



Butler County Educational Service Center
400 North Erie Blvd., Suite A
Hamilton, Ohio 45011
Phone: (513) 887-3710 Fax: (513) 887-3709
WWW.BCESC.ORG

HEAD START PROGRAM PERSONNEL POLICY MANUAL

*Head Start Mission Statement:
Strengthening our families futures through
education, empowerment, and knowledge.*

The Butler County Educational Service Center provides exemplary services to improve learning so that children can lead successful lives.

November 2011

TABLE OF CONTENTS

1. PROGRAM	
	Page
A. History	4
B. Philosophy	5
C. Mission Statement	5
2. SELECTION OF PERSONNEL	
A. Creating a Position	6
B. Vacancies	6
C. Equal Employment Opportunity	7
D. Orientation	8
3. EMPLOYMENT OF PERSONNEL	
A. Employment Approval	8
B. Nepotism	8
C. Probationary Periods	9
D. New Hire Requirements	9
E. Appearance	10
F. Attendance	10
G. Assignments and Transfers	11
H. Promotion	11
I. Resignation or Termination	11
J. Reduction in Force of Personnel	12
K. Job Descriptions	12
L. Evaluation of Personnel	13
M. Exit Interviews	13
4. EMPLOYEE CLASSIFICATIONS AND COMPENSATION	
A. Employee Status	13
B. Compensation	14

5.	EMPLOYEE BENEFITS AND LEAVE TIME	
		Page
	A. Benefits Overview	15
	B. Group Insurance Programs/Benefits	15
	1. Medical/Dental	15
	2. Group Life Insurance	16
	3. Tax Deferred Compensation Pension Plans	16
	4. Employee Assistance Program	16
	5. Flexible Benefits Plans	16
	C. Family Medical Leave (FMLA)	17
	D. Uncompensated Leave	18
	E. Sick Leave	18
	• Severance Pay	19
	F. Vacation	19
	G. Holidays	20
	H. Maternity, Paternity, and Adoption Leave	20
	I. Personal Leave	20
	J. Assault Leave	22
	K. Jury Duty and Military Service	22
	L. Unrequested Leaves of Absences	23
	M. Job Related Expenses	23
	N. Continuing Education	24
	• Educational Assistance	26
6.	PERSONNEL RECORDS	
	A. Personnel Records	26
	B. Confidentiality	27
	C. Code of Conduct	28
7.	DISCIPLINE AND GRIEVANCE PROCEDURES	
	A. Disciplinary Action	30
	B. Employee Complaints	31

C. Grievance	31
D. Community Complaints	31
8. MISCELLANEOUS	
A. Drugs and Alcohol	32
B. Use of Tobacco	32
C. Gifts and Gratuities	33
D. Outside Activities of Personnel	33
E. Political Activity	33
F. Harassment/Sexual Harassment	34
G. On-the-Job Incident/Accident	34
H. Violence in the Workplace	35
I. Emergency Closing	36
J. E-Mail	36
K. Dangerous Weapons	36
L. Child Abuse and Neglect Report	37
M. Staff Safety Practices	39
9. CONTROL OF BLOOD BORNE PATHOGENS	39
10. DRUG FREE WORK PLACE	40
10. POLICY COUNCIL APPROVAL	41
11. EMPLOYEE CERTIFICATION	42

FORMS

1. PROGRAM

A. HISTORY

The Butler County Educational Service Center (BCESC) was awarded the federal Head Start grant in July of 1991 to serve 515 children. The federal grant is used to develop the Head Start program, which provides comprehensive services to families of Butler County who are economically disadvantaged.

The BCESC is proud to be part of the Head Start family. BCESC is committed to providing quality services to the children and families in Butler County. BCESC prides itself in hiring highly motivated professional staff with a desire for continued professional growth.

The employees of the BCESC Head Start program take pride in their ability to work as a team. The team is supported by a trained, knowledgeable administrative staff and offers extensive on-going training for all employees. The BCESC Head Start program's work atmosphere will be one in which you will be able to carry out your job duties with great success. As a BCESC Head Start team player, it is our hope that you will find your job challenging and rewarding not only professionally, but personally as well.

BCESC Head Start expects you to fulfill your job requirements in a manner that exhibits trust, cooperation, empathy, and respect for your fellow co-workers and clients alike. It is only with your complete support that the BCESC Head Start program can be successful in achieving its goals and objectives.

WELCOME TO THE BCESC HEAD START TEAM!

B. PHILOSOPHY

Butler County Governing Board will continue to develop and maintain personnel policies designed to ensure fair and consistent treatment for every employee. Responsibility is assumed to provide the best working conditions, pay, and benefits that can be afforded. As an individual, each of you will be treated with respect and given the opportunity for advancement and job security. Through our working together BCECS will be a strong organization.

It is believed that our policies and procedures are designed to prevent and help resolve concerns, and you are strongly encouraged to bring your concerns to your immediate supervisor or the appropriate person in the chain of command. You will be heard and given the best possible response.

C. MISSION STATEMENT

Strengthening our families through education, empowerment and knowledge.

GOALS:

1. To foster the development of an environment that encourages self-esteem and self-empowerment so that life skills can be attained.
2. To ensure that our endeavors and functions are established with respect to developmentally appropriate child-centered concept.
3. To ensure that our endeavors and functions are performed effectively in a timely manner.

2. SELECTION OF PERSONNEL

A. CREATING A POSITION

The BCESC Governing Board reserves the right to create new positions and specify the number of staff members in each category. (BCESC Policy 4111, Collective Bargaining Agreement)

B. VACANCIES

Guidelines have been established for the interviewing and screening of potential staff members. Please refer to the Collective Bargaining Agreement and the following:

1. Notification of all openings shall be posted in all Head Start facilities for 5 working days and will be mailed to each employee's home during summer months. (refer to Collective Bargaining Agreement)
2. Employment priority shall be given to staff members and Head Start parents with required qualifications and satisfactory work records.
3. If it is deemed necessary to seek a broader range of applicants outside of the agency, job openings may be advertised in the classification section of the most widely circulated newspaper in the service area in which the position is located. Positions will be advertised in the community via newspapers, Ohio Bureau of Employment Services, and other community organizations.
4. Applications are to be made in writing to the Head Start administrative office on the appropriate application form.
5. Checking of credentials may include direct telephone calls to immediate supervisors and listed references of the person being considered, and other background checks including FBI and Ohio BCII fingerprint checks.

6. Applicants may be granted an interview if their qualifications meet the criteria for the position.
7. BCESC Head Start will follow the established criteria of the Governing Board in the interviewing process.
8. General terms of employment shall be made known to the candidate at the time of the interview, but employment specifics and salary will not be given until the job is offered.

C. EQUAL EMPLOYMENT OPPORTUNITY

The Governing Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent or Director shall serve as the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. *S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 The Americans with Disabilities Act, and the Age Act is provided to staff members and the general public. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion needs to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.* (BCESC Policy 4122, Collective Bargaining Agreement)

D. ORIENTATION

1. All new employees shall receive a complete orientation that explains job responsibilities, personnel policies and related program information.
2. Each employee shall receive the orientation packet that includes personnel policies, job description, tax forms, health insurance forms, and any other related program policies and the orientation checklist.
3. Each employee is responsible for understanding and following the personnel policies.

3. EMPLOYMENT OF PERSONNEL

A. EMPLOYMENT APPROVAL

The Policy Council and Governing Board shall approve the employment and establish the compensation and terms of employment for each person employed. (BCESC Policy 4120)

B. NEPOTISM

Relatives of current employees may be employed by the BCESC, provided the staff member being employed is not placed in a position in which he/she is selected, hired, or supervised directly by the relative staff member. (BCESC 4120)

C. PROBATIONARY PERIODS

There will be a one hundred and twenty (120) calendar day probationary period, not including summer break days. During this time the person will be observed frequently in the performance of duties to ensure he/she is meeting expectations. During the probationary period, the staff members will be entitled to and provided the same benefits as regular staff members in the BCESC Head Start program.

If, at the completion of the probationary period, the staff member is employed in the BCESC Head Start program, the commencement date for his/her employment shall be the date of probationary employment. (BCESC 4120, Collective Bargaining Agreement)

D. NEW HIRE REQUIREMENTS

1. INITIAL HEALTH EXAM AND TUBERCULINE SCREENING

All employees are required to have an initial medical examination indicating that they are free from communicable diseases and a tuberculine screening form shall be completed. Persons with or infected with a communicable disease which may be transmitted are prohibited from working in any areas related to children or food handling. (This includes substitute personnel.)

2. CRIMINAL HISTORY RECORD CHECK

All prospective employees must sign a conviction statement and federal declaration prior to employment which lists: all pending and prior criminal arrests and charges related to child sexual abuse and their dispositions; convictions related to other forms of child abuse, and/or neglect; and all convictions of violent felonies.

In addition, state law requires each new employee to submit to a criminal background check. A fingerprint search by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) will be conducted on all new employees. This requirement includes all substitutes, persons employed on a part-time basis, and regular volunteers who may have care, custody, or control of students. Current state law requires these background checks be conducted for all employees every five (5) years. (BCESC 4121)

E. APPEARANCE

BCESC Head Start maintains high standards in personal appearance, dress, health, and hygiene. As an employee, you create an impression of and represent the entire organization regardless of the amount of contact with the public. It is important that you present a well-groomed appearance at all times and use good judgment in dressing appropriately for your position. All employees should adhere to the following guidelines: avoid any clothing with any reference to violence, sex, drugs, alcohol, concert t-shirts, jokes or other material inappropriate for children; halter tops, mini-dresses/skirts, sweat pants, or any garment exposing the mid-section of the body are considered inappropriate. All tattoos must be covered. Body piercing will not be permitted while performing duties except for pierced ears for earrings. Staff having direct contact with children and families should not wear hats or shorts. (Revised 8/2002)

F. ATTENDANCE

You are expected to be on site ready to work at the scheduled time every scheduled workday. If you are late it may disrupt work schedules and cause undue hardships for other employees and children. This is expected of you at all times. If you cannot avoid being late, contact your immediate supervisor and center team to inform them of your situation. Persistent failure to arrive on time will result in disciplinary action.

If you must be absent, notify your immediate supervisor or manager in advance and *in accordance with the procedures outlined*. You must complete and submit the appropriate request for leave form within 48 hours of your absence (or in accordance with the procedures outlined for your program area). Each employee must keep his/her immediate supervisor informed of his/her location at all times during operational hours. (Refer to the Collective Bargaining Agreement).

G. ASSIGNMENTS AND TRANSFERS

The Governing Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the program.

All assignments and reassignments shall be made by the Superintendent in accordance with the law and the Collective Bargaining Agreement.

No two (2) staff members from any one (1) immediate family may be employed at the same center/school. "Immediate family" is defined as spouse, children, step-children, son-in-law, daughter-in-law, parents or in-laws, sister, brother, grandfather, grandmother, grandson, or granddaughter of a support staff member. This section shall not apply to personnel hired prior to January 23, 1997. (Collective Bargaining Agreement, BCESC Policy 4130)

H. PROMOTION

The Butler County Educational Service Center Head Start program does not have an internal "promotion plan". The staff is encouraged to continue their education and training to obtain appropriate credentialing which will qualify them for higher positions within the organization. Resources are made available through the Educational Assistance Program. All positions are filled according to the Collective Bargaining Agreement.

I. RESIGNATION OR TERMINATION

Staff members desiring to resign should do so in writing as early as possible by providing a two-week notice. (Refer to Collective Bargaining Agreement)

Upon the superintendent's acceptance, the resigning individual's contract is terminated effective the date stipulated in the verbal and/or written resignation.

Gross inefficiency, immorality, willful and persistent violations of Board guidelines or other good and just causes shall be grounds for termination.

An employee contract may be suspended or terminated for violation of the policies of the Butler County Governing Board and the Head Start Policy Council or for the reasons set forth in law and the Collective Bargaining Agreement. Normally, any employee who desires to take another position shall be released from their contract. (BCESC Policy 4140, Collective Bargaining Agreement)

J. REDUCTION IN FORCE OF PERSONNEL

It is the responsibility of the Governing Board to provide staff necessary for the implementation and operation of the Head Start program of Butler County and to do so efficiently and economically. The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of the decreased enrollment of students, a substantial reduction in the funds available to the Board, or other good causes warrant.

The Superintendent, in collaboration with the Head Start Executive Director, shall recommend to the Governing Board for their deliberation, the necessity to abolish any or all existing positions. All personnel shall be selected for reduction in force in accordance with the Collective Bargaining Agreement.

Employees on layoff shall be permitted to carry group medical, hospitalization and dental insurance in accordance with COBRA regulations. (BCESC Policy 3131, Collective Bargaining Agreement)

K. JOB DESCRIPTIONS

Each employee will receive a copy of his/her job description that clearly outlines the employee's essential functions. Employees will be evaluated, at least in part, by their job descriptions. Each job description shall include the following provision: "The employee shall remain free of any alcohol or nonprescribed controlled substance use in the workplace throughout his/her employment in the District." Each job description shall also include the requirement that the staff member "serve as a role model in how to conduct themselves as citizens and as responsible, intelligent human beings". (BCESC Policy 1400, Collective Bargaining Agreement)

L. EVALUATION OF PERSONNEL

The goals of the evaluation of personnel are to improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving assigned job goals. Evaluations will be conducted in accordance with the Collective Bargaining Agreement.

M. EXIT INTERVIEWS

As employees leave the agency it is important to have feedback regarding the experiences they have had both professionally and personally. All employees should have an exit interview with Human Resources to discuss final details of employment and to complete an exit questionnaire.

4. EMPLOYEE CLASSIFICATIONS AND COMPENSATION

A. EMPLOYEE STATUS

Full Time

Full time employees are those who are regularly scheduled to work 30 hours or more per week and 120 days or more per year.

Part Time

Part time employees are those regularly scheduled to work less than 30 hours per week on a yearly contract.

Hourly Employees

Hourly personnel shall be defined as those persons employed to work, as needed, not to exceed forty (40) hours per week.

Work Hours

The hours of work required of employees shall be clearly specified for each position. The standard work week is 40 hours, not including meal periods. The superintendent reserves the right to specify the working hours for employees. (Refer to Collective Bargaining Agreement)

Overtime

No one shall work more than his or her regularly scheduled number of hours in a week. Overtime is prohibited except with prior approval, in accordance with the Collective Bargaining Agreement.

B. COMPENSATION

The salary program will be in accordance with availability of Federal funds and in accordance with the Collective Bargaining Agreement.

1. Salary Program

The agency has a specific range of starting salaries for each position in accordance with the Federal Head Start Grant approved annually. Each employee will be categorized into a position at the time of employment. The Governing Board has the authority to specify the salary of new positions. (Collective Bargaining Agreement)

2. Pay Day

Paychecks are issued every two weeks on Friday. School year employees (less than 200 days) shall have the option of selecting 22 or 26 pays per contract year. (Collective Bargaining Agreement) Checks are not issued in advance of a regular payday. Direct deposit is required of all employees hired after July 1, 2001.

Payroll deductions are made for the following:

- * **Federal Income Tax**
- * **City Income Tax**
- * **Ohio State Income Tax**
- * **Retirement (SERS)**
- * **Tax Shelter (opt)**
- * **Health/Dental Insurance(opt)**
- * **United Way (opt)**
- * **Life Insurance (opt)**
- * **Credit Union (opt)**
- * **Section 125 Benefits/457/403B**

3. Time Sheets

You will be responsible for keeping an accurate record of the time you work on a time sheet. These time sheets will be given to the assigned supervisor on alternate Friday's and cover a two-week period. Employees may not record other employee's time. Misrepresentations will result in disciplinary action.

4. Leave Request Forms

There are forms to request personal/emergency leave, sick leave, and vacation leave. These requests must be approved by your Manager according to the program area procedures and must be submitted with corresponding timesheets in accordance with the Collective Bargaining Agreement.

5. Garnishment of Wages

You are expected to keep your financial affairs in order and protect your credit rating. We are required to honor wage garnishments. You will be notified immediately if we receive a notice of garnishment

5. EMPLOYEE BENEFITS AND LEAVE TIME

A. BENEFITS OVERVIEW

Your paycheck is only part of what you earn as an employee of BCESC Head Start. A wide range of benefits is available. Our benefit programs are designed to protect you and your family from financial loss because of illness or injury and to allow you time off with pay for other needs. (BCESC Policy 4421)

B. GROUP INSURANCE PROGRAMS/BENEFITS

1. Medical/Dental Insurance

The BCESC will make available to its full time personnel *group medical and dental* insurance program. Participation in these programs is optional. Medical and Dental benefit coverage begins on the first work day of employment. The employee's contribution to the premium cost shall be reviewed periodically (currently 10%) and in accordance with the Collective Bargaining Agreement. Part-time or hourly employees may purchase these insurance programs through a payroll deduction plan.

2. Group Life Insurance

The Governing Board will make available to its full-time support personnel a *group life insurance* program in an amount set by the Board. The Board shall pay the premium for the coverage in this program for all full-time support personnel.

3. Tax Deferred Compensation Pension Plans (403B, 457)

The Governing Board will make available optional tax-deferred compensation pension plans (403B and 457). The plans allow employees to save for their retirement while lowering their taxable income currently.

4. Employee Assistance Program

The Governing Board will provide an *Employee Assistance Program* for all employees, and shall pay the premium for the coverage of this program for all full-time employees. (BCESC Policy 4421.01, 4421.02)

5. Flexible Benefits Plans (Section 125)

You may allocate specified amounts of monthly salary or wages for the reimbursement of medical care expenses, dependent day care expenses, or both. You must elect to participate prior to the beginning of each plan year (currently August 1). There is no allowance for late enrollment. Your medical expense reimbursement account may be used to reimburse yourself for expenses incurred for services rendered during the current plan year for treatment of yourself, your spouse, and your eligible dependents. Your dependent day care account may be used to reimburse for dependent care expenses incurred to allow you (and your

spouse if you are married) to work or look for work. (BCESC Policy 4421.01, 4421.02, Collective Bargaining Agreement)

C. FAMILY MEDICAL LEAVE (FMLA)

A staff member who has worked for the agency at least one year, has worked 1,250 hours in a one year period, and in accordance with the Federal law regarding the Family Medical Leave Act, is eligible for up to twelve (12) weeks of unpaid leave in any twelve (12) month period for one of the following reasons:

- a. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- b. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- c. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition;
- d. the staff member's own serious health condition prevents him/her from performing the functions of his/her position; or
- e. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave") Covered active duty means duty during deployment with the Armed Forces to a foreign country.

In addition, an eligible staff member who is a spouse, son, daughter, parent, or next of kin of a covered service member may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave").

During the leave, the Board shall maintain the staff member's current coverage under the District's health insurance program, but the staff member shall not accrue any sick leave, vacation, or other benefits during the leave period. *Federal law is extensive regarding the FMLA; therefore please consult with the Human Resources Department for appropriate forms and details regarding your leave.*

(BCESC 4430.01)

D. UNCOMPENSATED LEAVE

The BCESC Head Start program recognizes that, in certain instances, an employee may wish to have extended leave for personal reasons and that the program could benefit from the return of said employee.

The Governing Board may grant a leave of absence for up to one (1) year for various reasons, including Child Care Leave, Medical/Educational Leave and Family and Medical Leave, in accordance with the Collective Bargaining Agreement. Any employee desiring such leave shall present his/her request in writing to the Superintendent, stating clearly the reason and purpose. The Superintendent will transmit the request together with his recommendation to the Governing Board at the next regular meeting.

The employee granted an uncompensated leave shall inform the Governing Board and Policy Council at least 3 months in advance the return date as to his/her intentions or as outlined in the Collective Bargaining Agreement.

- * If said notification is not received, action may be taken to terminate employment.
- * Upon return from leave for health reasons, the employee will furnish physician's certificate stating that she/he is able to resume normal duties.
- * During the time on uncompensated leave, an employee shall be entitled to insurance benefits provided he/she pays the premiums and insurance carrier approves. (BCESC Policy 4431, Collective Bargaining Agreement)

E. SICK LEAVE

All staff members eligible for sick leave shall accrue sick leave at the rate of 1 1/4 days a month. Unused sick leave shall be cumulative up to 220 days. Regular part-time staff members shall earn sick leave in proportion to the time actually worked.

Sick leave may be used for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others and for absence due to illness, injury or death in the employee's immediate family.

Immediate family as defined for sick leave purposes shall include spouse, children, father, mother, grandparents, grandchildren, stepparents and stepchildren. Immediate family as defined for sick leave purposes due to death shall include, in addition to the relations listed above, an employee's brother, sister, mother-in-law, and father-in-law.

A staff member may be requested to furnish written justification for the use of sick leave. The filing of any false statement concerning the cause or duration of absence shall be considered grounds for suspension or dismissal. (Collective Bargaining Agreement)

Severance pay

Severance pay will be calculated for a retiring employee who has completed three (3) years of continuous full-time employment at the rate of 1/4 of his/her unused sick leave days to a maximum of 65 days. (BCESC 4432, Collective Bargaining Agreement)

F. VACATION

All personnel employed for 260 days will be eligible for vacations according to the following schedule:

Years of Service	Accrual per month	Per year	Maximum
1	.83 days	10 days	15 days
6	1.25 days	15 days	20 days
12	1.66 days	20 days	25 days

Vacations must be taken in the year of time earned except that up to a maximum of five (5) days may be carried over to the next calendar year.

Eligible employees must apply for vacation to their supervisor at least two weeks in advance of the desired start date; vacation requests submitted less than two weeks in advance may be approved at the sole discretion of the Executive Director. (BCESC Policy 4433, Collective Bargaining Agreement)

G. HOLIDAYS

All employees shall be paid in full for approved holidays if such employees have worked the scheduled work day before and after a holiday or were properly excused from attendance at work on either or both of these days. The BCESC will recognize the following as paid holidays, for all personnel who are under employment contract on the date of said holiday(s):

- * **New Year's Day**
- * **Martin Luther King Jr. Day**
- * **President's Day**
- * **Memorial Day**
- * **July Fourth**
- * **Labor Day**
- * **Thanksgiving Day**
- * **Christmas Day**

(BCESC Policy 4434, Collective Bargaining Agreement)

H. MATERNITY, PATERNITY, AND ADOPTION LEAVE

Pregnancy, miscarriage and complications related to pregnancy shall be treated as any other disability for which sick leave days and disability benefits can be used. Additionally, a leave of absence without pay may be granted for maternity, paternity, or adoption of a pre-school age child.

The employee shall notify the Executive Director in writing at least thirty (30) days in advance of the date the employee intends to start the requested leave. Written notice shall include the anticipated dates that the employee shall commence and end the said leave. After the leave, the employee will return to the same position, if that position exists; or, if it does not exist due to cuts in the job position, program, or enrollment, another position for which he/she is qualified.

(BCESC Policy 4435, Collective Bargaining Agreement)

I. PERSONAL LEAVE

Up to three (3) days of personal leave with pay may be used, if approved by the Director, each contract year by full-time employees. Employees hired between January 1 and April 30 shall be entitled to two (2) days; employees hired after April 30 will be eligible for one (1) day. Such leave shall not accumulate. Personal leave not used by the end of the current school year (defined as June 30th

of each year) will be added to the employee's sick leave to the extent that the addition does not cause the total sick leave to exceed 260 days.

The guidelines outlined in the Collective Bargaining Agreement must be followed. Personal leave is to be used to fulfill an obligation that the employee cannot accomplish outside the workday. This leave **cannot** be used in lieu of sick leave or vacation leave. Personal leave is to be used for the purpose of transacting business or attending to affairs or problems of a personal nature which cannot be scheduled or attended to outside the employee's work hours. There are six areas as examples:

Funeral Leave This is granted when you need to attend a funeral of a person that does not fall into the category of the immediate family. Those persons are identified under "sick leave".

Legal or Financial This is for the completion of legal or financial business that cannot be scheduled outside working hours. Examples would be: house closing, legal commitments, mortgage applications, etc.

Civic Responsibility This is used for the necessity of attending civic functions. This could include: receiving an award from a civic organization, serving on a community committee, being a speaker at a civic or community meeting, giving presentations, etc.

Court Appearance This is used when you are required to be in court as either a witness or defendant. This does not apply to jury duty (it is covered elsewhere). If you receive a witness fee, you are to endorse the payment over to the BCESC in order to be paid for the day.

Religious Observance This is for a person to attend church or synagogue services for special holy days.

Family Responsibility/Emergency This is for any family responsibility or emergency. This includes things like: taking a child back to college, visiting prospective colleges with your child, attending special ceremonies with your child in which a member of your family is involved, attending special business involving family matters that cannot be scheduled other than during working

hours. An emergency day might involve having no one to baby sit your children, a car wreck or home catastrophe, no transportation, etc.

Examples of things you may not use emergency/personal leave: shopping, attending sports events, going on vacation with your family, engaging in other business ventures, or entertainment purposes. You may be given days off for these reasons if approved, but they will not be paid days. (BCESC Policy 4436, Collective Bargaining Agreement)

J. ASSAULT LEAVE

The Governing Board believes that a professional staff member, who suffers a physical disability as a result of an assault which occurs in the course of employment in the District and which is clearly unprovoked, shall be maintained on full pay during the resulting absence from assigned duties. And, such leave shall not be charged to the sick leave entitlement of the staff member. The leave shall be for a maximum of twenty (20) days per year. (BCESC Policy 4439, Collective Bargaining Agreement)

K. JURY DUTY AND MILITARY SERVICE

The BCESC will ensure all full-time employees against loss of pay occasioned by a call to jury duty and military service. Should an employee be called for jury duty/military service he/she shall report it to their immediate supervisor.

While on jury duty staff members are required to report daily to their immediate supervisor their schedule for the following day. The staff member must report back to work if a full day of jury duty is not required. All pay to employees for jury duty shall be surrendered to the Fiscal Department upon return. Employees shall make every effort to schedule his/her period of military service when the program is not in session.

Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. (BCESC Policy 4437, 4235, Collective Bargaining Agreement)

L. UNREQUESTED LEAVES OF ABSENCES

The Governing Board and the Policy Council reserve the right to place an employee on sick leave or suspend an employee for a physical or mental disability rendering them unable to perform assigned duties.

The employee will be offered the opportunity for a hearing, which shall be conducted in accordance with law governing termination hearings. Such employees may be required to successfully complete a fitness for duty exam prior to returning to work. (BCESC Policy 4161)

M. JOB RELATED EXPENSES

BCESC will provide for the payment of the actual and necessary expenses, including traveling expenses, incurred in the course of performing services. Mileage shall be paid, with the approval of the supervisor, to any employee who is required to use his/her own vehicle in order to perform his/her job duties. Guidelines for reimbursement of travel expenses include:

1. Travel shall be by the most direct and economical route.
2. Reimbursement shall be made only upon presentation of original receipts for all expenses submitted. Taxes incurred are not reimbursable pursuant to state law. Costs for mileage are the only reimbursable expense that does not require a receipt, but strict mileage reporting shall be maintained and submitted with the reimbursement request.
3. Mileage must be computed as actual miles driven at the rate currently approved by the IRS. Mileage will be paid to one (1) driver at a given destination on a given date, unless specific prior approval has been given
4. Mileage may be submitted anytime that the mileage totals at least 100 miles or whenever three (3) months have elapsed. Mileage older than three months will not be reimbursed. The Superintendent or designee will have final approval.
5. The following guidelines should be followed for daily meals:

BREAKFAST	\$ 8.00
LUNCH	\$10.00
DINNER	\$20.00

6. The following guidelines should be followed when claiming mileage:
 - a) Mileage will not be paid for driving to or from your daily work assignment, nor lunch.
 - b) If traveling to a location out of county, mileage may be calculated door-to-door.
 - c) If traveling to a location different than the normal daily assignment, exclude typical mileage to work when calculating. (For example, typical assignment is ESC Office (9 miles to work from home); today you travel to the Ross Center first (24 miles); Claim $24 - 9 = 15$.)
 - d) Car pooling is recommended when possible; the lead driver will be paid from the pick-up point, to and from the final destination. (BCESC Policy 4440, Collective Bargaining Agreement) (Revised 8/2002)

N. CONTINUING EDUCATION

1. Personal Growth

The BCESC Head Start program believes that continued study and updated training is a prerequisite for professional growth of staff, and therefore, requires the participation of staff in training programs, including in-service.

2. Professional Meetings

Education can only improve as the people involved in delivering services improve. Accordingly, the Governing Board strives to provide its staff members with the best possible opportunities to develop the skills and competencies related to the outstanding performance of their job duties.

Staff members shall be excused from the performance of their duties and shall receive compensation during the days they are excused for attendance at the following types of professional meetings:

- A. Conferences/trainings that are conducted in the local area and/or state that pertain to the Head Start program, specifically to the duties assigned to the individual as outlined in their job description.

- B. Participation in committees representing the Butler County Educational Service Center Head Start program.

The following conditions must be met prior to attendance at meetings, trainings, and conferences.

1. Requested trainings/conferences must pertain to job duties.
2. Present a Request for Leave form to appropriate Manager for approval at least three weeks prior to event. Attached to the Request for Leave form will be the following:
 - a. List of specific training that will be attended.
 - b. A rationale for attending training. The rationale must include how training can benefit/enhance staff member's duties and responsibilities.
 - c. An outline of how the staff member will provide peers with information learned as well as handout information gathered.
3. Determination of appropriateness and authority to grant permission for attendance at a meeting will rest with the Executive Director except that permission to attend professional meetings outside of the State of Ohio must be submitted to the Governing Board for approval *prior* to attending.
4. Maximum number of days available to staff members for attendance at conferences and trainings per contract year is seven (7) unless the individual is directed by the Executive Director to attend on his/her behalf.
5. No overnight stays will be granted if the training/conference is within 30 miles of the location of the administrative office.
6. Number of staff requesting to attend conferences will be based on needs of the program and total cost.
7. If a group of four or more is attending the same conference planning meetings will be held prior to the event with the purpose of organizing attendance at training sessions, travel, room arrangements, etc. (BCESC Policy 3243, Collective Bargaining Agreement)

3. Educational Assistance

To encourage employees to pursue educational opportunities that benefit both the employee and the BCESC Head Start program, we have an educational assistance program. The guidelines outlined in the Collective Bargaining Agreement must be followed carefully due to the limited amount of money available. The employee will be eligible only if the 120-day probationary period is completed. Refer to the Educational Assistance Procedure Guidelines. (Collective Bargaining Agreement)

6. PERSONNEL RECORDS

A. PERSONNEL RECORDS

During the period of employment 3 separate personnel files will be maintained for each employee. The following data shall be maintained in each personnel file:

Personnel File

current name, address, telephone number
applications, resume, work record and educational data
record of assignment, rate of compensation
evaluation of performance
disciplinary incidents
special awards or distinctions

Payroll File

W-4 forms
retirement registration
other applicable payroll information

Confidential File

applications for health, dental, and life insurance
record of physical exam and TB screenings
drug and alcohol screening results
history of medical treatment and other health related data

criminal history records

Any changes in your name, address, phone, marital status, number of dependents, or other pertinent information must be reported to the Treasurer's Office.

Although most information in personnel files is a matter of public record, only verification of employment may be provided by telephone request. Any other information about an employee should be requested in writing and addressed to the appropriate authorized employee.

Your personnel file will remain confidential. Only those with legitimate needs may examine personnel files. The Assistant Superintendent for Human Resources, Executive Director and Treasurer's Office will closely monitor such activities. The following are guidelines instituted to maintain confidentiality:

1. You may examine your file in the presence of another staff person. This request must be submitted in writing to the Human Resources Department.
2. Supervisors and Managers may examine personnel files of the employees they supervise.
3. Personnel files may not under any circumstances be taken from the premises.
4. No item in the individual's personnel file may be removed from that file.
5. Staff members may appeal documented items in their personnel file. This request must be submitted in writing to the Executive Director. (BCESC Policy 8320, Collective Bargaining Agreement)

B. CONFIDENTIALITY

In order to protect the confidentiality of records maintained by the BCESC the following guidelines will be observed:

1. adherence to the Family Privacy Act
2. adherence to the BCESC policies related to records

3. adherence to the State and Federal guidelines addressing records

C. CODE OF CONDUCT

Each employee is viewed as a representative of the BCESC Head Start Program; thus everyone is responsible for maintaining the public image of the program. You are expected to comply with all policies and procedures, to conduct yourself properly and be courteous at all times to everyone you come in contact with, in person and on the telephone. This applies not only to your conduct toward children, families, and visitors, but also to the manner in which you conduct yourself with fellow employees. Personal conversations and discussions concerning clients or work should not be carried out in lounges, restrooms, or other places where the public may over hear.

The following is a *partial* list of some of the actions considered detrimental to children and/or the program, and may be cause for disciplinary procedures including termination of employment.

This list is not intended to be all-inclusive.

- a. Refusal to obey the directives of a supervisor.
- b. Disregard for safety rules or common safety practices.
- c. Conveying or distributing false, malicious, or indecent statements detrimental to any BCESC programs, to a fellow employee of BCESC or anyone else in general.
- d. Defacing BCESC Property or posting unauthorized printed material on any of BCESC premises.
- e. Providing BCESC equipment, property, funds in his/her official possession, authority or influence with the agency so as to affect the result of an election of nomination of a candidate for public office.

- f. Use of abusive language.
- g. Engaging in horseplay, practical joking, malicious mischief or other conduct interfering with the rights of, endangering the safety of other employees, or tending to disrupt orderly operation.
- h. Habitual tardiness or absences.
- i. Use of, or being under the influence of intoxicants on BCESC premises while in the performance of BCESC duties.
- j. Giving false information for employment.
- k. Possession, sale, attempted sale, use, or being under the influence of a non-prescribed drug on BCESC premises or while engaged in BCESC business. BCESC may require testing for suspected drug/alcohol use.
- l. Unauthorized possession of firearms or other weapons on BCESC premises.
- m. No employee shall engage in fighting, immoral or disorderly conduct on the agency's premises at any time, nor shall any employee assault, attack, strike or threaten any other employee, BCESC Board Member, or service recipient.
- n. Falsifying any BCESC records or documents, including time or mileage sheets.
- o. Attempted or accomplished theft of BCESC property or property of fellow employees, or property of any BCESC service recipient, Board member, supplier or contractor doing business with BCESC.
- p. Dress considered inappropriate or unprofessional.
- q. Suspected child abuse/neglect or failure to report such, according to mandatory reporting requirements.

- r. Failure to report to work for more than four hours following the normally scheduled starting time without notification and/or on approved leave of absence.
- s. Conviction for any charges of child abuse/neglect, child sexual abuse, and/or any other issues considered a crime, including information received in subsequent background checks pursuant to current law.
- t. Violation of confidentiality policies.
- u. Loss of inventory for which employee has been assigned responsibility.
- v. Staff members are to maintain a professional relationship with parents and clients as it relates to approved activities and operations. Staff members are not to date or socially engage with parents or clients of the Butler County ESC Head Start Program and should avoid personal relationships that might have a negative impact on their employment responsibilities and other program personnel, parents, clients, program operations, or services which would negatively impact the image of the program with the community.
- w. No child will ever be left unattended; factors related to such are grounds for termination.

7. DISCIPLINE AND GRIEVANCE PROCEDURES

A. DISCIPLINARY ACTION

The Governing Board and the Policy Council reserve the right to impose penalties for disciplinary reasons in accordance with the Collective Bargaining Agreement. If an employee fails or refuses to perform contracted work without acceptable reason, they shall be considered insubordinate. The Superintendent may deduct, without further authorization, wages reasonably related to the time not worked. The Superintendent shall provide for progressive penalties where appropriate, which include: Verbal warning, written warning, suspension, dismissal (termination). The Superintendent may accelerate the disciplinary process if the offense is of a serious nature.

In the event that it is necessary to take disciplinary action against an employee, the employee shall be entitled to union representation pursuant to the Collective Bargaining Agreement.

B. EMPLOYEE COMPLAINTS

BCESC welcomes your suggestions, complaints, and compliments regarding the program. This helps the development of a better program. The first step of a complaint is to address your concern with the staff person directly involved. If you feel the concern was not handled well or resolved the next step would be to forward your concern to the Manager level. BCESC has a highly professional staff and feel that they can handle any concerns you would have, however; if you need further involvement please direct it to the Executive Director. We should hope that nothing would reach this point but if after numerous attempts you feel that the situation has not been resolved to your satisfaction please call or write our Superintendent.

**Superintendent
Butler County Educational Service Center
400 North Erie Blvd., Suite A
Hamilton, OH 45011**

C. GRIEVANCE

If any person believes that the BCESC Head Start Program has inadequately applied the principles of the Collective Bargaining Agreement he/she may file a grievance in accordance with the procedures outlined in the Collective Bargaining Agreement.

D. COMMUNITY COMPLAINTS

Any person or group having a legitimate interest in the Head Start Program shall have the right to present a request, suggestion, *or* complaint, concerning personnel, the program, or the operations. At the same time it is the intent of this policy to provide the means for judging each community complaint in a fair and impartial manner and to seek a remedy.

It is the desire of the Board to rectify any misunderstandings between the community and the program by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

The Community Complaint Policy and Procedure shall be reviewed and approved annually by the Policy Council. Any requests, suggestions, *or* complaints reaching the Policy Council, Policy Council members, Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the procedures. (Refer to BCESC Policy 9130).

8. MISCELLANEOUS

A. DRUGS AND ALCOHOL

Drugs, including alcoholic beverages, are not permitted on BCESC Head Start work sites. Any illicit drugs or alcoholic beverages brought into or found at work sites will be confiscated.

If you must be on any medication that may have side effects that could interfere with your ability to function in your position, contact your immediate supervisor in advance.

Employees found guilty of violating this policy will be subject to mandatory treatment and/or disciplinary action including termination. Refer to the Drug Free Work Place policy in this handbook. (Refer to BCESC Policy 4170).

B. USE OF TOBACCO

Recent changes in Federal Law dictates a policy statement that prohibits tobacco in all buildings. "Use of tobacco" shall include a cigar, cigarette, pipe, snuff, or any other matter or substance that contain tobacco.

The use of tobacco is prohibited in buildings at all times. Such prohibition also applies on school grounds, in all vehicles, and at program-related events. (BCESC 3215)

C. **GIFTS AND GRATUITIES**

The BCESC considers the presentation of gifts to staff members by students and their parents as an undesirable practice because it tends to embarrass students with limited means and gives the appearance of favoritism.

Employees of BCESC shall not solicit or accept gratuities, favors, or anything of monetary value for their own use or benefit from contractors, potential contractors, parents, or any other persons/agencies doing business with BCESC.

BCESC employees do not have the authorization to make personal purchases from vendors in order to take advantage of special rates. The agency name shall not be used in conjunction with any personal purchases. Violations of any of these rules shall result in disciplinary action. (BCESC Policy 4214)

D. **OUTSIDE ACTIVITIES OF PERSONNEL**

When an employee is employed on a full-time basis, the BCESC becomes the individual's primary employer. No employee shall then obligate or involve him/herself outside his/her position that interferes with the normal employment commitment without approval of the Governing Board or Policy Council. (BCESC Policy 4231)

E. **POLITICAL ACTIVITY**

A staff member shall be free to participate in all political activity **not specifically restricted**, including candidacy for office in a **non-partisan** election and candidacy for political party office. ORC 124.57 prohibits classified employees from engaging in partisan political activity. (For example, being a candidate for office in a partisan election; declaring candidacy for an elected office which is filled by a partisan election; holding an elected or appointed office in any political party, etc.). However, classified employees are free to otherwise participate in the political process (i.e. register to vote; vote; contribute to a political party or candidate; sign nominating petitions; display badges, buttons and stickers, etc.) (BCESC Policy 4231, Hatch Act)

F. HARASSMENT/SEXUAL HARASSMENT

The Governing Board recognizes that all employees should have the opportunity to work in an environment free from all forms of discrimination, including sexual harassment or harassment based on the race, color, religion, national origin, age, or handicap of the employee. Sexually offensive speech and conduct are wholly inappropriate to the employment relationships necessary lowers morale, but more basically, it is illegal. Therefore the agency will treat sexual harassment and other illegal harassment as any other form of serious employee misconduct- it will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

Any form of harassment should be immediately reported to the supervisor; however, if an employee is not comfortable in reporting it to the supervisor, they may report to any supervisor in the chain of command, the Assistant Superintendent for Human Resources, or the Superintendent.

The Superintendent shall instruct all personnel to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend. (BCESC Policy 4362)

G. ON-THE-JOB INCIDENT/ACCIDENT

If an employee has an accident while at work, he/she must immediately report the accident to the supervisor **and contact the Assistant Superintendent for Human Resources at (513) 887-3713; if you have an RN at your work location, please visit them for support.**

If the employee is severely injured immediately **call 911**; do not move the employee. If the employee is minimally injured, *even if the employee believes he/she is uninjured*, they must be seen by the nurse as soon as practically possible.

If no nurse is available and it is deemed that the employee should seek medical treatment, the supervisor should send the employee directly to **Bethesda Care** in Fairfield at 8500 Berk Blvd. Call (513) 874-3990 for directions. The ESC has a contract for services with this group.

If the employee chooses to see a medical provider of his/her choice, rather than Bethesda Care, it is advisable that the employee telephone the provider to determine if they are certified by the Ohio Bureau of Workers' Compensation in order to be paid for the employee's care. (see <https://www.ohiobwc.com/provider/services/providerlookup/nlbwc/default.asp>)

Inform the physician that the Educational Service Center has a Transitional Work Program whereby he/she may recommend that you return to light duty work.

The completed "Employee Incident/Accident Report" Form 8442 must be turned in to the Head Start Health Manager at the Board Office *within 48 hours of the occurrence*. She shall investigate the incident or accident and will complete Form 8442A and distribute copies appropriately. The Managed Care Organization (MCO) will be called to file a report on behalf of the employee. (A copy of Form 8442 is included at the end of this manual)

In the event of fire, flood, or other disaster, take measures to protect all individuals by following the directions outlined in the **Butler County Educational Service Center Safety Manual: Fire or Emergency Plan**. Employees should refer to their Ohio Workers' Comp Identification Card for proper procedures. (BCESC Policy 8442)

H. VIOLENCE IN THE WORKPLACE

All staff members should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. Also refer to Harassment section) (BCESC 4362.01, Collective Bargaining Agreement)

I. EMERGENCY CLOSING

In the event of bad weather, each center will follow the decision for closing of schools for the district in which the center is located. If your center's school district closes, the teachers, assistant teachers, and family service workers are not required to report to work. Cooks are required to report if any center they serve remains open.

All other staff is required to report to work unless our Superintendent closes the "Butler County Educational Service Center". If a support staff employee cannot safely make it to work a personal/emergency day, or compensatory time will be used.

All staff is required to report to work on non-student days. Please make every attempt to safely get to work; please use your best judgment. (Collective Bargaining Agreement)

J. E-MAIL

Electronic mail is a critical form of communication and it is expected that staff will review email daily. There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted may still be accessible on the hard drive. Messages deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply. All employees are required to sign a Network & Internet Acceptable Use Safety & Technology Privacy policy statement.

K. DANGEROUS WEAPONS

The Governing Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member/visitor while on District property, at a school event, or on a school vehicle.

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency. As well, the staff member shall be

disciplined up to and including discharge consistent with law, due process, and the terms of the Collective Bargaining Agreement. (BCESC Policy 4217)

L. CHILD ABUSE AND NEGLECT REPORT

The Governing Board is concerned with the physical and mental well-being of the children and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each employee or contracted provider of this agency who knows or suspects child abuse or neglect shall be responsible for reporting the suspected abuse or neglect in accordance with the Superintendent's guidelines. **In accordance with the Ohio Revised Code 2151.421, no employee or services provider shall fail to immediately report the knowledge or suspicion of abuse or neglect to the Butler County Children Services Board or local police department.** Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused or neglected or faces the threat of being abused or neglected. Supervisors are required to assure the proper procedures are followed in a timely manner. This policy must be signed by all Head Start staff and posted. This policy must be signed by all parents and placed in the child's file.

Reporting Procedure:

Any school employee or contracted provider of this agency is considered a mandated reporter. These persons shall immediately call the local office of the Children Services, or the appropriate local law enforcement agency and assure the following:

- A. Secure prompt medical attention if required for the child's injuries.
- B. The first person to note symptoms of child abuse/neglect shall proceed with the child abuse report. This information should be shared with the Center Team. It is acceptable to ask the parent or guardian clarifying questions regarding the injury. (For example, if a child comes to the center with bruises, ask the parent at the health check what happened to cause the child to be

bruised.) If the suspicion of the abuse/neglect remains, the staff person who first saw/heard about the abuse/neglect shall complete the child abuse report form immediately. The staff person should then immediately call the Butler County Children Services at 887-4055 to report the situation of abuse/neglect. As stated in Governing Board Policy, the identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. The parent/guardian should not be told that a report has been filed. **Butler County Children Services Ph: (513) 887-4055 or 1 800-325-2685 After Hours: 868-0888**

- C. If assistance with a Child Abuse/Neglect report is needed prior to calling the Butler County Children Services, the staff person should contact the Family and Community Partnerships Manager or Assistant Social Services Manager by 911 page immediately. The Manager or Assistant Manager will be able to assist the staff person with clarification or in problem-solving the situation.
- D. If prior assistance is not requested, the staff person making the report shall notify the Family and Community Partnerships Manager or Assistant Social Services Manager of the report immediately after the call is made to the Butler County Children Services.
- E. Immediately after the call is made to Butler County Children Services, the staff person shall make arrangements to fax the report to Children Services. The report must be faxed the same day or by 8:00 a.m. the following day.
- F. The report must be brought to the Butler County ESC the same day or by 8:00 a.m. the following day, or given to the Assistant Social Services Manager. The original report will be kept at the Educational Service Center with the Family and Community Partnerships Manager.
(Please refer to BCESC Head Start Program guidelines)

M. STAFF SAFETY PRACTICES

All services of the BCESC should be conducted in a safe manner, whether in the office, in Head Start facilities, or when providing services to districts. It is the responsibility of the Program to provide clean, safe and healthful working conditions, equipment and work methods for its employees. It is the responsibility of employees to bring observed potential hazards to the attention of their supervisors or the operations manager and to follow all health and safety regulations and practices.

All employees are required to use seat belts and shoulder restraints in all personal automobiles and county vehicles, whenever the employee is involved in agency business. Failure to use available restraining devices will result in disciplinary action at the discretion of the Superintendent, up to and including termination. If an agency vehicle has a malfunctioning seat belt, the employee should contact his/her supervisor for assistance. If a restraint is not functioning in a personal vehicle, the employee should have it repaired properly. Employees should not transport consumers in their personal vehicles. (BCESC 4218, Collective Bargaining Agreement)

9. CONTROL OF BLOOD-BORNE PATHOGENS

The Governing Board needs to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties. The Superintendent has guidelines which:

- a. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials,
- b. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member in accordance with Federally-mandated scheduling;
- c. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;

- d. establish appropriate procedures for the reporting, evaluation , and follow-up of any and all incidents of exposure;
- e. provide for record-keeping of all of the above which complies with both Federal and State laws.
- f. and develop an exposure control plan.

All employees are required to complete training annually in the universal precautions against exposure and/or contamination; record of training will be maintained annually. (BCESC Policy 8453.01)

10. DRUG FREE WORK PLACE

The Governing Board believes that quality education and a safe workplace is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements set forth in the Drug-Free Schools and Community Act of 1989.

The Board will make available and Employee Assistance Program (EAP) in order to provide to the staff any and all necessary training and educational programs by a qualified professional to ensure compliance with the District's drug-free schools policies.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Districts' support personnel at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide the appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement. (BCESC Policy 4122)

11. APPROVAL

This policy guide has been developed in accordance with the Federal Head Start Regulations and the Butler County Educational Service Center Bylaws and Policies.

The Head Start Policy Council has approved these policies and procedures.

Head Start Policy Council President

Date

CERTIFICATION

I have received a copy of the Head Start Policy Manual (including the new Transitional Work Program).

I understand it is my responsibility to read and abide by the provisions of the policies. If I have questions concerning these policies I understand that I may approach the Assistant Superintendent for Human Resources for clarification.

Employee Name (print) _____

Employee Signature _____

Date _____

Please return to the Human Resources Office within 10 days.