.....	30
Bereavement Leave .....	30
Vacation .....	30
Sick and Hospitalization Leave.....	32
Winter Break.....	32

Educational Leave .....	32
Leave Selection .....	32
Leave Application Form .....	32
Other Paid Leave Documentation.....	32
Leave Denials.....	33
Leaves of Absence .....	33
Family Medical Leave.....	33
Voluntary Leave Pool Donation Program .....	33
PROGRAM INSURANCE REQUIREMENTS.....	33
MEDICAL/TB EXAMINATIONS/IMMUNIZATIONS .....	34
CRIMINAL BACKGROUND CHECKS.....	35
MAINTENANCE OF PERSONNEL FILES .....	36
PACT EMPLOYEE CHANGE OF STATUS FORM .....	36
CLIENT CONFIDENTIALITY.....	37
WORKER CONFIDENTIALITY .....	37
MANAGEMENT DISCIPLINARY PROCEDURES .....	38
Introduction.....	38
General Staff Responsibilities.....	38
Disciplinary Actions .....	38
Employee Warning Notice .....	39
Oral Warning .....	39
Written Warning.....	39
Suspension Without Pay .....	40
Discharge .....	40
Performance Evaluations and the Remediation Program.....	41
Causes for Disciplinary Actions .....	41
PACT POLICIES AND PROCEDURES .....	41
Zero Tolerance Policy.....	43
Client Confidentiality .....	43
Corporal Punishment.....	43
Child Safety .....	43
Employee & Volunteer Medication.....	44
Education Supplies (child toys/materials) .....	44
Drug Free Policy.....	44
Firearms/Weapons Policy.....	44
Standards of Conduct Policy .....	44
Code of Conduct Policy .....	44
Outside Employment Policy.....	45
Child Abuse and Neglect Policy.....	45
Sex Offender and Murderer Community Notification Law.....	45
Staff Safety .....	46
Political Activity Policy .....	46
Notice of Convictions.....	47
Penalties for Violation.....	47
Drug-Free Awareness Program.....	47
Controlled Substance and Alcohol Policy .....	48
Alcohol & Controlled Substance Testing Policy for CDL Employees .....	49
Harassment Policy.....	58
Smoke-Free Environment Policy .....	61

PURCHASING PROCEDURES .....	62
Petty Cash .....	62
Purchasing.....	62
CAREER DEVELOPMENT POLICY .....	63
Educational Supplemental Pay.....	63
Tuition and Fee Grants.....	63
Tuition and Fee Loans.....	64
Conference/Workshop Reimbursement.....	64
Staff Resource Library.....	65
Child Development Associate Plan (CDA).....	65
Outside Agency Training .....	65
TRAVEL .....	65
Mileage Reimbursement.....	65
Out of Area Travel .....	66
ACCIDENT/INJURY TO A WORKER.....	67
ACCIDENT/INJURY TO A CHILD.....	67
SAFETY IN THE WORKPLACE.....	68
BUS DRIVER ACCIDENT REPORTING PROCEDURES.....	69
Driver Responsibilities.....	69
Supervisor Responsibilities .....	69
WHISTLE BLOWER PROTECTION POLICY.....	70

#### ADMINISTRATIVE FORMS

- Employee Change of Status
- Vehicle Accident Report Form
- Accident/Incident Report Form
- Time Sheet-Sample
- Mileage Reimbursement Form-Sample
- Leave Application Form-Sample
- Leave of Absence Request Form
- Voluntary Leave Pool
- Conference/Workshop/Tuition Request Form
- Tuition Grant Request/Review of Classes
- Tuition Grant Reimbursement Form
- Employee Tuition Loan Request
- Sample - Certificate of Insurance
- Lost, Broken, Stolen, or Transferred Items Form

#### ATTACHMENT SECTION

- Standard Operating Procedures Sign-off
- Job Descriptions Sign-off
- Union Contract Sign-off
- Employee Permission to Publish/Post
  
- Standards of Conduct
  
- Commitment to Our Children
  
- Glossary of Terms
  
- Communication System