

Tuscarora Intermediate Unit 11

Special Project Handbook

Juniata County Head Start Early Head Start Pre- K Counts Parents as Teachers Programs

Effective September 2018

1st revision 12/13/07
2nd revision 8/15/08
3rd revision 2/1/11
4th revision 06/04/13
5th revision 06/21/18

INTRODUCTION

As a Special Project of the TIU the Head Start (HS), Early Head Start (EHS), and Pre-K Counts (PKC) and Parents as Teachers (PAT) Programs in Juniata County will follow the personnel policies and procedures of the TIU as provided in this handbook. This Special Project Handbook has been created to provide staff with guidance and information regarding the conditions of employment along with personnel and program policies and procedures. This handbook is not an exclusive source of employment related materials and does not include all TIU personnel policies, procedures and practices. A complete copy of TIU personnel policies and procedures can be found on the TIU website (www.tiu11.org).

The Program Director, Supervisor and the Program Administrator are primarily responsible for personnel management and program activities. Immediate supervisors are responsible for day-to-day management of employee performance. Employees are responsible for familiarity with and compliance to the contents of this handbook, the HS/EHS, Pre-K Counts, PAT Policy and Procedures, Performance Standards, related laws, rules and regulations.

MISSION AND PURPOSE

TIU Mission: Inspire and nurture learners of all ages through high-quality services.

TIU Vision: To provide services and resources that enable our customers to reach their fullest potential and achieve their goals.

Core Values:

Respect: We strive to model by listening, hearing, and honoring the beliefs and ideas of others.

Integrity: We strive to always focus on that which is good and right in serving clients, children, and each other.

Honesty: We strive to honor truth through example in all we say and do.

Quality: We strive each day to improve our personal and corporate performance.

Trust: We strive always to seek to understand.

Our Core or Compelling Purpose (*Why we exist*)

To provide learner-centered services that significantly accelerates learning and achievement for every learner by name.

Our Goal (*What we will accomplish/become*)

Become a nationally benchmarked provider of data and information systems for every learner by name and continuous learning services for leaders at all levels.

Our Core Competencies (*The capabilities we need and must develop*)

Professional & leadership development services

Technical & strategic support services

Technology-based data/information delivery services

Program & operations management services

Our Key Concepts (*How we make decisions*)

Is this our mission?

What's the truth?

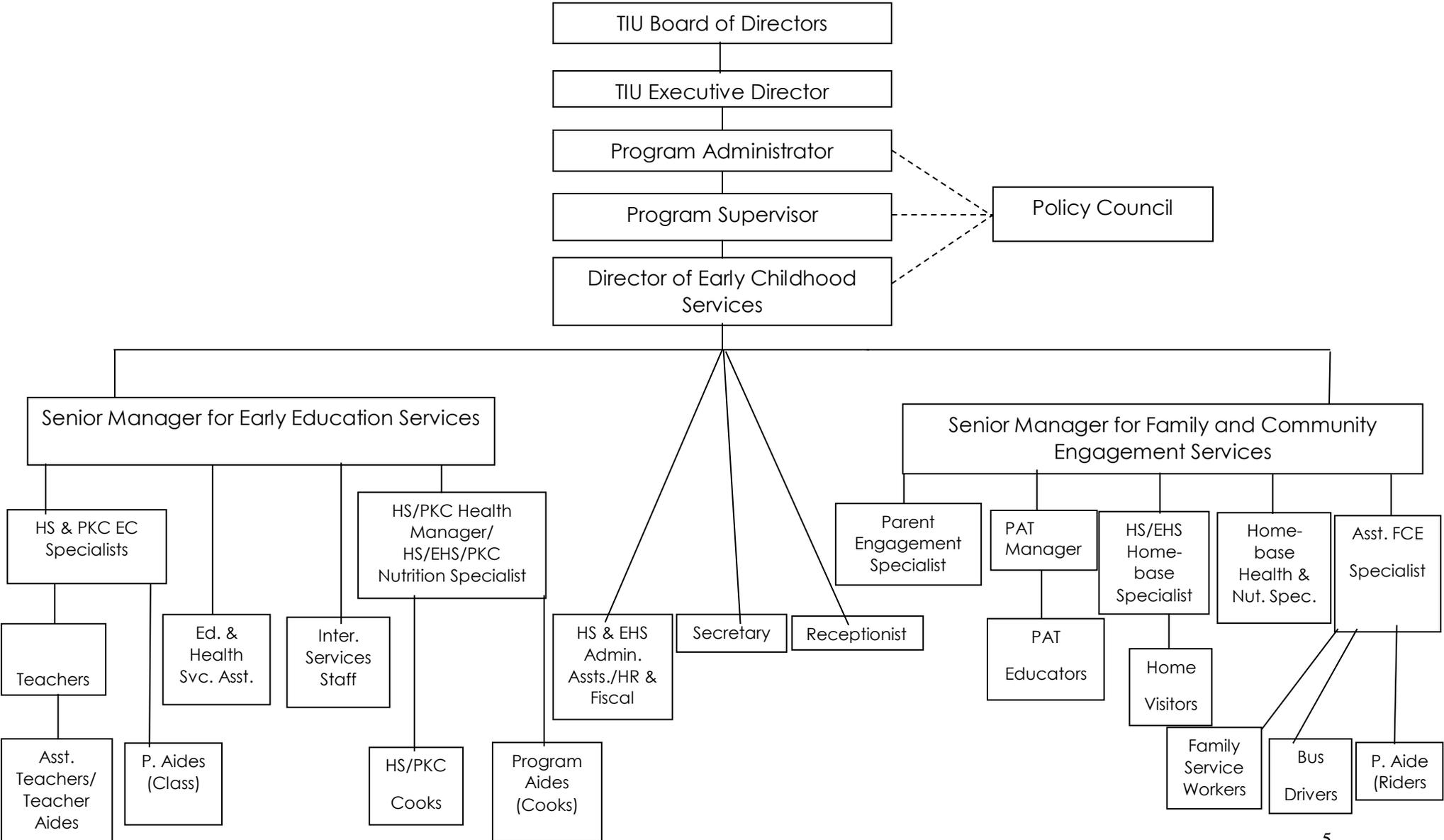
What's best for the customer?

Loyalty is a two way street.

TABLE OF CONTENTS

Introduction	2
Mission and Purpose	3
Table of Contents	4
Organizational Charts	5
Employee Information.....	6
Special Project Employees	7
Professional Conduct.....	7
Confidentiality.....	9
Compensation.....	11
Benefits.....	14
Recruitment and Hiring of Staff.....	30
Physical Examination	31
Blood Borne Pathogens Exposure Control Plan.....	32
Professional Appearance	38
Children in Office During Work Hours ...	39
IU Chart listing of Additional Employee Policies on website	40

Tuscarora Intermediate Unit #11 Organizational Chart JCECS/Pre-K Counts



Employee Information

Special Project Employees

Special Project Employees are not classified as Professional Employees as defined in Section 1101(1) of the School Laws of Pennsylvania or as Temporary Professional Employees as defined in Section 1101(3) of the School Laws of Pennsylvania. Tuscarora Intermediate Unit Special Project Employees and all other TIU employees who are not classified as Professional Employees, as defined by Sections 1101 (1) and 1101(3), shall be classified as Non-Professional employees and shall not be entitled to employer-paid benefits accorded to Professional Employees enumerated in the School Laws of Pennsylvania. Non-mandated employer-paid benefits for other than Professional Employees shall be identified by Tuscarora Intermediate Unit Board of Directors' action.

Juniata County Early Childhood Services is comprised of the Head Start, Early Head Start, Pre-K Counts, and Parents as Teachers programs.

TIU Personnel Policies and Procedures

All TIU, Head Start, Early Head Start, Pre-K Counts, Parents as Teachers and forms relating to Personnel Policies, Administrative Regulations, and Procedures can be found on the TIU website, www.tiu11.org.

Also, the TIU website, www.tiu11.org is a resource for employees to use for electronic versions of the TIU Policy and Procedure Manual, HS/EHS Policy and Procedure Manual and the Special Projects Handbook.

Any employees with any specific questions related to this manual or the Personnel Policies and Procedures, can be directed to the employee's respective Supervisor or the Director of the programs.

Professional Conduct

Every employee of TIU Juniata County Early Childhood Services (JCECS) is expected to conduct him/herself in a professional manner that reflects positively on the local program and on JCECS. An important goal of JCECS is to provide high-quality services in an environment which is welcoming to children and families. It is never possible to completely define everything that generates a high-quality program. However, at a minimum, all employees must comply with basic JCECS rules defining acceptable conduct and appropriate interaction between staff members and with children and families. All employees commit to being responsible for program management by bringing concerns to individuals who can assist in answering questions and solving problems, rather than complaining and/or gossiping with other staff about changes or program practices. All employees should recognize that complaining to other staff damages

morale and does nothing to support positive change. Employees are expected to conduct themselves honestly, ethically, safely and within legal bounds at all times.

a. Standards of Conduct

As a condition of initial and continued employment, all employees must adhere to the following standards of conduct set out in Head Start Program Performance Standard 1302.90 (c):

- I agree to not use corporal punishment.
- I agree to not use isolation to discipline a child.
- I agree to not bind or tie a child to restrict movement or tape a child's mouth.
- I agree to not use or withhold food as a punishment or reward.
- I agree to not use toilet learning/training methods that punish, demean, or humiliate a child
- I agree to not use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
- I agree to not physically abuse a child.
- I agree to not use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family.
- I agree to not use physical activity or outdoor time as a punishment or reward.
- I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
- I agree to never leave a child alone or unsupervised while under my care.

b. Examples of Prohibited Conduct

The following are examples of employee conduct that are unacceptable or inappropriate. However, the list is not exhaustive, and disciplinary action by JCECS is not limited to the conduct listed below.

- Conduct that interferes with efficient operation of the program.
- Insubordination, including failure to follow JCECS policies and procedures, and refusal to accept direction provided by the employee's immediate supervisor or program management staff.
- Engaging in behavior determined to constitute discrimination or harassment.
- Intentionally restricting work output and/or encouraging others to do the same.
- Willful disregard for JCECS safety or security rules.
- Possession or use of illegal drugs or being under the influence of illegal drugs on JCECS premises. Illegal drugs include those not prescribed to the user.
- Misrepresentation or falsification of employment application or JCECS records.

- Disclosure of confidential or proprietary JCECS information to an unauthorized person.
- Criminal conviction of an offense designated under state law as excluding an individual from JCECS employment, including violation of any state, federal, local or tribal statute prohibiting child abuse, child sexual abuse and/or neglect, assault, battery, domestic assault or any other crimes involving violence or threats of violence.
- Bringing or possessing firearms, weapons or any other hazardous or dangerous devices on JCECS property or during work activities.
- Engaging in acts of violence or threats of violence towards other employees, clients or visitors.
- Unauthorized use or removal of JCECS equipment or property, or property of another employee, a client or a visitor.
- Engaging in acts of theft or sabotage.
- Failure to meet JCECS performance expectations.

Prohibited Actions Involving Children

Any staff member who engages in the following prohibited actions is subject to disciplinary action, up to and including termination.

- Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
- Children shall not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or his/her family, or using language that threatens, humiliates, or frightens the child.
- Withdrawal of food, rest, or bathroom activities.
- Inappropriate or untimely diapering procedures.
- Unsupervised isolation.
- “Time out” procedures.
- Any type of punishment hazardous to the physical, emotional, or mental health of the child.
- Toileting habits, or lack of, will not be the cause of punishment of any form.
- Yelling or raising voice (unless a child is in some type of danger, such as running into the street and traffic is coming).

Confidentiality

The Head Start Program Performance Standards 1303.20 – 1303.24 establish confidentiality requirements for information relating to children, families and staff.

a. Information Gained as a Result of Employment

Any information about program participants (children and families) or other employees that a staff member gains as a result of his/her employment with JCECS is considered confidential information.

b. Sharing of Information

Information concerning a child, family member, program participant, or any staff member is to be shared with other JCECS staff only to the extent that such information is necessary for the employee to effectively perform his/her job duties.

c. Consent

Written parental consent must be obtained before any personally identifiable data or information concerning any program participant can be released, disclosed or shared with any third party. Written parent consent must clearly identify the program participant and information subject to third party release. The term “participant” includes children and families currently enrolled in JCECS, children and families previously enrolled in and information provided in connection with application for enrollment.

Exceptions to the parental consent rule include:

- Information required through a subpoena or other legal process
- Situations that pose an immediate threat or danger to an individual or the community
- Information that must be disclosed as part of a statutory or legal obligation, particularly the reporting of suspected child abuse and neglect and related investigative activities
- Official representatives of funding agencies entitled to conduct program reviews and/or audit activities

d. TIU Non-Discrimination

Civil rights federal legislation requires that all employees be notified annually of the TIU non-discrimination policy.

The TIU non-discrimination policy is as follows:

The Tuscarora Intermediate Unit 11 is an equal rights and opportunity educational service agency and will not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age or religion in its activities, educational and vocational programs or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended and the Pennsylvania Human Relations Act of 1955 as amended. For information regarding civil rights or grievance procedures, contact Lisa Watson, Equal Rights and Opportunity Coordinator, at Tuscarora Intermediate Unit 11, 2527 US Hwy. 522 South, McVeytown, Pennsylvania 17051-9717, Phones: 814-542-2501 or 717-899-7143.

If staff is involved in preparing, circulating or publishing any pamphlets, catalogs, brochures, newsletters, job applications, calendars, student handbooks or announcements to parents, students or the community he/she must include the above full length non-discrimination notice on the inside front or back cover of the document. It is not necessary to include any statement on routine announcements which are printed and distributed daily or weekly.

If staff is publishing an announcement (such as job openings or legal notices) in a journal, newspaper or other publication that charges a fee for advertising he/she may use one of the following shortened non-discrimination notices when appropriate:

- a. "TIU is an Equal Rights and Opportunity Educational Service Agency"
- b. "EOE" (this abbreviation stands for "Equal Opportunity Employer" and may be used only with paid advertisements for job openings)

Because TIU must undergo periodic reviews by the Office of Civil Rights (OCR), it is essential that staff maintain written proof that the TIU publishes non-discrimination statements on any printed material. Please send TIU Business office executive secretary, a copy of all printed materials with the non-discrimination policy prominently displayed.

Compensation

1. Policy

To ensure that employees receive prompt and accurate payment of wages owed, JCECS fiscal staff must have timely, complete, legible and accurate information. It is the responsibility of each employee to keep track of his/her hours worked, holidays and leave taken and to record the information on his/her Time Sheet. It is also the responsibility of each employee to monitor and effectively utilize his/her time during the course of the work week. All JCECS employees are expected to abide by workplace rules concerning attendance, hours worked and submission of Time Sheets.

Salaried, exempt staff will be required to complete a paper time sheet and Hourly, non-exempt staff will be required to submit their time through the TIU Employee Portal.

For specific details of employment please refer to policy no. 308-Employment Contract.

2. Work Week and Hours of Employment

a. Work Week

The JCECS work week begins at 12:01 a.m. Saturday and continues for seven consecutive days, ending at midnight the following Friday.

b. Daily Attendance

Work schedules, including work days and hours of attendance, are based upon budget requirements and program needs. Employee compliance with scheduled hours of work is required and monitored by the immediate supervisor.

c. Hours of Work

All hourly non-exempt and salaried non-exempt employees are expected to perform their job duties within the number of weekly hours they are scheduled. Salaried exempt employees are not limited to scheduled work hours, and are expected to work a sufficient number of hours to meet the requirements of their position. In general, it is expected that full-time salaried employees will, over the course of employment average a work week of approximately 37.5 to 40 hours. Any employee who believes that he/she cannot meet the requirements of his/her position within the number of scheduled hours should contact the Program Director to discuss job duties and scheduled hours.

d. Overtime

Unless otherwise defined by state law, overtime consists of any hours in excess of 40 worked by an hourly non-exempt employee during the JCECS work week.

- Hourly non-exempt employees are only allowed to work overtime with the prior approval of the Program Director and/or their immediate supervisor.
- Hourly employees are required to disclose all work hours on their Time Sheets, including unauthorized overtime. Unauthorized overtime will be paid if worked and properly reflected on the employee's Time Sheet but may result in disciplinary action.
- Failure to report overtime worked is a serious violation of workplace rules. In order to effectively utilize grant dollars, overtime hours must be monitored to identify any needed staffing changes.
- Employees with job duties outside regularly scheduled work hours are instructed to adjust their schedules during the same work week to assure that no overtime is worked.
- JCECS does not provide compensatory time in lieu of overtime for non-exempt employees.
- Salaried exempt employees are not subject to the payment of overtime or use of compensatory time.

e. Assignment of Work Location

It is the employer's choice to assign or re-assign work locations. Factors such as distance, travel, time, budget, program needs and personal preference of the employee may be considered in the assignment or re-assignment decisions.

3. Payroll Management

a. Exempt versus Non-exempt Status

Individuals who are exempt from payment of overtime under the Fair Labor Standards Act are salaried employees. Employees who are salaried (exempt) employees receive the same scheduled amount for each pay period, based upon their annual salary and number of days worked per year. Salaried employees are required to report holidays and leave hours taken during the work week, but do not record daily hours worked.

Individuals who are not exempt from payment of overtime under the Fair Labor Standards Act are non-exempt hourly employees or non-exempt salaried employees:

- Work designated hours under a schedule set by their immediate supervisor
- Record their hours worked, holidays and leave for each day of scheduled work
- Adjust their weekly work schedules, with immediate supervisory approval, when required to work outside their scheduled hours of work (to ensure that they do not work more than their scheduled weekly hours)

b. Payroll Procedures

- All employees will be paid on the 15th and 30th of each month or prior to that.
- Direct deposit of paychecks to the employee's checking or savings account is the fastest and most reliable method of payment to the employees. Employees are encouraged to have paychecks deposited directly. Paychecks for employees who have not made direct deposit arrangements may arrive substantially later than paychecks that are deposited directly.
- Employees will be paid according to the established payroll schedule and at no other times.
- Salary advances will not be made for any reason.

c. Mandatory Payroll Deductions

Payroll deductions constitute those deductions required or allowed by federal, state, local and tribal law and TIU JCECS human resources and fiscal policies and procedures. Mandatory payroll deductions may occur without the employee's consent or authorization; examples include child support enforcement orders and wage garnishment orders.

d. Elective Payroll Deductions

In the event that an employee wishes to voluntarily implement a payroll deduction, the employee should contact the business office to obtain a payroll deduction form.

4. Time Sheets

The following is the procedure for employee's who are required to either submit a paper or electronic Time Sheet:

- It is the responsibility of each employee to turn in complete, legible and accurate Time Sheets to their immediate supervisor. Failure to submit a timely, complete, legible and accurate Time Sheet may delay receipt of the employee's wages.

Repeated failure to submit complete, legible, accurate and timely Time Sheets is cause for disciplinary action. Intentional submission of an incorrect Time Sheet is cause for disciplinary action.

- Time Sheets are to be completed in pen, with any changes initialed by the employee. Time Sheets are not to be completed in pencil, and employees are not to use white-out or correction tape in completing their Time sheets.
- Immediate supervisors must review Time Sheets and must sign Time Sheets to verify accuracy. Any discrepancy between an employee's reported hours and the hours the immediate supervisor believes were worked must be reported to the Program Director and resolved prior to submission of the Time Sheet. Immediate supervisors will follow procedures for submitting Time Sheets to the designated local staff person responsible for Time Sheets program-wide by the close of business on the final day of every two week pay period.
- All work time, leave (including FMLA and workers' compensation) and unauthorized absences are to be recorded in quarter-hour increments.
- If an employee is not available to submit his/her Time Sheet when due, the employee's immediate supervisor must note the employee's attendance status on the employee's Time Sheet and submit it on his/her behalf. Upon return to the workplace, the employee must immediately submit complete, accurate and signed Time Sheets for any periods previously reported by the immediate supervisor.

Benefits

1. Policy

It is the policy of JCECS to comply with all benefit provisions contained in federal, state, local and tribal law. Benefits that are mandated by law are referred to in these materials as "mandatory benefits." In addition, JCECS has chosen to provide some employee benefits not mandated by law. Benefits provided at the discretion of TIU JCECS are referred to as "employer-sponsored benefits." Employer-sponsored benefits may be changed, modified or discontinued at the sole discretion of TIU JCECS as approved by the TIU Board of Directors and Policy Council.

2. Mandatory Benefits

a. Terms and Coverage

All employees, however classified, are subject to and covered by mandatory benefits. Provision of mandatory benefits by TIU JCECS is required by law, and employees may not decline or opt out of mandatory benefits. Employees must provide information necessary for TIU JCECS to comply with mandatory benefits requirements as a condition of initial and continued employment.

b. State and Federal Tax Withholdings

Deductions and deposits shall be made with each payroll consistent with standard accounting practices and in accordance with the employee's W-4 Form. Changes in withholding will only be

made by submission of a revised W-4 Form to the staff person responsible for human resources and forwarded to the TIU business office.

c. Social Security (FICA and SSI)

The Federal Social Security Act (FICA and SSI) requires that employers and employees participate equally in providing funds for federally administered retirement income and related benefits for all employees. The employee's portion of required FICA and SSI payments is withheld from the employee's paycheck; TIU JCECS pays the employer's matching portion of FICA and SSI.

d. Workers' Compensation

All employees are covered by workers' compensation insurance paid for by TIU JCECS in compliance with state law.

The following provides general guidance for employees:

- If an employee suffers a work related accident or illness, it is mandatory every accident or illness be reported to the immediate supervisor or program director. This written report should be made **immediately** and never later than 24 hours after the accident or illness. A copy of the written report must be sent to Lisa Watson. Accidents or illnesses must be reported, even if the employee does not feel that medical attention is needed. If medical attention is needed, a claim should also immediately be filed with TIU workers' compensation carrier.
- If medical attention is not needed at the time of injury, Lisa Watson will work with the appropriate supervisor or program director to obtain any further information needed.
- Emergency medical treatment should be immediately obtained at the closest urgent care facility or hospital emergency room. Scheduled appointments must be made with a health care provider listed on the TIU carrier's recommended provider list to ensure workers' compensation coverage.

e. Unemployment Insurance

In compliance with state law, all employees are covered by unemployment insurance paid for by TIU JCECS. Employees may make claims for unemployment insurance coverage upon separation from employment with TIU JCECS. The award of unemployment benefits depends upon the reason for separation and the provisions of state law. Claims for unemployment benefits must be made to the state agency that administers unemployment benefits, and not with TIU JCECS.

3. Employer-Sponsored Benefits

See Supplemental to Special Project Handbook included at end of Employee information.

4. **Unauthorized Absence**

See Policy on Attendance and Tardiness

5. **Leaves of Absence (Time Off from Work)**

a. **Leave Policy**

TIU JCECS provides leaves of absence from employment to employees under several different circumstances. Leave is defined as any **authorized** absence during assigned work hours as designated for the employee's position. Leave may be paid or unpaid, depending upon the circumstances of its use. In order to consistently meet staff/child ratios and to provide stability in services to parents and children, it is important that staff utilize leave responsibly. Any staff who fails to use leave responsibly, and in accordance with the following procedures, may be subject to disciplinary action and/or limitation on their use of leave.

b. **Leave Procedures**

Procedures for all instances of leave time include the following:

- All employees must complete an absence request on the Employee Portal **prior** to taking personal or vacation leave.
- Leave must be pre-approved by the immediate supervisor or designated individual, except for cases of illness, injury or other emergency. Approval of leave is indicated by the supervisor via the Employee Portal.
- In the case of an illness, injury or other emergency, the employee should notify his/her immediate supervisor of his/her absence and the circumstances of his/her absence as soon as possible.
- Leave may be granted or denied at the discretion of the immediate supervisor and/or Program Director, depending on work requirements.
- Employees may be required to use leave on days designated by the immediate supervisor and/or Program Director, based upon program operation and needs.
- At the discretion of the immediate supervisor and/or the Program Director, leave may be restricted. Restrictions may include specific requirements as to the use and length of leave.
- Leave taken must be reflected on employee Time Sheets and leave records will be maintained through the Employee Portal.
- If designated leave procedures are not followed, an employee's absence from work will be considered an unauthorized absence, resulting in the consequences noted above regarding disciplinary action, resignation or abandonment of the position.
- An employee who fails to follow established procedures for use of leave, or who fails to make responsible use of leave, may, at the discretion of his/her immediate supervisor and/or Program Director, be subject to disciplinary action and/or conditional or restricted leave. Conditions on the availability and length of leave may be imposed, such as including a requirement that sick leave be documented

by a note from the employee's physician or health care provider or that personal leave may not be taken on certain days.

6. Types of Leave

a. Personal Leave

Personal leave allows the employee to be absent from the workplace when he/she deems it necessary for personal reasons. Employees are expected to use their personal leave responsibly. Use of personal leave should not disrupt program services, and should not place an unreasonable burden on other employees. The granting of personal leave is at the discretion of the employee's immediate supervisor. Personal leave (except in the event of an emergency) must be requested in advance, and approved as noted above prior to its use via the Employee Portal.

Personal Leave General Guidelines-

All full time employees with up to ten years of employment with TIU will be granted up to two (2) days of personal leave annually.

Commencing with the next school year following completion of ten years of service, employees will be granted up to three (3) days of personal leave annually.

Commencing with the next school year following completion of twenty years of service, employees will be granted up to four (4) days of personal leave annually.

Personal leave may be taken in half days or full days only.

Personal days shall not be cumulative. Personal days are awarded July 1 and any not used by the next July 1 accumulation will be lost.

b. Paid Time Off

It is the policy of the TUI JCECS that all part-time employees are entitled to non-accrued Paid Time off (PTO). PTO is a benefit that provides for planned or unplanned time off with pay, including vacation time, employee and family illness, or any other personal reason.

- The eligible employee is defined as a part-time employee scheduled to work between 20 and 29.5 hours a week.
- Part-time employees will be given 3 PTO days a year starting on July 1
- PTO is to be used in half and full day increments only
- Employee will be paid based on the hours typically worked on that day.
- Employees may not carry over their PTO days into their next service year. Unused PTO will be forfeited on June 30th of the current program year.

- When an employee leaves the TIU, she/he will not be paid for unused PTO. An employee's termination date is considered her/his last day of work. PTO may not be paid to extend the date of employment past the last day of work.
- Part-time employees are to request PTO through the TIU portal.

c. Bereavement Leave

TIU provides bereavement leave for each full-time employee. The reason for this leave is to enable the employee to be absent from his/her assigned duty, without loss of pay or benefits, for bereavement of the death of an immediate family member or near relative. Granting of a bereavement leave may be made by the Executive Director for maximum periods specified below:

3 days - Death of the Employee's Immediate Family Member
 (Defined as the employee's father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandchild, parent-in-law, son-in-law, daughter-in-law, near relative who resides in the same household, a child over whom the employee has legal guardianship or custody, or any person with whom the employee has made his/her home.)

1 day - Death of a Near Relative
 (Defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent-in-law.) The terms that define near relative shall apply only to the employee for bereavement leave and will not be approved for the death of these relatives for a spouse.

d. Sick Leave

Sick leave is to be used for illness or injury of an employee, or to allow an employee to care for an immediate family member, or someone with whom you make your home, who is sick or injured. Sick leave may also be used for an employee to attend scheduled medical appointments. Sick leave and family medical leave (FMLA) are separate benefits, that may be required to be used concurrently. Their application and coordination should be reviewed with the TIU Human Resource Department.

Paid sick leave shall be granted to regular full-time employees for illness or family illness only under the following conditions:

1. Sick leave days may be cumulative. The number of sick leave days that may be accrued annually for each employee is as follows:

10 days	Issued on September 1 st	Full-time employees (from 181 through 219 days)
12 days	Issued on July 1 st	Full-time employees (above 220 days)

Upon retirement, sick days will be adjusted on an accrued basis for that year only. Sick days will be credited as 1 day per month worked. Employee must work no less than 15 days of the month in order to receive credit for one sick day.

2. For partial years of service, sick leave days shall be prorated
3. Any accrued sick leave may be utilized by each employee when it is necessary for the employee to attend to illness of a member of the employee's immediate family; i.e. the employee's spouse, son, daughter, father, mother, brother, sister, parent-in-law, near relative who resides in the same household, a child over whom the employee has legal guardianship or custody or any person with whom the employee has made his/her home.
4. If medical and dental appointments cannot be scheduled during non-working hours, such appointments may be counted as sick leave.
5. Sick leave may be taken in half days or full days only.
6. Sick leave may be taken concurrently during an approved leave without pay.
7. Any personal illness that exceeds five successive days requires a physician's statement indicating the inclusive dates of the employee's absence due to personal illness. The Request for Leave of Absence Form (AR-334-1) must be completed by the employee.
8. The TIU Board of Directors reserves the right to require a physician's statement for an employee's absence due to illness.
9. Once sick leave has been exhausted, an employee may be eligible for additional paid or unpaid leave based on the employee's classification and reason for leave. Employees should contact Human Resources.
10. A physician's statement may be required if an employee uses sick leave in place of mandatory attendance at program sponsored activities or in instances where health and safety of students is a concern

e. Family and Medical Leave

The purpose of this policy is to address specific leave of absence issues and to ensure the TIU's compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.

The Executive Director, or designee, shall develop administrative guidelines regulating leaves and ensuring compliance with law. Although implementing the guidelines is the responsibility of the Executive Director, they must adhere to the basic principles of law.

An employee may be entitled to up to a combined total of twelve (12) workweeks of unpaid leave because of the birth and first year care of child, adoption or foster placement of a child, if

his/her spouse, child or parent is ill, or if the employee's own medical condition prevents the employee from working.

To be eligible for leave, an employee must have worked for the TIU for at least one full year and have worked at least 1,250 hours during the preceding twelve (12) month period prior to the first day of Family and Medical Leave, to be eligible for the leave. An employee is eligible for up to twelve (12) workweeks of Family and Medical Leave for a period of twelve (12) months following the first day of Family and Medical Leave. Leave may be taken in half day or whole day increments. Intermittent time charged to the FMLA entitlement may be counted in half our increments, if appropriate. Leave for personal or family illness may be taken intermittently; leave for birth or placement of a child must be taken in a continuous block and within the first year following date of birth or placement date.

Leave requests for birth or placement of a child require a birth certificate or child placement papers. If both husband and wife are employees, the total leaves for family illness or for the birth, adoption or foster placement of a child will be limited to a combined total leave of twelve (12) workweeks. The leave entitlement for birth or placement of a child shall expire at the end of the twelve (12) month period beginning on the date of the birth or placement of the child.

A medical doctor's statement is required to request any or all of the twelve (12) week leave for personal illness reasons; the Board at its discretion may request a second medical doctor's statement from a medical doctor of its choice and at its expense. In the event the medical doctor of an employee shall be of a contrary opinion to that of the medical doctor selected by the TIU, then the TIU medical doctor and the employee's medical doctor shall agree upon an impartial third medical doctor whose medical opinion shall be conclusive and binding.

An employee has the right to be restored to the same or an equivalent position when s/he returns to work after his/her Family and Medical Leave.

Paid Benefits During Family and Medical Leave

During Family and Medical Leave of up to twelve (12) workweeks, an employee's health benefits (medical, dental, and vision) will be paid by the employer. The employee will be given the option to continue life insurance coverage during the leave at his/her expense

Seniority shall accrue for all purposes during FMLA leaves, and credit shall be given during FMLA leaves for accruals for other leaves.

Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the law.

This information is a summary only. More complete information related to FMLS is available from the Human Resource Department.

f. Vacation Leave

For Head Start/Early Head Start employees, paid vacation shall be granted to all full time employees that work 230 or more days per year as follows:

Employees will be awarded vacation time annually on the first of the month of their service anniversary. Accumulation of vacation days will be unlimited, however, payout for unused vacation days on exit will be limited to 20 days of prior accumulation plus the current year's prorated accumulation.

Initial Accumulation for employees working between 255 days or more per year will be ten (10) days per year, accumulation will increase by 1 day per year up to a maximum of 20 days.

Initial Accumulation for employees working between 230 and 255 days will be seven (7) days per year, accumulation will increase by 1 day per year up to a maximum of 12 days.

1. Paid vacation days may be taken when accrued.
2. All vacation must be approved via the Employee Portal in advance by the appropriate supervisor and the Executive Director.
3. Vacation requests for the summer months (June through August) that exceed three (3) consecutive days should be submitted prior to May 1, so that a vacation schedule can be developed that will assure continuous operation of TIU services. Vacation requests submitted after that date may be granted on the basis of ability of TIU to continue to provide adequate services and upon the welfare of the individual, at the discretion of the Executive Director.
4. Vacation requests will usually be honored on a first-come, first-served basis. However, in case of conflict, vacation requests shall be granted on the basis of ability of TIU to continue to provide adequate services and upon the welfare of the individual, at the discretion of the Executive Director.
5. Vacation leave may be taken in half days or full days only.

g. Uniformed Services Employment and Reemployment Rights Act (USERRA)

This law protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. TIU will abide by all applicable components of the USERRA and the Pennsylvania Military Leave of Absence Act.

h. Inclement Weather/Program Closing Policy

Throughout the year, there are times when there will be school delays and/or closings. For the most part, TIU JCECS adheres to the operational delays and closings of the Juniata County School District. However, there may be times when the Program Director will make an independent decision to delay or close program operations as based on the local weather conditions. The following is the policy related to inclement weather and the operation of program services:

- If the local school district operates on a delay start, all JCECS program operations will operate services beginning at 9:30 am. All centers will not start until 10 am. Again, all staff will work their respective hours in order to support the operating of services from 9:30 to 5:30 pm.
- If the local school district issues a closing, all direct part-year program services will be cancelled. All full-year program services will be determined to be scheduled as set by the Program Director.
- All management, clerical and full-year program staff is required to work their set hours despite the closing of direct services.

If employees are sent home due to inclement weather or other emergency situations, they will be paid for the remainder of their regularly scheduled work hours. This decision will be made at the discretion of the Program Director.

i. Unpaid Administrative Leave (Leave without Pay)

Request for Leave of Absence Without Pay (see TIU-11, Request for Leave of Absence Without Pay)

When an employee has used all appropriate leave days for which he/she is eligible and cannot report for work, or if for some reason the employee requests a leave of absence without pay, a leave of absence without pay may be considered, as follows:

- i. The TIU Board of Directors has authorized the Executive Director to approve up to ten (10) days of leave without pay at his/her discretion. Leaves of absence in excess of ten working days shall require board approval by the TIU Board of Directors. Approval of a leave of absence without pay shall be based on the ability of the Tuscarora Intermediate Unit to continue to provide adequate services, and upon the welfare of the employee, as determined by the Executive Director.
- ii. Leaves of absence will be considered for up to one year from the date of the commencement of the leave; request for extensions will be considered at that time.
- iii. Each employee who submits a request for a leave of absence for health reasons shall present the following information with said request:

- a. Inclusive dates of requested leave of absence
- b. A medical doctor's statement indicating:
 - Medical doctor's recommendation for the leave of absence.
 - Specific nature of illness or disability.
 - Date of examination by medical doctor on which he/she determined the employee is unable to perform full-time employment.
 - Date on which the employee actually became or will become unable to perform full-time employment because of illness or disability.
 - Approximate date on which employee may be able to return to full-time employment.
 - This statement may be submitted to the Program Director or to the TIU Human Resources Department.
- c. The Board at its discretion may request a second verification from a medical doctor or its choice at the Board's expense. In the event the medical doctor of an employee shall be of a contrary opinion to that of the medical doctor selected by the TIU, then the TIU medical doctor and the employee's medical doctor shall agree upon an impartial third medical doctor whose medical opinion shall be conclusive and binding.
 - iv. Any leave requested under the Leave of Absence Without Pay policy used in conjunction with a directly related request for a Family and Medical Leave, cannot exceed one year from the date of the commencement of either the Leave of Absence Without Pay or the Family and Medical Leave, whichever commences first.
 - v. Approved paid leave must be taken prior to any unpaid leave.

Request to Return to Work from Leave of Absence Without Pay for Health Reasons (See TIU-12 Request to Return to Work from Leave of Absence Without Pay for Health Reasons) or a doctor's certification to return.

Each employee who submits a request to return to full time employment from a leave of absence for health reasons shall present the following information with said request:

1. Specific date employee desires to resume work.
2. Medical doctor's statement indicating:
 - a. The date the employee is capable of returning to full time employment.
 - b. The date of the examination on which the medical doctor determined that the employee was physically able to return to full time employment.
3. The Board of Directors reserves the right to require the employee to secure a statement from a physician of its choice at its expense containing information required in Item 2 (above).

7. Holidays and Holiday Breaks

For TIU JCECS employees, official holidays will be included in supplemental information, at the end of this Employee Information section. For all respective HS/EHS/PAT staff Holidays are mandatory paid days off. On holidays, program activities will not occur and facilities will be closed. Staff may not opt to work on holidays, regardless of whether they choose to observe the designated holidays. Holiday pay is provided for all full-time employees. Employees will receive holiday pay prorated based upon percent of full-time equivalency (FTE).

8. Staff Training and Career Development

a. Procedures

Staff training and career development procedures include the following:

- All staff must attend pre-service, in-service and other orientation and training sessions as scheduled. Attendance at scheduled sessions is mandatory, and is a condition of continued employment.
- During their introductory period of employment, each staff member will work with his/her immediate supervisor to establish a plan that outlines training needs and expectations. This plan will be developed using the Goal Setting Form. This goal setting approach will be used in combination with a performance review, which will assist staff in understanding their own strengths and needs. This plan will be based on information that includes position requirements, supervisory recommendations and observations, results of performance reviews and input from the employee. These professional development plans are intended to increase job skills and knowledge and to prepare employees for promotional opportunities, as well as to chart a course for successful continued employment.
- All employees are reviewed on a yearly basis. Prior to each performance review, employees are requested to complete a goal setting form. This information in conjunction with performance reviews, supervisory observations and recommendations will be used to assist employees in developing a plan for professional growth and development.
- All HS/EHS employees must meet the standards/qualifications outlined in the Head Start Act, as amended December 12, 2007. Sections 645A, 648 and 648A and the Head Start Program Performance Standards from 2016 outline requirements for HS and EHS staff hiring qualifications and trainings.

b. Tuition Assistance

Head Start/Early Head Start-

Limited funds are available for tuition assistance for HS and EHS employees. Tuition assistance is available only for those courses that are required to obtain the credential or degree approved in the employee's professional development plan. In order to meet federal mandates, tuition assistance priority is for classroom and home visitor staff pursuing a CDA, A.A. or B.A. degrees in early childhood education (or the related equivalent). Funds available for tuition assistance

will be budgeted and allocated at the discretion of the Program Director. All regular full time employees are eligible.

Employees in the job title Teacher who are completing classes to comply with the “teacher qualification” mandate will have priority for tuition assistance, as will employees working on a CDA for Home Visiting. If cost effective local community college credit is available for courses application to an A.A. or B.A. in early childhood education, those courses must be taken in lieu of courses available elsewhere. If a staff member is already enrolled in a course of study upon employment with TIU JCECS, tuition assistance requirements must be met before TIU JCECS will pay for additional courses (i.e., an Individual Development Plan must be developed and approved by TIU JCECS).

Tuition assistance is also available, on a limited basis, to other staff desiring to take courses that enhance their knowledge and skills in the Head Start/Early Head Start content area most related to their job functions. Funds for additional staff are very limited and are subject to budgetary constraints. Interested employees will be required to meet with the Director to develop a specific plan related the courses and the employee’s position. Request for support need to be made to the Director by October 1st and any available funds may be distributed on a first come, first serve basis. Staff members are encouraged to seek subsidy and grant opportunities to support their career development goals.

Staff requesting tuition assistance must provide an education plan as part of the Individual Development Plan including a timeline in accordance with the following:

- **For CDA**, the plan will document how an individual will obtain a CDA credential within the required time frame.
- **For an A.A. or B.A.**, an individual must first have obtained a CDA credential, unless he/she is able to complete the A.A./B.A. requirement within a required time frame.
- **For an A.A. or B.A.**, an individual will work with the Early Childhood Specialist on what the appropriate course work selection should be as it is related to the particular degree.

If tuition assistance is approved, TIU JCECS will provide the following, in accordance with established rates and practices, and will indicate this on the Agreed Upon Supports section of the Individual Development Plan:

- Tuition and fees for approved classes will be paid.
- Staff receiving tuition assistance must provide requested documentation to TIU JCECS, including class attendance records, transcripts, grade slips, receipts and examples of course work completed.
- Books required for approved classes will be paid for by TIU JCECS and will remain the property of the employee (unless the employee does not complete the course)
- Mileage to and from the class site to attend approved classes may be paid with prior approval from the Program Director.

Pre-K Counts

In order to support the work of certificated teachers for the Pre-K Counts program to move forward from level I to level II certification, tuition assistance will be provided.

All Pre-K teachers will work with the Director to comply with the TIU policy 333 regarding professional development and to complete the tuition reimbursement form.

For all other Pre-K education staff, as funding is available, staff may develop a professional development plan with their respective Pre-K supervisor to support further coursework in the early childhood field.

c. Repayment of Tuition Assistance

Head Start/Early Head Start

If a staff member receiving tuition assistance fails to complete a class or fails to receive a grade of at least a “C” (2.00 grade point) or higher for each class paid for by TIU JCECS, he/she will be ineligible for continued tuition assistance until such time as the employee takes a course, pays the tuition, fees and book costs himself/herself and receives a grade of “C” or better. Following documentation, he/she will be re-eligible to apply for tuition assistance from TIU JCECS. Failure to document successful completion of all requirements associated with the tuition assistance program will disqualify an employee from future tuition assistance and may subject the employee to disciplinary action.

Pre-K Counts

Refer to TIU Administrative Regulation 333-AR-1 for the repayment policy that applies to certificated teachers.

Performance Evaluations

1. Policy

The purpose of performance evaluations is to provide objective, systematic and periodic review of each employee's job performance, knowledge, attitude and skills and to consider changes in performance that have occurred between evaluation. At a minimum, overall satisfactory performance is expected from all employees. Even employees whose overall performance is superior can continue to improve their skills in certain areas. Performance appraisals are intended to be used as part of an overall employee management plan. They aim to help employees understand and model TIU JCECS values and beliefs; work more effectively; and continue to improve the program's ability to meet the needs of children and families. A positive performance evaluation is not a promise or guarantee of continued employment with TIU JCECS.

According to the Head Start Act Section 648A (f) each full-time employee who provides direct services to children shall have a professional development plan developed annually. TIU JCECS believes it is in the best interest of both part-time and full-time staff to establish a professional development plan as everyone has the potential to impact children's lives. Therefore, all part and full-time employees will work with their direct supervisor to develop plans that can and will assist each employee in improving their skills and competencies.

TIU JCECS conducts a performance evaluation for each employee at the end of his/her introductory period (90 days) and annually thereafter.

2. Procedure

It is the responsibility of each immediate supervisor to ensure performance evaluations are conducted as scheduled for each employee he/she supervises. Immediate supervisors should coordinate with the local program staff person responsible for human resources to monitor timeliness of performance evaluations.

Prior to a formal evaluation, each employee completes a goal setting form, which assists them in identifying their strengths and needs. The information from the goal setting form is used in conjunction with an employee evaluation. Immediate Supervisors use this process to assist employees in understanding their own needs and in evaluating how each employee can professionally enhance their skills. An evaluation is completed for each employee by his/her immediate supervisors. Supervisors may consult with other management level employees and others who have knowledge of an employee's performance in connection with the performance evaluation. Supervisors may also review the progress that an employee has made in meeting education and training goals, in addition to any other information relevant to the employee's job performance, knowledge, attitude and skills.

Performance evaluations should acknowledge the strengths and abilities of each employee, and his/her contribution to the program. It is also important to identify areas in which an employee should set goals and work toward improvement. To support each employee in obtaining the knowledge and resources necessary to succeed in his/her position, areas in need of improvement

should form the basis for an individual development plan. Supervisors must hold employees accountable for required steps and expected progress. Each employee will have an opportunity to review his/her performance evaluation with the immediate supervisor who prepared the evaluation. Regardless of whether an employee agrees with all aspects of his/her performance evaluation, TIU JCECS is entitled, as an employer, to establish acceptable levels of performance for all employees and to require that those levels of performance be met as a condition of continued employment.

After review of his/her performance evaluation, the employee will be asked to sign the evaluation, indicating that he/she has had an opportunity to review the evaluation. Signing the performance evaluation does not indicate that the employee agrees with the evaluation, merely that he/she has reviewed the evaluation. If an employee refuses to sign his/her evaluation after review, the immediate supervisor may sign the evaluation in place of the employee, indicating the refusal of the employee to provide a signature. A copy of the performance evaluation will be placed in the employee's personnel file and will become part of that employee's permanent record. The employee will be provided a copy of his/her personnel evaluation.

Recruitment and Hiring of Staff

TIU JCECS will employ capable and responsible staff members who are of good character and reputation. Priority consideration will be given to providing employment opportunities in the Head Start/Early Head Start program to economically deprived persons and persons of minority groups. Parents of children currently or formerly enrolled in the Head Start/Early Head Start program will receive priority consideration in hiring for position in the program when skills and abilities are equal.

- A. Open positions will be posted internally and/or externally.
- B. An interviewing committee as designated by Policy Council or Board of Directors shall interview screened applicants. The committee will include the immediate supervisor of the position being filled. All applicants who have been interviewed for openings shall be notified immediately of the committee's decision. The most qualified candidate will be offered the position based upon approval from Policy Council and the Board of Directors.
- C. Persons ineligible for employment: No person who serves as a voting member of the Board of Directors of TIU, or who has a member of their immediate family or other person residing in their immediate household on the Board of Directors, may be employed as a staff member of the program. An employee can not be directly supervised by an immediate family member or other person residing in their immediate household.

Clarification Employee Physical Exam

In accordance with Head Start Program Performance Standards 1302.93 all TIU JCECS requires each staff member and regular volunteer to have an initial health examination and a periodic (every other year) re-examination so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others. TIU JCECS will defer to the requirements of state and local law to define the nature and extent of initial and periodic health examination for TIU JCECS employees. At minimum, for the initial health exam all TIU JCECS staff will be screened for tuberculosis.

It is not possible for initial health examinations to test for all communicable diseases that might pose a significant risk to the health or safety of others. Therefore, employees must recognize that being in the workplace with a communicable disease creates significant risk to others. Any employee who becomes aware that he/she has active tuberculosis or a communicable disease that poses a significant risk to the health or safety of others must immediately discuss the condition with the Program Director to determine if the risk can be eliminated or reduced by reasonable accommodation. If the risk cannot be eliminated, or reduced by reasonable accommodation, the employee may be placed on leave without pay until a medical release is submitted to the Program Director; he/she is reassigned to another position or terminated from employment.

Please refer to the TIU Policy on the IU website 314 regarding further information about the physical exam.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

This written Exposure Control Plan is accessible to all employees, parents and volunteers at JCECS. Employees will be asked to read the plan annually. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Health Manager or Director. If requested the employee will be provided with a copy of the Exposure Control Plan, free of charge within 15 days of their request. The Director is responsible for the implementation, review and updating of the Exposure Control Plan. The Exposure Control Plan will be updated annually and whenever necessary to include new or modified tasks and procedures.

PURPOSE

JCECS is committed to providing a safe and healthy work environment for our staff. In pursuit of this endeavor, the following Exposure Control Plan is provided to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in accordance with OSHA standard 29 CFR 1910.1030, "Occupational exposure to Bloodborne Pathogens."

EMPLOYEE EXPOSURE DETERMINATION/JOB CLASSIFICATIONS

Employees at JCECS (i.e. teachers, bus drivers, cooks, coordinators, etc...) may conceivably have to administer first aid and CPR in an emergency. Therefore, this control plan applies to all JCECS personnel as we require CPR and first aid training for program staff.

IMPLEMENTATION AND CONTROL METHODS

The following work practice controls and procedures will be utilized to eliminate exposure to employees, volunteers and children.

Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. A copy of universal precautions shall be posted in each classroom, kitchen and office. Universal Precautions are as follows:

Hand washing facilities are readily accessible in each classroom and in staff bathrooms. A hand washing poster will also be posted.

- a. Use SOAP and RUNNING WATER
- b. RUB your hands vigorously
- c. WASH ALL SURFACES, including
 - Backs of hands
 - Wrists
 - Between fingers

Under fingernails

- d. RINSE well
- e. DRY hands with a paper towel
1. Turn off the water using a PAPER TOWEL instead of bare hands.

Hand cream is provided upon request. The use of hand cream is to prevent skin irritation, breakdown and subsequent infection.

In locations where sinks are not available, (i.e. playground, bus, etc...) antiseptic hand cleaner shall be available. However, as soon as possible hands are to be washed with soap and water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as possible following exposure.

PERSONAL PROTECTION EQUIPMENT:

All personal protective equipment used at this facility will be provided without cost to employees. All staff is trained in the use of the appropriate personal protective equipment for the tasks or procedures they have to perform.

A. Vinyl gloves shall be available in each classroom, bathroom, kitchen, office and the busses. Teachers, staff and volunteers must always carry at least one pair of gloves on the playground and field trips as protection (i.e. barrier) if/when the need arises to administer first aid. Disposable gloves are not to be washed or decontaminated for re-use, and are to be replaced as soon as practical when they become contaminated or soon as possible if they are torn or punctured. If allergic to latex, vinyl powder free gloves will be provided. Utility gloves will be discarded if they are cracked, peeling, torn or when their ability to function as a barrier is compromised.

B. For safety, infection control and easy disposal, EZ-Cleans Plus Kit will be provided as a responsible method for the clean-up of potentially infectious and harmful blood and body fluid spills.

C. Disposable CPR Pocket Masks are also available in classrooms, buses, office or wherever first aid kits are located.

D. All personal protective equipment is to be removed after contamination and disposed of in containers which are closable, constructed to contain all contents and closed prior to removal to prevent spillage.

E. Location of above materials is clearly labeled.

The Health Manager is responsible for distribution of the above items.

HOUSEKEEPING:

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials.

All surfaces will be washed with an all purpose cleaner, rinsed with water and sanitized with sanitizer solution. Toys that are mouthed will be cleaned using same procedure.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used: dustpan and brush or tongs. Dust pan and brush or tongs will be decontaminated by soaking in an all purpose cleaner. Broken glassware is to be double bagged for disposal.

REGULATED WASTE DISPOSAL

(Liquid or other potentially infectious materials,)

Regulated waste shall be placed in containers constructed to contain all contents and prevent leakage of fluids during handling, storage or transportation.

HEPATITIS B VACCINATION

Within 10 working days, employees will receive information on the hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration and availability.

The Hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost.

If a routine booster is recommended by the Center's for Disease Control at a future date, they will be made available to us, and also at no cost to employees.

The vaccine is ordered by the HS/EHS Director.

All Head Start/Early Head Start employee record keeping, offering vaccine, etc. is the responsibility of the Health manager.

If employment is terminated for whatever reason after Hepatitis B series is started, and terminated employees want to have the series completed, the employee will pay going rate for

each remaining injection. Payment will be expected the day of the injection. The Hepatitis B vaccine is of no value, unless all three injections are received.

POST EXPOSURE EVALUATION AND FOLLOW-UP

For post exposure evaluation and follow-ups if an employee incurs an exposure incident, it should be reported to the Head Start/Early Head Start Director within 24 hours. If the Director is unavailable, the employee should contact another member from the Head Start/Early Head Start Management Team.

All employees who incur an exposure incident will be offered post-exposure evaluation by their family physician and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- * Document the routes of exposure and how the exposure occurred.
- *Identify and document the source individual (unless the employer can establish that identification is unfeasible or prohibited by state or local law).
- *Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- *If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- *Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- *After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- *If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

JCECS will offer HIV testing and counseling to exposed employees. All employees who decline the Hepatitis B vaccination or HIV testing and counseling shall sign a waiver indicating their refusal. Employees who initially decline the vaccine and/or counseling and HIV testing, but who later wish to have it may then have the vaccine and/or counseling and HIV testing provided at no cost to them.

Reportable exposure incidents can result from any exposure to blood and/or bodily fluid substance resulting from but not limited to: biting, open wounds, vomit, feces, tears, urine, tooth brushing and nasal secretions. The exposure can result from any injury, illness or daily job responsibilities involving duties related to Head Start/Early Head Start employee position.

Any Head Start/Early Head Start employee exposed to blood, bodily fluid substance or blood contaminated materials are to be referred to a health care provider of their choice for evaluation and disposition as soon after exposure as possible. This referral must be made within 24 hours after reported exposure.

All medical evaluations and procedures shall be:

1. Made available at no cost to the employee. Expenses incurred shall be the responsibility of JCECS.
2. Made available at a reasonable time and place.
3. Performed by or under the supervision of a licensed health care provider.
4. Documented per agency protocol. Medical records will be kept at provider of services to insure confidentiality. They will not be kept in JCECS personnel files.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Director will ensure that the health care provider responsible for the employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of this document. In addition, the Director will ensure that the health care provider evaluating an employee after an exposure incident receives the following:

- *a description of the employee's job duties relevant to the exposure incident
- *route of exposure
- *circumstances of exposure
- *if possible, results from individual's blood test
- *relevant employee medical records, including vaccination status

The Director will provide the employee with a copy of the evaluating health care provider's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Director and Program Supervisor will review the circumstances of all exposure incidents to determine:

- *engineering controls in use at the time
- *work practices followed

- *a description of the device being used
- *protective equipment that was used at the time of the exposure incident
- *location of the incident
- *procedure being performed when the incident occurred
- *employee's training

If it is determined that revisions need to be made, the Director will ensure that appropriate changes are made to this exposure control plan.

EMPLOYEE TRAINING

All Head Start/Early Head Start employees who have occupational exposure to blood borne pathogens receive training that is coordinated by the Director. All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- *a copy and explanation of the standard
- *an explanation of Head Start/Early Head Start's Exposure Control Plan and how to obtain a copy
- *an explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious material, including what constitutes an exposure incident
- *an explanation of the use and limitations of engineering controls, work practices, and personal protective equipment
- *an explanation of the types, uses, location, removal, handling, decontamination, and disposal of personal protective equipment
- *an explanation of the basis for personal protective equipment selection
- *information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- *information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious material
- *an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- *information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- *an opportunity will be provided for staff to ask questions from the individual conducting the training session.

RECORDKEEPING

All records required by OSHA standard will be maintained by the Director.

The training records will be kept at least 3 years. Medical records are maintained for each employee with occupational exposure in accordance with CFR 1910.1020, "Access to Employee

Exposure and Medical Records.” The Administrative Assistant is responsible for maintenance of the required medical records. These confidential records are kept at the main office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Executive Director.

PROFESSIONAL APPEARANCE

TIU JCECS will follow a dress code which protects the safety of children and staff, yet is sensitive to personal diversity and taste. Work place attire for staff and volunteers must be clean, neat, enhance mobility, be practical, communicate respect to parents and children, permit employees to perform their job responsibilities safely, and project the appropriate professional image of our organization to the general community.

Office personnel and staff in regular contact with the general public are expected to wear professional attire at all times. Classroom staff and transportation staff are expected to interact with children and should dress in more casual clothing on days when working with children. More professional dress is appropriate on in-service days and when meeting with the general public. Area supervisors, parent liaisons and family service workers are expected to dress comfortably when working with children and families and to be dressed professionally when meeting the general public.

Supervisory staff will determine appropriate and inappropriate attire based on the following guidelines. Below is a list of attire that MAY NOT be worn by staff.

1. Halter tops, tube tops, bare midriffs, spaghetti straps or crop tops.
2. Ripped, torn, or frayed clothing.
3. Shorts at a length shorter than the finger tips when arms hang by side.
4. Clothing that is skin tight without loose layers over it
5. Skirts which restrict mobility and an employee's ability to perform job responsibilities
6. Clothing with messages about alcoholic beverages, smoking, or other inappropriate messages or words
7. Jewelry in visible pierced body parts other than ears; dangling, loose, or sharp jewelry which can be grabbed is prohibited in groups with children under three.
8. Tattoos with inappropriate pictures or messages, inappropriate is determined by a coordinator or director level supervisor.
9. Direct service staff must wear shoes with a back strap.
10. Drivers must wear solid shoes at all times.

This list is an example of some of the unacceptable attire for employees. Please refer to the more extensive list as posted on the TIU website under Board Policies 325 Professional Appearance (325-AR-0 listed as a PDF at the end of the policy.

Staff who do not exhibit safe and reasonable standards of personal hygiene (grooming) or who report for work in inappropriate clothing will be advised of the hygiene concerns or inappropriate nature of the clothing and, at the discretion of their supervisor, may be required to leave the premises until they are appropriately groomed and/or dressed.

Children in Office During Work Hours

TIU JCECS staff should not bring their children to work during regular work hours except for emergency situations which may arise, and only for short periods of time (under 1 hour). Staff must closely supervise children, be prepared to keep children busy, and prevent children from interfering with work responsibilities. Staff should always have supervisor permission prior to bringing any children to work, even for a short period of time. It is the employee's responsibility to plan ahead for situations that may occur.

There are times when children may not be in the workplace.

1. If they are sick or contagiously ill.
2. For more than one hour a day.
3. For days when the public schools are closed for bad weather or weather delays/early dismissals.

Additional Employee Policies as Listed under the IU

There are additional IU Employee Policies that may not be recorded in the list below. Every employee is encouraged to periodically review the policies listed on the IU website under the Policy Manual and refer to section 300 Employee. The TIU website is www.tiu11.org. As policies are revised or created for employees by the IU, these approved policies will be listed under section 300. If you need any further clarification related to the IU Employee Policy section, please speak with your immediate supervisor or someone from the IU HR department.

The following are policies that have been approved by the TIU Board of Directors. Please review these policies as they are listed on the TIU website.

IU Policy Number	IU Policy Name
301	Creating a Position
304	Employment of Staff
305	Short-Term Employees
308	Employment Contract
309	Assignment
314.1	HIV Infection
317	Disciplinary
318	Attendance & Tardy
319	Freedom of Speech
320	Non-Instructional Settings
321	Political Activities
322	Gifts
326	Compliant Process
331	Job Related Travel