Bear River Head Start

Employee Policies

BEAR RIVER HEAD START

Revised 09/2026

Welcome to Bear River Head Start. The following policies describe important information that is the framework within which Bear River Head Start (BRHS) operates as a private non-profit grantee. At the beginning of this text you will find a glossary that defines some of the frequently used Head Start phrases, words or acronyms. It is the responsibility of all staff, parents, volunteers, Policy Council and Board Members to become familiar with these policies and uphold them. Each individual may have a different role and responsibility that brings you in association with BRHS. Whatever your responsibility or duty, you will need to know the policies that define and shape our Head Start program.

Revisions may be made to these policies with or without further notice. In that situation it would then become your responsibility to become familiar with updates and changes and implement the new policies. If you have questions about these policies and you do not find the answers included in the text, please feel free to ask any supervisor or member of the management staff or the Executive Director.

These policies are not intended as a contract or to imply a contractual relationship. This version of Bear River Head Start's policies replaces all earlier versions and takes precedence over all memoranda and oral descriptions of the terms and conditions of employment. Please discard or bring into the Fiscal Office, any previous versions of program policies to avoid confusion.

Our grantee depends upon each individual involved with Head Start to translate these policies into day to day operations and services. The success of our program depends upon the many committed individuals who work together to build our successful program here at Bear River Head Start.

PERSONNEL AND EMPLOYMENT

EQUAL OPPORTUNITY

It is the policy of BRHS to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status or any other characteristic prohibited by law. Bear River Head Start will make reasonable accommodations for otherwise qualified individuals with known disabilities unless doing so would result in undue hardship to the program.

This policy applies to all terms, conditions and privileges of employment including hiring, introductory period, training, orientation, job placement, employee development, promotion, transfer, benefits and compensation, educational assistance, layoff, recall, facilities, termination and retirement.

An employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their supervisor. If you are afraid to report discrimination to your supervisor, you should report it to the Executive Director or another member of the management team. If the complaint is against the Executive Director, report it to the Chairman of the Board of Trustees. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination. It is expected that employees will file complaints or concerns by following the Code of Conduct and Complaint Policy and Procedure.

AT-WILL EMPLOYMENT

Bear River Head Start is an at-will employer. Employees are employed at the will of the program and are subject to termination at any time, for any reason, with or without cause or notice. Likewise, employees may terminate their employment at any time and for any reason. Any written or oral agreement to the contrary by a supervisor, officer, or other agent of BRHS is invalid and should not be relied upon by any prospective or existing employee. Completion of an introductory period does not change an employee's status as an at-will employee or change the terms or conditions of employment.

CONFLICT OF INTEREST

It is the policy of Bear River Head Start to prohibit staff, parents, volunteers, Board of Trustees, and Policy Council members from engaging in any activity, practice or conduct which conflicts with, or appears to conflict with the interests of the program. Since it is impossible to describe all situations that may occur that cause or gives the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive. If there is a question or uncertainty about whether a conflict exists, employees should consult with their supervisor. Members of the management team, Policy Council or Board members may direct questions to the Executive Director who may consult with program legal counsel.

Staff, parents, volunteers, Board of Trustees and Policy Council members are expected to represent the program in a positive, professional and ethical manner. Any behavior that is disloyal, disruptive, competitive, illegal or damaging to the program must not be engaged in.

Employees may not accept any employment or other relationship with any organization that may conflict with the best interests of Bear River Head Start. This prohibition on employment also includes serving as an advisor or consultant unless the activity is conducted as a representative of BRHS. Prohibited activity also includes illegal or conflicting acts of trade or finances.

Employees must disclose any financial interest they or their immediate family have in any firm that does business with the BRHS. Engaging in other employment or personal activity during program work hours, or using the program's name, letterhead, supplies, equipment or other property for personal purposes can be deemed a conflict of interest.

No person may sit on The Board of Trustees or Policy Council who has an immediate family member, and any other member of the household employed by Bear River Head Start.

Board of Trustee or Policy Council members may not sit on the Board or Policy Council if they can personally or financially gain from any organizational decision. If their decision making capacity can be influenced by their personal, financial, business or other concerns that are not in the programs best interest they may not sit as a Board or Policy Council member.

Meals, activities and items received from Bear River Head Start while participating in a regularly scheduled program activity or as a part of fulfilling duties as a member of the Board of Trustees or Policy Council will not be considered in violation of this policy.

Family members of a current employee may be considered for employment by BRHS, if the applicant possesses all qualifications for employment, discloses the relationship prior to and during the application and interview process and employment will not create a direct or indirect supervisor / subordinate relationship. Family and other relationships that could be considered or give the appearance of a conflict of interest must be disclosed at the start of the application process. The disclosure must be documented clearly on the application. Full disclosure of potential conflict of interest must also be communicated during the first and second interview process and to Policy Council at the time of approval to allow for full informed consent. Immediate family members may not be hired if the employment would:

a. Create either a direct or indirect supervisor/ subordinate relationship with a family member; or
b. Create a conflict of interest, through potential or appearance; or
c. If a family member **currently** sits on Policy Council or the Board of Trustees.

These criteria also apply when assigning, or transferring an employee. Immediate family includes; the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not a direct or indirect supervisor/ subordinate relationship between the employees or a conflict of interest either actual or in appearance. Should this situation occur the program will attempt to find a suitable position within the program to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which one of them will resign.

Family members of **past** Policy Council or Board of Trustee member may be considered for employment under the same criteria as outlined in this policy. **Applicants will not be considered for hire if they are an immediate family member of a current Policy Council or Board of Trustee member.**

Any apparent or potential conflict of interest must be disclosed immediately to supervisors, or Policy Council and Board members. Failure to uphold this policy may result in suspension and/or termination for a staff member, or removal from the Board or Policy Council according to policies and bylaws.

ORIENTATION AND TRAINING

Bear River Head Start provides an orientation and training program for new employees, parents and volunteers. The training programs provide information to assist in job and volunteer responsibilities and provide information about program policies, procedures and operations. The Executive Director and management team is responsible for overseeing the training and orientation program. Supervisors may select a co-worker to serve as a mentor to facilitate new employee training.

Special training programs, in-service or continuing education may be necessary for job responsibilities, government regulations or licensure.

The grantee may use online, virtual or contracted services to provide orientation and training to employees.

INTRODUCTORY PERIOD

All new employees or employees transferring into a new job position enter an introductory period. Normally the introductory period should last at least three months. Supervisors will observe, mentor and assist employees in learning their job responsibilities. Where appropriate, corrections and additional instructions are brought to the employee's attention for modification.

At the end of the three month introductory period, supervisors will complete an introductory performance appraisal. Other staff working closely with the employee may provide feedback on the appraisal. The appraisal will include a recommendation as to whether the employee should continue in the position, be included in the regular ongoing appraisal cycles, or continue on as an introductory period employee. Employees may continue on as an introductory employee and continue to work closely with their supervisor and receive addition appraisals every thirty days to demonstrate their ability to be successful in their responsibilities.

New employees or transferred employees who are unable to complete the Introductory Period may return to their former position within the grantee, or be transferred into another position within the grantee (with similar qualifications), or recommended for not continuing employment with the agency after the Introductory Period. The decision will be made by program management in consideration of the best interests of the program.

HOURS OF WORK

The normal work week is Monday through Sunday, beginning and ending at midnight on Sunday and consisting of forty hours. Each work week stands alone; there may be no combining of work weeks.

The work schedules for employees will be determined by their supervisor. Only the supervisor with approval of the Executive Director may approve overtime for non-exempt, or hourly employees. Hourly employees may not work overtime without prior approval. Employees who work overtime without permission may be disciplined and/or terminated. Overtime compensation for hourly employees consists of work in excess of forty hours during the workweek. Paid time off for personal leave, annual leave, or paid holidays will not be counted as time worked in computing overtime. Attendance at program sponsored or required lectures, meetings, and training programs will be considered hours worked in accordance with the Fair Labor Standards Act.

DUTIES OF WORK

Bear River Head Start retains the right to exercise all managerial functions at their sole discretion including the rights:

(a) to dismiss, assign, supervise and discipline employees;
(b) To determine and change starting and ending times;
(c) To transfer employees within departments or into other departments and other classifications;
(d) To determine and change the size and qualifications of the work force;
(e) To determine and change methods by which its operations are to be carried out;
(f) To determine and change the nature, location, services rendered, and continued operations of BRHS;
(g) To assign duties to all employees in accordance with the needs of the grantee and other requirements, ensuring necessary training and resources, and to carry out all ordinary administrative and management functions.

NON-EXEMPT EMPLOYEES

Non-exempt employees are paid on an hourly basis and receive overtime pay for time worked in excess of 40 hours per work week, for a full time employee. If a non-exempt/hourly employee has permission to work overtime, pay is calculated at one and a half times the regular hourly rate. When a non-exempt/hourly employee works extra time on a given day, he/she may be required by the supervisor to take an equivalent amount of time off on another day during the same workweek to avoid accruing overtime hours for that workweek. This may only occur during the same workweek as the extra time worked. Supervisors may allow non-exempt employees to make up lost time during a given pay period, as long as it does not put the employee into overtime for the week.

EXEMPT EMPLOYEES

Employees who are not covered under the Fair Labor Standards Act (FLSA) regarding minimum wage and overtime provisions and are classified as Executive, Professional and Administrative employees are paid at a salary rate rather than the hourly rate. These employees are exempt from overtime pay. Salaried employees are responsible for completion of their job description. They are not eligible for overtime compensation.

TRANSFER

The program may initiate a transfer by requesting an employee to make either a temporary or long-term job transfer in order to accommodate business necessity. The program will try to limit the number of transfer requests of an employee within a twelve month period.

Employees may initiate a transfer by requesting a voluntary transfer. To be eligible for a voluntary transfer, employees must meet the qualifications outlined in the job description and have a satisfactory performance record, and must have no disciplinary actions during the last twelve months. It is preferred that an employee hold their current position for at least six months before requesting a transfer. Program management may override this requirement as a business necessity.

Transfers may be considered by location, position, experience, and skill or business necessity. Voluntary transfers should submit a written request for a transfer to their supervisor. Supervisors will determine whether the requested transfer is possible, suitable or the employee is eligible. Transferred employees will retain their job seniority. Employees who are transferred for disciplinary reasons, lack of work, failure to complete the introductory period, budgetary reasons, business necessity or at their own request may be paid at the rate of the new job.

FORMER EMPLOYEES

Former employees who left the program in good standing may be considered for re-employment. Former employees who were terminated for disciplinary reasons, or left the program with unfavorable exit evaluations may not be considered for re-employment.

Former employees who are re-employed will be considered as new employees, unless the break in service is less than thirty days, in which case the employee will retain accumulated seniority.

PERSONNEL RECORDS

Personnel records are stored securely within the Fiscal Office and/or HR/ payroll management and benefit systems, to ensure employees privacy while meeting the requirements of federal, state and Head Start requirements. All personnel records are kept private unless required by law to release certain information or employees request inspection and/or copies from their own file. All employees have the duty to inform the Fiscal Office/ HR and payroll systems, of any personal changes such as change in address, phone number, marital status or number of dependents. Employees may inspect

their own personnel records and may copy, but not remove, documents within the hard copy file. Inspections by employees may be requested in writing to their supervisor and will be scheduled at a mutually convenient time. Records that contain sensitive or confidential information may be excluded from the inspection and all inspections must be conducted with the supervisor or Fiscal Office staff. A reasonable charge may be made for any copies of records made by the employee.

Employees who believe that any file material is incomplete, incorrect or irrelevant may submit a written request for file revisions to their supervisor. If the request is not granted, the employee may place a written statement of disagreement in the file and/or make a complaint using the grievance procedure.
Employees may request a copy of their exit documentation and evaluation as possible reference material for future employment.

Only management staff having employment-related issues concerning their assigned staff may inspect the file of that employee. Documentation of inspections is on a need-to-know basis and will be recorded in the file inspected.

Policies and procedures relevant to contracted HR/Payroll systems will be followed in accordance with contractual agreements.

TERMINATION OF EMPLOYMENT

Employment may be terminated either voluntarily through resignation, retirement, or involuntarily for disciplinary reasons, or reduction of program staff. Discharge can be for any reason as not prohibited by law.

VOLUNTARY TERMINATION

Employees are requested to provide written notice of their intent to resign with as much notice as possible allowing the program time to complete the re-hire process.
Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

Pay for employees who are resigning, retiring, or affected by reduction of program staff, will be available on the next regularly scheduled pay day. Employees exiting in good standing may be considered for future employment with Bear River Head Start. The grantee will coordinate this process within the HR/Payroll system.

BUSINESS NECESSITY TERMINATION

Bear River Head Start may reduce employment because of business necessity. If employees are selected for employment reduction they will be given as much advance notice as required by law or reasonable under the circumstances. Management will consider transferring employees into other available positions before reducing program staff through the involuntary termination procedure. Employees terminated for business necessity may be considered for future employment at Bear River Head Start if their exit interview reflects a recommendation for future rehire and is favorable. The grantee will coordinate with the HR/Payroll system during this process.

INVOLUNTARY TERMINATION

Supervisors may recommend involuntary termination of an employee for disciplinary reasons by sending notice of the request to the Executive Director for review. This request must be supported by documentation, performance appraisals, and disciplinary action reports. All terminations must be cleared by the Executive Director. If cleared for termination by the Executive Director, the request will go to the Policy Council Executive Committee to review the specifics regarding the request. If approved by the Executive Committee the recommendation for involuntary termination is taken to the next regularly scheduled Policy Council meeting for final approval or disapproval. The written recommendation for involuntary termination is presented as a signed statement to the Policy Council body and cannot contain any confidential information for review.

If the involuntary termination action is approved, the supervisor meets with the employee and other management staff as needed and the employee is given notice of their termination. An exit interview will occur preferably no later than the employee's last working day. All written documentation concerning the termination will be filed in the employee's file in the Fiscal Office and/ or in coordination with contracted HR/Payroll system requirements.

Final pay for involuntary terminations is available to the employee within 24 hours of involuntary termination notice. The Fiscal Office and HR/Payroll system services, will inform exiting employees concerning group health care plans, or their right to continue coverage if applicable.

Employees who are involuntarily terminated or leave the program under unfavorable circumstances may not be considered for future employment with BRHS.

RETURN OF PROPERTY AND PROGRAM MATERIAL

All employees exiting employment with BRHS whether voluntary or involuntary will return all program property including keys, reference or training materials. All property must be returned to the supervisor prior to the exit interview. All materials created by the employee while employed at BRHS will remain at the program. If the employee wishes to have copies of non-copyrighted material they may make arrangements for and pay for copying costs. Material must stay at BRHS for copying. In cases of dispute concerning ownership of any article, the employee exiting must provide receipt or documentation of ownership. No material or intellectual property may be destroyed or removed from BRHS premises. Data must remain on the employee's computer and will not be deleted. To remove property from the premises or delete information from a computer is a crime and will be reported. If the employee owes the program any money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

EMPLOYEE CONDUCT

CODE OF CONDUCT

Expectations of professional behavior for all Bear River Head Start staff, parents, volunteers, Policy Council and Board of Trustee members include items outlined in the Code of Conduct and in the following sections of employee behavior. Failure to uphold these policies may result in disciplinary action and/or termination.

- Show respect at all times for each individual by not participating in gossip, backbiting, grumbling or malicious and discriminating talk about another.
- Manage conflicts promptly as they arise using one on one interaction.
- Promote honesty and trust in all interactions and communications within the grantee and out in the community.
- Uphold and support all Bear River Head Start policies, procedures and Performance Standards.
- Recognize that some decisions within the grantee are management decisions based on regulations and business necessity for BRHS operations and accept and support these decisions.
- Support the grantee and its operations by backing management in word and action to avoid undermining of the Head Start program.
- Diffuse problems as they arise and take a proactive approach to problem solving.
- Uphold assigned responsibilities whether they are for staff, parents, volunteers, Policy Council or Board members. Put the best interests of the program before personal feelings or agendas.
- Refer individuals to the person they need to talk to and promote positive communication if someone wants to complain to you.
- Do not go to a Board or Policy Council member with complaints concerning the program or staff, without working through all steps of the Grievance system or other systems of communication.
- Trust others to fulfill the responsibilities of their job duties, be non-judgmental.
- Be responsible and efficient with the use of time.
- Maintain confidentiality at all times with staff, parents, volunteers, Policy Council and Board members.

EXPECTED BEHAVIOR

High standards for employee behavior are necessary to ensure efficient program operations that provide a safe, credible, positive Head Start program. Employees are expected to conduct themselves in a positive manner in order to promote the best interests of Bear River Head Start. Appropriate behavior includes:

(a) Treating all staff, parents, volunteers, Policy Council and Board members in a courteous manner.

(b) Refrain from behavior or conduct that is offensive or undesirable, or contrary to the best interests of BRHS.

(c) Report to management any suspicious, unethical, or illegal conduct by co-workers, parents, volunteers, Policy Council or Board members.

(d) Cooperate fully with all BRHS investigations.
(e) Comply with all BRHS safety and security regulations.
(f) Wear appropriate clothing for the work being performed.
(g) Perform assigned tasks efficiently and in accord with established quality standards.
(h) Report to assigned work areas punctually as scheduled, ready to fulfill assigned responsibilities.
(i) Give proper notice if unable to fulfill responsibilities or report to work.
(j) Refrain from soliciting or distributing on the grantees property.
(k) Refrain from any behavior listed in these policies that are grounds for termination or disciplinary action.

UNLAWFUL AND SEXUAL HARASSMENT

BRHS promotes a productive work environment free from all forms of discrimination and conduct that is harassing, coercive, or disruptive. Verbal, physical, visual, and sexual harassment of co-workers, enrolled parents, children, volunteers, Policy Council and Board members, and members of the public is absolutely forbidden. Harassment can take many forms. A few examples of prohibited harassment (for illustrative purposes only) include: (a) racial, sexual, or ethnic jokes and insults; (b) sexually suggestive or unwelcome touching, or obscene gestures; (c) insulting cartoons, sexually suggestive or lewd pictures or photographs; and (d) harassment because of a terminal illness. BRHS does not tolerate or support any behavior that creates intimidation, or an offensive, hostile work environment.

Other harassing conduct includes:

- Unwanted physical contact or conduct of any kind.
- Verbal abuse including that of a sexual nature.
- Demeaning, insulting, intimidating, or sexually suggestive comments, images, or recorded messages.

No supervisor is to threaten or insinuate either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Any of the above conduct, or other offensive conduct directed at individuals because of their race, national origin, religion, disability, pregnancy, age or military status is strictly prohibited.

If you think that you or one of your co-workers has been the victim of harassment, you must report the incident and the names of the persons to your supervisor immediately. If you do not report harassment it cannot be investigated. Your cooperation is crucial. There will be no retaliation against you by management for making a bona fide complaint of sexual harassment. If you are afraid to report harassment to your supervisor, you should report it to the Director or another member of management. If the complaint is against the Director, report it to the Chairman of the Board of Trustees.

Any employee who is found to have violated the harassment policy will be subject to disciplinary action and/or termination. Employees will receive yearly and ongoing

training on sexual harassment and diversity.

CONFIDENTIALITY

Information designated as confidential may not be discussed with anyone outside the organization and may be discussed within the organization only on a "need to know" basis. Every effort should be taken to ensure the privacy of the setting when discussing confidential information. All written materials concerning confidential information must be clearly identified kept in a secure place.

Employees may not discuss a child in front of the child, other children, parents, or volunteers if discussing anything not of a positive nature. Employees will not discuss a child, parents or other staff members with members of Policy Council.

Non-program personnel may not have information regarding a child and/ or their family unless a written release of information from the parent is in the employee's possession or in the child's file, and then only with the recognized professionals on a need to know basis or to testify in court.

Employees are prohibited from attempting to obtain confidential information that they have no authority to receive. Employees violating this policy will be subject to disciplinary action and/or termination, and may be subject to legal action as well.

All media inquiries and other inquiries of general nature should be referred to the Director. In addition, all press releases, publications, speeches or other official declarations representing Bear River Head Start must be approved in advance by the Director. Questions about employment references or other information regarding current or former employees should be referred to the Fiscal Office.

This policy is not intended to impede normal business communications, relationships or operations.

USE OF COMMUNICATION SYSTEMS

All Bear River Head Start communications services and equipment, including the messages and data transmitted or stored by them, are the sole property of the program. The program may access and monitor employee communications and files as it considers appropriate. All communications may be subject to disclosure to law enforcement or other parties as deemed necessary by program management or applicable law. Employees should ensure that information contained in communications is accurate, appropriate, ethical and lawful. Improper communications may be written, recorded or electronically transmitted messages.

Employees should not use communication systems and equipment for personal use except in emergencies or when extenuating circumstances warrant it. When possible personal communications that incur user charges should be placed on a collect basis or charged to the employee's personal credit card or account. If personal use is still unavoidable, employees must properly log any user charges and reimburse the program for them. Program communication property or equipment may not be removed from

program premises unless intended for program use at a different site or program service area.

Employees should exercise care to ensure that no personal communications appear to be an official communication of the program. Program letterhead may only be used for official BRHS purposes.

INTERNET & E-MAIL

To ensure a virus free environment, no files may be downloaded from the Internet. Use of Internet access in violation of the law, or program policies will result in personal liability, disciplinary action and/ or termination. The following behaviors are examples, not intended to be an all-inclusive list of Internet/ e-mail activity that can result in disciplinary action and/ or termination.

- Sending or posting discriminatory, harassing or threatening messages or images.
- Using the programs systems, time and resources for personal gain.
- Sending or posting confidential material, or program sensitive material outside of the agency.
- Engaging in unauthorized transactions that incur cost to the program or initiate unwanted Internet services or transmissions.
- Participating in the viewing or exchange of sexual, pornographic or obscene materials, or images.
- Sending or posting messages that defame or slander other individuals.
- Passing personal views as representative of the program.
- Engaging in any illegal or unethical activities.
- Any content that may be interpreted as harassing, offensive, demeaning, insulting, intimidating, disruptive, sexually suggestive to another person, racial slurs, gender-specific comments.
- Comments or images that could reasonably offend someone on the basis of race, sex, religion, political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

STAFF PERSONAL CELL PHONE, PHOTOGRAPHY AND ELECTRONIC DEVICE POLICY

Purpose

The purpose of this policy is to protect the safety, privacy, confidentiality, and personally identifiable information of children and families enrolled in the Head Start program while supporting appropriate documentation of children's learning and development.

This policy applies to all employees, substitutes, volunteers, interns, consultants, and other individuals working in Head Start classrooms or other areas where children are receiving services.

1. Personal Cell Phones and Electronic Devices

Staff members may possess personal cell phones while at work; however, personal cell phone use must not interfere with active supervision, staff-child interactions, classroom

responsibilities, or the safety of children.

Personal cell phones must be stored in the location designated by the program during classroom instructional time and may be used only during authorized breaks or for an emergency, unless specifically authorized by a supervisor for a program related purpose.

Staff may not use personal cell phones, smart watches, tablets, cameras, or other personally owned electronic devices to photograph, video record, or audio record enrolled children.

2. Photographs for DRDP and Ongoing Assessment

Photographs may be used when appropriate to document children's development, learning, participation, and progress for DRDP, ongoing child assessment, portfolios, or other approved educational purpose.

When photographs are needed, staff must use a program-owned and program-managed device approved for this purpose.

Photographs must:

- Have a legitimate educational purpose.
- Be limited to what is reasonably necessary for documentation.
- Be uploaded or transferred only to program approved systems.
- Be accessible only to authorized individuals.
- Be maintained and deleted according to program procedures.
- Never be transferred to or stored on a staff member's personally owned device or personal account.

3. Prohibited Activities

Staff are prohibited from:

- Taking photographs, videos, or audio recordings of children using a personal cell phone or other personal device.
- Saving photographs or recordings of enrolled children in a personal photo library.
- Uploading children's photographs to personal iCloud, Google Photos, Dropbox, or other personal cloud storage accounts.
- Texting, emailing, Airdropping, messaging, or otherwise transferring children's photographs through personal account or device.
- Posting or sharing photographs, videos, identifying information, or information concerning enrolled children on personal social media.
- Allowing family members, friends, or other unauthorized individuals access to photographs, recordings, or confidential information concerning Head Start children.
- Retaining copies of children's photographs or recordings after they are no longer required for the approved program purpose.

- Using personal devices to access, photograph, copy, or retain confidential child or family information except when specifically authorized under an agency-approved secure system.

Parental permission for program photography does not authorize an employee to store photographs of children on a personally owned device or personal cloud account.

4. Active Supervision

Staff must always maintain active supervision of children as required by Head Start Performance Standards, The Head Start Act, and program policies/procedures. Electronic device use must never distract a staff member from supervising children. Taking photographs for DRDP or another approved purpose does not relieve staff of active-supervision responsibilities.

When documentation is necessary, staff must continue to position themselves so they can observe, count, listen to, anticipate, and appropriately engage with children.

5. Confidentiality and Security

Photographs and recordings that identify or can reasonably be linked to enrolled children must be handled as confidential child information.

The program will maintain reasonable administrative, physical, and technological safeguards to prevent unauthorized access, disclosure, alteration, loss or distribution of child and family information.

Program-owned devices used for child documentation must be secured according to agency information-security procedures, including password protection and other security controls established by the agency.

6. Accidental or Unauthorized photographs

If a photograph, video, recording, or other child information is accidentally placed on a personal device, staff must:

1. Immediately stop any further use, transfer, or sharing of the information.
2. Notify their supervisor or other designated administrator immediately.
3. Follow agency instructions for securely removing the information from the device and any associated personal cloud or backup service.
4. Cooperate with the agency in determining whether additional privacy, safety, documentation, or reporting actions are required.

Staff should not attempt to conceal an accidental photograph or unauthorized disclosure.

7. Reporting Concerns

Any employee who becomes aware that photographs, recordings, or confidential

information concerning enrolled children have been improperly obtained, stored, accessed, transmitted, or shared must immediately report the concern according to the agency's established reporting procedures.

The program will promptly evaluate reported concerns and take appropriate steps to protect affected children and families.

When circumstances indicate a potential child safety concern, the program will follow applicable Head Start requirements, state licensing requirements, mandatory-reporting laws, and agency child-safety procedures.

8. Violations

Failure to comply with this policy may result in corrective or disciplinary action, up to and including termination of employment, consistent with agency personnel policies and applicable law.

The seriousness of the response will consider factors including the nature of the violation, whether child information was accessed or disclosed, whether the conduct was intentional, whether there was a potential child-safety risk, and whether the employee promptly reported the incident.

Nothing in this policy limits the program's responsibility to make any report required by federal, state or local law.

9. Training and Acknowledgment

Staff will receive training on this policy, active supervision, and confidentiality, appropriate use of electronic devices, and protection of child and family information.

Employees are responsible for understanding and following this policy and will acknowledge receipt of the policy as required by the agency.

PERSONAL SAFETY AND COMPANY SECURITY

Employees are expected to comply with all safety and health requirements whether established by Head Start or by federal, state or local law.

Employees are responsible to attend all safety trainings provided for staff. Supervisors are responsible to ensure that their assigned staff complies with the safety regulations outline above. Employees must be familiar with safety procedures, inspect their work area on a regular basis, identify conditions that are unsafe and report these conditions and any other safety violations to their supervisor immediately. The supervisors will then inform the Area Coordinator and together they will address and correct the problem.

SUBSTANCE ABUSE

The illegal use, sale, dispensing, distribution, manufacturing or possession of narcotics,

drugs, controlled substances drug paraphernalia or alcoholic beverages while on the job or on grantee property is strictly prohibited. Failure to uphold this policy will result in immediate termination. Conviction for the illegal use, sale, or possession of narcotics, drugs, or controlled substances on company property or at any BRHS sponsored event, will result in termination. If you are arrested for a drug-related offense and are awaiting trial, you may be suspended without pay: (a) until all charges against you are dismissed; or (b) until you plead guilty or are convicted of a drug-related crime. If convicted of a drug related crime on BRHS property or sponsored activity your employment will be terminated. Employees must report the results of the trial and a conviction to the Director within five days.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications that you purchase at the store is allowed. However, if you cannot do your job satisfactorily because you are taking prescription or over-the-counter medicine, you may be terminated or obliged to take a leave of absence if the doctor concludes that you cannot do your job safely and efficiently.

Any employee believed to be under the influence of drugs, narcotics, or alcohol, will be required to leave the property of Bear River Head Start. Employees who are experiencing work-related or personal problems resulting substance abuse or dependency may request, or be required to seek, counseling help. Participation in counseling including program sponsored counseling, is confidential and should not have any negative impact on the employee.

Employees may be granted a leave of absence to undertake rehabilitation treatment. The employee may return to work upon doctor certification that the employee is capable of performing assigned job duties.

SMOKING

Bear River Head Start will comply with all applicable federal, state, and local regulations regarding smoking in the workplace. Smoking is prohibited on all BRHS property or at any BRHS activity at an alternate location. It is the expectation of all employees, parents and volunteers to enforce this regulation. Employees who violate this policy will be subject to disciplinary action. The Health and Wellness Coordinator may be contacted for information to support smoking cessation.

GRIEVANCE/DISPUTE RESOLUTION

Employees have an opportunity to present their work-related complaints or grievances and to appeal management decisions through a dispute resolution. Matters that may be considered appropriate grievances include:

- A belief that BRHS policies, procedures, practices, rules, or regulations have been applied in a manner detrimental to an employee;
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;

- Alleged discrimination because of race, color, sex, religion, national origin, marital status, or disability; and
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, benefits, transfers, holidays, performance evaluation, salary, or seniority.

Before the grievance is initiated, the employee must attempt to deal with and diffuse the issue directly with the person or persons the complaint is against. The employee may choose to enlist the services of the Employee Assistance Program, or their supervisor, to help in the resolution before the grievance process begins. If the complaint then remains unresolved, the employee may begin the process by writing a written grievance.

The process for filing a grievance is as follows:

Step One:

Promptly bring the written grievance to the attention of your immediate supervisor. If the grievance involves the supervisor, proceed to the Director. If the grievance is against the Director, submit the written grievance to the Chairman of The Board of Trustees.

The complaint will be discussed between the parties involved and the supervisor. This step involves a meeting between the person writing the grievance and the person/persons the grievance is against with the supervisor acting in the mediation capacity. This group will attempt to work out a mutually agreeable plan to solve the grievance at this relatively low level. The supervisor will document in writing the response or plan that was developed and any strategies to be implemented that will address and correct the problem. Any necessary follow up on the plan will be ongoing, as necessary.

The supervisor must investigate the grievance and meet with the parties involved and document the plan for resolution. A written response must be available within five working days of receiving the grievance.

If the person filing the grievance is satisfied with the resolution, the grievance is over at this step. If the person is not satisfied with the plan for resolution, they may proceed to step two.

Step Two:

To appeal the decision and further the grievance, the employee must submit the ongoing grievance to the Director within ten working days after receiving the response from step one. The employee must include a copy of the original grievance, the response plan and written documentation of why the response is not sufficient to end the grievance. The Director will review the documents, confer with the parties involved in the grievance, their supervisors and other management as necessary. The Director will investigate the problem and issue a decision in writing to all parties involved within ten working days after receiving the written grievance and the accompanying documentation.

If the person filing the grievance is satisfied with the decision, the grievance ends at this

step.

Step Three:

If the person filing the grievance is still not satisfied with the outcome, the same grievance and all related documentation will be submitted to the Chairman of the Board of Trustees. This must be done within ten working days of receiving the written response from Step Two.

The Chairman of the Board of Trustees will confer with the Bear River Head Start's legal counsel and other members of the Board as appropriate and either:

a) Issue a written decision indicating the grantee's decision, or
b) Invite the person with the grievance to participate in a mediation session with a professional mediator.
If mediation is recommended by BRHS counsel or requested by either party, and both parties are willing to participate, the Chairman of the Board of Trustees will arrange for a mediation session to take place with an impartial, professionally trained mediator.

Step Four:

If the person filing the grievance is not satisfied with the grantee's decision or no resolution is reached during the mediation process, BRHS's legal counsel has the choice to approve the issuing of a final legal decision on behalf of Bear River Head Start, or counsel may elect to recommend a Board of Arbitration to issue a final decision.

Optional Board of Arbitration (upon legal counsel recommendation):

The Board of Arbitration shall consist of a representative selected by the person filing the grievance, a representative selected by the employee the grievance is against, a member of Policy Council, a current employee of BRHS, and a member of the community. These last three participants will be randomly selected by identifying a minimum of four persons from each category that qualify as disinterested parties and are willing to participate in the Board of Arbitration. Final participants will be selected from these four names using a completely random method of selection such as drawing.

The Board of Arbitration will hear the arguments representing both side of the grievance. The Board of Arbitration will make a decision regarding the grievance which will be final and binding. Final decisions on grievances will not be precedent setting or binding on future grievances unless they are stated as program policy.

The grievance system may be valuable in dispute resolution. Employees will not be penalized or retaliated against for proper use of the grievance system. However, it is not considered proper use if an employee raises grievances in bad faith or solely for the purpose of grievance. Use of the grievance system to make defamatory statements will not be tolerated. Use of the system that causes injury or damage to a person's character or their reputation by false or malicious statements may result in the pursuit of legal action that may include civil or criminal penalties. For this reason, it is very important for individuals involved with Bear River Head Start to be careful when making allegations about anyone

to ensure that the information is accurate and first-hand information.

EMPLOYEE COUNSELING

The Employee Assistance Program (EAP) available for employees and their family members is offered through The Hartford employee benefits services and their partners. Areas of services offered include grief counseling, funeral and will planning, counseling including work-life, financial, legal support and health care navigation. Travel emergency and medical assistance is also available.

Information is available through the Hartford web-site at www.thehartford.com/employee-benefits or employees may ask their supervisor for printed information that provides the specific contact numbers.

Communications between employees, supervisor and the Director and professional counselors or agencies are to be confidential, with exception of protecting the safety of the employee or others or to protect the security of the grantee's property or clients.

PAY PRACTICES

PAY PERIODS

Pay periods are bi-weekly, ending every other Sunday. Pay is typically issued 10 days after the end of the pay period. Each week in the pay period stands alone in calculating the number of hours worked. Pay periods will work in coordination with HR/Payroll systems and services.

TIMESHEETS

All employees are required to complete an individual time record in accordance with HR/Payroll system requirements, showing their daily hours worked. Non-exempt/hourly employees must be paid for all hours worked during the work week. Time records cover one pay period and must be completed at the close of each pay period in accordance with HR/Payroll system requirements. The term "hours worked" includes all time an employee is on duty on the employer's premises or any other prescribed place of work. Also included is any addition of time that the employee is required or permitted to work. Employees that work for more than one grant (Preschool Head Start/ Early Head Start,) should record the time worked in each grant.

Employees' time worked must be checked and approved by their supervisor. Un- worked time that an employee is entitled to be paid such as; personal days, annual leave, paid holidays should be recorded within the payroll system as per HR/Payroll system requirements. Authorized overtime, administrative leave and employee reimbursements should be recorded and approved by the appropriate signature. **Time sheets are due according to requirements outlined with HR/Payroll services.**

Falsification of time sheet information is prohibited and may be grounds for disciplinary action, up to and including termination.

PAYROLL DEDUCTIONS

Federal and state law requires the following deductions from your pay: (a) federal income tax; (b) state income tax; (c) Federal Insurance Contributions Act (FICA) (social security and Medicare).

GARNISHMENT

If Bear River Head Start receives an order to garnish an employee's wages, federal or state laws require compliance with the order. A garnishment will reduce the garnished employee's take home pay.

BENEFITS

PAID LEAVE

The Fiscal year for BRHS is February 1 through January 31 each year. Paid leave days run concurrently with the Fiscal year. Paid annual leave is not cumulative and must be earned and taken during this time period. Paid leave is earned in hours worked and will be tracked through HR/Payroll services. Part time employees working less than 10 hours per week and temporary employees do not qualify for annual leave.

ANNUAL LEAVE

Employees that have been employed with BRHS for one year may earn annual leave. Employees will accrue ten paid days/ equivalent hours of leave the first month following their one-year anniversary date. Leave may not be used prior to the one- year anniversary date. Part-time employees who work year round are entitled to leave hours on a pro-rata basis. Annual leave hours will be based on the employee's scheduled number of hours per day during the accrual year.

Employees may take their earned hours of leave at one time, with Supervisor approval, or in increments of one day or more at a time. Employees may not take leave time of more than two weeks, without Supervisor approval.

Pay for leave will be calculated at the employee's regular rate of pay and will be paid on the regularly scheduled payday. If employees do not use their earned leave days/hours they will not receive pay in lieu of the time off.

Annual leave will be tracked through HR/Payroll services.

PERSONAL LEAVE

Each employee will receive one personal day/equivalent hours starting the first month of their employment. They will receive one day/equivalent hours per month up to a maximum total of ten days/equivalent hours per fiscal year (February 1 through January 31). At the end of the fiscal year any unused personal days/equivalent hours will be paid

to the employee at their regular daily rate of pay.

Personal leave time will be tracked through HR/Payroll systems.

BEREAVEMENT LEAVE/ ADMINISTRATIVE LEAVE

Employees that experience a death in the immediate family may be granted bereavement leave by the Executive Director. Up to three days of bereavement/administrative leave may be granted for local funerals. Up to five days may be granted if the funeral is held outside of the area and requires travel. Out of the area travel is considered as outside a 150 mile radius of the employee's home.

Employees called to serve on Jury Duty qualify for Administrative leave.

OBTAINING APPROVAL FOR LEAVE

Employees should submit leave requests to their supervisor at least two weeks in advance or sooner if possible. Supervisors reserve the right to approve or disapprove leave requests according to business necessity. Supervisors must ensure adequate staffing levels and resolve scheduling conflicts according to program need.

If employees request leave of more than two weeks at a time by combining annual leave and personal days, they must receive prior approval from their supervisor and the Executive Director. The Executive Director will grant approval only if a sound plan is in place to ensure adequate staffing and continuity of program operations. Annual and personal leave of less than ½ day/hours will not be granted.

Documentation for approval of leave and tracking leave will coordinate with HR/Payroll service systems, and meet requirements of the service provider.

HOLIDAYS

Bear River Head Start provides the following paid holidays each year:

Labor Day
U.E.A. or I.E.A. (Fall Break)
Thanksgiving
Christmas to New Years
Martin Luther King Observance Day
President's Day
Spring Vacation (of the resident school district of each Center or service area
Memorial Day
Independence Day
Pioneer Day

If a paid holiday falls within an employee's leave time off, an additional day of leave hours will be granted. This additional day/hours may be taken along at the beginning or end of the scheduled leave or at another time during the fiscal year, subject to

Supervisor's approval.

Employees will receive their regular rate of pay for each observed holiday. Temporary employees and employees on leave of absence are not eligible to receive holiday pay. To receive holiday pay, employees must be at work or taking an approved leave of absence on the work days/hours immediately preceding and immediately following the day on which the holiday is observed.

If an observed holiday falls on a Saturday it will be observed on the Friday before.
If the holiday falls on a Sunday it will be observed on the Monday after.

BRHS recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the regular holiday schedule. Employees who would like to take a day off for those reasons may do so by using their personal or annual leave.

If it becomes a business necessity to schedule work on an observed holiday, employees required to work will be given an extra personal day to use at another time during the Fiscal year.

FAMILY MEDICAL LEAVE ACT (FMLA)

Employees that have worked for BRHS for at least 12 months, working at least 1250 hours immediately preceding the start of leave may take leave for the following reasons:

(1) to care for a child upon birth or upon placement for adoption or foster care (within 12 months of the birth or placement);
(2) to care for a parent, spouse, or child with a serious health condition; or
(3) When an employee is unable to work because of the employee's own serious health condition.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

(1) inpatient care (i.e., an overnight stay), including any period of incapacity or any subsequent treatment in connection with the inpatient care; or
(2) "Continuing treatment" by a health care provider.

FMLA may be taken intermittently (in blocks of time) or by reducing a work schedule if necessary and with the program's permission.

Employees taking FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. The use of FMLA will not result in any loss of any employment benefit that accrued prior to the start of the leave. Employees must first use any unused annual or personal leave days during an unpaid FMLA leave.

The program will reinstate an employee returning from FMLA leave to the same or equivalent position, with equivalent pay, benefits, and other terms and conditions of

employment. For more information and a copy of the complete Family Medical Leave Act for review, please contact your supervisor.

Documentation and tracking of FMLA will occur through HR/Payroll systems.

ON THE JOB INJURIES

Accidents or injuries must be reported immediately to your supervisor. Supervisors will assist in implementing procedures to be followed. If an injury is considered life threatening, emergency personnel should be contacted immediately. If an injury is considered as urgent the injured party should be taken to the nearest medical facility.

WORKERS' COMPENSATION

If an employee is injured while performing their job duties, they may be covered by Bear River Head Start's workers' compensation insurance. Employees must report the injury to their supervisor immediately, no matter how minor it is and even if you feel you do not need medical treatment. The supervisors will make a report through established reporting systems, as soon as possible after the injury occurs.

Supervisors will provide the injured party with an accident report form as soon as possible after the accident or injury. The report form will be completed and submitted to the established point of contact within the grantee, who will provide information and implement policies and procedures for submitting forms and follow up to the employee. The grantee and the supervisor will work with the employee to ensure all applicable laws are being met both during and after the accident or injury.

JOB PERFORMANCE

EVALUATIONS

Written job descriptions are prepared for each position at BRHS and are disseminated to each employee. A job description describes the functions, requirements and qualifications for each staff position. Each staff person will be evaluated after the first 90 days of employment and at least once per year thereafter based upon each employee's success in implementing their individual job description through their employment. **Supervisors may not change required qualifications documented in a job description without approval from the Executive Director.**

Staff are also provided a self-evaluation providing opportunity for program feedback, program improvement and training requests. Peer evaluations and observations may also be scheduled in addition to the annual evaluations depending upon job descriptions. Evaluations may be conducted in collaboration with HR/Payroll systems.

ATTENDANCE AND ABSENCES

Supervisors should notify employees of their schedule of work. Employees are expected to be engaged in carrying out their duties during all scheduled work time. Employees

must accurately record all time worked each day. Supervisors should maintain awareness of their employees' attendance including all leave taken by their employees.

If staff is unable to report for work, they should notify their supervisor as far in advance as possible. This notice also applies to tardiness or the need to leave work early. Unapproved absences or excessive tardiness may result in disciplinary action and/or termination. Unexcused absences and tardiness is considered as unexcused if notification was not given to supervisors and properly approved.

Employees who report to work in a condition considered unfit for fulfillment of job description duties, whether illness or any other reason, may not be allowed to work.

Employees who are absent from work for three consecutive days without giving proper notice to the program will be considered as having voluntarily quit. At that time, BRHS may formally notify the employee of the voluntary termination and advise the employee of the action through certified mail to the employee's last known address.

Employees are generally expected to report for work during inclement weather conditions if a snow day has not been declared. Because BRHS covers eight counties throughout Utah and Idaho, weather conditions may vary between the service areas. If the school district in which you are assigned to provide Head Start services cancels school because of weather conditions, Head Start will also cancel services in that same area for the same day. If your school district does not cancel, then you should report to work if you are able to travel safely. School days that are cancelled may or may not be made up depending upon instructions that you will receive from the Education Coordinators. If program operations have been cancelled for the day, you should work from your home on Head Start tasks including prep work, phone calls, etc. that can be done from home. Record hours worked from home as established through contracted HR/Payroll service systems. BRHS will not require employees to use a personal or annual leave day in this situation. Employees will still work, although from a different location. Questions concerning this policy and any variables that arise regarding specific situations should be directed to your supervisor on a case by case basis.

BEAR RIVER HEAD START

RULES STRICTLY ENFORCED

Reviewed 05/2026

Bear River Head Start (BRHS) is an at-will employer. Employees are employed at the will of the program and may be subject to termination at any time, for any reason, with or without cause or notice. Likewise employees may terminate their employment at any time for any reason. Completion of an introductory period does not change an employee's status as an at-will employee or change the terms or conditions of employment.

VIOLATIONS FOR WHICH YOU MAY BE DISCHARGED

- Malicious or willful destruction of BRHS property or supplies.
- Malicious or willful destruction or damage to the property of an employee enrolled family, Policy Council or Board member.
- Stealing or removing property without permission belonging to BRHS, employees, or visitors.
- Obtaining your job by lying or giving false or misleading information.
- Falsifying any employment document or record and any other act of dishonesty.
- Possessing firearms, weapons, and/or hazardous devices/ substances on BRHS property.
- Possession, use, or sale of alcoholic beverages or illegal drugs on BRHS property.
- Conviction of a drug related crime occurring on BRHS property or at a BRHS sponsored activity.
- Reporting for work under the influence of alcohol or illegal drugs.
- Insubordination, including improper conduct toward supervisor and refusal to perform tasks.
- Fighting on BRHS property.
- Harassing, threatening, intimidating, or coercing a supervisor, another employee, parents, volunteers, Policy Council or Board members.
- Pleading guilty to or being convicted of any crime other than a minor traffic violation.
- Failure to follow and maintain the grantees Code of Conduct, sexual harassment, drug free workplace and confidentiality agreements.

VIOLATIONS FOR WHICH YOU WILL BE DISCIPLINED

- Failure to uphold the Code of Conduct and confidentiality agreements.

- Unsatisfactory job performance in accordance with your job description.
- Not following an established safety rule.
- Tardiness or excessive absence from work.
- Action that is dangerous or disrupts work.
- Working unauthorized overtime.
- Abusive or harassing language or actions.
- Carelessness or negligence in doing your job in accordance with your job description.

The type of discipline will be determined by the seriousness of the violation and the specific facts and circumstances surrounding the violation. Discipline includes oral or written warnings, up to and including suspension and/or termination. Supervisors have the right to determine what discipline is appropriate. Bear River Head Start is not bound by a formulated system for discipline. In certain circumstances, conduct may lead to immediate discharge. Since Bear River Head Start is an at-will employer, either you or Bear River Head Start may terminate employment at any time with or without cause. Disciplinary procedures are not meant to imply any contrary policy.

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ACKNOWLEDGEMENT OF RECEIPT OF THIS EMPLOYEE HANDBOOK & THE OPERATIONAL PROCEDURES

- I hereby acknowledge that I have received and reviewed the Bear River Head Start Employee Handbook and Operational Procedures. I understand they contain important information regarding the organization's policies, procedures and expectations.
- I have read, understand, and agree to comply with all current and future policies, as needed for program operations and/or Head Start guidance, contained therein. If I have questions regarding these policies and/or procedures, I will contact my supervisor for further clarification.
- I further acknowledge that Bear River Head Start may modify or revise these policies and/or procedures at any time, according to program need or directives, and that the most up-to-date version is always available online at www.brheadstart.org. I have been trained on how to access this website and will consult it as needed.
- I acknowledge and agree to follow these Bear River Head Start Policies & Procedures.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

GLOSSARY

This glossary contains terms that may be included in this text or other texts regarding Bear River Head Start. Not included are common words that usually have their ordinary dictionary meaning.

A

Accommodation: a change in workplace methods, procedures, equipment, schedules, or arrangements that facilitate the performance of job tasks by workers with special needs.

Administrative leave: leave granted to an employee by the Director. Administrative leave must be documented on a leave request under the appropriate category. The Director must sign the leave request along with the supervisor. May apply as bereavement leave.

Annual leave: employees receive ten days of paid leave the first day following their one-year anniversary date.

Audit: an investigation, especially a review of records and procedures, whose purpose is to assess compliance with a legal or practical requirement.

B

BRHS: acronym for Bear River Head Start a private non-profit grantee. BRHS may also be referred to in this text as the program, or the grantee. Early Head Start, and Head Start are included under the same terminology.

Business necessity: specific job related requirement which is considered by the employer to be fundamental to the mission of the business.

C

Communication Systems: all communication services and equipment at BRHS including; mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, video equipment, tapes and tape recorders, any other recordings, cellular phones and bulletin boards.

Compensation: an award in time or monetary value to make up any damages, injury, or deficit to a person or party.

D

Defamation: any statement that has been communicated to another and that tends to hold a person up to contempt, ridicule, or ill-repute. A defamatory statement forms the grounds for a lawsuit if it is untrue. A defamatory statement is a libel if it is written and a slander if it is communicated orally.

Disability: a physical or mental impairment that substantially limits one or more of a person's major life activities.

Disclosure: a revelation of something; the uncovering of a fact previously hidden or unknown.

E

EAP's (employee assistance programs): employer sponsored programs designed to provide counseling for problems concerning health, marital difficulties, alcohol and drug abuse, stress or other things that may affect an employee's work performance.

Early Head Start (EHS): serves 171 children and families in Cache, Box Elder and Franklin counties. Services are for children pre-birth through age three through homebased and centerbased services.

Employment-at-will: an employment arrangement that grants employers the right to fire employees for any reason, or for no reason at all, and likewise, allows employees to quit their jobs at any time for any reason.

Exempt employee: paid on a salary basis and commonly in executive, administrative, or professional positions. Exempt employees do not qualify for overtime pay.

Exit interview: an interview with an employee who is leaving the company; such a meeting gives the employer opportunity to pass along information regarding health care coverage and other benefits. The employer is also able to inquire the employee as to their reason for leaving and their opinion of the company, which may be helpful to the employer regarding future program improvement. The employer is able to complete an exit evaluation regarding the employees work performance that may be used by the employee as a future reference.

F

FMLA leave: Family and medical leave, usually granted in accordance with state or federal law, gives employees job-protected unpaid time off after the birth or adoption of a child, for personal illness, or to care for a sick family member. The terms and conditions of such leave are available for reference and review in this text.

G

Grantee: another term for Bear River Head Start or the program.

Gross misconduct: behavior which causes someone to receive disciplinary action or lose their job as the result of actions that are more serious than poor performance or

judgment.

H

Hostile environment: a term used for the result of sexual harassment that creates an abusive or intimidating working environment for the person being harassed.

I

Impairment: the state of being physically, mentally or psychologically damaged or weakened.

Immediate family member: employees spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, Grandparent, grandchild and any other member of the employee's household.

Involuntary Termination: termination of the employment relationship due to reduction of employment or disciplinary reasons.

L

Leave: refers to the number of days or weeks of eligible leave granted to an employee per year.

Liability: a debt, disadvantage or vulnerability to a lawsuit.

M

Management staff: administrative staff of BRHS including; Coordinators, supervisors, Fiscal Office staff and the Director.

N

Negligence: the failure to use proper care.

Non-exempt employees: paid on an hourly basis and receive overtime pay for time worked in excess of forty hours per work week. Overtime is paid at one and a half times the regular hourly rate of pay.

P

Payroll system: BRHS/EHS may contract with online payroll systems providing coordinated human resources and payroll services to the grantee.

Personal days: each employee will receive one personal day of leave starting the first month of their employment, up to a maximum total of ten days per fiscal year. At the end of the fiscal year the unused personal days will be paid to the employee at their regular rate of pay.

Preschool Head Start (PHS): includes Preschool Head Start (homebased and centerbased) for three and four year olds. PHS services are in Utah and Idaho.

Progressive discipline: a specific set of procedures regarding employee discipline in which disciplinary action "progress" in their severity at each instance where it becomes necessary to impose it. For example, the first step could be one or more verbal warnings, followed by one or more written warnings, followed by possible suspension and/or termination.

S

Seniority: relative duration of service.

Service area: areas providing Head Start services through homebased, and centerbased models.

Sexual harassment: unwelcome sexual advances or conduct on the job, which ranges from offensive jokes or comments to pornography to outright sexual assault. Sexual harassment is prohibited by the federal Civil Rights Act of 1991.

T

Termination: separation from the employment relationship either for voluntary or involuntary reasons.

V

Voluntary Termination: separation from the employment relationship through resignation, or failure to report for work three consecutive days without being excused.

Y

Year-round employees: employees working twelve months. Year-round employees qualify for ten days annual leave after their one year anniversary.

End of Document