

# Montessori Center for the Young Child

## Employee Handbook

## **Equal Employment Opportunity and Affirmative Action Policy**

It is the policy of Montessori Center for the Young Child, MCYC, to provide equal employment opportunities for all its employees without regard to race, color, sex, age disability, religion natural or ethnic origin, and sexual orientation, status as a veteran or any other characteristic protected by law.

The policy applies to all areas of employment including hiring, training, promotion, termination, layoff compensation, benefits social and recreational programs, disciplinary action and all other conditions an privileges of employment in accordance to applicable federal, state and local laws.

It is the policy of MCYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ADA. MCYC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. MYCY will make reasonable accommodation wherever necessary for all employees or applicants with disabilities provided that the individual is otherwise qualified to safely perform the duties and assignments connect with the job and provided that any accommodations made do not require significant difficulty or expense.

## **Employee Relations**

MCYC maintains a comfortable working environment for all employees by

- Treating all MYCY employees as individuals and encouraging professional development.
- Offering and maintaining the working conditions, salaries, and benefits for its employees that are competitive with those offered by other employers in the area and industry
- Maintaining direct communications with all MCYC employees.

## **Productive work environment**

Employees are expected to maintain a productive work environment that is free from harassment or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons, race, national origin, religion, disability, pregnancy, age, military status, sexual preference or sex.

Other sexually harassing or offensive conduct of any kind is prohibited. This conduct includes

- Unwanted physical conduct or conduct of any kind, including sexual flirtations, touching ,advances or propositions
- Verbal abuse of a sexual nature
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's clothing or body.

- The display in the workplace of demeaning, insulting intimidating or sexually suggestive objects or pictures including semi nude, or nude photographs or videos.
- Demeaning insulting, intimidating or sexually suggestive written, recorded filmed or electronically transmitted messages.

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 prohibited.

Any employee who believes that another employee's actions or words constitute unwelcome harassment has a responsibility to report the situation to the Director as soon as possible.

All complaints of harassment will be investigated promptly and in an impartial and confidential manner. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any employee who is found to have violated the productive work environment policy will be subject to appropriate disciplinary action up to and including termination.

## **Dress Code**

All visitors and employees must wear appropriate professional attire suitable for active work with small children. Cutoffs, revealing or immodest dress will not be permitted.

## **Smoking / Use of tobacco products**

Smoking or use of tobacco products is not permitted on school premises or in the car park.

## **Timing of Vacations**

Three weeks of vacation must be reserved to be used during the Summer recess. Every effort will be made to grant additional vacation requests at the times you desire. However, vacations cannot interfere with School operations. Please submit all vacation requests as far in advance as possible.

## **Holiday during vacation**

When one of MCYC's paid holidays occurs during your vacation period, that holiday will not be counted as your vacation day. You must be in a "pay status" ( ie vacation, excused sick day, scheduled working day, ) the day before and day after the holiday to be paid for the holiday.

## **Accumulation rights**

Vacation time may not be carried over or accumulated into subsequent calendar years.

### **Payment in Lieu of Vacation**

The purpose of a vacation is to provide you with time to rest and relax and enjoy time away from work; therefore no additional wages or salary will be paid to you in place of vacation.

### **Vacation Pay Calculation**

Vacation time off is paid at your base pay rate at the time of vacation. It does not include overtime, or any special forms of compensation such as incentives, commissions or bonuses.

### **Resignation or Termination**

If you resign of your own accord, or are terminated for cause you will only receive vacation pay that has been earned but not taken during the current year.

### **Holidays**

MCYC recognizes holidays on the days designated by the city of Columbia school district practice.

### **Workers' Compensation**

Workers compensation pays the reasonable costs of emergency medical treatment, hospital stays, doctors' visits and most other medical services, medications and medical devices that are required due to a work related injury or illness.

You must report any work related injury at the time to the Director.

### **Election Day**

MCYC encourages you to exercise your voting privileges in local, state and national elections. However since the polls are open for long periods you are encouraged to vote before and after regular work hours. If it should be necessary you may take up to two hours of leave from work to vote in a governmental election. In this case you are expected to notify the Director in advance. You will not be paid for such time.

### **Tuition assistance**

MCYC provides tuition assistance for approved courses and fees directly related to your present job. Employees will be required to maintain a minimum of 12 hrs of tuition each year or as required by DHSS. If you pursue an approved, work related degree program in Montessori or early childhood education required courses will be reimbursed up to \$1000

per calendar year. All full time employees will be eligible to participate in the program. Eligibility will be based on successful completion of the semester's academic work by obtaining a passing grade of B or above or professional certifications. You must be on the payroll at the beginning and end of the course to be eligible for assistance.

### **Family Medical Leave of Absence**

This policy allows eligible employees to take a reasonable leave of absence for the birth, adoption or placement of a foster child, the care of a spouse, son daughter or parent who has a serious health condition or because the employee is unable to perform the functions of his/her job due to a serious health condition.

The provisions of this policy shall not supersede any state or local law that provides greater employee leave benefits and rights offered in this policy.

All employees are eligible for a family leave of absence if they have been employed by MCYC for at least 12 months and worked at least 1250 hrs during the last 12 months immediately preceding the date that a desired leave would begin. Eligible employees are entitled to 12 unpaid work weeks of leave during any 12 month period for the reason stated above.

Employees applying for and granted a family leave of absence must meet notification and documentation requirements.

### **Bereavement Leave of Absence**

Full time regular employees will be entitled to paid time off to attend the funeral and take care of personal matters related to the death of a member of their immediate family.

Time off with pay will be granted as follows 3 days, Spouse, child, step child, grandchild, parent, brother or sister of the employee or step parents of the employee, spouses parent, brother or sister.

### **Jury Duty**

Full time regular employees will be entitled to take paid time off to serve on jury duty when required, or to appear in court as a witness when subpoenaed. You must show your jury duty summons or subpoena to the Director.

### **Sick Leave Pay**

Full time regular employees are entitled to 5 paid sick days per calendar year. Paid sick days not taken may be accumulated from year to year to a maximum of 240 hours.

If you resign or are terminated you will not be paid for unused sick days

Medical verification may be required by MCYC for absences over three days.

Once 5 days of sick leave are exhausted MCYC may require medical documentation or pre-arrangement of leave.

Paid sick days are a benefit for use in cases of illness or injury. They may be used in 2 hour increments for dentist and doctor visits.

## **Attendance and Punctuality**

MCYC expects its employees to be reliable and punctual in reporting for scheduled work at the beginning of the work day and in returning from approved breaks and lunch periods. Absenteeism and tardiness places a burden on all employees.

If you are calling in because of an unexpected absence or late arrival you need to speak the Director or Administrator directly. Notifying a fellow employee or leaving a voice mail or e mail message is not sufficient notice.

If you know in advance that you will need to be absent you are required to request time off directly from the Director who will determine the most suitable time for you to be absent from work.

Absences from work for three or more consecutive days without notifying the Director or Administrator will be considered a voluntary resignation.

## **Military leave**

MCYC provides unpaid leave of absence for specified time periods for military obligations that can not be fulfilled while an employee is working.

## **Telecommunications System use**

MCYC provides or contracts for the communication equipment necessary to promote its business. All MCYC communication equipment including messages transmitted by email is the property of MCYC and is to be related to business purposes.

MCYC retains the right to examine phone and email records. You should not use MCYC communication services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it.

Improper use of MCYC communication services and equipment will result in discipline up to and including termination. Improper use includes any misuse or as well as any harassing, annoying offensive, demeaning, insulting, intimidating, or sexually suggestive

written, recorded or electronically transmitted or disseminated messages or any extraneous web browsing

## **Code of Conduct**

It is the policy of MCYC that all employees adhere to the standard of conduct and respect the rights and property of MCYC and fellow employees. By accepting employment with MCYC each employee assumes a responsibility to MCYC and his/her fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict employees' rights but rather to assure that our employees understand what conduct is expected and necessary. Occurrences of any of the following violations because of their serious nature may result in immediate suspension and dismissal without warning. This list does not include all instances of unacceptable conduct but is merely a guide to expected behavior at MCYC.

### Unacceptable activities

- Use of corporal punishment of any child including but not limited to spanking, slapping shaking, biting or pulling hair.
- Use of discipline techniques that are humiliating, threatening or frightening to children. Children shall not be shamed ridiculed or spoken to harshly abusively or with profanity.
- Use of punishment or threat of punishment associated with deprivation of food, rest or toilet training. Children shall not be placed in a closet or locked or unlit room or any other place that is frightening
- Willful violation of security or safety rules.
- Negligence or any careless action which endangers the life or safety of a child or other employee.
- Being under the influence of an intoxicating beverage or substance or any controlled substance drug while at work use or possession or sale of alcoholic beverages or a controlled substance drug in any quantity while on the premises. With the exception of medications prescribed by a physician which do not impair work performance.
- Unauthorized possession or use of dangerous instruments, firearms, weapons or explosives on MCYC property.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on MCYC premises or when representing MCYC. Fighting, horseplay, provoking a fight, or negligent damage of property.
- Insubordination or refusing to obey instructions or refusal to perform assigned tasks properly issued by the Director or Lead teacher pertaining to employees work, refusal to help out on a special assignment, refusal to comply with work rules, insulting, ridiculing, or showing disrespect for any fellow employee.
- Threatening, intimidating, or coercing fellow employees on or off the premises at any time for any purpose.
- Willful or with gross negligence causing the destruction or damage of MCYC property or the property of fellow employees, customer suppliers or visitor in any

manner. This includes unsafe or deliberate misuse, of but is not limited to, equipment, vandalism, damaging furniture, graffiti, etc.

- Theft of MCYC property or the property of fellow employees vendors, customers unauthorized possession or removal of MCYC property including documents, from the premises without prior permission from management, unauthorized use of MCYC equipment or property for personal reasons, using MCYC equipment for profit.
- Dishonesty, willful falsification or misrepresentation on initial employment applications or other documents for employment purposes, falsification or alteration of MYCY records or documents, hours worked, or concealment of defective or improper work, lying about sick or personal leave, falsifying reasons for leave of absence or other data.
- Malicious gossip and or spreading rumors, engaging in behavior designed to create discord or lack of harmony, interfering with other employees on the job , willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency.
- Gambling
- Failure or refusal to comply with standards laid down by DHSS for care of child
- Leaving early for rest periods, lunch periods or at the end of the day, being absent from designated work area without proper permission or authorization, loitering in work area.
- Leaving MCYC premises during work hours without permission of the Director.
- Excessive absenteeism or lateness, absence without reasonable cause
- Sleeping on the job.
- Violation of our no solicitation rules
- Willful violation of company rules or any deliberate action that is extreme and obviously detrimental to MCYC ability to operate with care of the child, safely, and profitably

### Positive Discipline

All employees are expected to comply with MCYC's standards of behavior and performance and any non compliance with these standards must be remedied. We will attempt to resolve conduct and performance problems in a positive manner if possible such as through counseling, training or verbal cautions. However in those circumstances when disciplinary action including termination becomes a necessary means of correcting undesirable situations the MCYC Director and Administrator will ensure that employee rights are maintained and that appropriate action is taken when circumstances demand.