Bear River Head Start

OPERATIONAL PROCEDURES

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BEAR RIVER HEAD START

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Revised 09/2026

***Per Head Start Program Performance Standards, all Bear River Head Start staff, consultants, contractors, volunteers, Policy Council members and Board members must review and receive training on these specific topics annually.**

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SEXUAL AND UNLAWFUL HARASSMENT

It is the policy of Bear River Head Start to promote a productive work environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Bear River Head Start will not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. This text adds additional guidance to the employee policy.

Comment:

(1) Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment to other employees, parents, or the public for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.

(2) Each employee has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. 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.

(3) Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees, or non-employees, is also prohibited. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of harassment examples and are not intended to be an all -inclusive list:

a. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
b. Verbal abuse of a sexual nature;
c. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
d. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs.
e. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

(4) Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
(1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or (3) Conduct has the purpose of effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

(5) If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director for resolution. Reports should be made to the Board Chair if the complaint concerns the Executive Director. You can raise concerns and make reports without fear of reprisal or retaliation. Complaints of harassment are to be handled and investigated under the Program's grievance policy. Regardless, all complaints of harassment are to be investigated promptly and in as impartial and confidential a

manner as possible. Employees are required to cooperate in any investigation. Complaints will be reviewed by the Executive Director, Board of Trustees, and legal counsel. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

(6) Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The Program prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

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 also prohibited.

Reviewed 05/2026

***101A**

BEAR RIVER HEAD START SEXUAL HARASSMENT POLICY

Bear River Head Start is an equal opportunity employer. It is our policy to seek and employ the most qualified personnel without discrimination as to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except when justified when it meets a bona fide occupational requirement. Head Start is also committed to providing a workplace free from sexual harassment.

Harassment on the basis of sex is in violation of Section 703, Title Seven of the Civil Rights Act of 1964, amended in 1972. Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. This constitutes sexual harassment when:

1. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
3. Submission or rejection of such conduct by an individual is used as the basis for employment/volunteering decisions affecting such individuals.

The responsibility for assuring that such conduct does not exist rests with each individual and the Site Coordinator and Director(s).

To avoid difficulty under the law, and to avoid any appearance of impropriety, Head Start employees/ volunteers and administration are cautioned that they should, in their relationships with other employees, avoid any action, suggestions or innuendoes that may lead any employee/volunteer to believe that their job security, advancements, or other benefits are conditioned on his/her response to unwanted sexual (verbal or physical) or printed material be allowed by employees or others under his/her control which could result in the disruption of another's work on the creation of an unsuitable working environment.

In order to review a claim that an employee/volunteer/parent volunteer has been sexually harassed, the following procedure should be followed:

1. If the employee/volunteer feels that he/she has been harassed and has been unable to resolve the matter informally, the employee/volunteer/parent volunteer should report it to the Director.
2. The Director will make an investigation of the allegation.
3. Upon determination that harassing conduct has occurred, the harassing employee/volunteer/parent volunteer will be warned to discontinue the offensive conduct.
4. If the conduct is not discontinued, the employee/volunteer/parent volunteer may decide to pursue the matter further by making a formal complaint to the personnel committee, which will review the complaint and take necessary action.
5. If it is still not discontinued, the employee/volunteer/parent volunteer may decide to pursue the matter even further by making a claim with the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

Corrective Action: The purpose of any action to resolve a complaint will be to correct or remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include written or verbal reprimand of the offender, warning probation, temporary suspension, dismissal, or change in step or grade.

False Charges: If a complaint was made by an employee/volunteer/parent volunteer with the knowledge that facts were false, the personnel committee shall inform the Director and disciplinary action which may include warning, probation, suspension, or dismissal, will be taken against the complainant.

I have read and understand the above policy.

Signature _____ Printed Name _____ Date_____

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EMPLOYEE SUPERVISION

The work of all employees will be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily will have only one supervisor to whom they report.

Procedure:

(1) A primary role of each supervisor is to provide a link between management and front line staff. Accordingly, supervisors are expected to communicate the goals and policies of the Program to the employees under their responsibility. They also are expected to communicate back through management, suggestions and challenges of their employees.

(2) Supervisors should try to lead and motivate their employees to do their best work. Thus, supervisors should be prepared to:

a. Try to treat employees as individuals;
b. Give recognition for good performance and provide guidance when improvement is needed;
c. Try to explain in advance when and why changes are necessary;
d. Show integrity by admitting mistakes instead of shifting the blame to others;
e. Be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
f. Demonstrate a desire for good performance by setting goals and work plans for employees;
g. Try to create a feeling of teamwork among employees; and
h. Set good examples by holding themselves to the standards of conduct and performance that are expected of all employees.

Therefore, supervisors' duties include:

a. Recommend the hiring of personnel and overseeing special job training.
b. Keep employees informed about their work assignments, employee evaluations.
c. Evaluate the performance of introductory employees, regular employees, and employees who are being considered for termination.
d. Recommend salary adjustments, transfers, and termination of employees.
e. Control absenteeism and tardiness, and approve requests for leave time off.
f. Verify employee time sheets.
g. Recommend job elimination if appropriate.
h. Comply with applicable federal and state laws and regulations concerning nondiscrimination, sexual harassment, and employee safety.
i. Ensure neat and orderly work areas.
j. Implement suggestions and disciplinary procedures.
k. Ensure that all rules and regulations are followed by employees.

103

PERSONNEL MANAGEMENT

The Executive Director in coordination with Program management oversees personnel issues that may impact the grantee and reports to the Board of Trustees. Management staff implements personnel policies and procedures for staff under their responsibility.

Procedure:

(1) The Executive Director supervises the work of the management staff. Management staff ensures proper personnel and human resource management.

(2) The Executive Director provides staff assistance to management staff in developing, communicating, and carrying out the Program's personnel policies and procedures.

(3) The Executive Director and management team are responsible for the following:

a. Oversee the planning and formulating of general procedures, including staffing and planning.
b. Oversee compliance with all federal, state, and local employment laws and regulations.
c. Oversee the hiring process.
d. Implement specialized education, counseling, training, and development programs.
e. Oversee and conduct staff appraisals, transfers, and termination of employees.
f. Oversee the compensation programs for both exempt and nonexempt employees.
g. Oversee the administration of employee benefit plans and programs and the disclosure of information concerning benefits to employees.
h. Oversee the implementation of appropriate disciplinary and grievance procedures and ensure that those policies or procedures do not alter the employment-at-will relationship.
i. Evaluate the Program’s policies and procedures and ensure they align with Program operations.

Reviewed 05/2026

201
HIRING

Bear River Head Start/Early Head Start is an equal opportunity employer and hires individuals upon the basis of their qualifications and ability to do the job, and upon references. Employment with the Program is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason. Individuals may not be discriminated against on the basis of race, color, sex, pregnancy or pregnancy related condition, age, religion, national origin, disability or any other characteristic protected under federal or state law. This guidance supports the Program's At-Will Employment Policy.

Executive Summary

Competency-Based Hiring

Core competencies will be used in the hiring process. The idea of core competencies capitalizes on the strengths of our grantee, and what we do best. Core competencies have become a key strategy in Head Start and in our hiring process. Bear River Head Start/Early Head Start's goal is to ensure the recruitment and selection of well-qualified staff that possess the knowledge, skills, and experience needed to provide high quality, comprehensive, and culturally sensitive services to the children and families served. In an effort to take a proactive approach to finding and developing staff, the following areas of determining candidate competencies will be used;

1. Skills, knowledge, and technical qualifications, and,
2. Behavioral characteristics, personality attributes, and individual aptitudes.
3. Position specific competencies. This refers to the abilities and behavioral characteristics required for the specific job.
4. Organizational competencies, or the qualities and attributes that can help support success within the grantee as a whole. Including; fit with management, style, risk factors, work place, employee demographics, and physical environment. The goal is to determine what type of people will "fit" within the grantee.

Although traditional hiring has focused primarily on evaluating skills, education and experience; competency based hiring includes an analysis of a candidates behavioral characteristics as well. Identification of core competencies is required for success and the evaluation of each candidate and how well they demonstrate those competencies in past experiences.

Behavioral Interviewing

In an effort to make more appropriate and successful hiring decisions, a greater level of care will occur during the screening and interview process. Making a "poor" choice in hiring has not only a negative effect on Program morale, services, team building, but also on budget and Program resources.

Behavioral Interviewing strategies will be used. Ask questions that require candidates to describe past experiences in which they were able to demonstrate specific competency skills. Behavioral interviewing can be more effective in gauging how each candidate has performed in certain situations and how they will be successful in fulfilling Bear River's job responsibilities.

Step I.
Employee Recruitment & Job Posting Process

Guidance:
Job Description

The job description is created for each staff position, which includes; the knowledge, skills, and experience required, and an explanation of the supervisory chain of communication. The job description will lay out in detail, the exact roles and responsibilities of a particular job within a Program option. This will be used during

the hiring process for new employees, to set expectations and to help management supervise. It will also be used during evaluation and performance reviews.

Job Posting

The job posting is the document that is created to motivate candidates to apply for the open position. Posting on-line job boards, some newspapers in service areas without or with limited on-line job boards, and on-site helps recruit quality employment candidates. Included with the posting are; clear instructions on how to apply, deadlines for application, qualifications, and a statement describing Bear River Head Start as an equal opportunity employer.

Twenty Four Hour In-House Posting

Employees may apply for jobs in-house, during the 24 hour in-house job posting for current staff members. Staff will receive a brief job description/job posting, and information regarding access to a full job description. Instructions outlining instructions for submitting applications will be included. Staff may use the information to apply for in house job transfers following the Transfer Policy.

External Posting

If applicants were not identified through the in-house posting and interview process, the job will be posted for out of house applicants. The job will be posted on Bear River Head Start's web site, including information about the position, and clear instructions on how to apply.
In an effort to become more cost effective, employment postings will be placed on multiple electronic online job boards including the HR/Payroll system. Postings in newspapers may be used in areas that do not have access to or adequate on-line job posting options.

Step II.
Application Process

1. If a Bear River Head Start employee wishes to transfer into a job opening, the Transfer Procedure is followed prior to the job opening to the public and to past or current parents.
2. Supervisors with a job opening or who want to add a new job position should submit an employment requisition to the Fiscal Office. Coordinators replacing staff for an existing position may sign the requisition. Newly created positions must be signed by the Executive Director. Fiscal Office signature ensures adequate budgetary resources are available to support the staffing requirement. A full job description will be available for review. Management team members will be informed of the job opening through any or all of the following methods of communication; management team e-mails/Coordinators meetings/ interoffice Memos.
3. If an individual wishes to apply for a position that has been posted the following steps should be followed:

    a. Jobs posted will be on; the Bear River Head Start web-site, multiple electronic on-line job boards including the HR/Payroll service system. Postings in newspapers may be used in areas that generate greater possible outcomes through hard copy advertisement.
    b. Application instructions will be detailed in the job posting. Including instructions on submitting application and resume. *Employees and past or current parents must state on the application and during the interview process their status as a past or current parent, or an employee.*
    c. Applications and resumes will be collected according to the instructions detailed in the job posting.

Step III.
Screening Process

A. Administrative staff holds the responsibility to ensure that all steps in the hiring process are conducted accurately and legally.
B. Administrative staff will ensure screening of applications is conducted properly. Administrative staff will review all applications, and withdraw those that do not meet the minimum job requirements and qualifications. Those meeting the minimum requirements and qualifications will make up the pool of candidates.
C. A second screening may occur with this same group of individuals. If the job opening has outlined "preferences" documented in the job description, and there are sufficient numbers of applicants to warrant an additional screening to meet the preferred skills, a second screening from the original pool may occur. In other words there may be two pools of candidates. Those meeting the minimum requirements, and a second pool with those that meet the higher level of preferred requirements.
   The preferred pool represents a higher level of candidate criteria for the job. Examples of preference may be but not limited to; fluency in English and Spanish, and those living within rural service areas.
D. All actions that occur during the screening process will be documented on the Hiring Tracking Form. This document is part of the recordkeeping and reporting process and helps to ensure all fair hiring laws are followed.
E. Applicants not selected for advancement in the process will be notified of their status.
F. Staff will set up interview appointments for applicants that pass the screening process.

Step IV.
Interview Process

A. First interviews will be conducted by a committee that may include parents and staff members. Supervisors may choose to combine both first and second interviews together. The interview committee will be trained by the supervisor prior to the interviews on equal opportunity, Program procedure regarding hiring, and competency based hiring. The committee will then conduct the interviews using prepared questions.
B. Past or current parents will be considered for jobs they are equally qualified for.
C. References will be checked for the top candidate or candidates. References are listed on the application and will assist in the decision process. The final decision for hire will be made by the supervisor using all information available for consideration and hiring competencies.
D. Applicants not selected after first and second interview rounds, will be informed of their interview/employment status.
E. The intended applicant for hire will receive notification informing them of intent to hire upon Policy Council approval, and after successfully passing a federal criminal background check, sex offender registry check, and child abuse and neglect state registry, if available. The applicant will be invited to attend the next scheduled Policy Council.
F. The supervisor will inform the Policy Council staff liaison of the applicant to be approved/disapproved at the next scheduled Policy Council meeting, and place the applicant on the Policy Council agenda for approval/disapproval. The hiring tracking form that has been used to document each step in the hiring process will be provided to Policy Council for approval/disapproval prior to Policy Council.

Step V.
Policy Council Approval Process

A. The new hire candidate will attend the next scheduled Policy Council for approval/disapproval. Policy Council will have the tracking form with background information about the new hire

applicant and educational/experience information. Policy Council may ask the new candidate questions, as long as the questions meet fair hiring standards.

B. Policy Council will vote to approve/disapprove the new hire. If Policy Council approves the new hire for employment with a majority vote, then the supervisor will inform the new hire they may *continue in with the first steps outlined in the Orientation and Training procedure*. New employees may not begin employment until successfully passing a federal background check, sex offender registry check, and child abuse and neglect state registry, if available.

*All employment with Bear River Head Start is contingent upon Policy Council approval, and successful results of a background check, sex offender registry check, and child abuse and neglect state registry, if available. All applicants must also pass a drug test prior to hire, including working with children and families. Refusal to submit testing will result in disqualification of further employment consideration. No employee will have unsupervised access to children until the complete background check process in 45CFR 1302.90 is complete.

Reviewed 05/2026

***201A**

BEAR RIVER HEAD START POLICY FOR RESTRICTING REGISTERED SEX OFFENDERS FROM PARTICIPATING IN ACTIVITIES THAT INVOLVE CHILDREN

Bear River Head Start is a private non-profit grantee with the following program options within the grantee: Head Start and Early Head Start. The following policy applies to all program options within Bear River Head Start. The grantee as a whole will be referred to as Bear River Head Start, the legal title of the grant, even though all program options are held to this policy.

Addendum: Added 1/12/22

All volunteers, parents, and parents who are employees are expected to disclose any pending criminal arrests or charges; or any convictions related to child sexual abuse and their disposition under this Sex Offender Policy. In addition, parents who are employees will fall under the employee background check requirements and any findings therein
related to child sexual abuse or other child crimes, or from any other legal entity that provides such information will prohibit said person from being present in "protected areas" per state law, that have children in attendance under the age of 18 years old.

Section I. Statement of Policy

Bear River Head Start in accordance with the laws of the state will check all newly enrolled parents/guardians names and addresses on a state-wide sex offender registry.
A letter will be sent to any family that has a member of their household that has been identified on that registry and the registered sex offender will not be allowed to be in any "protected areas", per state law, that have children in attendance under the age of 18 years old.

This letter states that "As a registered sex-offender, you will not be able to participate in classroom activities or family activities. While Bear River Head Start is committed to providing parents with opportunities to support their child's education, we must also consider the other families enrolled in our program. As a parent you are welcome to attend any parent committee meetings (parent only meetings) at which children will not be present."

We do this with the following purposes in mind:

- To protect the child
- Follow state laws protecting children under the age of 18 years old.

Title 77 Utah Code of Criminal Procedure 77-27-
21.7. Sex Offender Restrictions
(1) As used in this section:
(a) "Minor" means an individual who is less than 18 years old;
(b)(i) "Protected area" means the premises occupied by:
(A) any licensed day care or preschool facility;
(B) a swimming pool that is open to the public;
(C) a public or private primary or secondary school that is not on the grounds of a correctional facility;
(D) a community park that is open to the public;
(E) a playground that is open to the public, including those areas designed to provide children space, recreational equipment, or other amenities intended to allow children to engage in physical activity; and
(F) except as provided in Subsection (1)(b)(ii), an area that is 1,000 feet or less from the residence of a victim of the sex offender if the sex offender is subject to a victim requested restriction.
(ii) "Protected area" does not include the area described in Subsection (1)(b)(i)(F) if:

(A) the victim is a member of the immediate family of the sex offender; and

(B) the terms of the sex offender's agreement of probation or parole allow the sex offender to reside in the same residence as the victim.

(c) "Sex offender" means an adult or juvenile who is required to register in accordance with Title 77, Chapter 41, Sex and Kidnap Offender Registry, due to a conviction for any offense that is committed against a person younger than 18 years old.

(2) For purposes of Subsection (1)(b)(i)(F), a sex offender is subject to a victim requested restriction if:

(a) the sex offender is on probation or parole for an offense that requires the offender to register in accordance with Title 77, Chapter 41, Sex and Kidnap Offender Registry;

(b) the victim or the victim's parent or guardian advises the Department of Corrections that the victim elects to restrict the sex offender from the area and authorizes the Department of Corrections to advise the sex offender of the area where the victim resides; and

(c) the Department of Corrections notifies the sex offender in writing that the sex offender is prohibited from being in the area described in Subsection (1)(b)(i)(F) and provides a description of the location of the protected area to the sex offender.

(3) A sex offender may not:

(a) be in a protected area except:

(i) when the sex offender must be in a protected area to perform the sex offender's parental responsibilities;

(ii)(A) when the protected area is a public or private primary or secondary school; and

(B) the school is open and being used for a public activity other than a school-related function that involves a minor; or

(iii)(A) if the protected area is a licensed day care or preschool facility located within a building that is open to the public for purposes other than the operation of the day care or preschool facility; and

(B) the sex offender does not enter a part of the building that is occupied by the day care or preschool facility; or

(b) serve as an athletic coach, manager, or trainer for any sports team of which a minor who is less than 18 years old is a member.

(4) A sex offender who violates this section is guilty of a class A misdemeanor.

Idaho State Law-Title 18 Chapter 83

TITLE 18
CRIMES AND
PUNISHMENTS
CHAPTER 83

SEXUAL OFFENDER REGISTRATION NOTIFICATION AND COMMUNITY RIGHT-TO-KNOW ACT

18-8329. ADULT CRIMINAL SEX OFFENDERS — PROHIBITED ACCESS TO SCHOOL CHILDREN — EXCEPTIONS. (1) If a person is currently registered or is required to register under the sex offender registration act as provided in chapter 83, title 18, Idaho Code, it is a misdemeanor for such person to:

(a) Be upon or to remain on the premises of any school building or school grounds in this state, upon the premises or grounds of any daycare, or upon other properties posted with a notice that they are used by a school or daycare, when the person has reason to believe children under the age of eighteen (18) years are present and are involved in a school or daycare activity, or when children are present within thirty (30) minutes before or after a scheduled school or daycare activity.

(b) Knowingly loiter on a public way within five hundred (500) feet from the property line of school or daycare grounds in this state, including properties posted with a notice that they are used by a school or daycare, when children under the age of eighteen (18) years are present and are involved in a school or daycare activity, or when children are present within thirty (30) minutes before or after a scheduled school or daycare activity.

(c) Be in any conveyance owned or leased by a school or daycare to transport students to or from school or daycare or a school- or daycare-related activity when children under the age of eighteen (18) years are present in the conveyance.

Section II. Methods to Meet Policy

- Bear River Head Start and all program options will cooperate fully with the Utah and Idaho State laws regarding registered sex offenders.
- At the time of enrollment a staff member will check the Utah and Idaho sex offender registries for any household members listed on the application and/or living in the household. Offender registry checks will also occur when a new member of the household moves in with a family anytime during the program year, checks will also be done for anyone on the pick-up/drop-off list and those planning to attend Bear River Head Start/ Early Head Start activities with other children in attendance.
- The Utah register is located at https://corrections.utah.gov/
- The Idaho register is located at: http://www.isp.idaho.gov/sor_id/search.html
- If the name on the application matches a name on the registry the following steps will be taken:
    - Click on matching name
    - Check the current address to see if it matches the address on the application
    - If name and address are a match to the application, print out offender registry with picture and description listed
    - Make copies and distribute to program coordinators
    - After coordinators are notified the offender notification letter and copies of the offender registry form will be sent to the parents(s)
- Registered offenders will not be able to participate in classroom or family activities. Bear River Head Start is committed to providing parents opportunities to support their child's education. Registered offenders are welcome to attend any activities at which children will not be present.
- Staff will work on an individual basis with parents or guardians that are on the sex offender list. Staff will meet the parent outside of the center and bring the child into the classroom and then will also meet the parent outside at the end of the day with their child. The teacher will bring the IPad out to the parent to sign the child in and out.
- If a family member or parent feels that they have been identified in error they will be required to provide further documentation to the program prior to participation in the classroom or at family events.
- All Head Start Community Volunteers will also be checked against the state registers. If a volunteer is identified on the offender registry, they will be notified by phone. They will be unable to volunteer when children are present. The staff member working with the volunteer can check with coordinators and office staff for volunteer opportunities not involving children.

Offender Registry Check for Parents and Volunteers Procedure

(Revised November 2020)

We check the names of all adults in the home at the start of the school year and also when a child is added during the school year.
Instructions of what BRHS does to check names with the registry.

Instructions for Parents/Adults:

As new families are enrolled, all adults listed under Family Members section in ChildPlus should be checked against the Sex Offender Registry in Utah or Idaho.

Utah registry instructions:

Utah has two registries: the Child Abuse Offender Registry and the Sex Offender/ Kidnapping Registry.

Names and addresses should be checked against both lists. (The portal page appears the same for both so read carefully.)

· Go to: https://corrections.utah.gov/
· Click Victim Resources tab and then Child Abuse Offender Registry

· This brings up the Portal page. *At the top is the Child Abuse Offender Registry and at the bottom of the page is the entry to the Sex Offender and Kidnapping Registry.*

· Check the "I agree to terms box" to enter

· Select search by name. Fill in last name of each parent listed in Childplus

· Click Search

Idaho registry instructions:

· http://www.isp.idaho.gov/sor_id/search.html

· Select the Name search icon

· Fill in last name for each parent listed in Childplus

· Click Search

· Repeat for Address check

What to do for parents/adults:

If "No Offender by that name" comes up on the search, no further action needs to be taken If a name

matches a name on the registry take the following steps:

· Click on matching name

· Check the current address to see if it matches the information in Childplus.

· If the name and address are a match, add a new entry to the Sex Offender List on Google Docs. You can copy and paste the URL/link so that staff may view the Offender Data sheet and photo.

· Send out an email to Coordinators stating a new Offender has been added to the list

· Send out the Offender Notification Letter to the parent.

What to do for Volunteers

If a volunteer is identified on the offender registry, notify them by phone. **They will be unable to volunteer when children are present.**

Check with coordinators and office staff for volunteer opportunities not involving children. Examples of

Forms completed in Volunteer Packet:

Bear River Head Start

DECLARATION OF CHILD SEXUAL ABUSE

Please list all pending criminal arrests and charges related to child sexual abuse and their disposition. If none, please write none.

_____

_____

_____

Print Name: _____

Signature: _____

Date:

**Note: All volunteers with Bear River Head Start are subject to a complete background investigation. **

Training of Policy Council Members

Policy Council members will receive training on Offender Registry and Child Abuse & Neglect Policies & Procedures. Policy Council members will vote on the Offender Registry Policy.

Example of parent offender registry letters (English and Spanish)

Date

Dear Parent/Guardian:

Bear River Head Start is committed to providing children and their families with a safe, healthy learning environment both in the classroom and at family activities. As part of this commitment, we are required by law to check all newly enrolled parents/guardians names and addresses on a state-wide sex-offender registry. This letter is to notify you that a member of your household has been identified on that registry.

As a registered sex-offender, you will not be able to participate in classroom activities or family activities. While Bear River Head Start is committed to providing parents with opportunities to support their child's education, we must also consider the other families enrolled in our program. As a parent you are welcome to attend any parent committee meeting at which children will not be present.

If you feel that you have been identified in error or would like more information about this policy, please contact your Family Advocate. You will be required to provide further documentation to the program that you have been falsely identified prior to your participation in the classroom or at family events.

Thank you for your cooperation. Please do not hesitate to contact the program if you have any further questions. Bear River

Head Start

Fecha

Queridos Padres o Tutores:

Bear River Head Start está comprometido a proveerle a los niños y sus familias un ambiente de aprendizaje seguro y sano tanto dentro del salón como en las actividades familiares. Como parte de este compromiso, la ley nos requiere que revisemos todos los nombres de padres/tutores y sus direcciones en una lista estatal de registro de ofensores sexuales. Esta carta es para notificarle que un miembro de su hogar ha sido identificado en este registro.

Como un ofensor sexual registrado, usted no podrá participar en las actividades del salón o en las socializaciones de familia. Aunque Bear River Head Start está comprometido a proveerles oportunidades a los padres para apoyar la educación de sus hijos, también debemos ser considerados de las otras familias inscritas en nuestro programa. Como padre/madre de familia, está invitado a asistir cualquier junta de padres de familia (parent committee) en la cual no haya niños presentes.

Si usted piensa que se le ha identificado por error en la lista, o si quisiera mas información al respecto, favor de contactar a su Intercesor Familiar o Trabajador Social. Se le pedirá que provea de más documentación acerca de que se le ha identificado falsamente antes de que pueda participar en actividades en el salón o de la familia.

Gracias por su cooperación. Favor de no dudar en contactar al programa si tiene más preguntas. Bear River Head Start.

Training of Staff

Front line staff (Family Advocates, Teachers, and Family Educator's) working with the family will be made aware that a letter has been sent to the family. These staff will make sure the family received the letter and be able to explain and review the information in it with the family. Staff will educate the family about our policy and that registered sex offenders cannot participate in classroom activities or family activities where children are present.

POLICY COUNCIL APPROVAL

CHAIR_____

DATE_____

BOARD OF TRUSTEES APPROVAL

BOARD CHAIR _____

DATE_____

Reviewed 05/2026

201B

ARREST DISCLOSURE STATEMENT

Procedure:

(1) All Bear River Head Start Employees who have been arrested or charged with a misdemeanor or felony must notify his or her supervisor of such arrest and/or charge no later than five business days after the arrest or charge.

(2) Non-compliance with reporting requirements can be grounds for disciplinary action, including termination.

(3) Disclosing arrest/ charges to the supervisor is not an admission of guilt.

Reviewed 05/2026

202

ORIENTATION AND TRAINING

The Program provides orientation and training for new employees, volunteers, Policy Council and Board members.

Bear River Head Start's orientation program seeks to: 1) provide new workers with the training and information they need to perform their job responsibilities; 2) inform them about company policies and procedures; 3) allow the new employee the opportunity to complete required forms and documents; and 4) inform them of the proper channels of communication through which employees may obtain information, answers to questions, and discuss problems with their Supervisors. This guidance supports the Program policy of Orientation and Training.

Procedure:

(1) The supervisor and Program management is responsible for their assigned staff overseeing the development and coordination of the orientation and training program. Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and may select a coworker to serve as a mentor to facilitate the new employee's transition. Bear River Head Start will use Mentor Coaches, and mentoring practices through ongoing staff training.

(2) Supervisors are responsible for recommending employees for special training programs, providing on-the-job training, or for arranging on-the-job trainers.

(3) Supervisors may approve employee participation in continuing education and/or training programs when that instruction is regarded as beneficial or considered necessary for supporting job performance. These trainings may include: in-service training, continuing education, or health and safety.

(4) Program sponsored or conducted orientation and training programs will be evaluated as to the quality of the instruction, the content, and the results. Training will be individualized and meet identified need for Program improvement, short and long term goals, outcome and Program data, and community assessment need.

(5) Employee files reflect individualized training plans and identified training need.

(6) Sexual harassment training will be provided on an annual basis. Attendance at this training is mandatory for ALL employees of Bear River Head Start.

(7) Training time will be counted as compensable time in accordance with the Fair Labor Standards Act.

Reviewed 05/2026

203

MEDICAL PROCEDURES

Applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever management determines that these are necessary for the safe or efficient operation of the organization.

Procedure:

(1) New employees are required as a condition of employment to provide medical examination documentation that establishes their ability to perform the jobs for which they have applied without endangering the health and safety of themselves or others and are free from communicable diseases. The physical examination must be completed as soon as possible but no longer than the end of the introductory period to maintain their employment.

(2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform the duties of the job for which they are being considered.

(3) Employees are required to have physical examinations at least every three years during their employment. Physical examinations may be scheduled during work time with permission of the supervisor. Time spent in obtaining the employment physical may be considered compensable time in accordance with the Fair Labor Standards Act. Employees may participate in wellness programs. Notification will be given to Supervisors and employees of health requirements.

(4) Medical examinations required by the Program must be performed by a physician or licensed medical facility and the cost of such will be reimbursed to the employee up to the employee's insurance co-pay. If the employee does not have insurance, *the Program will coordinate with the Health Department to obtain a "fit to work" physical examination*. Employees may be reimbursed the cost of the physical up to a maximum of $50.00. Employee reimbursement MUST be agreed upon through the fiscal office and Program management PRIOR to obtaining the physical. Medical examinations paid for by the Program are the property of the Program, and the examination records are to be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

(5) Employees who need to use prescribed drugs or narcotics that may impair their abilities while at work must report this requirement to their supervisor and the Area Coordinator on an emergency health card. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking prescribed drugs.

(6) The Program reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.

(7) The Program reserves the right to require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury.

(8) Employees who suffer any work-connected injury, no matter how minor, must report to their supervisor and the Area Coordinator immediately. The Coordinator will arrange referral for examination, treatment, and recording of the incident. Time spent by an employee in waiting for and receiving initial medical attention will be considered hours worked for pay purposes.

(9) The Area Coordinator in coordination with supervisors, are responsible for developing and administering employee health and safety programs. The Supervisors, however, are responsible for implementation of health and safety regulations by their employees. Supervisors must ensure their staff maintain compliance.

Reviewed 05/2026

203A

SERIOUS DISEASES

Employees with infectious, long-term, life-threatening, or other diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health and safety or that of other employees, children, families of enrolled children, or members of the public.

Procedure:

(1) Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immune deficiency virus ("HIV"), and acquired immune deficiency syndrome ("AIDS").

(2) The Program will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.

(3) Employees afflicted with a disease are to be treated no differently than any other employee. Therefore, if the disease effects their ability to perform assigned duties, those employees will be treated like other employees who have disabilities which limit their job performance.

(4) Employees who are diagnosed as having a disease and who want an accommodation should inform their Supervisor as soon as possible. Supervisors, with the support of the Area Coordinator, should review with the employee the Program's policy on issues such as employee assistance, leaves and disability, infection control, requesting and granting accommodations, the Program's continuing expectations regarding the employee's performance and attendance, and available benefits.

(5) Employees who have a disease and who want an accommodation should provide their Supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. Supervisors will inform the Area Coordinator. The Program may also require a doctor's certification of an employee's ability to perform job duties. Additionally, the Program may request that an employee undergo a medical examination.

(6) The Program will maintain the confidentiality of the diagnosis and medical records of employees with diseases, unless otherwise required by law. Information relating to an employee's serious disease will be treated as confidential and ordinarily will not be disclosed to other employees.

(7) The Program will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal Precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.

(8) Employees concerned about being infected with a disease by a co-worker, enrolled child or that child's family members, or other person should convey this concern to their Supervisor or the Area Coordinator. The Area Coordinator will investigate and assess the risk to the health and/or safety of staff and make recommendations to the supervisor and Executive Director. Reasonable accommodations will be implemented consistent with the risk factors and applicable federal and state laws. If, after meeting reasonable and legal accommodations, the employee continues to refuse to work, it may be considered job abandonment and disciplinary measures may be taken, up to and including termination.

204

INTRODUCTORY PERIOD

All new employees and all transferred employees are to be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated through ongoing staff evaluations. This text supports the Program policy on the Introductory Period.

Comment:

(1) Normally, the introductory period should last at least three months. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or deportment are to be brought to the employee's attention for correction.

(2) Supervisors should prepare a written evaluation of the employee's job performance by the end of the first three months on the new job and may have input from other staff working closely with the employee. The evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluation are to be included in the employee's personnel file. The employee will also be given a copy.

(3) Employees will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial three-month employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30-day increments to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

(4) Supervisors may recommend the termination of an employee at any time. A recommendation for not extending their employment should be submitted in writing to the Executive Director for review and should include an evaluation and a listing of actions taken to assist the employee. Action to terminate must have the prior approval of the Executive Director, Policy Council Executive Committee, and final approval by Policy Council. If deemed necessary, the employee may be placed on leave of absence with or without pay until the approval is given.

(5) Transferred employees who are unable to perform satisfactorily in their new jobs may, at the discretion of management, be returned to their original jobs, to another job in the Program, if a vacancy exists, or may be terminated.

(6) Newly hired employees generally are not eligible for any employee benefits for a specified time, except health insurance, which is available after one month. Transferred employees, although evaluated according to this policy, remain eligible for all benefits while demonstrating their ability to perform their new jobs. The introductory period will be extended by the number of work days missed because of an excused leave of absence.

(7) At all times, including after successful completion of the introductory period, employment with the Program is considered to be "at-will."

205

TRANSFER

The Program may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another. This text supports information contained in the Program Transfer policy.

Comment:

(1) The Program may initiate a transfer by requiring an employee to make either a temporary or long-term job transfer in order to accommodate the organization's business needs. The Program will try to limit the number and duration of temporary transfers that it requests of individual employees in a twelve-month period.

(2) Employees may initiate a transfer by requesting a voluntary job transfer. However, to be eligible for a voluntary transfer, employees must meet the job description requirements of the new position, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time period. 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 in meeting the needs of the Program.

(3) Job openings for which management seeks candidates from within the Program may be posted throughout the Program. From time to time, however, management will, as it considers appropriate, fill job openings or make transfers without posting notices.

(4) Eligible employees who request a transfer may be considered in the following order:

a. Employees in the same position as the job opening;
b. Employees at the same location or Program option but in another position than the one where the opening occurs;
c. Employees who are being considered for layoff because of a reduction in staff or because of the elimination of their job; and
d. All other employees.

(5) Requests for transfer should normally be handled as follows:

a. The employee should submit a written request to their supervisor and the supervisor of the transfer open job. The request should include the reason for the transfer and the specific job that the employee wants. Requests based on posted job openings must comply with the procedures described in the posting.
b. Both supervisors will determine whether the employee is qualified for the open job and communicate back to the employee.
c. Employee transfer requests may not be feasible immediately upon request. Factors such as Program need, employee need, and additional requirements will be considered.

(6) Pay for transferred employees will be handled as follows:

a. Employees who are transferred for disciplinary reasons, lack of work, budgetary reasons, corporate reorganization, or at their own request to a job in a lower salary range or higher salary range may be paid at that rate commencing with the start of the new job.

206

TELECOMMUTING / WORKING OFF-SITE

Bear River Head Start considers telecommuting, or working off site, to be a viable alternative work arrangement in cases where the employee, the Supervisor and the job are well suited to this. Telecommuting allows an employee to work at home or at another location for all or part of their regular work week. Telecommuting is a work alternative that may be appropriate for some employees and some jobs. It is not entitlement, nor is to be considered a benefit. It will in no way alter the conditions or expectations of employment.

Procedure:

(1) Either the employee or the employee's Supervisor may suggest telecommuting as an employment option. Supervisors must approve an employee's proposal to implement the telecommuting policy. Telecommuting does not alter, in any way, the at-will policy.

(2) Telecommuting can be informal and short term, such as working from home for a short project, in the event of inclement weather, or formal and long term where the employee would have a home office. It may be a temporary practical solution for employees on family or medical leave if the employee's health care provider suggests such an arrangement. Time spent telecommuting during such leave will not be counted against the employee's FMLA leave. Each telecommuting arrangement will be decided on a case by case basis, focusing on the needs of the Program. Some positions are consistently based out of the employee's home.

(3) Individuals requesting telecommuting arrangements for positions that are not normally home based should have established a pattern of continuous, regular employment and have exhibited above average performance in their performance appraisals.

(4) Any arrangements made will be on a trial basis for the first 6 months and may be discontinued at any time by the request of the Supervisor. Employees may request an end to use of this policy if the work arrangements become burdensome.

(5) Bear River Head Start will determine from information supplied by the employee and the Supervisor the appropriate equipment needs that may include hardware, software, and IT equipment. This equipment will remain property of the Program. The Program will maintain an inventory of all supplies and equipment and the employee will assume responsibility for it. Upon termination of the agreement, all inventory will be returned to the Program.

(6) All confidentiality issues that apply at the centers will apply to the home office. Locked file cabinets, computer passwords, and physical security of the assets of the Program.

(7) The employee will locate an appropriate work environment for their homework site. The Program will not be responsible for any facility renovation other than setting up a workstation designed for safe, comfortable work.

(8) Injuries sustained by an employee while at their home office work location in connection with their regular work may or may not be covered by Workman's Compensation. The Program reserves the right to inspect the work site for safety. The Program will not be responsible for others who are injured at the home work site nor for injuries sustained at home outside of the designated work space.

(9) The Program will supply the employee with appropriate office supplies such as pens, paper, etc. for the successful completion of their job responsibilities. The Program will reimburse the employee for all agreed-to business related expenses that are reasonable and incurred in accordance with job responsibilities, except for mileage expenses. All reimbursement must be agreed upon in advance by the Program.

(10) The Supervisor and the employee will agree upon the work schedule telecommuting. The employee must be available and accessible by phone during the agreed work schedule.

(11) Telecommuting employees will be required to record hours and submit activity reports as any other employee.

(12) The Supervisor will evaluate the suitability of such an arrangement, paying particular attention to the following :

a. Employee Suitability – the Supervisor will assess the needs and work habits of the employee and determine if this employee is suitable for telecommuting.
b. Job Responsibilities – the Supervisor will determine if the job that the employee is responsible for can be done from a different location. A new job description may be developed.
c. Equipment needs will be determined by the Supervisor.
d. Any tax or legal obligations involved in the home office will be the responsibility of the employee.

(13) If the employee and the Supervisor agree on the telecommuting arrangements, permission will be given and the trial period will commence.

(14) Evaluation of the telecommuting employee will be performed during the trial period. This may include daily interaction by phone or e-mail. Face-to-face meetings may be required to discuss assignments, progress and problems. The Supervisor may make other requirements, such as attending staff meetings and training.

(15) A regular system of communication between the Supervisor and the employee will be established, one that is consistent with other Program employees in a similar position.

(16) Telecommuters will manage dependent care and personal responsibilities in a way that allows them to successfully fulfill job responsibilities. Although an employee's schedule may be modified to accommodate dependent care, the focus of the arrangement must remain on job performance and meeting Program demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting before entering into the trial period. Telecommunication is not intended to meet child care or elderly care issues.

(17) The telecommuting employee may forfeit his/her workspace at the Program in favor of the telecommuting home office.

(18) Arrangements to telecommute from a site different than the employee's home must have the approval of their Supervisor.

(19) The Supervisor can discontinue the telecommuting as a flexible work arrangement at any time. Every effort will be made to provide reasonable notice of such a change to accommodate for any

other problems that may arise from such a change. There may be some cases where no notice may be possible.

Reviewed 05/2026

207

OUTSIDE EMPLOYMENT

Bear River Head Start allows its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

Procedure:

(1) The Program requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the Program. This requirement, for example, prohibits employees from performing any services for clients on nonworking time that are normally performed by Program personnel. This prohibition also extends to the unauthorized use of any Program equipment and the unauthorized use or application of any confidential information or techniques. In addition, employees are not to solicit or conduct any outside business or personal fund raising activities during working time.

(2) Full-time employees are not encouraged to engage in outside employment or other work activity, but may do so if the conditions of this policy are upheld.

(3) Employees are cautioned to consider carefully the demands that additional work activity will create or whether the activity will adversely affect the Program's image before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

(4) Employees who have accepted outside employment may not use personal leave as the result of an injury sustained on outside employment. Fraudulent use of personal absences will result in disciplinary action.

(5) Employees who are in training for outside employment, or are working for another employer, must use vacation or personal leave time if either interferes with regular working hours that have been established with their Supervisor.

Reviewed 05/2026

208

TEMPORARY AND PART-TIME EMPLOYEES

The Program may supplement the regular work force as needed with temporary or part-time employees, or other forms of flexible staffing.

Procedure:

(1) A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Other flexible staffing classifications or arrangements may be added as needed.

(2) Temporary and part-time positions generally will be filled as follows:

a. The Supervisor, with the need, will attempt to fill the position by increasing the hours of currently employed persons from within the Program.

b. If the position cannot be filled from within the Program, then the Supervisor will submit a request to the Executive Director. The Supervisor and Executive Director will then try to satisfy the request by the transfer of employees from other areas within the Program.

c. If it is necessary to hire temporary or part-time personnel from outside the Program, the hiring procedures will be followed.

d. The use of temporary staffing agencies may be used to meet the staffing requirements of the Program

(3) Regular full-time employees who are given temporary transfers are not considered temporary employees unless, in fact, their job has been eliminated and only temporary employment is available.

(4) The Program may use students and other similar applicants for flexible staffing purposes, if not prohibited by law.

(5) Eligibility of temporary and part-time employees for paid absences, vacations, and holidays is governed by Program policies. An employee whose status changes from fulltime to part-time may use any days of paid absence or vacation earned as a full-time employee if used in the current fiscal year. An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change to full time status for purposes of eligibility for paid absences, vacation, and other benefits. Information concerning eligibility of temporary and part-time employees for other Program benefits is available from the Fiscal Office.

Reviewed 05/2026

301

SALARY ADMINISTRATION

The Program makes compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration the Program's overall financial condition and funding position.

Procedure:

(1) The Executive Director, with support from the Fiscal Office is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated by the Supervisor, and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and employment status.

(2) The Fiscal Office will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay schedules and to determine the relative competitive position of the Program's pay structure.

(3) New employees generally will be hired at the starting rate assigned to their job grade. Supervisors and the Executive Director may recommend higher or lower starting rates depending on an applicant's experience or skill level or other competitive considerations. Depending upon funding, these recommendations will be reviewed and approved by the Executive Director before implementation.

(4) The Program is responsible for conducting a compensation review at least every three years in conjunction with the Community Needs Assessment. Compensation decisions will be based on budget considerations.

(5) Supervisors, when conducting compensation reviews, should show employees that overall compensation includes numerous non cash benefits and that the Program contributes to Social Security and unemployment insurance on each employee's behalf. Supervisors should contact the Fiscal Office for details.

(6) Employees who have questions about the grantee's salary administration and benefits program should contact their Supervisor.

(7) Bear River Head Start will use online HR/Payroll service systems in coordination with the Programs fiscal office systems and operations in determination of employee pay structure.

Reviewed 05/2026

302

PERFORMANCE APPRAISALS/EVALUATIONS

The job performance of each employee will be evaluated periodically by the employee's Supervisor. This text supports the Program's Evaluation Policy.

Comment:

(1) Written job descriptions are available for each position at BRHS and are disseminated to each employee.

(2) A job description describes the functions, requirements, and qualifications for each staff position.

(3) Supervisors may not change job descriptions without prior approval from the Executive Director.

(4) Each job will be evaluated at least once annually, as per Performance Standard requirements. If Performance Standards change and require more frequent staff evaluations, BRHS will align with current requirements.

(5) Performance evaluations may include Supervisor to employee and employee self-evaluations.

(6) Evaluations will be used to assess the employee's success in completing job responsibilities and requirements for their assigned position.

(7) Annual staff evaluations will occur in April of each calendar year. Self-evaluations will include data supporting development of training and technical assistance plans for each Program option, and Program improvement data.

(8) Supervisors may perform disciplinary assessments or evaluations on staff as necessary at any time during the calendar year.

(9) Staff evaluations will be filed in each employee's file located in the fiscal office/ HR/Payroll system. Staff will have the opportunity to review their evaluation, sign and date receipt, and prior to filing.

(10) Information derived from the performance appraisal may be considered when making decisions effecting training, pay, promotion, transfer, or continued employment.

(11) Each job has a classification. Each job is assigned a grade and step on the pay scale, and determined to be exempt/salary or non-exempt/hourly. This is determined in accordance with the Fair Labor Standards Act. Job classifications are reviewed by the Fiscal Office on an annual basis to ensure accuracy of classification.

303

PAY PROCEDURES

Employees will be paid by direct deposit or by check on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations. The grantee will use an online HR/Payroll system. All details of pay procedures may be aligned with requirements of the HR/Payroll system and its services. This text adds comment to the Program policy on Pay Procedures.

Comment:

(1) Employees normally will be paid on the tenth day following the end of the pay period.

(2) Employees on each payday will receive, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. Deductions required or allowed by law, contract, or employee obligation will also be automatically deducted. Pay may also be deducted for any of the following reasons: suspension as part of a disciplinary action, leave time taken in excess of entitlement; Leave of Absence under the Family Medical Leave Act (FMLA), or unauthorized overpayments. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing. Any deductions not listed here or authorized by the employee are strictly prohibited.

(3) Employees who discover a mistake in their paycheck or feel time worked has been improperly calculated should notify their manager immediately. In the case of a mistake, the error will be remedied promptly, in coordination with the HR/Payroll system. The employee is solely responsible for the monetary loss, and the Program cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.

(4) No advances or loans for employees will be made.

(5) Nonexempt/hourly employees will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek. Paid time off for Personal Leave, Annual Leave, or Paid Holidays will not be counted as time worked for the purpose of computing overtime.

(6) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their Supervisor.

Reviewed 05/2026

401

TRAVEL

Program business travel must be approved in advance and should be engaged in according to the guidelines below.

Procedure:

(1) Employees holding jobs that require travel may be expected to travel as a condition of employment. For other jobs, travel may be considered an incidental function of the position, but may be required.

(2) Supervisors and the Executive Director must approve any employee travel in advance with the Fiscal Office, verifying budgetary needs. Under normal circumstances, a member of the fiscal office team, should make all travel arrangements for transportation and lodging using the travel program specified by the Fiscal Policies and Procedures. In addition, the Program designates all mileage, and other travel service companies.

(3) The Program may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, travel arrangements will use the most appropriate form of transportation available, book most appropriate fares, and most appropriate accommodations. Per-Diem per city is determined by the federal rate.

(4) Employees and their Supervisor will be provided with a copy of their itinerary before leaving on work related travel.

(5) Employee expenses for approved travel will be properly documented by the employee and approved by the Supervisor. Employees who know or anticipate that they will have a special request for travel expense reimbursement must ask for approval from their Supervisor before incurring the expense. Any travel expenses considered unreasonable will not be paid or reimbursed and are the employee's personal responsibility. In addition, employees will not be reimbursed for the travel expenses of their spouse.

(6) Employees may obtain a per-diem advance for approved travel by submitting a copy of their approved travel request to the Fiscal Office.

(7) Time spent by nonexempt/hourly employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) in traveling away from home on Program business during normal working hours is considered hours worked for pay purposes in accordance with the Fair Labor Standards Act.

(8) If exempt/salaried employees are required to travel during weekends or evenings or holidays they will not be compensated for travel time on weekends or holidays, but may vary standard working hours with the permission of their Supervisor by following the Program’s Variable Hour Policy.

(9) If non-exempt/ hourly employees are required to travel during weekends or holidays their travel plans must be approved by their Supervisor and the Executive Director in advance of their travel. Non-exempt employees will be compensated at their regular rate of pay up to 8 hours per travel day in accordance with the Fair Labor Standards Act.

402

AUTOMOBILE USAGE

The Program will provide vehicles for Program use, in order to allow employees to drive on Program business, and to reimburse employees for work related use of personal vehicles according to the guidelines below.

Procedure:

(1) Employees may not drive vehicles for Program business without checking out the vehicle. Before an employee is approved as a driver, the Fiscal Office must verify the existence of a valid driver's license, personal auto liability insurance coverage, and make certain that the employee is eligible for coverage under any applicable Program insurance.

(2) Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their Supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses must report this to their Supervisors. For all other jobs, driving is considered only an incidental function of the position.

(3) Vehicles are maintained in a motor pool for use as needed. Vehicle maintenance is the responsibility of the maintenance staff. Employees who receive prior approval from their Supervisors may rent a car when traveling out of town on Program business.

(4) Employees who drive any vehicle on Program business must, in addition to meeting the approval requirements above, at all times, wear seat belts, exercise due diligence to drive safely, and maintain the security of the vehicle and its contents. Maintenance personnel also must make sure that the vehicle meets any Program or legal standards for insurance, maintenance, and safety, but each driver should log their trip and perform a safety check before departure. Employees are responsible for any driving infractions or fines that result from their driving and must report them to their Supervisor.

(5) Employees are not permitted, under any circumstances, to operate a Program vehicle, or a personal vehicle for Program business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

(6) Employees may not use Program vehicles for non-business purposes. It is also prohibited for employees to allow family members or other personal acquaintances to drive or act as passengers in Program-owned vehicles.

(7) Employees driving on Program business may claim reimbursement for parking fees and expenses actually incurred (i.e. fees to park in parking terraces and parking lots). In addition, employees driving Program vehicles may claim reimbursement for gasoline and other expenses directly incurred for Program purposes.

(8) Employees who use their personal vehicles for approved work purposes, as outlined in the mileage procedure, may receive a mileage allowance equal to the Internal Revenue Service standard mileage rate, updated annually. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Employees driving personal vehicles on Program business shall be required to provide proof of insurance to the Fiscal Office.

(9) Employees must report any accident, theft, or damage involving a Program vehicle or a personal vehicle used for work purposes to their Supervisor, regardless of the extent of damage or lack of injuries. The Supervisor will then report to the Fiscal Office. These reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

(10) Time spent by non-exempt employees (those covered by the minimum wage and overtime provisions of the Fair Labor Standards Act) in driving a program or personal vehicle on program business during normal working hours is considered hours worked for pay purposes. Traveling time to and from where work is performed at the beginning and end of the workday is not treated as work time for pay purposes. This is true whether the employee works at a fixed location or at different job sites.

Reviewed 05/2026

403

MEAL REIMBURSEMENT

The Program will provide pay or reimburse employees for business-related meals according to the guidelines below.

Procedure:

(1) Employees required traveling on Program business may receive per diem for meals and incidentals if that travel is more than one day in length.

(2) Under some circumstances, employees participating in approved Program training or meetings during meal periods are eligible for free on-site food service.

(3) Meals and incidentals per diem expenses shall be paid at the Federal rate. Meals included in conferences or meetings will be deducted from the federal rate. The Supervisor must approve all meal expense documentation and send it to the Fiscal Office for processing and payment. Per Diem will be issued according to current Fiscal Policies and Procedures.

(4) Staff who are required to eat in classrooms as part of job assignments will have the meal supplied through the school lunch program.

(5) Staff attending mandatory trainings or interagency meetings requiring each attendee to purchase their own meal, will be eligible for reimbursement of reasonable and necessary meal expenses according to current Fiscal Policies and Procedures.

Reviewed 05/2026

404

MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS

The Program may permit or require some employees to participate in the activities of certain community clubs and civic organizations.

Procedure:

(1) Employees are permitted membership in civic organizations, but membership and participation must not represent Bear River Head Start or its interests. Employees must clearly communicate that their presence, opinions, or views with the organization in no manner speak for Bear River Head Start. Employees who participate in clubs or community organizations may not allow their activities to interfere with job performance or harm or conflict with the Program's interests.

(2) The Program may identify certain community organizations in which it wants to be represented and then designate the employees that it will sponsor for membership in them. Employees who are designated for membership act as Program representatives in the organization and are expected to promote its interests, but shall not harm or conflict with the Program's interests. Under such circumstances, time spent on community activities will be considered time worked for pay purposes.

(3) Employee participation in club and civic organization activities, when not undertaken at the request of management, should normally be outside of work time and is not considered as hours worked for pay purposes.

(4) The Program will normally consider the following factors when selecting organizations for representation and designating employees to sponsor for membership:

a. The nature and purpose of the club or organization;
b. The potential benefit to the Program, including the enhancement of the employee's leadership and organizational skills;
c. The cost to the Program;
d. The extent to which the Program is already represented in the club or organization; and
e. The employee's job responsibilities, length of service, and overall qualifications for membership.

The Program will review periodically its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.

(5) Employees who are sponsored for membership in community clubs and civic organizations are eligible for reimbursement for certain expenses. Reimbursable expenses include dues, business-related activities, and fees. All employees who are not designated and sponsored for membership in community organizations are responsible for their own expenses, except when their activities qualify for business expense reimbursement under other Program policies.

(6) Employees must agree to pay back to the Program any membership fees or equity interests paid or reimbursed by the Program that will be refunded when membership is terminated. The employee must pay back these fees or interests whenever employment or membership is terminated, whichever occurs first.

(7) Employees have a responsibility when expressing opinions in a public forum to make clear whether the opinion is a personal one or one representing the Program. Any public communication which might be considered as representing the Program's position must be approved in advance by the Executive Director. Employees are not to discuss internal confidential affairs in any public forum.

Reviewed 05/2026

404A

PARTICIPATION IN CIVIC AND POLITICAL ACTIVITIES

Employees of Bear River Head Start may participate in civic and/or political activities under the following conditions.

Procedure:

(1) The Program does not make contributions or expenditures in connection with any election to political office or in connection with any primary election, political convention, or caucus held to candidates for political office.

(2) Head Start employees may participate in all political activity not specifically restricted by law and regulations, including the Head Start Act, the Hatch Act, and 5 CFR Part 151.

(3) Employees, as private citizens, may participate in candidacy for office in nonpartisan elections. Partisan elections are elections where the candidate's name appears on the ballot clearly indicating political affiliation with a designated political party.

(4) Employees may not use their authority or influence as a Bear River Head Start employee to influence or effect the result of an election or nomination for office.

(5) Employees may not represent Bear River Head Start directly or indirectly to coerce or attempt to coerce, command or advise a state or local officer or employee.

(6) Employees may not represent Bear River Head Start to pay, lend, or contribute anything of value to a political party, committee, agency, organization, or person for a political purpose.

(7) Program funds, services, facilities, personnel, or support may not be used in association with any political activity, candidate, faction, voter registration activity, party or election, or provide transportation to polls or provide assistance in an election.

Reviewed 05/2026

501

DISCLOSURE OF BENEFITS

It is the practice of the Program to provide its employees with various health and retirement benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The Program reserves the right to modify, amend, or terminate its health and retirement benefits as they apply to all current, former, and retired employees. The administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms. This text provides additional comment to the Program's benefit policy.

Comment:

(1) The Program offers certain benefits to eligible employees, including health, life, and disability insurance and retirement plans. Eligibility will depend upon the specific requirements of each benefit plan. The Program also provides a number of other benefits such as cafeteria plan, leaves of absence and paid vacation, holidays, and personal days.

(2) All benefits provided by the Program are described in official documents that are kept on file in the Fiscal Office or HR/Payroll system. These documents are available for examination by any plan participant or beneficiary.

(3) The Fiscal HR/Payroll system and Fiscal Office serves as administrator of the Program's health and retirement plans. The Fiscal Office and HR/Payroll system, is responsible for all communications and disclosures concerning Program benefits and for compliance with all applicable laws and regulations. In addition, the Fiscal Coordinator and/or other fiscal staff will be available to answer questions concerning the benefit plans.

(4) Under certain of the Program's insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be made in writing and in a form acceptable to the Fiscal Office and HR/Payroll system requirements. It is the employee's responsibility to maintain the proper beneficiary designations and to alert the Fiscal Office and HR/Payroll system to any changes in status affecting eligibility or designations.

(5) Under normal circumstances, the following information will be furnished to each participant in a health or retirement plan and to each beneficiary receiving benefits under a retirement plan:

a. A summary plan description of the plan within ninety days after the individual becomes a participant or first receives benefits;
b. An updated summary plan description of the plan as needed;
c. A summary description of any material modification of the plan within 210 days after the end of the plan year in which the modification is adopted; and
d. A summary of the latest annual report of the plan within nine months after the close of the plan year.

(6) If the plan participants or beneficiaries make a written request for information concerning the Program's benefit plans, the following information will be provided:

a. Complete copies of the latest updated summary plan description; the latest annual report; any terminal report; and any bargaining agreement, contract, or other document under which the plan is established or operated. A reasonable charge to cover the cost of providing the copies may be assessed.

b. A statement indicating the total benefits accrued under the Program's retirement plans and the non-forfeitable pension benefits, if any, which have accrued, or the earliest date on which benefits will become non-forfeitable. In order to control administrative expenses, the Program will supply only one of these reports per person during any twelve-month period.

(7) Each participant in a retirement plan may be provided with a statement describing the nature, amount, and form of the deferred vested benefit to which the participant is entitled if, during the plan year, the participant:

a. Separates from the service covered by the plan;
b. Is entitled to a deferred vested benefit under the plan as of the end of the plan year; or
c. Was not paid retirement benefits under the plan.

In addition, the statement should include a notice that certain benefits may be forfeited if the participant dies before reaching a specified date contained in the plan.

(8) If a retirement plan recipient is eligible for tax rollover treatment of a distribution, the recipient will be notified that:

a. The distribution will not be taxed currently to the extent it is transferred within 60 days to another qualified plan or to an Investment Retirement Account ("IRA");
b. The recipient may elect to have an eligible rollover distribution transferred to an IRA in a direct rollover; and
c. An eligible rollover distribution that is not transferred to another qualified retirement plan or an IRA in a direct rollover is subject to mandatory 20% federal withholding tax.

In addition, the notice should provide an explanation of the special income averaging and capital gains provisions that may apply to the distribution.

(9) Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing. Contributions to benefit plans are not included in the employee's gross wages for income tax purposes.

(10) Written notice will be provided to any participant or beneficiary whose claim for benefits under an employee benefit plan has been wholly or partially denied, within 30 days of the denial. The notice should contain the reason for the denial, specific reference to plan provisions on which the denial is based, and appropriate information about the steps to be taken if the participant or beneficiary wants to submit the claim for review. Any review should be completed promptly and a decision provided to the claimant.

(11) Employees, spouses, and dependents covered by the Program's health benefit plan will be notified, when appropriate, that they have the opportunity to continue their health care coverage, at their own expense, in certain specified situations including layoff, termination, reduction in hours of employment, and separation or divorce.

502

EMPLOYEE LEAVE

The Program grants annual leave with pay to employees working twelve months each year, in accordance with the guidelines established below. This text provides additional information to support the Program's leave policies included with employee benefits. Leave benefits will be recorded and tracked by the online HR/Payroll system used by the grantee. Leave will be awarded in hours aligned with the number of hours worked daily by employees.

Comment:

(1) The established fiscal year is February 1 through January 31 each year. Paid leave runs concurrently with the fiscal year. In addition, annual leave is not cumulative and normally must be taken in the fiscal year.

Annual Leave:

(1) Employees will accrue paid annual leave of ten working days/associated hours during the first month following their one-year anniversary date. Employees may not take annual leave until they have actually earned the leave hours, on the first day following their one-year anniversary.

(2) Part-time employees who work year round are entitled to annual leave hours on a pro-rata basis. The length of the leave will be determined on the same basis as for full-time employees, but the pay will be based on the employee's scheduled number of hours normally worked per day during the accrual year. Part-time employees working less than 10 hours per week and temporary employees do not receive paid annual leave/hours.

(3) Employees who feel that there is a discrepancy in their eligibility may request a review of that calculation by their Supervisor.

(4) Annual leave pay by hours, for full-time and part-time employees will consist of the employee's regular rate of pay for the accrual period and will be paid on the regularly scheduled payday.

(5) Employees should submit annual and personal leave requests to their Supervisor as soon as possible, but at least two weeks prior to taking the leave. The Supervisor and Executive Director reserve the right to approve or disapprove all annual and personal leave hours' requests. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve leave scheduling conflicts based on the needs of the Program.

(6) Employees on an unpaid leave of absence, other than a military leave of absence and jury duty, are required to use all accrued paid annual and personal leave hours as part of their leave. In addition, employees on an unpaid leave of absence will not accrue any new annual or personal leave time during the leave.

(7) Employees who are entitled to annual leave hours of two equivalent weeks may take their full leave hours at one time. Annual leave hours may also be taken in increments of one or more days of equivalent hours. Those who are entitled to a leave of two weeks normally may only take a maximum of two weeks of equivalent hours consecutively, unless approved by their Supervisor and the Executive Director. Personal days and their equivalent hours may not be combined with their annual leave without prior approval of the Supervisor and the Executive Director. The balance of leave days/hours may be taken separately as full weeks (equivalent hours), or as individual days/equivalent hours.

(8) Employees may not receive annual leave/hours pay in lieu of time off. In addition, employees will not be paid for any unused annual leave remaining at the end of the fiscal year.

(9) If a paid holiday falls within an employee's annual leave period, an additional day of annual leave/hours will be granted. This additional day may be taken at the beginning or end of the employee's annual leave period or at another time during the fiscal year, subject to the Supervisor's approval. No allowance will be made for sickness or other compensational type of absence occurring during scheduled annual leave.

Bereavement Leave:

(1) Bereavement Leave may be granted to employees by the Director for a death in the immediate family. "Immediate family" means the employee's spouse, brother, sister, parents, grandparents, grandchildren, children, stepchildren, 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. Up to three days of administrative leave may be granted for local funerals. Up to five days may be granted if out of area travel is required. For the purposes of this policy “out of area travel” is travel outside a 150 mile radius of the employee’s home.

Personal Leave:

(1) 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. 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 and equivalent hours.

(2) All leave must have immediate Supervisor approval.

Reviewed 05/2026

503

EMPLOYEE COUNSELING

Bear River Head Start assists employees with counseling and referral services that will help in solving personal problems, both on and off the job, and career planning. This text provides additional guidance to the Program policy included under benefits.

Comment:

(1) Personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal problems are encouraged to seek assistance from the Bear River Head Start Employee Assistance Program (EAP). Information regarding this program can be obtained through their Supervisor.

(2) Supervisors should be alert to signs of the existence of personal problems among their employees. Indications of personal problems include excessive absenteeism, changes in both behavior and employee attitudes, and substandard job performance.

(3) Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Depending on the circumstances, the Supervisor should proceed as follows:

a. If an employee's problem seems to require professional counseling, or does not lend itself to an easy solution, the Supervisor may suggest Mental Health services through the Bear River Head Start Employee Assistance Program.

b. If the employee's issue is a matter of unresolved complaint or grievance, rather than a counseling issue, the Supervisor should advise the employee of the appropriate steps to be taken in compliance with the Grievance Procedure.

(4) Employees needing extended treatment may request a leave of absence in accordance with the Program's leave policy.

(5) The employee's Supervisor may also refer the employee to the Employee Assistance Program or other sources to help with personal issues.

(6) Employees are required to meet satisfactory standards of job performance. Performance appraisals are to be based on factors related to job performance, regardless of whether an employee seeks counseling. In certain circumstances, however, the Program may require an employee to participate in counseling as a condition of continued employment.

(7) Communications between employees, Supervisors, the Director, and professional counselors or agencies as a result of this policy are to be confidential, except to the degree necessary to protect the safety of the employee or others or to protect the security of Program property.

(8) Time spent by employees receiving services through counseling programs is not considered compensable.

601

EMPLOYEE SAFETY

Bear River Head Start complies with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the Head Start or by federal, state, or local law.

Comment:

(1) The Health Team Administration is designated to oversee the Head Start's safety policies and procedures. The designated Health person, in conjunction with the Area Coordinators, will:

a. Monitor compliance with Program safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations;

b. Develop and implement written safety plans or programs as needed;

c. Investigate, correct, and reduce recognized unsafe and unhealthful working conditions or potential hazards;

d. Conduct periodic safety and health inspections of all work areas, and any recognized potentially hazardous Program facilities;

e. Represent Head Start during investigations conducted by the Occupational Safety and Health Administration ("OSHA"), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;

f. Present safety trainings;

g. Ensure compliance with the various requirements established by law, or by the organization's insurance carrier relating to record keeping and the retention of records;

h. Organize fire prevention, conduct fire drills, test extinguishing equipment, and enforce no smoking policies where appropriate;

i. Develop disaster preparedness plans;

j. Investigate all accidents, hazardous incidents, and fires involving Head Start employees, or which occur on Head Start premises, and prepare the required reports;

k. Post notices required by law or by the organization's insurance carrier; and

l. Evaluate the effectiveness of the Program's safety program.

(2) Supervisors are responsible for ensuring that employees under their supervision understand and comply with all Head Start safety rules, regulations, and procedures.
Supervisors' safety responsibilities include:

a. Being familiar with all safety and health procedures relevant to the operations under their supervision;

b. Inspecting their work areas periodically;

c. Training their employees in safety matters or arranging for safety training where appropriate;

d. Identifying conditions that are recognized in the child care industry as being unsafe; and

e. Reporting accidents and injuries to the Health Coordinator immediately and ensuring that any injured employee is referred to appropriate medical care.

(3) Employees should report to the Area Coordinator or their direct Supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees, parents, children, or the public.

(4) Employees are encouraged to submit suggestions to the Area Coordinator(s) concerning safety and health matters.

(5) To ensure the safety of the employee, coworker and children, employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

(6) Supervisors may not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in that type of proceeding, or has otherwise exercised any right provided by law.

(7) Violations of Head Start safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.

Revised 05/2026

601A

WORK RELATED ACCIDENTS AND WORKER'S COMPENSATION

Bear River Head Start will promptly investigate all work related accidents, to assist injured employees in obtaining the proper medical care, to provide Worker's Compensation Insurance, as required by law, and to provide transitional duty as appropriate. This guidance supports the Program policy outlined under On the Job Injuries.

Comment:

(1) Bear River Head Start will provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the Head Start or by federal, state, or local law.

(2) Bear River Head Start will train employees in safety matters and arrange safety training where appropriate.

(3) Employees must immediately report all work related accidents and/or injuries to their Area Coordinator/Supervisor. If an injury is considered life threatening, emergency personnel should be contacted immediately. If an injury is considered urgent, the employee should be immediately taken to the nearest medical facility. At the soonest possible time, the Supervisor will provide the employee with an accident report form for the employee to complete. After discussing the incident with the employee, the Supervisor will complete the Supervisor's accident report. The Supervisor and employee will then contact the designated fiscal person. The Area Coordinator in coordination with a designated fiscal staff member, will be responsible for providing the necessary information regarding worker's compensation and for submitting all required forms to the Worker's Compensation Insurance carrier.

(4) The Area Coordinator and Supervisor, will oversee the employee obtaining medical attention. If it is determined that the employee needs medical attention, the employee must go to the doctor or clinic designated by the Program. If it is determined the employee does not need to see a physician at that time, information will be provided to the employee regarding follow-up procedures to be used if there is a change in their health status. If there is a change in status, it is the responsibility of the employee to seek medical attention immediately. If the designated doctor or clinic is not available, the employee should go to the nearest emergency room.

(5) Whenever possible, the employee or Supervisor should provide the medical facility with the injured employee's job description, essential job elements and an introductory report explaining the details and the injury and Bear River Head Start's return to work policy. The attending physician should complete a report that lists the employee's injuries, diagnosis, treatment recommendations, medical restrictions and current capabilities. The doctor must update this form each time the employee has an appointment. The Area Coordinator should receive a copy of the original form and any updates.

(6) Bear River Head Start has a return to work policy to provide assistance to employees injured on the job. The Program will attempt to create opportunities for the employee to return to safe, productive work as soon as medically possible. The ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, every effort will be made to provide transitional alternative productive work that meets the employee's capabilities, as determined by the attending physician. The employee's Supervisor and the Area Coordinator will develop an alternative work assignment and work in collaboration with the employee's doctor.

Employees must accept appropriate return to work, light duty, transitional assignments offered by their Supervisor. Failure to do so may constitute job abandonment.

(7) Lost work time due to Worker's Compensation injuries will be counted against an employee's available FMLA leave.

Reviewed 05/2026

602

SOLICITATION

Head Start prohibits solicitation and distribution on its premises by non-employees and employees.

Procedure:

(1) Head Start prohibits solicitation and distribution on its premises because those activities can interfere with normal Program operations, reduce employee efficiency, annoy coworkers and clients, and pose a threat to security.

(2) Head Start prohibits soliciting of funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on Head Start premises.

(3) Literature or material may not be distributed that is religious, political, or offensive in nature.

(4) Head Start maintains bulletin boards to communicate Head Start information to employees and to post notices required by law. These bulletin boards are for the posting of Program information and notices only, and only authorized persons may place notices on or take down material from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other Program property is prohibited.

Reviewed 05/2026

603

SECURITY

It is the intent of Head Start to make reasonable efforts to provide for the security of its property, its employees, and visitors to its premises.

Procedure:

(1) **Head Start will:**

a. Screen all staff, check references, and do background checks as applicable.

b. Communicate with and maintain relationships with law enforcement agencies as necessary.

c. Develop systems to control the company's physical assets;

d. Safeguard electronic communications and files, confidential information, and the release of sensitive information.

e. Investigate theft and vandalism occurring on Head Start premises or involving Head Start property.

f. Communicate security procedures to employees and train employees with respect to their security responsibilities.

(2) All authorized volunteers will check in as instructed and sign the logbook as they leave the premises.

(3) Employees, parents, and volunteers or other guests are prohibited from possessing firearms or other weapons on Head Start premises or property.

(4) Employees may take Head Start property or equipment off premises only for Program operations at a different location.

(5) Employees working with children or finances must meet any applicable special security clearance requirements specified for those jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet or comply with any special security requirements is grounds for termination of employment or rejection of an applicant.

(6) Employees are expected to exercise reasonable care for their own protection, and for that of their personal property while on the Program's premises and while away from the premises on business. The Program assumes no responsibility for loss, damage, or theft of personal property.

(7) Employees are expected to know and comply with the Program's security procedures *(Refer to Bear River Head Start Evacuation Plan*) and are expected to report any violations or potential problems to their Supervisor. Violations of Head Start security rules and procedures will result in disciplinary action, up to and including termination.

701

ATTENDANCE AND PUNCTUALITY

It is the policy of Bear River Head Start to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to parents and children and will not be tolerated. This guidance supports the Program Hours of Work, Expected Behavior, and Attendance and Absences policies.

Comment:

(1) Supervisors should notify employees of their starting and ending times. Employees must accurately record all time attendance, including personal and annual leave.

(2) Employees should notify their Supervisor as soon as possible if they are unable to come to work or are going to be late for work.

(3) Employees will be compensated during authorized absences in accordance with leave policies. Nonexempt/hourly employees will not receive compensation for time missed because of tardiness or early departure. Failure to notify the Program properly of any absence may result in disciplinary action.

(4) Employees generally are expected to report for work during inclement weather conditions if the Program does not declare an emergency closing or snow day. The Snow Day Procedure should be followed if that is the case.

(5) Nonexempt/hourly employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the workweek.

(6) Employees must report to their Supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. When appropriate, the Supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences lead to discipline, up to and including termination.

(7) Unauthorized or excessive absences or tardiness may result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

(8) 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, the Program will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

702

EMPLOYEE LEAVES OF ABSENCE

Employees generally are eligible for leaves of absence if they have completed at least 12 months of service and worked 1,250 hours as required by law.

Comment:

Employees may take leave using personal or annual leave hours. They may also take leave beyond personal or annual leave without pay. This includes:

(1) Family and Medical Leave Act ("FMLA"): The Appendix to this policy outlines the FMLA's requirements, including the rights and obligations of employees, notification requirements, and the Program's obligations.

(2) Sick Leave of Absence: Employees who are unable to work because of a serious health condition or disability may be granted a sick leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth, or other related medical conditions. The Program requires certification of an employee's need for sick leave, both before the leave begins, on a periodic basis thereafter, and a fitness for duty release upon return to work by the employee's health care provider.

(3) Parental Leave of Absence: Female employees, when not disabled by pregnancy or childbirth (see above), and male employees may be granted a parental leave of absence to care for a child upon birth or upon placement for adoption or foster care. Parental Leave must be completed within 12 months of the date of birth or placement. In the event both parents are employees of Bear River Head Start, Parental Leave will be limited to an aggregate of 12 weeks.

(4) Family Care Leave of Absence: Employees may be granted a Family Care Leave of Absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. The Program requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis, by the family member's health care provider. In the event where both spouses are employees of Bear River Head Start, leave to care for a sick parent with a serious health condition will be limited to an aggregate of 12 weeks.

(5) Personal Leave of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the Program determines that an extended period of time away from the job will be in the best interests of the employee and the Program.

(6) Military Leave of Absence: A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to five years (not including certain involuntary extensions of service). Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, and compensation, as required by applicable federal or state law. Employees with one year or more of service will be protected against a loss of income as a result of participation in annual encampment or training duty in the U.S. Military Reserves or the National Guard. In these circumstances, the Program will pay the difference between what an employee earns from the government for military service and what the employee would have earned from normal straight-time pay on the job. This difference will be paid for up to two weeks in a calendar year.

- Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's Supervisor thirty days prior to commencement of the leave period, or as soon as is

practicable. The Supervisor will forward the request to the Director recommending approval or denial. The final decision concerning the request will be made by the Director. All employees on approved leave are expected to immediately report any change of status in their need for leave or their intention to return to work to the Supervisor.

- Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military or public service.

- Every employee on a sick leave, parental leave, personal leave, or family care leave of absence will be required to use all accrued personal and annual leave while on leave. However, employees who are covered by the Program's workers' compensation insurance, and are therefore already receiving compensation, may choose not to use accrued personal and annual leave. The Program will provide health insurance and other benefits to employees on leave as required by law. Benefits that accrue according to length of service, such as paid vacation and personal leave, do not accrue during periods of leave.

- Employees returning from a Family Medical Leave or Military leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, as required by law. Employees returning from a sick leave must provide certification of their ability to perform the functions of their job. Employees returning from a military leave must also comply with all of the reinstatement requirements specified by federal law. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though he were not on leave at the time of the reduction in force.

- Employees who are unable to report for work because of arrest and incarceration will be placed on a special personal leave of absence. If the employee is unable to secure bail, the leave of absence will continue until final disposition of the charges. If the employee is freed on bail, a decision whether to allow the resumption of active employment pending disposition of the charges will be made by the employee's Supervisor and the Executive Director. They will determine whether reinstatement would be consistent with the Program's needs and requirements.

- If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

Reviewed 05/2026

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FMLA Family Medical Leave Act

Appendix: Notice to Employees Regarding the Family and Medical Leave Act of 1993

The Program will comply with all applicable requirements of the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons.

Employee Eligibility
The FMLA defines eligible employees as employees who: (1) have worked for the Program for at least 12 months; (2) have worked for the Program for at least 1250 hours in the 12 months immediately preceding the start of leave; and (3) work at or report to a work site which has 50 or more employees or is within 75 miles of work sites that taken together have a total of 50 or more employees.

Leave Entitlement
Eligible employees may take leave for the following reasons: (1) to care for a child upon birth or upon placement for adoption or foster care; (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.

According to the FMLA, 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. For further information on what is considered "continuing treatment," contact their Supervisor.

FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, spouses employed by the same employer are jointly entitled to a combined leave of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing a work schedule in certain circumstances. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the Program’s permission. If the FMLA leave is because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

Notice and Certification:
Employees who want to take FMLA leave ordinarily must provide the Program at least 30 days’ notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the Program’s operations.

In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the serious health condition. The Program also

may require a second or third opinion (at the program’s expense), periodic recertification of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Program may deny leave to employees who do not provide proper advance leave notice or medical certification.

Benefits during FMLA Leave:
Employees taking leave under the 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. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. In some instances, the Program may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued paid annual and personal days during an unpaid FMLA leave for the employee's own serious health condition or for a seriously ill family member. In addition, the employee must use any accrued paid annual or personal days during FMLA leave to care for a newborn or newly placed child.

Job Restoration after FMLA Leave:
The Program will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on an FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights. Employees may be entitled to extended or intermittent leave in accordance with the Americans with Disabilities Act.

Salaried executive, administrative, and professional employees of the Program who meet the Fair Labor Standards Act ("FLSA") criteria for exemption from minimum wage and overtime do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of leave required by FMLA. For more information, employees may contact their Supervisor.

Reviewed 05/2026

801

WORKPLACE VIOLENCE POLICY

The Program provides a safe workplace for all employees and volunteers. To ensure a safer workplace and to reduce the risk of violence, all employees will review and understand all provisions of this policy. This guidance supports the Program policy outlined in Rules Strictly Enforced.

Prohibited Conduct

BRHS does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person.
- Making threatening or harassing remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging Program property or property of another employee.
- Possession of an unlicensed weapon while on company property, in a Program vehicle, or while on Program business.
- Committing acts motivated by, or related to sexual or other forms of harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to your Supervisor or Executive Director. The Program will actively intervene at any indication of a possible hostile or violent situation that may cause imminent harm to an individual. The Executive Director and your Supervisor will investigate all reports of workplace violence. Reports can be made anonymously and all reported incidents will be investigated promptly and in as impartial and confidential manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Retaliation will be reviewed by the Executive Director, legal counsel, and reported to the Board of Trustees. Employees participating in retaliation may face disciplinary action up to and including termination.

1- Call Police if anyone is in immediate danger.
2- Report in person if possible.
3- Fill out an Incident Report and give it to your Supervisor.
4- Your Supervisor will report the incident to the Executive Director.
5- Executive Director and Supervisor will decide what action to take.

Risk Reduction Measures

Hiring: The Program takes reasonable measures to conduct background investigations to review candidates and their backgrounds, and reduce the risk of hiring individuals with a history of violent behavior.

Safety: The Program conducts periodic inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situation: While we do not expect employees to be skilled at identifying potentially dangerous persons, all employees are responsible for maintaining a violence-free workplace, therefore, employees are expected to govern themselves accordingly and exercise good judgment and inform their Supervisor who then immediately informs the Executive Director if any employee or other person associated with the Program

exhibits behavior which could be a sign of a potentially dangerous situation. Such Behaviors include, but are not limited to:

- Discussing weapons or bringing unlicensed weapons to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threats or threatening or harassing remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Dangerous Situations

Employees who encounter a dangerous person or situation should call for immediate assistance, whether it be law enforcement or public safety personnel. After the employee has summoned the proper assistance, then ensure a member of Program management is aware of the situation.

Enforcement

Threats, threatening, or harassing conduct or any other acts of aggressiveness or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent, threatening, or harassing acts on the premises or towards any Bear River Head Start employee will be reported to the proper authorities and fully prosecuted. The Program prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about workplace violence or harassment. However, if an investigation of a complaint shows purposeful intent to provide false or malicious information, the individual who provided the false and/or malicious information will be subject to disciplinary action, up to and including termination.

Reviewed 05/2026

***801A**

BEAR RIVER HEAD START CORPORAL PUNISHMENT POLICY

Corporal Punishment is NOT ALLOWED in the classroom/building or on the premises

The objective of the Education and Early Childhood Development 45 CFR 1304.21 is to provide all children with a ***safe***, nurturing, engaging enjoyable and ***secure*** learning environment, in order to help them gain the awareness skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in an inclusive community that values, respects, and responds to diversity. The varied experiences provided by the program support the continuum of children's growth and development, which includes the physical, social, emotional and cognitive development of each child. (Italics added.)

Bear River Head Start maintains a ***zero tolerance*** policy for any staff member who physically harms a child. They will be dismissed immediately, and put on probation while an investigation takes place. (Corporal punishment is physical force and includes, but is not limited to, spanking, slapping, pulling hair, etc.) There is no physical punishment at Bear River Head Start.

Parents who use Corporal Punishment as part of their disciplining are encouraged to refrain while at Bear River Head Start. If a parent uses a form of corporal punishment while participating in ***any*** Head Start activity, the staff member present will address the situation with the parent in a proactive and confidential manner, if appropriate.

Bear River Head Start has shared the above information with me/us.

_____ _____

Signature Date

_____

Printed Name

Revised 05/2026

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PERSONAL APPEARANCE OF EMPLOYEES

The Program requires that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Comment:

(1) Employees are expected at all times to present a professional, business-like image to customers, prospects, and the public. Favorable personal appearance is an ongoing expectation of employment with the Program.

(2) The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire is not permitted as they do not present a businesslike appearance.

(3) The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

(4) Reasonable accommodations may be made by the Program to accommodate employees' religious beliefs or persons with disabilities.

(5) Employees should contact their Supervisor if they have questions as to what constitutes appropriate appearance.

Reviewed 05/2026

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PERSONAL FINANCES OF EMPLOYEES

Bear River Head Start promotes employees meeting their financial obligations in a manner that does not affect the operations or reputation of Bear River Head Start.

Comment:

(1) Employees' personal financial matters should not adversely affect their job performance or the Program.

(2) The Program will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law. Employees who become financially obligated to the Program will be expected to enter into a written acknowledgment of the obligation at the time it is incurred. Any amounts owed to the Program must be repaid immediately unless other arrangements are made with the Program and documented in writing. Such obligations could arise from travel advances, breakage or shortages.

(3) The Fiscal Officer or the Fiscal Coordinator are the only persons authorized to receive a writ of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Fiscal Office is to notify the effected employee immediately and then deduct the required amount from the employee's earnings. The amount deducted, however, should not exceed that permitted by law.

(4) No employee will be terminated because of the fact that his earnings have been subjected to garnishment for one indebtedness. However, repeated garnishments for more than one indebtedness may result in discipline, up to and including termination, depending on the circumstances of the case and any restrictions under state and federal law.

(5) The Program will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.

Reviewed 05/2026

804

PARENT RELATIONS

All employees should treat parents in a courteous and respectful manner at all times.

Comment:

(1) Employees are encouraged to report recurring parent-related problems to their Supervisor and to make suggestions for changes in policies or operating procedures to solve future problems.

(2) Employees should promote listening to parent complaints and deal with them in a professional manner. If a controversy arises, the employee should explain Program policy respectfully and clearly. Parents who become unreasonable, abusive, or harassing should be referred to the employee's Supervisor if the employee cannot resolve the problem.

(3) Management staff will then contact the parent to provide follow up and ongoing communications.

Reviewed 05/2026

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USE OF COMMUNICATION SYSTEMS

It is the intent of the Program to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business. The following guidance provides more detail concerning this policy outlined in use of Communication Systems.

Comment:

(1) Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the organization for both internal and external business communications.

(2) Most communication services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their Supervisor if there is a question about the proper mode of communication. Personal long distance telephone calls from center phones are to be reported to the employee's Supervisor and reimbursed at the actual charge. Faxes will be charged at five cents per sheet and foreign fax copies at .50 per sheet. Photo copies are charged at five cents per sheet.

(3) All Program communications services and equipment, including the messages 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 law. Employees should ensure that information contained in communications messages is accurate, appropriate, ethical and lawful. Communications equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, video equipment and tapes, tape recorders and recordings, cellular phones, and bulletin boards.

(4) Employees should not use Program communications services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. When personal use is unavoidable, employees must properly log any user charges and reimburse the Program for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account. Program communications property or equipment may not be removed from the premises without written authorization from the employee's Supervisor.

(5) Employees who do not work directly from a Bear River Head Start center or office should make arrangements to receive communications promptly. Although the Program will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

(6) Employees should exercise care so that no personal correspondence appears to be an official communication of the Program. Personalized Program stationery and business cards may only be issued by the Program. Employees may not use the Program's address for receiving personal mail or use Program stationery or postage for personal letters.

(7) Improper use of Program communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any

content that may be interpreted as harassing, offensive, demeaning, insulting, intimidating, disruptive, or sexually suggestive to another person. Examples of improper and unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Improper communications may be written, recorded, or electronically transmitted messages.

(8) To help ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization from the employee's Supervisor. Use of Internet access provided by the Program in violation of the law or Program policies will result in disciplinary action (See Disciplinary Procedure, Section 808). Employees may also be held personally liable for any actions violating this policy. The following behaviors are examples, not intended to be an all-inclusive list, of previously stated or additional actions or activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images.
- Using the Program's time and resources for personal gain.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the Program.
- Engaging in unauthorized transactions that may incur a cost to the Program or initiate unwanted Internet services or transmissions.
- Sending or posting messages or material that could damage the Program's image or reputation.
- Participating in the viewing or exchange of pornographic or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Passing personal views as representing those of the Program.
- Engaging in any illegal or unethical activities.

805A

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.

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CONFLICTS OF INTEREST – STAFF

It is the intent of the Program to prohibit its employees 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 of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this procedure are not intended to be exhaustive and only include some of the more clear-cut examples. This procedure provides guidance to support the Program's policy.

Comment:

(1) Employees are expected to represent the Program in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their Supervisor.

(2) Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to the Program. Prohibited activity also includes any illegal acts in restraint of trade.

(3) Employees may not accept any employment relationship with any organization that does business with the Program. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of the Program.

(4) Employees must disclose any financial interest they or their immediate family have in any firm that does business with the Program.

(5) Employees must immediately disclose any apparent or potential conflict of interest to their Supervisor.

(6) Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the Program. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.

(7) Employees may not give, offer, or promise, directly or indirectly, anything of value to a financial institution in connection with any transaction or business that the Program may have with that financial institution.

(8) Any apparent or potential conflict of interest must be disclosed to the Program. Failure to do so will result in discipline, up to and including termination.

Reviewed 05/2026

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BEAR RIVER HEAD START CONFLICT OF INTEREST DISCLOSURE FORM

Bear River Head Start's Fiscal Policies state that "No employee, officer or agent shall participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial interest in the firm considered for a contract."

Bear River Head Start's Employee Policies defines immediate family as an employee's 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, and any other member of the employee's household.

For purposes of this Conflict of Interest Disclosure form, financial interest is defined as the potential to financially benefit from the purchase or contract.

All conflicts of interest are not necessarily prohibited or harmful to Bear River Head Start. However, full disclosure of all actual and potential conflicts is required.

All actual and potential conflicts of interests shall be disclosed by Bear River Head Start staff through the annual disclosure form and whenever a conflict arises.

This Conflict of Interest Form should indicate whether the employee has financial interest in, or immediate family with financial interest in entities that do business or could potentially do business with Bear River Head Start. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify my Supervisor in writing.

Please describe below any relationships (including family members working for BRHS), transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report:

1._____

2._____

3._____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

Supervisor: _____Fiscal Office: _____

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CONFIDENTIAL NATURE OF COMPANY AFFAIRS

It is the policy of the Program that the internal business affairs of the organization, particularly confidential information, represent Program assets that each employee has a continuing obligation to protect. This procedure provides additional information to support the Program policies of Expected Behavior and Confidentiality.

Comment:

(1) 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. When employees must discuss confidential information, every effort should be taken to ensure the privacy of the setting (doors closed, not in public places). All written material concerning confidential matters must be kept in a secure place and may not be left out where it may be seen by others. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the Program and its employees. However, this employee responsibility to safeguard internal Program affairs is not intended to impede normal business communications and relationships.

(2) Employees may not discuss a child in front of the child, other children, parents, or volunteers when discussing anything not of a positive nature. Employees will discuss no child or parent with other parents even if that parent is a member of Policy Council. Employees must respect the parents and the children served by the Program. Employees may not discuss Program children or parents with non-program personnel, 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 if subpoenaed to testify in court.

(3) Employees authorized to have access to confidential information must treat the information as Program property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

(4) The Executive Director and program management, is responsible for overseeing the coordination of security and control of Program information and for approving any exceptions to this policy. Supervisors are responsible for identifying information that should be classified as confidential and should work to develop procedures to secure and control the information. Information that is designated as confidential should be clearly identified and properly secured. All access to confidential information should be recorded.

(5) All media inquiries and other inquiries of a general nature should be referred to the Executive Director. In addition, all press releases, publications, speeches, or other official declarations must be approved in advance by the Executive Director. Questions about employee references or other information concerning current or former employees should be referred to the Fiscal Office, and/or HR/Payroll system personnel.

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DISCIPLINARY PROCEDURE

It is the intent of the Program that all employees are expected to comply with the Program's standards of behavior and performance and that any noncompliance with these standards must be corrected. This procedure provides additional information to support Program policies outlined in Violations for Which You will be disciplined.

Comment:

(1) Under normal circumstances, the Program endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer disciplinary procedures to employees as needed. This policy does not modify the status of employees as employee's at-will or in any way restrict the Program's right to bypass the disciplinary procedures suggested.

(2) The normal application of progressive discipline should be:

a. If an employee is not meeting Program standards of behavior or performance, the employee's Supervisor should take the following action:
   i. Meet with the employee to discuss the matter;
   ii. Inform the employee of the nature of the problem and the action necessary to correct it; and
   iii. Prepare a documented, Verbal Warning Plan, indicating that the meeting has taken place, citing the issue or concern and expected improvements to be made.

b. If there is a second occurrence, the Supervisor should hold another meeting with the employee and take the following action:
   i. Supervisor and employee will create a First Written Warning Plan to address behavior improvement. It will include what the employee will do to improve behavior and what the supervisor will do to support the success of change.
   ii. Schedule dates for follow up meetings stating consequences regarding the progress of the action plan.
   iii. Consequences regarding progress of action plan will be recorded in the action plan and in follow-up meetings (during follow-up meetings, progress on goals from both employee and Supervisor will be reviewed).
   iv. Communicate to the Executive Director, describing the first and second incidents and summarizing the action taken during the meeting with the employee. The original documentation will be included in the employee's personnel file in the Fiscal Office, and/or within the online HR/Payroll system.

c. If there are additional occurrences, the Supervisor should take the following action, depending on the severity of the conduct. A third Written Warning Plan will be developed and implemented using information contained on the First Written Warning Plan.

d. The Supervisor will meet with the Executive Director and communicate the status of the employee and the proposed course of action suggested. The Supervisor may:
   i. Suspend the employee with or without pay; and
   ii. Seek termination, or continue working with the employee to correct their behavior through their plan.

Supervisors may seek termination without prior suspension of the employee.

(3) The progressive disciplinary procedures may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

(4) In cases involving serious misconduct, or any time the Supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures outlined above may be disregarded. The Supervisor should suspend the employee immediately and recommend termination of the employee. An investigation of the incidents leading up to the suspension should be conducted. Employees suspended from work may or may not receive or accrue any employee benefits during the suspension.

(5) The Executive Director will review and approve all recommendations for termination before any final action is taken.

(6) Investigative interviews conducted for the purpose of determining the facts involved in any suspected violation of Program rules and regulations will be made. The following procedures normally should apply:

a. Before the interview, the employee who is suspected of violating Program rules and regulations should be told what the interview is about.
b. The employee has the right to have a representative present at the interview if the employee requests representation.
c. Interviews may have more than one employee present if the issue involves more than one person to be interviewed.
d. More than one member of management may attend the interview.

(7) Employees who believe that they have been disciplined unfairly are encouraged to use the grievance procedure.

(8) If a disciplined employee works a full year without further disciplinary action under this policy, the next failure to meet behavior or performance standards may be treated as a first occurrence under this policy. However, the Program may still consider all past disciplinary actions in evaluating the employee.

Reviewed 05/2026

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DRUGS, NARCOTICS, AND ALCOHOL

It is the policy of the Program to maintain a workplace that is free from the effects of drug and alcohol abuse. This procedure supports the Program policies of Expected Behavior and Substance Abuse.

Comment:

(1) Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, drug paraphernalia or alcoholic beverages, or other intoxicants on Program premises, in Program vehicles, while on Program business or work sites. In addition, the Program prohibits the off premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs when those activities adversely affect job performance, job safety, or the Program's reputation in the community.

(2) The Program will not hire, subject to state or local law restrictions, drug or alcohol abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others.

(3) Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Program premises and work sites. Employees, their possessions, and Program-issued equipment and containers under their control may be subject to search and surveillance at all times while on Program premises, in Program vehicles, or work sites or while conducting Program business. Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction to their Supervisor within five days, and the Supervisor and Executive Director are then to take appropriate action as required by law.

(4) Supervisors should report immediately to the Area Coordinator any action by an employee who demonstrates an unusual pattern of behavior. The determination will be made on whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. The Supervisor should be notified to arrange safe transit.

(5) Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including Program-sponsored or required counseling, is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

(6) Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Supervisor and the Area Coordinator that the employee is capable of performing his/her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Program policies.

(7) The Program will, to the extent feasible, establish a drug free awareness program to inform employees of 1) the dangers of drug abuse in the workplace; 2) the Program policy of maintaining a drug-free workplace; 3) any available drug counseling, rehabilitation, and employee assistance programs (EAPs); and 4) the penalties that may be imposed on employees for drug abuse violations.

***809A**

BEAR RIVER HEAD START DRUG AND ALCOHOL POLICY

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Bear River Head Start has a longstanding commitment to provide a safe, high quality, productive work environment consistent with the standards in which the grantee operates. Alcohol and drug use and abuse may pose a threat to the health and safety of Bear River Head Start children, families, staff and partners. For these reasons our grantee is committed to the elimination of drug and alcohol use and abuse on grantee premises and property.

Scope

This policy outlines the practice and procedure designated to correct use of alcohol and drugs in the workplace and on Bear River Head Start property.

This policy applies to all employees and all applicants for employment, parents, and visitors to grantee centers and property.

All employees are responsible for policy administration.

Substance Abuse Awareness

Illegal drug and alcohol use on program property may have serious adverse health and safety consequences. The important responsibility the grantee has to protection of children and the families that we serve does not allow for use of or abuse of drugs or alcohol on property.

Staff, parents and partners needing assistance with drug or alcohol problems may receive referral information to address use and misuse of drugs and alcohol.

Employee Assistance

Bear River Head Start will assist and support employees, and parents who voluntarily seek help for such problems. Employees will be allowed to use accrued paid time off, place on leaves of absence, referred to treatment, and possible discipline, up to and including discharge, will be enforced.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must however, consult with their doctors about the medications effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisors.

Work Rules

1. Whenever employees are working, operating any Bear River Head Start vehicle, are present on Bear River Head Start premises, or are conducting company-related work off- site, they are prohibited from:
   a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including drug paraphernalia).
   b. Being under the influence of alcohol or an illegal drug as defined in this policy.
   c. Possession or consuming alcohol.
2. The presence of any detectable amount of illegal drug, or illegal controlled substance in an employee's body system, while performing company business, or while in a company facility is prohibited.
3. Bear River Head Start will not allow employees to perform their duties while taking prescribed medications that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment

All applicants must pass a drug test before beginning work with children & families. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion

Employees are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. The Area Coordinator should be consulted prior to sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the employee is under the influence of illegal drugs or alcohol. If the results of the Observation Check indicate further action is justified, the supervisor should confront the employee with the documentation. Under no circumstances will the employee be allowed to drive him/herself to the testing facility. A member of the supervision/management team must escort the employee. The supervisor/management will make arrangements for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Bear River Head Start vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention in which there is a reasonable basis for concluding that drug/alcohol use could have contributed to the incidence. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle. Testing must take place within two hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive him/herself to the testing facility.

Follow-up

Employees who have tested positive, or otherwise violated this policy are subject to discipline, up to and including discharge. Depending on circumstances and the employee's work history/record. Bear River Head Start may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance bases pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the grantee, for a minimum of one year, but not more than two years. A waiver of the right to contest any termination resulting from a subsequent positive test may be required. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

Collection and Testing Procedures

Employees subject to alcohol testing should be driven to a designated facility and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breathe alcohol concentrate is .04 or more, a second breath specimen should be administered approximately 20 minutes later. The results of the second test should be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing should be driven to a designated medical facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens

should be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory should screen all specimens and confirm all positive screens.
There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory should transmit all positive drug test results to the Area Coordinator and Supervisor, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Bear River Head Start until such time that the Area Coordinator and Supervisor has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol or drug testing and pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test. This meeting will include a member of management/supervision.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Area Coordinator/ Supervisor, should be kept confidential to the extend required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know bases and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

Bear River Head Start reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have their own legal counsel involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Bear River Head Start prohibits all employees, including employees performing work under contractual agreements, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting company business. Bear River Head Start employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs.

Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

Bear River Head Start does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Bear River Head Start reserves the right to take appropriate disciplinary action for drug use, sale or distribution while on company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to their supervisor within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension to allow management to review the nature of the charges and the employee's past record with the grantee.

Definitions

"Company premises" includes all buildings, facilities, grounds, parking lots, lockers, desks, places and vehicles owned, leased or managed by Bear River Head Start, or any site in which the grantee is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 CFR. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requesting drug testing forms; or to fail to promptly provide specimens for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of the drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Reasonable Suspicion and Post Accident Testing Protocol

1. The employee will be advised that Bear River Head Start believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to any one of the company's contracted testing facilities. One member of the management team or a designated attendant will accompany the employee. The employee has the right to bring their representative with them, if they so choose. Under no circumstances will the employee be allowed to drive him/herself to the testing facility.
3. Prior to leaving for the testing facility, inform them that a staff member from Bear River Head Start will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the company premises.
5. The employee should be given reasonable time-not to exceed 15 minutes to secure photo ID in the company of a Bear River Head Start representative.
6. The employee to be tested must present a photo ID (driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the

photo ID with him or her when leaving Bear River Head Start premises.

7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
8. A Bear River Head Start representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to the company or when leaving the testing facility, the supervisor/ Area Coordinator must make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive him/herself home.

Enforcement

The Area Coordinator is responsible for policy interpretation, administration and enforcement.

Drug and Alcohol Policy Certificate of Receipt

I hereby certify that I have received a copy of this latest version of the Bear River Head Start Drug and Alcohol Policy, dated 04/2024.

Signature: _____ Date: _____

Printed Name: _____

Revised 05/2026

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BEAR RIVER HEAD START DRUG-FREE WORKPLACE AGREEMENT

Federal Regulations, as published in the Federal Register, January 31, 1989, governing the Drug-Free Workplace Act of 1988, Public Law 100-90, Title V, Subtitle D

This statute requires grantee of Federal Agencies to certify that they will provide a drug-free workplace.

1. Notice to all employees, volunteers, and parent volunteers that it is unlawful to manufacture, distribute, dispense or have in your possession a controlled substance or other legally prescribed medication while at Head Start.

   In order to continue to work at Head Start each employee, volunteer, and parent volunteer must sign that they will abide by the statement in paragraph (1) in that they will not use or possess controlled substances while performing the duties of their job or while on the premises of Head Start.

2. That you as an employee, volunteer, or parent volunteer will notify the Director within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace (Bear River Head Start).

3. That the employee, volunteer, or parent volunteer will take advantage of available drug counseling, rehabilitation as a condition of continued employment if drug use on the job is discovered, and to abide by the Personnel Policies and Procedures regarding drug use at the workplace.

4. That you as an employee, volunteer, or parent volunteer understand that continued drug or alcohol use at Bear River Head Start will result in employment and/or volunteerism being terminated.

5. This notice will become part of our files.

I_____have read the above Drug-Free Workplace requirement and agree as a condition of my continued employment/volunteering to abide by the above.

_____ _____

Signature Date

Revised 05/2026

***809C**

BEAR RIVER HEAD START STAFF IMPAIRMENT POLICY

Performance Standard 1302.90
Standards of Conduct
Programs must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: ensure individuals support children's wellbeing and ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children.

Staff Impairment
Employees, contractors, consultants, volunteers are strictly prohibited from using, possessing, selling, or reporting to work or Head Start premises under the influence of drugs/alcohol or other forms of impairment. If individuals are impaired on Head Start/Early Head Start premises, ***in accordance with, but not limited to,*** the Drug and Alcohol Policy/Code of Conduct, impaired staff must be removed from premises. Complete details of the Drug and Alcohol Policy and Code of Conduct may be found on the Learning Management System, in employee files and on the grantee web-site.

Impairment
Impairment is when a person's faculties are reduced so that his/her ability to see, hear, walk, talk and judge distances is below the normal level as defined by the state. Generally, impairment is caused by drug or alcohol use, but can also be caused by mental or physical illness, or fatigue. Impairment may be the result of various situations, including many that are temporary or short-term.

Judging impairment includes assessing:

Does the person have the ability to perform their job or task safely, including caregiving and maintaining the health and safety of young children?

Is there an impact on cognitive ability or judgement?

Examples include:
- Experiencing the effects of substance use, including alcohol or other drugs (legal or illegal).
- Mental or physical health episodes.
- Extreme fatigue.

Impairment on Head Start Premises
If a staff member appears impaired while on Head Start premises, co-workers must report the potential impairment to their supervisor. If a supervisor is unavailable to assist at that moment, the co-worker will assess impairment according to the impairment definition available to all staff and parents in all classrooms/offices/facilities. Co-worker reporting will be kept confidential. Impaired staff have the right to confidentiality.

If the staff member meets impairment criteria, the following procedure will be followed.

Procedure
- Employees or co-workers must inform their supervisor of an employee's, contractor's, consultant's, or volunteer's inability to safely perform assigned work, if impaired for any reason.
- Informing supervisors may be done in person, or by phone but must be done **immediately.** If the supervisor is unavailable, co-workers must deal with the impairment immediately.
- Supervisors, if available, and co-workers will make assessment of impairment, using the Impairment Assessment.
- If impairment is detected, the impaired employee will be removed from the workplace/worksite/arrange for immediate transportation home, using emergency contact information.

- Supervisors and staff members will work to ensure mandates are met (teacher/child ratios), with the impaired employee absent from their workplace.
- The employer will fulfill legal duty to accommodate disability-related impairment under employment law. This includes individuals using potential impairment substances with medical authorization or prescription by a healthcare professional to treat a disabling condition.
- Support and assistance programs may be used for individuals with impairment (employee assistance programs).
- The Drug and Alcohol Policy will direct the return to work for the employee.

Additional Considerations

- All staff members, consultants, contractors will be notified of the grantee's Drug and Alcohol Policy and Impairment Policy upon initial employment or upon providing services to the program and grantee. These individuals must sign The Code of Conduct and Drug and Alcohol Policy, at minimum, annually or upon initial onboarding.
- Supervisors and staff will be trained on signs and identification of impairment and action steps within the Impairment Procedure.
- Confidentiality and privacy considerations and requirements will be followed for employees reporting impairment and the impaired individual.
- This policy may be updated as needed.
- It is NOT the role of the supervisor or employees to diagnose a medical issue, possible substance use or dependency problem. Their role is to identify if an employee is impaired and to take the appropriate steps as per the grantee's Impairment Policy.

Revised 05/2026

Policy
Impairment
Child Pick-Up/Drop Off

Performance Standard 1302.47
Programs must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times.

Bear River Head Start employees have a legal obligation to protect and care for each child in our care to ensure that no child is allowed to leave the care of the center in the custody of a person who is in a physical/mental condition which may prevent him/her from assuring the child's welfare.

Impairment
All individuals are strictly prohibited from using, possessing, selling, or being on Head Start premises under the influence of drugs/alcohol or other forms of impairment. If individuals are impaired on Head Start/Early Head Start premises, ***in accordance with, but not limited to,*** the Drug and Alcohol Policy/Code of Conduct, impaired individuals must be removed from premises. Complete details of the Drug and Alcohol Policy and Code of Conduct may be found in Parent Handbooks, Head Start facilities, the Learning Management System and on the grantee web-site.

Definition and Indicators
Impairment is when a person's faculties are reduced so that his/her ability to see, hear, walk, talk and judge distances is below the normal level as defined by the state. Generally, impairment is caused by drug or alcohol use, but can also be caused by mental or physical illness, or fatigue. Impairment may be the result of various situations, including many that are temporary or short-term.

Judging impairment includes assessing:

Does the person have the ability to perform their job or task safely, including caregiving and maintaining the health and safety of young children?

Is there an impact on cognitive ability or judgement?

Examples include:
- Experiencing the effects of substance use, including alcohol or other drugs (legal or illegal).
- Mental or physical health episodes.
- Extreme fatigue.

Impairment on Head Start Premises
If an individual appears impaired while on Head Start premises, staff must report the potential impairment to their supervisor. If a supervisor is unavailable to assist at that moment, the staff will assess impairment according to the impairment definition available to all staff and parents in all classrooms/offices/facilities. Staff reporting will be kept confidential. Impaired individuals have the right to confidentiality.

If an individual picking up or dropping off a child meets impairment criteria, the following procedure will be followed.

Procedure
In the event that a parent or authorized person arrives at the center while impaired, staff will use their best judgement (what a reasonable person would do in the situation), in determining if he/she is in a condition which may prevent him/her from assuming the child's welfare.

1. Staff must **immediately get assistance from another staff member** to assist and assess the situation (other staff present in classroom, manager on site, supervisor, management member).

2. Should it be determined that the person is in a condition that prevents him/her from assuming the child's welfare, staff will:
   a. Strongly suggest that the parent/authorized person not leave with the child,
   b. Work with the parent/authorized person to identify an alternative such as: making alternative arrangements for child pick-up, including attempting to contact another person on the authorized Child Pick-up List, calling a cab or Uber.
3. Staff will remain with the child and parent/authorized person until the situation is resolved.
4. If the impaired/intoxicated individual insists on leaving the center with the child, staff cannot prevent the parent/authorized person from taking the child. Only Child Protective Services or a certified court order can permit this. Staff should call law enforcement first, then Child Protective Services, and document the event including:
   a. Your Name and Position/Date and time/location
   b. Vehicle description/license number/probable destination
   c. Written Report:
      i. Information listed above
      ii. People involved/staff on duty
      iii. Concern and details about the conversation
      iv. Other relevant information
      v. Your name and position

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ARREST DISCLOSURE STATEMENT

Procedure:

(4) All Bear River Head Start Employees who have been arrested or charged with a misdemeanor or felony must notify his or her supervisor of such arrest and/or charge no later than five business days after the arrest or charge.

(5) Non-compliance with reporting requirements can be grounds for disciplinary action, including termination.

(6) Disclosing arrest/ charges to the supervisor is not an admission of guilt.

Revised 05/2026

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BEAR RIVER HEAD START VOLUNTEER/GUEST PROCEDURE

Utah Volunteers are defined as those individuals, who are not Head Start employees, but have the potential to change the child/adult ratios in a Head Start classroom/center.

Idaho Volunteers are defined as those individuals, who are not Head Start employees, but are in the classroom for 12 or more hours per month.

Guest Volunteers in Utah and Idaho are defined as those individuals, who are not Head Start employees and who do NOT have the potential to change the child/adult ratios in a Head Start classroom/center.
For example, these guests may include the dentist who comes to put fluoride varnish on children's teeth or parents/guardians who come to participate with their children in classroom activities.

All classroom volunteers/guest volunteers must be supervised by Bear River Head Start employees at ALL times. Volunteers/Guests must never be left alone with a child.

_____

Print Name

_____ _____

Employee Signature Date

Reviewed 05/2026

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BEAR RIVER HEAD START VOLUNTEER'S AGREEMENT & LIABILITY RELEASE

1. Voluntary Participation. I acknowledge that I have voluntarily applied to assist at Bear River Head Start, a program working with lesser income children and their families. I understand that as a volunteer I will not be paid for my services, and that I will not be covered by any medical or other insurance coverage provided by Bear River Head Start, and that I will not be eligible for any workers compensation benefits.

2. Release. In consideration of the opportunity afforded me to assist in this program, I hereby agree that I, my assignees, heirs, guardians, and legal representatives will not make a claim against Bear River Head Start, or any of its affiliated organizations, or either of their officers or directors, collectively or individually, or the supplier of any materials or equipment that is used by the program, or any of the volunteer workers, for the injury or death to me, or damage to my property, however caused, arising from my participation in the program. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in the program.

Signed this _____ day of _____, 20_____ in Logan, Utah

_____

Volunteer (*signature)*

_____

Name (*please print)*

_____

Address

_____

City/State/Zip

_____

Telephone

Revised 05/2026

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BEAR RIVER HEAD START COMMUNITY COMPLAINT POLICY

Members of the community have an opportunity to present their complaints or concerns concerning the Head Start/Early Head Start program. If complaints come from an employee or former employee of Bear River Head Start with respect to actions or treatment that is considered unfair or improper during the term of employment, the Employee Grievance Procedure should be used. It can be found on the website brheadstart.org.

1. The first step in resolving concerns is for the community member to communicate the concern/complaint directly to the particular program management staff (Coordinator). If the concern/complaint is not resolved satisfactorily in this manner then it should be communicated directly to the Head Start Director. This can be accomplished by either writing the complaint/concern and leaving it at the Head Start Administrative Office at 95 West 100 South #200 for the Director, or calling 435-755-0081 and making an appointment to meet in person or by phone with the Director to discuss the concern/complaint. A resolution or corrective action will be developed for implementation if possible.

The Director will communicate community complaints in a timely fashion to the Board of Trustees and Policy Council to ensure both groups are fully informed concerning the status of Bear River Head Start. This will normally happen at the next regularly scheduled meeting but if the matter is urgent it will be communicated between meetings to the Chair of the Board of Trustees who shall inform the Policy Council Chair.

2. If the concern/complaint cannot be resolved by the Head Start Director then the community member shall put it in writing and send it to the Chair of the Board of Trustees. Contact information may be obtained from the Head Start Administrative Office. The Board Chair will contact the Policy Council Chair and both parties will act as representatives for their shared decision making groups and will issue a response to the complaint. The Chairs may gather or provide input and/or information from/to the Director and may seek legal counsel concerning the complaint.

A written response will be available back to the complainant within a reasonable amount of time after receiving the written complaint.

Written complaints will be communicated to the entire body of the Board and Policy Council through their Chairperson. Communication may be made before the next regularly scheduled meeting if necessary.

Revised 05/2026

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CONFLICTS OF INTEREST – BOARD OF TRUSTEES AND POLICY COUNCIL

It is the policy of the Program to prohibit its parents and members of the Board of Trustees or Policy Council 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 of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive. This procedure provides guidance to support the Conflict of Interest policy.

Comment:

(1) No person may sit on the Board or Policy Council who has an immediate family member employed by Bear River Head Start/Early Head Start. "Immediate family" means the employee's spouse, brother, sister, parent, child, stepchild, 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.

(2) Parents and Board or Policy Council members are expected to represent the Program in a professional and ethical manner. It is an understood obligation to avoid any apparent or potential conflict of interest and to refer questions or concerns immediately to the Director and Policy Council and/or Board Chairs. Chairpersons should immediately disclose apparent or potential conflicts of interest to their Board or Policy Council. Program legal counsel may be consulted for further guidance if necessary.

(3) Any conduct that is disloyal, disruptive, competitive, illegal or damaging to the Program must not be engaged in.

(4) Board and Policy Council members should not sit on the Board or Policy Council if they can personally or financially gain from organizational decisions. If their decision making as a member is influenced by their personal, financial, business or other concerns unrelated to the Program's best interests, they should not sit on the Board or Policy Council.

(5) Board or Policy Council members and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the Program. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging. Meals, activities and items received from Bear River Head Start while participating in Program activities or as part of fulfilling ones duties as a Governing Body member will not be considered in violation of this policy.

(6) Board or Policy Council members may not give, offer, or promise, directly or indirectly, anything of value to a financial institution in connection with any transaction or business that the Program may have with that financial institution.

(7) Any apparent or potential conflict of interest must be disclosed immediately. Failure to do so may result in suspension or removal from the Board or Policy Council according to by-laws.

903A

BEAR RIVER HEAD START BOARD TRUSTEE CONFLICT OF INTEREST AND SELF-DEALING

Bear River Head Start Conflict of Interest Policy

High standards, ethical behavior, personal integrity, and impartiality are inherent to the reputation and ultimate success of Bear River Head Start "BRHS". In keeping with these norms, BRHS officers, trustees, and staff must refrain from engaging in any behavior that might be construed as self-dealing or in conflict with the mission, goals, and fundamental purposes of BRHS. Examples of such behavior include the following:

1. Using the equipment or other resources of BRHS to secure outside personal gain;
2. Citing participation in BRHS to advance personal, political, or profit-motivated activities;
3. Marketing services or products to BRHS on a non-competitive basis;
4. Being employed by BRHS or a related entity;
5. Disclosing to outside parties plans and other information on BRHS when such information is not readily available to the general public; and
6. Leveraging involvement with BRHS to secure favorable rates, discounts, or other preferential treatment.

BRHS acknowledges that the appearance of conflict of interest does not always imply actual conflict. Policy requires, therefore, that all potential conflicts of interest including memberships in or affiliations with other nonprofit or proprietary organizations, business affiliations with possible vendor implications, elected office at any level, and involvement in any other activity that might be construed as in conflict with the mission, goals, and purpose of BRHS shall be presented in writing to the chair of BRHS Board and BRHS's chief staff officer for purposes of review and possible remedial action. Such action may include holding the information on file, informing the Board of the appearance of conflict of interest, or requiring the trustee to either cease and desist the activity or to relinquish foundation trusteeship.

AFFIRMATION:

As a duly elected or ex officio member of BRHS, I hereby certify that I have kept a copy of this policy statement on conflict of interest for my files, and

_____ that, to the best of my knowledge, no circumstance exists with me or my immediate family that might be construed as a conflict of interest with my membership on the BRHS Board of Trustees.

or

_____ that, personal or immediate family circumstances currently (1) exist that possibly might be construed as a conflict of interest with my foundation Board membership. The circumstances are described below and are submitted to BRHS's leadership for review and recommendation.

Signed: _____ Date: _____

(1) Policy also requires disclosure of future possible conflicts of interest as such situations materialize and not later than 90 days from the circumstance's advent.

BEAR RIVER HEAD START

POSSIBLE CONFLICT OF INTEREST DISCLOSURE

Signed: _____ Date: _____

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904
NON-STAFF BACKGROUND CHECKS POLICY

Bear River Head Start requires a complete background check on all individuals that work with children and families or have unsupervised access to children or families. There are other individuals that provide services to the grantee that may have a background check through their individual employer (school district personnel, etc.). Other individuals may be serving on committees or the Board of Trustees and may not have access to children or families, and may fall under another background check requirement. The policies listed on this document outline requirements for each group of individuals.

1302.90 Personnel Policy-General Background Check
Bear River Head Start must conduct or obtain a complete background check for all staff, consultants, contractors, or individuals, whose activities involve contact with and/or direct services to children and families or anyone who could have unsupervised access to children and families.
Bear River Head Start may require background checks for contractors/ consultants/ volunteer positions with direct access to highly sensitive information, liability, or fiscal responsibilities.

Background Checks for Contractors/ Consultants/ Individuals Working for Other Agencies
Individuals that perform services for enrolled children and families employed by other community agencies or school districts, may have a background check completed through their employer, as defined in 1302.90. These individuals may be exempt from additional background checks through Bear River Head Start. BRHS will obtain confirmation that the personnel in question had the appropriate checks and were employable according to the state's disqualification factors, and therefore the grantee meets 1302.90 background check requirements. Documentation from the partner entity or agency confirming a successful background check as defined in 1302.90, will meet BRHS requirements.

Background Checks for Consultants/ Contractors/ Individuals- No Direct Contact With Children and Families.
Background Checks are not required for short-term program consultants providing training and technical assistance, or individuals working primarily with management. If these individuals do not provide direct services to children and families, and have no unsupervised access to children and families, 1302.90 background check requirements are not required for these individuals. Background checks only apply to individuals whose activities involve contact with and/or direct services to children and families or anyone who could have unsupervised access to children and families.

Governance Member Background Check
Board members will be required to complete a background check as defined in 1302.90 if the member signs checks for Bear River Head Start, or visits classrooms, has any direct contact with enrolled children or unsupervised access to children and families.

1001

PERSONNEL RECORDS

It is the policy of the Program to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. This guidance supports the Personnel Record Policy.

Comment:

(1) The Program tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law.

(2) The Fiscal Office, along with the online HR/Payroll system, is responsible for maintaining record keeping for all personnel information and will ensure proper record keeping procedures are followed and properly stored and secured.

(3) Employees have a responsibility to keep their personnel records up to date and should notify the Fiscal Office and/or online HR/payroll system of any changes in the following areas:

a. Name;
b. Address;
c. Telephone number;
d. Marital status (for benefits and tax withholding purposes only);
e. Number of dependents;
f. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
g. Beneficiary designations for any of the Program's insurance, disability, pension, and profit sharing plans; and
h. Update training, certificates of recognition, degrees, or educational certifications. In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change, if it results in a decrease in the number of dependents.

(4) Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Inspections by employees must be requested in writing to their Supervisor and will be scheduled at a mutually convenient time. Records that are considered to contain sensitive or confidential corporate plans or information may be excluded from the inspection, and all inspections must be conducted in the presence of the Supervisor or Fiscal Office staff. A reasonable charge, not to exceed the actual cost to the Program, may be made for any copies of records made by the employee.

(5) Employees who believe that any file material is incomplete, inaccurate, 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 make a complaint using the regular grievance procedure.

(6) Only supervisory and management employees who have an employment-related need-to know (reason) for information about another employee may inspect the files of that employee. The inspection must be recorded in the file inspected.

(7) Employees are to refer all requests for personal information concerning applicants, employees, and past employees from outside the Program to the Fiscal Office. The Fiscal Office normally will release

personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

a. Employment dates;
b. Position held; and
c. Location of job site.

(8) Employees may request a copy of their exit documentation as a possible reference for future employment outside of Bear River Head Start.

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1002

SUGGESTION PROGRAM

It is the intent of the Program to encourage employees to make constructive suggestions for the improvement of operations.

Comment:

(1) All employees are encouraged to submit suggestions to their Supervisor.

(2) Suggestions are defined as constructive ideas that have as their design and purpose the resolution of a problem, the improvement of operations or procedures, or the improvement of the Program's working environment. Examples of eligible suggestions may include:

a. More efficient ways to do a job or reduce costs;
b. Improvements in Program operations;
c. Better methods to provide services;
d. Ways to reduce inefficiency or ineffectiveness;
e. More efficient ways to use classroom or office space;
f. New sources for obtaining ideas, materials, or supplies;
g. Ideas for improving attendance and participation;
h. Methods of making work areas more efficient and comfortable;
i. Revisions or improvements to Program policies or procedures.

(3) All suggestions to be considered for evaluation must be submitted to the employee's Supervisor.

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1003

SNOW DAY PROCEDURE

Bear River Head Start covers an eight-county service area in Utah and Idaho. Because weather conditions may vary between locations within the Head Start service area, the following procedure will be used to determine if center based and/or home based services will be canceled because of snow or other weather conditions.

Procedure:

(1) 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.

(2) School districts make this determination during early morning hours prior to the beginning of the school day. Districts will select this option if they determine it is unsafe for students and other district personnel to travel to school. School districts communicate this information through media sources.

(3) If a school district cancels school for weather reasons, we will cancel Head Start in the same service area covered by that school district.

(4) This could mean that Logan City may cancel, but other service area districts do not. Variations in weather conditions around our service area may vary. That is why we follow the decision made by each school district. If your area school district does not cancel, then you should report to work if you are able to safely travel to your service area.

(5) School days that are cancelled may or may not be made up depending upon instruction you will receive from the Education Coordinator. Head Start is required to provide a minimum amount of service days to our enrolled children.

(6) If Program operations have been canceled for the day, you should work from your home and use your workday doing Head Start tasks that can be done from home.

(7) When completing your time sheet, write down the hours that you work from home. We will not require use of a personal day or annual leave for this situation. It will still be work time; you will just be working from a different location and a different than usual manner of operations.

If you have any further questions regarding this procedure, please contact your supervisor for additional clarification.

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