



## **Employment Handbook**

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## Welcome to Thrive Childcare

We are so happy to have you here! Here at Thrive Childcare, we are committed to providing high quality, faith based childcare and educational services to families in Oregon, Perrysburg and the surrounding communities. To ensure that children will be loved, cared for and well educated, we uphold the highest of standards for our employees. Our hope is that as an employee, you are excited and motivated to make a difference in the lives of the children and families we serve. You have a very important role to play within this organization!

Our desire is that the children grow as Jesus did as described in Luke 2:52

*And Jesus grew in **wisdom** (cognitively) and **stature** (physically) and in **favor**(emotionally) with **God** (spiritually) and **man** (socially).*

Close and personal attention is essential to providing a quality experience to help each child reach their full potential. Each child is a unique creation and is special in God's eyes. It is imperative that you view this as more than "just a job," but rather as an opportunity to make an investment and a difference for the Kingdom of God.

We ask that as a staff member, you help us to boldly live out the mission to "instill faith, strengthen the family and affect the future." We pray that as a staff member, you recognize your value to this ministry and the importance of your work. We encourage you to also pray: for the children, for the families, and for one another.

This handbook is intended to communicate the Company's expectations. Understanding these expectations will help to make you successful in your position. This handbook outlines employee benefits and our employment policies. If at any time you have a question about the contents of this handbook, please do not hesitate to ask.

We are delighted that you have chosen to join our team here at Thrive Childcare. We look forward to developing a wonderful working relationship and to watch how God works in and through you as you make a difference in the lives of our children.

Welcome aboard!

Beth Guerrette – Executive Administrator

Kristine Keiser – Oregon Administrator

Shelia Brickner – Perrysburg Administrator

# About Us

## Thrive Childcare

Thrive Childcare exists to nurture young children by building up their FAITH, teaching them the importance of FAMILY, and preparing them for the FUTURE in all areas.

## Statement of Faith

We Believe

1. The Bible to be the inspired, the only infallible, authoritative word of God.  
(*II Timothy 3.16-17, II Peter 1.19-21*)
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit.  
(*Genesis 1.26, II Corinthians 13.14*)
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, and in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.  
(*John 1.1-3, Philippians 2.6-11*)
4. The humans, originally created in the image of God, fell from that high and holy estate, and lost all spiritual life, and that he is sinner against God's holy laws and character.  
(*Genesis 1.27, Romans 3.10, 23, 4.12-19*)
5. That for salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. Salvation is by God's grace alone and is received through whole-hearted acceptance of Jesus Christ as personal savior. Through being born again people become new creatures in Christ Jesus.  
(*John 3.3, II Corinthians 5.17, Titus 3.5*)
6. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and to be effective in Christian witness. That each believer is gifted and enabled to minister within the Body of Christ. That the fruit of the Spirit (Christ's character) is developed in those controlled by the Spirit of God.  
(*Galatians 5.22-23, I Peter 4.10-22, Ephesians 4.1-16*)
7. That baptism and communion hold a high place in the life of a Christian and the practice of such is essential to their Christian walk.  
(*Matthew 28.19; Romans 6.4, I Corinthians 11.23-27, II Corinthians 13.5*)
8. In the resurrection of both the saved and lost; the saved to a resurrection of life and the lost to damnation.  
(*Matthew 13.41, 51, John 5.28-29, Revelation 20.11-15*)



## **Vision**

To inspire children and their families to THRIVE in all areas – spiritually, cognitively, socially, emotionally and physically.

## **Mission**

Instill faith  
Strengthen the family  
Affect the future

## **Core Values**

### **Biblical foundations**

We will introduce children to the Bible, the infallible word of God, and to the love of Christ on a daily basis.

### **Family Support**

We will recognize the parents as the main caretakers and educators of their children, and will provide help and services to promote strong family units.

### **Growth and Development**

We will support and encourage staff in their efforts to grow and learn spiritually, personally and professionally.

### **Integrity**

We will live and lead with character and integrity.

# Section I: Personal and Professional Development

As a staff member of Thrive Childcare you will have several opportunities to grow both personally and professionally. Seminars, training sessions, and other resources will be made available by your administrative team. Topics will range from child development and discipline to topics such as spiritual teaching principles. In addition, Bible studies and other spiritual growth opportunities will be presented. Please take advantage of these opportunities as they are intended to be an investment in you as a staff member and member of the Body of Christ.

## New Employee Orientation

A team of individuals will conduct a 14-hour new employee orientation to familiarize you with the center, enable you to learn your assigned position responsibilities and develop job skills required for productive and effective job performance. Included in this orientation is a 1-hour state training and 5 hours of Step Up To Quality training that must be completed within the first 30 days of hire. The administrative office will ensure that you have completed all necessary payroll and benefit enrollment forms.

## Background Checks

The State of Ohio requires all employees to have a BCI&I plus FBI fingerprint background check prior to the first day of working with the children. The fingerprints are required to be redone every five years. All new employees will be required to pay for their fingerprints.

## Professional Development

The center participates in Step Up To Quality (SUTQ) and accreditation through the Association of Christian Schools International (ACSI). These organizations require a minimum number of training hours. These training hours will be met through our scheduled staff meetings and through SUTQ approved trainings. Each staff member must complete 20 hours of SUTQ trainings every biennium (ex. July 1 2017 – June 30 2019), completing 10 hours each year. Staff members must also complete 4 hours of approved, documented biblical studies each school year. Once the 4 hours are completed, the employee will receive a voucher for 4 hours of pay to be used at their discretion.

## State Training Requirements

Within the first year of employment, all employees (except substitutes) must complete the following specific courses required by the Ohio Department of Job and Family Services:

First-aid /CPR, Child abuse recognition and Communicable diseases. These classes are 6 hours each. When these trainings expire, employees must attend a 3-hour review course in these required classes.

## Training Compensation

The center highly values training and continuing education for staff. For **mandatory state training**, staff members will be paid an hourly wage for actual hours attended. Staff members are required to pay for the initial state required trainings. The center will pay for the review classes. If a staff member signs up for a class but does not attend, they are responsible for that class fee unless they are able to find a replacement to go to the class.

Staff will also be paid for scheduled, mandatory staff meetings, as well as 10 hours of SUTQ training per year.

**All trainings must be preapproved** to make sure there is coverage if needed, to avoid overtime and to be reimbursed for any class fees if applicable. Many trainings are free and should be explored first. If the training is not preapproved, fees and hourly wages will not be paid. Staff members are not compensated for their hours to attend additional classes.



# Section II: Employment Practices

## General Statements

This handbook contains statements of personnel policies and procedures. It is designed to be a working guide for personnel in the day-to-day administration of our Company personnel program. These written policies should increase understanding, eliminate the need for discussions on matters of Company-wide policy and help to assure uniformity throughout the organization. It is the responsibility of each and every employee to follow these policies in a consistent and impartial manner.

## Employment At Will

While it is Thrive Childcare's desire to create long lasting relationships with its employees, the Company cannot guarantee employment for any specific duration nor does it require the same of its employees. Any specific guarantee would have to be in writing signed by the President of Thrive Ministries, Inc.

## Disclaimer

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF THE EMPLOYEE OR THE COMPANY. THE COMPANY RESERVES THE RIGHT TO CHANGE THE TERMS OF THIS HANDBOOK AT ANY TIME.

## Equal Employment Policy Statement

The policy of Thrive Childcare in regard to equal employment opportunities relies on the exemption from compliance with the religious discrimination provision of the Title VII of the Federal Code but continues to require employment, promotion and all personnel actions to be based solely on individual merit and personal capabilities, without regard to any other protected class. This policy requires the full cooperation of all employees to be effectively implemented. If you feel your rights are being violated or witness the rights of others being violated, inform your supervisor or any member of management. Your concerns will be timely investigated by the Company.

## Americans With Disabilities Act As Amended

Thrive Childcare in compliance with the ADAAA, will comply with the law in dealing with prospective and current employees who have a disability or are regarded as having one (including disabilities that are episodic or in remission). The Company also acknowledges the expanded definition of a disability and that mitigating measures such as medicines or hearing aids, for example, are not to be considered as disqualifying an impairment as a disability.

Once an employee or perspective employee provides sufficient information that, due to an impairment, the impaired person has difficulty performing their job, Thrive Childcare agrees to commence with the "interactive process" in determining if an accommodation is needed. During this interactive process of exchanging information about employee restrictions and identifying accommodations, it will be important to determine if reasonable accommodations will allow the employee to perform all essential job functions. An employee must still be able to perform all essential job functions with or without reasonable accommodations.

If you have questions regarding this policy that are not answered here, contact personnel for clarification.

## **Harassment Policy**

Thrive Childcare values a professional environment where each employee is treated with respect and dignity. As part of this policy, Thrive Childcare encourages and seeks to maintain a work environment free from all forms of harassment, whether based upon age, ancestry, color, disability, national origin, race, religion, sex or sexual orientation. Thrive Childcare does not condone, and will not tolerate any hostility or harassment based upon any of these factors, and will strictly enforce the policy contained in this document. Thrive Childcare is also committed to prevent harassment by non- employees, such as vendors, customers or others.

### **Prohibited Conduct**

Examples of conduct that are prohibited under this policy include offensive references to any of these factors. Such offensive references can be done in the form of jokes, slurs, or other inappropriate verbal conduct. Offensive and otherwise inappropriate non-verbal conduct, such as gestures, is also prohibited.

### **Sexual and Other forms of Harassment**

When it comes to sexual harassment, it is almost impossible to list all the behaviors that constitute this form of harassment. Generally, however sexual harassment means any unwelcome behavior, whether it is physical, verbal, or non-verbal, of a sexual nature where any of the following factors is involved:

1. Submission to the behavior is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the behavior is used or threatened to be used as the bases for decisions affecting an individual's employment; or
3. The behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile or offensive working environment.

Harassment behavior against persons of any other legally protected class is prohibited if it causes discrimination in employment decisions or creates an intimidating, hostile or offensive work environment.

### **Employee Responsibility**

Because Thrive Childcare cannot take the proper steps to end such behavior unless it is aware of it, any employee who has reason to believe that he or she has been subjected to behavior in violation of this policy, or if they have witnessed some other employee subjected to such behavior, should report this promptly to a supervisor, human resources or any other member of management. Although anonymous reports are more difficult to investigate, they will be taken seriously.

### **Investigation of Complaints**

All employees are expected to cooperate in any investigation of harassment complaints by providing truthful information in response to any inquiry.

Thrive Childcare, in addition to prohibiting harassment, also prohibits any form of retaliation taken against an employee for either filing a truthful complaint under this policy or for assisting in a complaint investigation. Thrive Childcare may also take disciplinary action, up to and including termination, against any employee who knowingly filed an untruthful complaint or who gave false information during the course of the investigation.

Every effort will be made to keep all such reports and complaints confidential, only persons needing to know will have access to the information. Thrive Childcare will fully investigate all such complaints and, where necessary, will take such disciplinary action as the circumstances warrant. Depending upon the circumstances, this may range from a determination the policy was not violated or a reprimand up to and including discharge from employment.

If you have any questions concerning this policy, please contact the Director.

## **Bullying**

Although work place bullying is not protected under federal or state law, the result of constant threats, intimidation, ridicule and undue pressure by co-workers or managers can cause physical and emotional harm over time. Therefore, incidents of bullying should be reported to management. Violators will be subject to possible counseling and/or disciplinary action.

## **Genetics**

Title II in the genetic information non-discrimination act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and all other aspects of employment. GINA also restricts employer's acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members; and requests for or receipt of genetic services by applicants, employees or their family members.

## **Drug Free Workplace Policy**

The Thrive Childcare is committed to providing a safe, productive work environment that is free from the consumption or possession, manufacture or sale of alcohol or any controlled substance (drugs) or illegal use of prescription drugs at its facilities, vehicles or while on Company business. Employees are prohibited from being at work with alcohol or controlled substances in their systems. The policy applies to both management and workers.

The intent of this policy is to protect employees from the risks of substance abuse in the work place and provide incentives for current users to quit. The policy will be administered in such a fashion to protect employee rights for privacy.

### **Voluntary Disclosure**

Any employee that voluntarily seeks assistance from Thrive Childcare in overcoming a drug/alcohol problem will receive Thrive Childcare's support. The employee must seek assistance before asked to have mandated testing which results in a positive test. Assistance will be in the form of referrals to potential treatment programs and attempting to provide reasonable accommodation while the employee is obtaining help. Thrive Childcare may require ongoing testing to insure the employee is drug free while in treatment and thereafter. Any employee not seeking assistance prior to being tested and subsequently tests positive will be subject to the disciplinary provisions of this policy.

### **Prescription Medicines**

Any employee taking a prescription medicine, which contains a warning that it could impair judgment or work abilities including operating machinery or driving, must notify Thrive Childcare before starting work.

The supervisor may make a determination or consult with higher management regarding the employee's ability to work unimpaired. Thrive Childcare respects the employee's privacy and does not wish to know the medical condition requiring the prescription. Testing positive to a prescription medicine deemed addictive that is not prescribed to the employee will be treated as a violation of this policy.

### **Drug Related Convictions**

Employees convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Thrive Childcare within 5 days of such conviction or pleas. Failure to inform Thrive Childcare may be subject to disciplinary action up to and including discharge.

## **Possession, Sale or Distribution**

Possession, sale or distribution of illegal substances while at work will result in termination. Evidence will be turned over to proper law enforcement agencies, which could result in criminal prosecution.

## **When Thrive Childcare Will Test**

The most disheartening side of substance abuse is the addictive nature of chemical dependency. Hopefully this policy creates the opportunity or impetus for a person using drugs to get help. If the person is not ready to get help, Thrive Childcare can confirm the problem through testing and legally remove the person from the workforce.

To this end, Thrive Childcare reserves the right to test employees for alcohol and drugs under the following circumstances.

### 1. Pre-Employment:

An applicant, who has been selected to fill a position with the company, may be required to submit to a drug test. A positive test would result in the offer of employment being withdrawn. Any persons rehired by Thrive Childcare will be subject to drug testing.

### 2. Reasonable Suspicion:

When a supervisor has a credible reason to suspect that a team member may be in violation of this policy. The team member will be tested to confirm or rule out the presence of alcohol or illegal substances.

### 3. Post-Accident (including traffic crashes):

- Team members who have a causal relationship to an accident which results in any of the following will be tested for alcohol and/or drugs:
- A fatality resulting from the accident.
- Bodily injury to self or another person that qualifies for off-site medical treatment.
- Vehicular, equipment, or facility damage estimated to be over \$500 or in the case of a public road accident where one or more vehicles require removal by a tow truck and/or a citation is issued.
- “Near Miss”: If in the judgment of the supervisor, an incident occurs that could have resulted in an accident as described above, the supervisor may require the participant(s) to be tested.

### 4. Random Testing:

To add an additional level of incentive to keep drugs and alcohol out of the work place and in conjunction with Federal and State drug free policies, the Company may conduct random drug screens to ensure a drug free work force. The random testing will be conducted on an unannounced basis.

## **Consequences**

### 1. Failure to Consent, Adulteration of Test

Refusal to consent to the drug screen, attempts to alter the results of the screen, failure to provide a urine sample without a medically substantiated reason or failure to cooperate with persons administering the testing procedure will result in termination. Failure of the employee to test in time sensitive situations or when scheduled for a test, could also result in termination.

In the case of pre-employment, the result would be disqualification of the applicant for employment.

### 2. Positive Test

(a) Testing positive to a pre-employment test will result in disqualification of the candidate for employment.

**(b) Current employees who test positive to a drug/alcohol test will, based on circumstances, will receive a 30-day suspension up to immediate termination.**

**(c) If the Company deems the 30-day suspension as appropriate, the suspended employee must, during the first week of suspension, be evaluated by a qualified drug counselor. The employee must authorize the counselor to confirm with the Company the employee's compliance with the prescribed recovery treatment plan.**

**(d) The suspended employee must (at the employee's expense) submit to a second drug/ alcohol screen before returning to work. The screen must confirm employee to be below positive test levels. If the employee tests positive to the return test, termination will result. An employee returning from a suspension will be subject to additional random screens for the next 12 months at the employee's expense.**

**(e) A second positive will result in termination**

### **Drugs and Alcohol Testing Process**

The procedure we are relying on is called systems presence testing. This is how qualified testing professionals identify the presence of one or more prohibited controlled substances or alcohol that may be present in the employee. When a test is deemed necessary, the individual will be transported immediately to a certified collection facility. If the test is negative, this indicates that there was an absence of or below cut off levels of any of the drugs tested. The employee is presumed free of tested substances.

If the test is positive (comes in at or higher than the cut off level), a confirmatory test will be done. This is a different test considered 100% accurate by experts and in court. Cut off levels are standards that have been established for each of the tested drugs after years of research. These levels will be used to interpret all drug tests.

Breath alcohol concentrations exceeding 0.04 shall be considered to a verified positive result. An Evidentiary Breath Test (EBT) will typically be used to confirm any initial positive test result.

The Company also reserves the right to add or delete substances from the current list of tested drugs, especially if mandated by changes in existing Federal, State or local regulations or laws.

### **Specimen Collection Procedure**

Urine specimens and breath testing will be conducted by trained collection personnel who meet the standards for urine collection and breath alcohol testing. Confidentiality is required from the collection sites and labs. Employees are permitted to provide urine specimens in private, but subject to strict scrutiny by collection personnel to avoid any alteration or substitution of the specimen. Breath alcohol testing will likewise be done in an area that affords the individual privacy. In all cases, there will only be one individual tested at a time. An observed urine collection will only occur if there are grounds for suspecting manipulation of the testing process.

### **Review of Test Results**

To ensure that every employee who is tested is treated fairly, a Medical Review Officer ("MRO") will review a positive result. The MRO is a doctor with a specialized knowledge of substance abuse disorders and will be able to determine whether there are any valid reasons for the presence in the employee's system of the substance that was tested positive.

### **Employees' Rights When There Is a Positive Test Result**

The MRO at the certified testing facility will receive a detailed report of the analysis from the testing laboratory. Each substance tested will be listed along with the corresponding results.

An employee who tests positive under this Policy will be given an opportunity to explain the findings to the MRO prior to the issuance of a positive test result to the Company. The MRO will attempt to contact the employee by telephone or in person. If contact is made by the MRO, the employee will be informed of the positive finding and given an opportunity to rebut or explain the findings. The MRO can request information on recent medical history and on medications taken within the last thirty days by the employee.

Failure of the employee to provide such evidence will result in the issuance of a positive report by the MRO with no attendant medical explanation. A medical disqualification of the employee will result. If an employee fails to

contact the MRO as instructed, the MRO will issue a positive report to the Company. If the evidence presented does not represent an industry acceptable explanation, the Company will be notified of a positive test.

# Section III: Pay and Promotion Policies

## General Statement

It is our policy to pay employees fairly and in line with the amount of work and degree of responsibility required in each job.

It is also our intent to comply with the provisions of the Fair Labor and Standards Act (wage and hour) regarding pay policies and hours worked.

## Employment Status

Employees fall into one of five categories of employment:

- Salaried -- executive, administrative, or professional level employees that are exempt from overtime and other provisions of the Fair Labor Standards Act
- Full-time -- work a minimum of 40 hours per week, normally referred to as hourly employees and are mandated to receive overtime pay when earned.
- Part-time – Less than 40 hours per week
- Substitute – work as needed
- Seasonal – work as needed

Non-seasonal employees who are scheduled 40 hours per week for 12 consecutive weeks will be moved to full time status upon the 13<sup>th</sup> week.

## Time Sheets

All full-time, part-time, substitute and seasonal employees are required to clock in at the beginning of the scheduled workday, breaks, and clock out at the end of the scheduled workday. At the end of the pay cycle these hours may be adjusted for training, vacation, sick, or holiday pay as necessary. Time sheets must be reviewed and signed by you and filed in the office the day after the bi-monthly period ends by 9:00 AM. **Not complying with the deadline may result in the time worked not being processed until the next pay period.** Any changes should be noted and initialed by your supervisor.

## Paycheck Policy

**Pay Days/Cycles** – Employees will be paid twice a month, on the 8<sup>th</sup> and the 23<sup>rd</sup>. Checks on the 23<sup>rd</sup> will cover hours accumulated from the 1<sup>st</sup> to the 15<sup>th</sup> of each month. Checks on the 8<sup>th</sup> will cover hours accumulated from the 16<sup>th</sup> through the end of the previous month. A work week is from 12:00AM Sunday to 12:00PM Saturday.

**Paychecks** – Employees may choose to be paid through direct deposit or an actual check. Employees receiving a paycheck can pick up their check in the office. If you would like a friend or family member to pick up your paycheck, you will need to put this request in writing and show proper identification.

## Deductions Required by Law

1. Social Security (FICA): All employees are covered by the Federal Social Security Program with respect to retirement benefits. Thrive Childcare and the employee share in the cost of paying taxes to support the Social Security Fund.
2. Federal Withholding (Income Tax): Internal Revenue Code requires employers to withhold the Federal Income Tax from each wage payment made to employees. The amount withheld is based upon earnings and number of dependents. At the end of each calendar year, the Company will distribute to all employees a W2 form showing total wages paid during the previous year and the amount of tax withheld.



3. State Withholding (State Income Tax): The State of Ohio requires employers to withhold State Income Tax each pay period. All employees subject to state withholding will have the amount withheld during the year reported on the W2 form.
4. City Withholding (City Income Tax): The Company will withhold and report this local tax on the year-end W2 form where required by local municipalities.

### **Other Deductions**

Judgments, Attachments and Garnishments: Normally, the Company will not help creditors in the collection of personal debts from the employees. However, under certain legal procedures known as garnishments, levees, etc., the Company may be compelled by law to withhold a specified amount of the employee's earnings.

**YOUR YEAR END W-2 NEEDED FOR PERSONAL TAX FILING WILL BE SENT TO YOUR LAST KNOWN ADDRESS.**

## **Performance Management**

### **Performance Goals & Appraisals**

The center is committed to the spiritual and professional development of our employees. Each year staff members are required to contribute to a personal development plan that will include specific goals in the areas of spiritual, professional and team growth. Staff will review their goals with team leaders. These personal development plans will become part of the yearly performance evaluation.

A written performance evaluation will be done at least once a year. The evaluations are directly tied to the staff member's job description as well as the center's mission and core values. Team leaders will write their team members appraisals. The appraisals will be reviewed by the center administrator and then presented to the individual. Information derived from this evaluation may be used to determine eligibility for merit wage increases, promotion, transfer, and to identify any training needs.

### **Guidelines for Compensation**

Employees are compensated based on position responsibilities, education and experience. Starting wages are higher for those with more years of experience and advanced education degrees.

### **Pay Increases or Adjustments**

Pay increases or adjustments may be recommended for the following reasons:

1. Merit increase based on an employee's performance evaluation as a reward for outstanding performance, or
2. At time of promotion or demotion, or
3. Across the board adjustments to ensure that the company's compensation plan is competitive within the local labor market.



## **Section IV: Company Rules and Guidelines**

### **Attendance**

Since all employees are essential to the center's smooth running, employees are expected to be present and ready to work at their scheduled dates and times. If possible, appointments should be scheduled before or after work hours. An employee that is absent two consecutive days or two separate days without notifying the center of the absence will be considered to have abandoned his/her position.

### **Work Schedules**

Work schedules are based on the center's enrollment needs. The administrator will determine individual work schedules and classroom assignments. Depending upon the center's needs, such as enrollment and attendance, work schedules may change occasionally.

Employees are expected to be in their assigned room at their scheduled start time. If you have children at Thrive Childcare, you need to take your child to their room before you clock yourself in. You will be paid only to work your scheduled time and not for any time spent at Thrive Childcare not working in your room. If you choose to be here before or after your shift, please realize that this is on your own personal time.

If Center attendance is low, staff members may be sent home. It is not up to staff members to decide their work schedule. If an employee is asked to leave by any administrative team member, he/she needs to leave at that requested time. If you do not leave within 15 minutes you will be automatically clocked out in the office. If an employee habitually abuses this directive and does not leave as requested, disciplinary actions will be taken.

Weekly schedules are posted in the staff lounge, office and team leaders' classrooms, and emailed to all employees that furnish an email address. It is the employee's responsibility to check the schedule for changes.

### **Break Schedules**

All employees scheduled eight or more hours are required to take a ½-1 hour unpaid lunch break during their shift. Employees are required to clock out for this break period, as well as document their breaks on their individual break sheet. Employees are able to leave the building during their breaks or are welcome to stay and use the teacher's lounge or other common areas. You are not permitted to take your break in a classroom, as this is disruptive to others. If an employee leaves the building, they must sign out in the office. Employees must be back in their rooms by the end of their break to ensure that proper coverage is maintained. Breaks cannot be taken within the first or last hour of work.

### **Calling In Sick Or Late**

Team leaders handle call offs. If you are sick and cannot work, contact your team leader. You **MUST** talk to a real person. **DO NOT USE** voice mail or answering machines - they often fail! You must call off at least two hours before your scheduled time in order for a proper replacement to be found. Failing to call off at least two hours prior to your scheduled time will result in forfeiture of any sick pay and may result in a written warning. A doctor's note is required if you are off longer than two (2) days or call off 3 or more times in one month.

To receive sick pay for any time lost due to illness, you must fill out a request for payment and turn it in to the scheduler upon your return to work. If you do not do this, sick pay will not be given.

## **Request for Time Off**

(Please see the Benefits Section to see if you qualify.)

If you need to take a full day or partial day off, please submit a “request for time off” form indicating those times. The forms are located in the staff lounge or the office. Ideally you are asked to notify the scheduler at least two weeks in advance for scheduled time off. If you are requesting sick time or vacation time, you will still turn those requests into the scheduler.

## **Weather/Facility Emergency Closure**

Every effort will be made to alert you if the facility will be closed due to weather or facility emergency. No pay is given for weather/emergency closings. The Center closes if a Level 3 snow emergency is still in effect past 7:00 am. If the Level 3 is lifted before 7:00 am the center will open one hour after the Level 3 is lifted. The Oregon center is located in Lucas County and the Perrysburg center is located in Wood County.

## **Bulletin Boards and Posting Areas**

Company bulletin boards/posting areas are used to officially communicate government regulations such as OSHA, equal employment, as well as agency policies and notices. Employees or others should not use the bulletin board/posting areas to post items for sale, announcements, or any other matters without prior approval. Violation of this policy may result in discipline up to and including discharge. There is to be no posting of outside organization’s materials unless explicitly approved by the president.

## **Introductory Period**

You are hired on a ninety (90) day introductory basis. You are encouraged and expected to ask any questions concerning the new job and responsibilities. If at any time during the introductory period your job performance or behavior is found to be unsatisfactory, employment may be terminated in accordance with Thrive Childcare’s employment at-will policy.

## **Employee Conduct**

Thrive Childcare is committed to assuring orderly operations and providing the best possible work environment. You are expected to follow acceptable rules of conduct that will protect the interests and safety of all children, co-workers and Thrive Childcare. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, however, the following examples are infractions of rules of conduct that may result in disciplinary action including probation, suspension or termination from employment. Other conduct that is not in the examples may also result in disciplinary action.

1. Theft or inappropriate removal or possession of Thrive Childcare, client or co-worker property.
2. Jeopardizing the health, safety or well-being of the children in the center.
3. Falsification on personal records.
4. Working under the influence of, or use of, alcohol or illegal drugs.
5. Abuse, sale, mishandling or use of alcohol or legal/illegal drugs in the workplace.
6. Fighting or threatening violence in the workplace.
7. Immoral conduct or indecency in the workplace.
8. Confrontational or disrespectful conduct.
9. Smoking in prohibited areas.
10. Sexual or other unlawful harassment.
11. Possession of dangerous or unauthorized material, such as firearms or illegal substances.
12. Excessive absenteeism, tardiness, or absences without notice.
13. Unauthorized use of telephones, mail system or other company owned equipment or facilities.
14. Violation of company policies.

15. Unauthorized disclosure of business secrets, billing or other confidential information related to children, other employees, or the Center.
16. Unsatisfactory performance or conduct and unethical conduct.
17. Commission of a crime, other than a minor traffic violation.

## Parent Relations

1. **You** are the key to selling the center. Accept the challenge to keep each child enrolled in your class for the duration of the school year. **Demonstrate concern for each child.** Parents must be confident that you care for their child.
2. If a former parent calls you in regard to their child's new teacher, be **supportive and say something positive about the new teacher.** Each teacher has their own way of teaching but encourage them to consult with a team leader or the administrator if they have a concern.
3. Always be **professional** when dealing with the parents and maintain your role as the teacher. If you have a problem you feel you cannot solve, contact your team leader or the administrator.
4. Do not show **favoritism** toward parents. **It is important to be friendly in a professional way (not chummy).** Do not put yourself in a position where the parents would expect you to show partiality toward them.
5. If you should be asked a question to which you do not know the answer, ask your team leader or the administrator rather than giving an answer you are unsure of. Please let the parents know that you will find out the answer and get back to them.
6. **Do not answer any questions concerning tuition but instead refer the parent to the office.**
7. If there is a serious illness or death in the immediate family of a child in your class, please notify the office immediately. If a child is hospitalized, you are encouraged to visit if allowed by the child's doctor. Encourage your class to make "get well" cards for the child. The office will provide a large envelope and postage so they can be mailed to the child.
8. Inform the parent about **major** discipline problems but **do not over-emphasize the minor everyday problems such as not sitting properly, etc.** Do not discuss your personal life, including dating, with the children or their parents. This is not professional and teaching time with the children should not be taken up with personal discussions. Do not ask the children personal questions about their home-life or parents. This is considered unethical and the children often repeat what they hear at school.
9. You are required to maintain a professional relationship with parents and children. Staff members are restricted from dating clients of the center. They are also restricted from providing private childcare for center families. This includes both paid and unpaid care for a child. If a staff member has had a prior relationship or has developed a relationship with the family within another context such as a local church or other organization, it is fine to continue that relationship without restrictions. **Staff members may care for other staff member's children.**

## Parking

Please park in the Employee Parking Lot. Do not park in the assigned spots along the sidewalk as these are reserved for the parents of the Infant and Toddler Wing.

## Disciplinary Procedures

Thrive Childcare attempts to provide discipline on a progressive basis, in which corrective action is of a constructive nature. The purpose of the corrective action is to correct inadequate or unsatisfactory behavior and set reasonable and consistent standards of behavior and performance for all employees. The progressive discipline action may be carried out in four steps. However, progressive discipline cannot be guaranteed. Based on the seriousness and nature of the events, corrective action can be initiated at any step up to and including immediate termination of employment.

- Step 1 - Verbal Warning
- Step 2 - Written Reprimand
- Step 3 – Probation or Suspension
- Step 4 - Termination

All steps in the progressive discipline action plan will be documented and made a part of the employee's file in the administrator's office. The center's policy for progressive discipline in no way limits or alters the at-will employment relationship. Again, the purpose of a progressive discipline plan is not to terminate an employee, but rather to document attempts at coaching the employee back to behavior and/or performance that is acceptable. Sick, holiday and vacation pay cannot be used by staff members while on probation or suspension.

## **Employee Separations**

Thrive Childcare recognizes that conditions may develop which preclude your continuous employment. These conditions include employee resignation, retirement, discharge or a reduction in force (layoff). A final paycheck will be processed with the next payroll. The administrator may contact you to complete an Exit Interview Questionnaire. The Exit Interview is a tool to assist Thrive Childcare in achieving its mission of providing the highest quality of care for our children.

For conditions of separation, included but not limited to, employee resignation and retirement, the center requires employees to submit a written request for separation a minimum of two weeks prior to leaving employment. Failure to do so will:

1. Limit eligibility for rehire
2. Forfeiture of unused vacation

## **Lay Offs**

Thrive Childcare is growing and does not foresee future layoffs but should a reduction in force ever be necessary, it reserves the right to reduce either permanently or indefinitely, its current workforce. Layoff decisions may be made based on such factors as:

- Employee skills necessary to maintain service provider levels
- Employees skill level and performance ratings
- Length of service with Thrive Childcare

## **Medical Examination**

Each employee must provide a physician signed and dated medical form. This is required to be completed by the first day of employment.

## **Dress Code & Appearance**

How you dress is a reflection of your professional attitude. All employees are expected to practice good personal hygiene, including the use of antiperspirant/deodorant, clean nails, teeth, fresh breath and well-groomed hair. All employees are expected to dress in neat, clean clothing appropriate for working and interacting with young children.

Staff members must purchase a uniform shirt before the end of their introductory period with the Thrive Childcare logo on it. Additional uniform shirts can be purchased by our staff members. During the introductory period, staff is required to wear a plain colored shirt with **no writing** on it. During the colder months, you may layer your clothing, however, the uniform shirt must always be the outer layer of clothing while indoors. Sweatshirts, hoodies and jackets are not appropriate uniform attire. In addition to the uniform shirt, you must wear khaki, blue, black, gray, white or brown pants. Jeans that are not low cut and do not have holes or fraying are also acceptable. Knee length shorts or skirts are acceptable. **Leggings, yoga pants, knit pants, athletic pants or sweat pants are not acceptable.** Staff members who go swimming

with the school aged children are to wear modest one-piece bathing suits. Appropriate shoes are also required for outside play. Flip-flops are not acceptable. Shoes/sandals must be secure and strap onto the foot.

Jewelry (earrings, rings, necklaces, bracelets, etc.) must be appropriate for working with children. Facial piercings (tongue, nose, eyebrow, chin, etc.) are not acceptable. Conservative earrings are acceptable, but please remember that young children may like to pull on longer, dangling earrings and necklaces. Tattoos must be covered while working at the center.

If you arrive to work with inappropriate attire, you will have to clock out and return home to change. If the problem persists, further disciplinary procedures will be taken.

## **Confidentiality**

As an employee of Thrive Childcare you will be exposed to information regarding children, families and other items associated with the Center that may be sensitive and confidential. For reasons of liability and professional ethical standards, information about children, families and others connected with the Center must never be discussed casually or with any person not affiliated with the Center. This includes discussing a child with another parent other than his own.

When completing an incident or behavioral report, do not put another child's name on the report. For example, do not write "Jeff bit Sarah on the arm." Instead write "A child bit Sarah on her left arm."

Thrive Childcare is committed to maintaining privacy. As a result, failure to maintain confidentiality will be dealt with strictly.

## **Field Trip and Transportation Policies**

All employees and parent volunteers, who are driving for field trips, are required to have a certificate of liability insurance and be able to show proof of personal insurance.

To ensure the safety of all program participants while being transported to and from field trips, employees who drive a personal vehicle on field trips must have a favorable MVR (motor vehicle record), a valid driver's license and proof of vehicular insurance on file with Thrive Childcare. Those drivers who do not meet the requirements will not be allowed to transport students or drive on company business.

Each employee must validate their driver's license and MVR and insurance with the Company on an annual basis, no later than January 31. **Employees must notify Thrive Childcare immediately of changes or loss of coverage as well as adverse changes to their driving records.** Employees must report any accident, no matter how minor, before leaving the scene of the accident management.

Employee vehicles used to transfer students must be kept in safe working condition or notify management the vehicle is temporarily out of service for safety reasons.

Thrive Childcare will reimburse employees for mileage based on the established rate by the Company.

## **Driving Safety**

Driving distractions are a major cause of vehicular related accidents. Therefore, employees are prohibited from involvement in activities that would cause attention to be diverted from safe driving. This would include but not be limited to applying makeup, reading or looking away from the direction of travel for extended periods.

Employees with driving duties are not permitted to use cell phones, including "hands free" devices, and other electronic communication devices for while driving, including texting. If it is necessary to conduct business on a cell phone or electronic device while driving, pull off the road and stop until the communication is completed.

Safety belts must be worn by all occupants and all traffic laws obeyed, including driving the legal speed limit.

## **Ethical Conduct**

Thrive Childcare staff members are required to maintain a professional relationship with both parents and children. Staff members are prohibited from arranging meetings outside of the Center. This includes “dating” clients or making “play dates” with students.

Staff members are also restricted from providing private childcare for families enrolled in the center. It is considered unethical to recruit families for “babysitting” or additional child care **outside of or in place of** Thrive Childcare.

Staff members may be terminated for being involved in such activities.

## **Smoking**

As a center for the development of children, Thrive Childcare cannot support smoking. Smoking is not permitted within the center or on center property. We also consider electronic cigarettes and similar devices along with all forms of tobacco use as not permitted.

## **Workplace Violence**

It is the policy of Thrive Childcare to expressly prohibit any acts or threats of violence by any employee or former employee against any other employee in or about our facilities. Thrive Childcare will not condone any acts or threats of violence against our employees, customers, or visitors on our premises at any time or while they are engaged in business with or on behalf of Thrive Childcare, on or off premises.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that Thrive Childcare, in its sole discretion, deems inappropriate will be subject to corrective action, up to and including termination.

Any employee who witnesses or is exposed to acts or threats of violence should notify a supervisor, any management personnel or police as soon as it is safe to do so.

## **Weapons Policy**

Thrive Childcare takes the safety of its employees and students very seriously. It therefore prohibits all persons entering its property or job site or while conducting business for Thrive Childcare from carrying a handgun, firearm, or prohibited weapon of any kind onto the property or otherwise working regardless of whether the person is licensed to carry the weapon or not.

This policy applies to all Thrive Childcare’s employees regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy will be police officers, security guards or other persons who have been given written consent by the president of Thrive Childcare to carry a weapon on the property. Ohio law does allow employees with a concealed weapon permit to keep their legal weapon out of view in their personal locked car while on company property.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. Thrive Childcare’ employees are covered by this policy while working regardless of where they may be.

Thrive Childcare reserves the right to conduct searches of any person, company owned vehicle or object that enters onto its property or assigned client's property. Pursuant to this provision, Thrive Childcare is authorized



to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing and any other item in which a weapon may be hidden. Additionally, Thrive Childcare may search a vehicle owned by it and used by the employee on behalf of Thrive Childcare or its clients regardless of where the vehicle is located at the time. Thrive Childcare or local authorities may conduct searches. To the extent management requests the search and the employee is present, the employee may refuse the search. However, that such refusal can result in termination of employment for refusal to cooperate. Searches may be conducted without the employee present.

## **Computer Usage**

### **General Usage**

Thrive Childcare requires a General Computer Usage Policy to accomplish its business objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment Thrive Childcare has to safeguard corporate information assets. That commitment must extend from every individual involved in business operations.

All data on information systems at Thrive Childcare is classified as Company proprietary information. Any attempt to circumvent Thrive Childcare's security procedures is strictly prohibited. Unauthorized use, destruction, modification, and/or distribution of Thrive Childcare's information or information systems are strictly prohibited.

All Thrive Childcare's information systems will be subject to monitoring and auditing at all times. Users acknowledge that they have no expectation of privacy with regard to their activity on Thrive Childcare's information systems.

Use of any Thrive Childcare's information systems or dissemination of information in a manner bringing disrepute, damage, or ill will against Thrive Childcare is not authorized.

Individual passwords will be kept strictly confidential. In no situation should a username and password be given to another individual.

Misuse, as defined in this policy, will be handled directly with the offender and could include disciplinary action up to and including termination.

Any viewing or displaying pornography on company equipment is prohibited, as is viewing it on the employee's personal electronic equipment.

### **Internet Usage**

Internet usage is provided to Thrive Childcare employees to conduct work-related business. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect a user's performance of employment related activities. Non-business Internet activity will be restricted to non-business hours.

### **Email Usage**

Email accounts are provided to Thrive Childcare employees to conduct work-related business. While this resource is to be used primarily for business, the Company realizes that employees may occasionally use this privilege for personal matters, and therefore permits limited personal email during non-business hours. Do not open personal pictures or other personal files on Company computers to protect from malicious downloads. All email on the Thrive Childcare information systems, including personal email, is the property of Thrive Childcare. As such, all email can and may be periodically monitored. Outgoing and incoming email of an

offensive, pornographic or otherwise inappropriate nature is prohibited. Violations of this may result in disciplinary action, up to and including termination of employment.

### **Desktop Services**

Thrive Childcare prohibits the downloading of software from the Internet because of significant risk of infecting the Company systems with a virus and the unreliability of such downloaded software. To protect Thrive Childcare from copy write infringements and infected programs, only IT staff may install approved software onto Thrive Childcare equipment. All Thrive Childcare's information systems will be subject to periodic inventory and inspection for compliance.

### **Social Media Policy**

Social media sites such as Personal Web sites and Web logs (blogs) and the continually evolving new media forms have become prevalent methods of self-expression in our culture. Thrive Childcare respects the right of employees to use any form of social media (electronic, verbal or printed word) during their personal time. If an employee chooses to identify as a Thrive Childcare employee on a Web site, Web log, or other forms of 'chat rooms' or other social media, he or she must adhere to the following guidelines:

#### **Employee Use of Social Media Forms**

- Make it clear to the readers that the views expressed are the employee's alone and that they do not reflect the views of Thrive Childcare.
- Do not disclose any information that is confidential or proprietary to Thrive Childcare to any third party not authorized by Thrive Childcare. Consult the company's Confidentiality policy for guidance about what constitutes confidential information.
- Uphold the Company's value of respect for the individual and do not make comments about co-workers, supervisors, the employer, the children or their families, which are vulgar, obscene, threatening, intimidating, harassing or a violation of the employer's workplace policies against discrimination, harassment or violence.

Do not engage in social media use while on company time or with Company equipment unless specifically authorized by the Company.

### **Monitoring**

In addition to monitoring its own equipment, Thrive Childcare may monitor personal and other social sites to assure policy compliance. If the use of electronic or other social media activity is seen as violating Company policy, the Company may request a cessation of such commentary and the employee may be subject to disciplinary action. For any questions about these guidelines or any matter related to using social media, contact your supervisor.

### **The Company's Own Social Media Tools**

Should the Company elect to develop its own social media sites, they will be the property of the Company and the Company will control the content on these sites.

### **General Caution**

As a general caution for any expression through a social media venue: Making false statements with the intent of maliciously harming someone, or some entity, may constitute defamation or slander. If prosecuted and found guilty, the person faces personal civil penalties.

This policy does not, and is not intended to, restrict in any way an employee's rights under the National Labor Relations Act.



## **Moon Lighting/ Off Duty Conduct**

Employees may have other part time employment but are required to avoid any conflict of interest during their employment with Thrive Childcare. Any involvement that conflicts with an employee's duties or responsibilities or affect the employee's judgment in making a decision affecting Thrive Childcare will be considered a conflict of interest. This includes any direct or indirect business, management or financial interest or activity, whether or not for compensation, in any business or entity that is a competitor, customer, or vendor of the company.

Off-duty conduct that adversely affects Thrive Childcare's legitimate business interests or an employee's ability to perform his or her work may result in discipline, up to and including termination.

## Section V: Employee Benefits

Benefits are a gift out of the surplus of our organization achieving *ministry and business*. The staff members around you have worked hard to keep our organization balanced maintaining our approach to ministry and business. These benefits are a direct result of their efforts on a daily basis. Please do your part to keep this balance and help us to be able to keep offering them. They are not an entitlement, rather a blessing.

### Lunch

As an employee benefit, each day you work during the children's lunch hour, *one child's school lunch* is available to you at no cost.

### Childcare Tuition Policy

As an employee benefit, staff members receive 25% off their child's tuition. No registration fee is charged for an employee's child. Substitutes will also receive 25% off, per child, and may bring their child in only if there is room in their child's age group. Children may only attend days when the substitute is working, unless the employee chooses to enroll their child in a full-time or consistent part time spot. The 25% discount would still apply. Salaried and full-time employees will receive a higher discount for their first 2 children. If they have more than 2 children, the 25% discount would apply for additional children. Please see the administrator for additional details.

### Retirement Plan – 403B

Employees working at least 20 hours a week will be eligible to participate in a voluntary contribution retirement plan. Please talk to your administrator to help you sign up for this benefit.

### Section 125 Plan

Full-time and salaried employees are eligible to have the following benefits withheld pre-taxed from their paycheck: childcare tuition, health insurance premiums, 403B retirement plan, and un-reimbursed medical expenses. Please talk to your administrator to help you sign up for these benefits.

### Vacation Pay

Vacation pay is a benefit offered to salaried, full-time and part-time employees working 21 to 40 hours per week. Substitutes, seasonal staff and part-time employees working 20 hours or less per week are not eligible for this benefit. Vacation time available for use is based on the hours worked in the prior year. On becoming eligible for this benefit, time is accrued from anniversary date to anniversary date. Vacation time does not carry over from year to year. Any unused time will be forfeited upon employee's anniversary date.

The following schedule applies:

#### Salaried Employees

Employees accumulate one week after one year of service.

Employees accumulate two weeks after two years of service.

Employees accumulate three weeks after five years of service.

Employees accumulate four weeks after ten years of service.

Employees accumulate five weeks after fifteen years of service (Executive and Administrative only)

#### Full-time Employees

Employees accumulate .785 hours per 40 hours worked for the first two years.

Employees accumulate 1.6 hours per 40 hours worked at three years of service.

Employees accumulate 2.45 hours per 40 hours worked at six years of service.

Employees accumulate 3.33 hours per 40 hours worked at eleven years of service.

Part-time Employees (21 to 40 hours per week)

Employees accumulate .3925 hours per 40 hours worked for the first two years.

Employees accumulate .785 hours per 40 hours worked at three years of service.

Employees accumulate 1.6 hours per 40 hours worked at eight years of service.

For employees eligible for vacation benefits with at least three years of service, up to one week of vacation time may be paid in lieu of “days off” with the prior approval of the administrator.

Resigning employees may be paid accrued vacation as of the date of termination only if:

1. A minimum of 2-week written notice was given.
2. The employee is not in the 3<sup>rd</sup> or 4<sup>th</sup> stage of corrective action.

For employees eligible for vacation benefits with two or more weeks of vacation, only one week of vacation may be used between June and August. **No vacation time will be authorized during the week prior to or the first week of school.**

While every effort is made to accommodate vacation requests, it may be necessary to deny a request for various reasons. Examples of why a request may be denied are: inadequate personnel coverage jeopardizing the center’s mission or other employees have already requested that time period off.

## **Holiday Pay**

Thrive Childcare observes the following holidays that fall on a normally scheduled day (Monday through Friday).

Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	New Year’s Day

Holiday pay is a benefit for salaried and full-time employees. To be eligible for holiday pay, employees must work the scheduled day before and after the holiday. The only exceptions will be sickness accompanied by a doctor’s excuse or preapproved vacation. Holiday pay is at an eight-hour maximum. No holiday pay is given if the holiday falls on a staff member’s normally scheduled day off. You will not be permitted to change your day off during a holiday week.

## **Sick Time**

Sick time reimbursement is a benefit offered to salaried and full-time employees only. Part-time staff, substitutes, seasonal staff are not eligible for this benefit.

The following schedule applies:

Salaried employees – receive five sick days per year.

Full-time hourly employees – accrue sick pay at the rate of .77 per 40 hours worked.

Part-time hourly employees – not eligible

Sick time is available for use as soon as time is accrued, after the 90-day introductory period. Accrued sick time will not carry over from year to year. Any unused time will be forfeited on the employee’s anniversary date. Employees will not be paid cash in lieu of unused days. Sick time is void upon termination of employment. No sick pay will be authorized if an employee calls off the day before or the day after a paid holiday. It is preferred

that employees call the night before scheduled or at least two hours prior or they will forfeit sick pay for the day. Employees must contact their team leader.

## **Jury Duty**

Thrive Childcare encourages you to fulfill your civic responsibility by serving on jury duty when summoned. When summoned, your immediate supervisor must be notified as soon as possible. It may become necessary for the administrator to request that you be excused from jury duty if, in the Center's judgment, your absence from work would create an undue hardship. If jury duty requires less than a full day of participation, you may be requested to return to work when relieved. Full time employees that receive sick time compensation will be allowed to use one sick day. Salary employees are paid full salary. All other employees are not eligible for paid jury duty.

## **Bereavement Leave**

In the event of the death of an immediate family member, you must notify your team leader as soon as possible. Immediate family members are defined as spouse, child, parent, grandparent, legal guardian, brother or sister as well as your corresponding in-laws and step-relations. Employees may use available vacation time, if requested.

## **Military Leave Rights (Employment and Re-employment Rights)**

This section of the handbook sets forth employee rights for military (uniformed services) leave of absences in accordance with the Veterans Re-employment Acts of Chapter 43 of the United States Code and as amended by the Uniformed Services Employment and Re-employment Rights Acts of 1994 (USERRA).

The USERRA prohibits an employer from denying employment or re-employment, promotion or employment benefits because a person is a member of a service or performs, makes application or is obligated to perform uniformed service.

There are certain criteria employees must follow to be eligible for these benefits, please contact personnel or management for specific provisions and to receive a more detailed summary of your rights.

## **State Law Relating to Military Service**

Ohio has additional employee rights if you are the spouse or parent of a member of the uniformed service called to active duty that is injured, wounded or hospitalized while serving in combat. To be eligible, you must have no other leave available except sick or disability leave. Contact personnel for addition information.

## **Unemployment Compensation**

Thrive Ministries, Inc. is a religious non-profit, tax-exempt organization, and does not participate in this program. Therefore, as an employee, you are not eligible to participate in the unemployment insurance program.

## **Workers' Compensation**

The Center carries workers' compensation insurance that covers employees for job related accidents. More information on the current center insurance may be obtained from the office. All on-the-job injuries, regardless of nature or severity, must be reported to the administrator within a 24-hour period. It is preferable to immediately report the accident to the administrator.

## **Family And Personal Medical Leave**

### **General Statement and Notification**

The management at Thrive Childcare recognizes that personal and family leaves are important to balance the work and family components of employees. This policy along with the Employee Rights Posters will serve as the notice of employee rights under the Family Medical Leave Act as amended (FMLA).

Here is a general description of your rights under FMLA. We have attempted to portray a very complex law. If this description is inaccurate in any way, employees' rights under the law take precedence over this policy.

### **Employee Notification Requirement**

An employee needing FMLA leave that is foreseeable must give at least 30 days notice to Thrive Childcare Management. If the leave is unforeseeable, notify management as soon as possible. Employees must still use the Company's usual and customary call-in procedure to report absences.

### **General Eligibility for FMLA Leave**

In accordance with the Family and Medical Leave Act as amended, Thrive Childcare will allow eligible employees up to 12 weeks unpaid leave. An eligible employee is defined as having: \*

Worked for a covered employer for at least 12 (not necessarily consecutive) months or 52 weeks, and in that 12-month period, worked at least 1250 hours.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

An eligible employee is entitled to apply for FMLA leave for the following events or occurrences only:

Birth of a child.

The arrival of an adopted child or foster child.

To care for a child, spouse, or parent who has a serious condition.

When the employee develops a serious health condition.

Certain Military related circumstances.

A serious health condition (described below) of an employee.

### **Exempt from Eligibility**

Certain employees are exempt from coverage by FMLA. Employees are exempt if: They are in the highest paid 10% of employees, and their absences from work would cause substantial grievous injury to the business operations.

If you have any questions about your eligibility for FMLA leave or the application procedure, contact your administrator.

### **Serious Health Conditions**

The FMLA normally allows six types of serious health conditions, which generally focus on the effects of the conditions, rather than the precise type of disease or injury. The six conditions are briefly summarized:

- Inpatient Care. Conditions requiring an overnight stay in a health care facility.
- Incapacity and Treatment. A period of incapacity requiring treatment by a healthcare provider which must meet certain conditions.

- **Pregnancy and Prenatal Care.** Pregnancy is covered by both intermittent and long term leave. As with other conditions, check with personnel as to additional additions and restrictions.
- **Chronic Conditions.** A serious health condition that usually results in at least three consecutive days of incapacity and accompanying visits to a health care provider.
- **Permanent or Long Term Conditions.** Periods of incapacity from a long term illness.
- **Conditions Requiring Multiple Treatments.** Ongoing serious condition requiring multiple treatments or recovery after treatment.

### **Terms and Conditions of FMLA Leave**

A maximum leave of 12 weeks within 12 months from the designation of the FMLA leave. The leave period is unpaid.

If you have health insurance in effect at the time of the leave, the employee still has an obligation to pay any employee contributions. If the employee does not return within the 12 weeks allowed, the employee may be responsible for the entire cost of the benefits.

The necessity of the leave must be certified.

The continuing nature and status of the medical condition that required the leave must be documented.

At the conclusion of the leave, the employee is entitled to return to the same or equivalent position at the same pay rate and with the same benefits and other conditions of employment as existed prior to the leave.

Employees may be required to use any remaining paid leave as part of the FMLA leave.

Leave for a work related injury will generally count as FMLA leave

Engaging in other employment is prohibited while on FMLA leave.

### **Military Caregiver Leave (also known as Covered Service Member Leave)**

An eligible employee whose spouse, son, daughter or parent is on covered active duty, may use their normal 12 work weeks of FMLA job-protected leave to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling and attending post-deployment reintegration briefings and parental care.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

A covered service member is:

A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness;\* or

A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness. \*

\*The FMLA definitions of serious injury or illness for current service members and veterans are distinct from the FMLA definition of serious health condition.

### **Taking Intermittent Leave**

In addition to taking 12 weeks of consecutive leave, certain conditions may call for intermittent leave. Other circumstances may call for reduced work week or work day, resulting in a reduced schedule. The total time is not to exceed 12 weeks off.

Under these circumstances, Thrive Childcare may temporarily transfer the employee to an alternative position with equivalent pay and benefits, if the alternative position would better accommodate the intermittent or reduced schedule.

### **Fitness for Duty**

Thrive Childcare may require a return to work (fit-for-duty) certification in writing at least two weeks prior to the date of return from the employee's doctor for medical leaves. It must certify the employee is able to return to normal work duties or meets the requirements of treating as a disability.

### **Light Duty**

Time spent performing "light duty" work will not be counted against an employee's FMLA leave entitlement. If an employee is voluntarily performing a light duty assignment, the employee is not considered to be on FMLA leave.

### **Medical Certification**

If requested by the employer in writing, the employee has 15 days to have the health care provider certify the health condition or leave necessity. An approved U.S. Department of Labor certification form must be used for certification. If the company deems a medical certification to be incomplete or insufficient, it must within 5 days specify in writing what information is lacking and give the employee 7 calendar days to cure the deficiency. Thereafter, the employer may directly ask the health care provider to clarify and/or authenticate the certification period. The company reserves the right to request recertification of an ongoing condition under certain conditions including a yearly recertification of ongoing conditions.

### **Voluntary Leave of Absence**

Thrive Childcare recognizes that due to certain unforeseen personal or family circumstances, employees may request an unpaid leave of absence. A voluntary leave of absence must be approved by management in advance and the employee must have at least 12 months of prior service with the organization.

Requests for personal leaves will be evaluated based on a number of factors, including anticipated workload requirements, prior leave requests and staffing considerations during the proposed period of absence. Voluntary leaves cannot exceed 12 weeks. Any unused vacation and sick time must be used as part of the leave time. Holiday pay will also be suspended during the leave.

Employees on voluntary leave of absence may not engage in other employment.

All benefit accruals such as vacation may be suspended during the leave. Applicable earned eligibility may also be affected by the length of leave.

When a personal leave ends, every reasonable effort will be made to return an employee to the same or similar position but cannot be guaranteed.

Employees, who fail to return on the agreed date, will be assumed to have resigned, unless prior arrangements have been agreed upon.



## Section VI: Personal Benefit on Company Time

### Personal Visitors

Staff members are welcome to have friends or family members visit the Center. We encourage you to give a tour during naptime, late in the afternoon or on your day off. In order to not disrupt the children's daily schedule, family and friends are not allowed to "hang out" at the Center. If there is a special circumstance that needs to be considered, it must be approved through the administrative office. Photographs by visitors are prohibited.

### Solicitation

Employees are not to use time at work to solicit co-workers for membership in or participation on behalf of any fraternal, social, political, religious, or other organization. This includes distribution of pamphlets or the posting of notices. No direct solicitation of fellow employees will be permitted.

Solicitations for contributions or purchases for school, religious affiliations, non-profit organizations, or consumer items (Girl Scout cookies, candles, baskets, etc.) will be conducted by placing information in the break room. No employee is required to donate to any causes or social functions (i.e. birthday parties, weddings, showers, etc.).

### Personal Phones and Electronic Devices

Employees are requested to make and receive personal phone calls before or after their class, during their breaks, lunches or naptime. Personal calls should be limited to a few minutes since parents may be trying to reach you.

Employees will be summoned for emergency calls only. Any personal phone messages taken by the office will be delivered to the classroom or put in your mailbox.

*Personal cell phones should be put on mute and voicemail messages should be retrieved during your personal break time outside of the classroom.* **Personal cell phones are not permitted to be answered during work hours.** Cell phones, tablets, laptops or **any other personal electronic devices** are not permitted to be used in the classroom at any time, including naptime. Being occupied in any way with a personal electronic device takes you as a staff member out of ratio and puts the center at risk.

If there is an emergency, ask your family to contact the office and we will notify you immediately. We understand that staff members want to be available for their families; however, it is not appropriate or professional to have a personal phone call disrupt the children's schedule. Staff members need to "educate" their spouses and children about what constitutes an emergency. Please help your spouses and children to understand that there are times of the day that you are not accessible except for an emergency.

### Employee Personnel File

Access to your employment file is limited to you, your team leader, administrator and payroll. Information will be released only with your written authorization or by receipt of court order or valid government request. You may view your file by requesting an appointment with the administrator. This person will be present while you review the record. You may request a copy of your complete file or any portion thereof.

# Section VII - Employee Complaint Procedure And Alternative Dispute Resolution

*Please note the following policy does create contractual rights between you and the Company.*

## General Statements

It is our purpose to provide an effective means for employees to bring problems concerning their well-being at work to the attention of management. Therefore, a formal complaint procedure has been established for the benefit and use of employees.

When an employee thinks or feels any condition affecting him/her is unjust, inequitable, or a hindrance to effective operation, the employee is encouraged to submit his/her complaint in the prescribed manner.

Don't keep the problem to yourself. Let's talk it over and try to get it settled. The longer you delay in "getting it off your chest," the unhappier you will be. Remember, we cannot straighten things out unless we know the problem.

## Purpose

The purpose of the complaint and arbitration procedure is to provide for equitable review of employee concerns and resolve problems so that successful relationships may be maintained for the benefit of all. The complaint and arbitration provides a way to remedy any complaints that an employee may have concerning his or her treatment with respect to the policies of this handbook, or any other legal obligation of the employer to the employee. **The Company and the employee agree, therefore, to resolve these types of problems through this procedure to the exclusion of all other procedures or legal forums. If for any reason this procedure is determined not be exclusive, the employee agrees to exhaust his/her remedies under this procedure before resorting to any other action against Thrive Ministries, Inc. and Thrive Childcare.**

## Policy

If an employee has a question about the interpretation or application of a Company policy or any other legal obligation of the Company to the employee (including any claim that the Company and client or that any other employee has discriminated against the employee), the employee may use the following four-step procedure for solution of the problem. **The intent of the time limits in this procedure is solely for the purpose of moving the process along.** Failure to comply with any of the time limits listed below will **not** constitute a waiver of this complaint. **This process and employee rights will be governed by appropriate state or federal statute limitations.** There is a form provided at the end of this section that may be used by the employee in formulating or presenting a complaint.

## Procedure

### Step 1 - The Immediate Supervisor

The employee will bring the situation to the attention of his/her immediate supervisor on the form provided at the end of this section or other written form within ten (10) working days of the occurrence of the problem creating the complaint, explaining the nature of the problem and the suggested solution if he/she has one.

After being presented with the complaint, the supervisor will investigate and provide a written solution or an explanation to the employee within five (5) working days.

If the employee is fearful of retaliation from the supervisor or the supervisor is condoning or is the actual person perceived to be violating the employee's rights, the employee can skip step 1 and go directly to step 2.

## **Step 2 – The President of Thrive Ministries, Inc.**

If the answer or settlement given by the supervisor does not resolve the situation, the employee has ten (10) working days from the supervisor's response to take the problem to the President. (The request must be in writing - a copy of the original complaint form marked "second step" is acceptable.) The employee may request to have another employee present to help with the discussion. After the complaint has been heard by one of the above officers and has given careful consideration of the facts, the employee will be presented with the officers' decision in writing, no later than ten (10) working days after the initial discussion with the employee.

**IF YOUR COMPLAINT IS NOT OF A LEGALLY PROTECTED RIGHT, THAT IS, A CLAIM WHERE A FEDERAL, STATE OR LOCAL LAW HAS BEEN VIOLATED, THIS IS YOUR FINAL REMEDY. If your claim does involve the violation of a law, you can proceed to Step 3**

Here are examples of what your legally protected rights would include:

- Wage issues
- Breach of employment related contract
- Some forms of Tort (damage) Claims
- Wrongful termination
- Sexual harassment
- Discrimination based on race, color, gender, religion, national origin or age
- ADA (disability)
- FMLA (family medical leave)
- Breach of contract, covenant or warranty
- Federal or state mandated benefit rights
- Other employment related statutory rights not covered above

## **Step 3 - Arbitration**

If the employee is still not satisfied with the decision relating to a legally protected right, he/she has one final step, Arbitration. The Company will abide by the American Arbitration Association's (AAA) rules for impartially resolving the disputed claim. The AAA is a neutral non-profit organization that will take charge of the proceedings to ensure impartiality and that legal guidelines are followed.

## **Benefits Of Arbitration**

The arbitrator will decide the outcome of the complaint based on the same statutes of law used in the court system. The injured party's rights are the same and so is the ability to collect damages. The main difference is that this process usually takes only several months where a court trial can drag on for one to several years. Also, the process can be less formal and less costly than court room litigation.

## **How To Start**

To request arbitration (formally called demand), the employee may use a copy of the enclosed complaint form or write a letter requesting the claim be heard by an independent arbitrator. Send request to:

Arbitration Request  
H R Systems  
P O Box 352604  
Toledo, OH 43635-2604

## **Fees**

There will be a filing fee charged by the AAA and an arbitrator fee. The employee's portion of the fees will be \$125.00. The Company will pay the balance of the filing and arbitrator fees.

## **Right To Legal Counsel**

Employee and company have the right to be represented by legal counsel. Any fees for expert witnesses, transcription, discovery costs or attorney representation will be the responsibility of the requesting party, unless some prior arrangement is made. Either party may be represented by an attorney or both parties can mutually agree to not have legal representation.

## **Choice Of Arbitrator**

The employee and company will choose an arbitrator from a list of independent arbitrators approved and provided by the AAA. Both the company and employee will rate each candidate as most to least desired, eliminating unacceptable candidates. The arbitrator receiving the highest combined ranking will be assigned to arbitrate. If this method is not successful in naming a mutually agreeable candidate, the AAA will have the right to assign an arbitrator.

## **Hearing**

A hearing date will be set by the appointed arbitrator. The arbitrator will listen to both sides including witnesses and other relevant information and render a decision.

## **Decision**

After giving careful consideration to the information presented by both parties and witnesses, the arbitrator will render a decision. The arbitrator has the same authority as a court of law to render a decision to include any statutory damages, back pay, etc.

## **AAA Rules**

A copy of the National Rules for the Resolution of Employment Disputes of the American Arbitration Association is available upon request. Employees can request a copy of the rules and/or discuss the process with an H R S representative. This and additional information about the process is available from the AAA's Web page at <http://www.adr.org>.

# Complaint Form

\_\_\_First \_\_\_Second \_\_\_ Request for arbitration

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

To: \_\_\_\_\_ Title: \_\_\_\_\_

Describe the action(s) or occurrence(s) giving rise to the complaint:

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Date(s) of action(s) or occurrence(s): \_\_\_\_\_

Remedy sought/suggestions/steps you would like to see taken in response to the above:

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Remedy actions taken by Administration/Company/Supervisor to attempt to satisfy the employee complaint:

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Date responded \_\_\_\_\_

# Family Life Value Statement

Thrive Childcare exists to demonstrate God's love for children and parents of this community. Because we are a Christian ministry and because we believe in the truth and relevance of the Bible. . .

- Our goal is that each of our faculty members has a personal relationship with Jesus Christ.
- Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible.
- We honor the parenting roles and child development principles taught in scripture. Here are the key examples:
  - o Genesis 1.17 – ***So God created people in his own image; God patterned them after himself; male and female he created them.*** Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that He loves them intensely.
  - o Ephesians 5.21, 6.4 – ***And further, you will submit to one another out of reverence for Christ. Don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord.*** We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.
  - o Deuteronomy 6.6-7 – ***And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.*** Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

As an employee here at Thrive Childcare, I agree to support the principles mentioned here and, to the best of my ability, fulfill my role as the teacher and encourager of the children in my care.

The Christian characteristics and values taught at Thrive Childcare do not reflect a particular denomination and thereby allow all families to raise their children according to the family's faith.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Employee Acknowledgment/Statement of Verification

I, \_\_\_\_\_, have received and reviewed with the administrator or center representative the following documents:

- Thrive Childcare’s Parent handbook, and
- Thrive Childcare’s Employment handbook
- Thrive Childcare’s Staff policies and procedures.

The administrator or center representative has also reviewed with me:

- The center’s medical, dental and general emergency plan, and
- Chapter 5101:2-12 Childcare licensing rules.

I agree to uphold, and assume responsibility for the policies and information communicated in these documents.

I further acknowledge that I am an at will employee, meaning that I may choose to end my employment at any time for any reason and Thrive Ministries, Inc. may, other than for an illegal discriminatory reason, terminate my employment at any time for any reason. I also acknowledge that the above referenced handbooks, policies and procedures do not create a contract, express or implied, between Thrive Ministries Inc., or any of its subsidiaries, and me, for employment of any specific duration. I also acknowledge that these policies, procedures, employee benefits, and manuals may be modified, changed or added to or deleted at the discretion of Thrive Ministries Inc., without notice to me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy to return for your personnel file.

# Complaint And Arbitration Policy Acknowledgement

I also acknowledge the purpose of the complaint procedure in this handbook is to resolve any disputes that may arise between myself and the employer, including a binding arbitration procedure. **I understand only this specific policy does create a contract between myself and the Company.** I further acknowledge this procedure to be the sole means of resolving any dispute between myself and the Company.

I agree to exercise this process in resolving disputes as stated in the procedure.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date