

# NORTH TEXAS PARENT AND CHILD DEVELOPMENT, INC.



## PERSONNEL POLICIES AND PROCEDURES

Revised 10/23/13

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures



TABLE OF CONTENTS

EMPLOYEE PREAMBLE

1.0	EMPLOYMENT AT WILL	1
2.0	INITIAL EMPLOYMENT	
	1	
2.1	Probationary Period	1
2.2	Health Screenings and Examinations	2
2.3	CPR and First Aid Training	2
2.4	EEO/Affirmative Action	2
2.4.1	Employee Fair Labor Standards Act and Organizational Categories	3
2.5	Child Development Associate Credential Requirement	4
2.6	Persons with Disabilities	5
2.7	Harassment	5
2.8	Sexual Harassment	5
2.9	Non Discrimination on the basis of AIDS or HIV Positive	5
3.0	CONTINUING EMPLOYMENT	6
3.1	Hours of Work Operation	6
3.2	Absenteeism/Tardiness	6
3.3	Substance Abuse	7
3.4	Smoking	7
3.5	Professional Conduct in the Workplace	8
3.5.1	Child Abuse Policy	8
3.5.2	Employee with Children in the Program	9
3.6	Work Standards	9, 10, and 11
3.6.1	Conflict of Interest Code of Conduct Policy and Penalty for Violating Certification of Receipt of Conflict of Interest Code of Conduct Policy	12 and 13
3.6.2	Nepotism	14
3.7	Grievance Policy	15
3.7.1	Employee Grievance Form	16 and 17
	Employee Grievance Form	Part I 18
	Employee Grievance Form	Part II 19
	Employee Grievance Form	Part III 20
4.0	SEPARATION OF EMPLOYMENT	21
4.1	Reasons for Involuntary Termination	21

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

4.2	Exit Interview	22
4.3	Job Elimination/Outplacement	23
5.0	COMPENSATION	23
5.1	Overtime	24
5.1.2	Non Exempt Employees	24
5.1.3	Exempt Employees	24
6.0	BENEFITS	24
6.1	Sick Leave	24
6.2	Vacation	25
6.3	Longevity Pay	26
6.4	Holidays	27
6.5	Floating Holiday	27
6.6	Death in the Family	27
6.7	Jury Duty	28
6.8	Military Service	28
6.9	Leave Without Pay	28
6.10	Leave for Program and Training Events, Education Opportunities, Professional Meetings, and Conferences	29
6.11	Voting Time	29
6.12	Absences Covered Under Workers Compensation or Short Term Disability	29
6.13	Family and Medical Leave	30
7.0	OTHER POLICIES	30
7.1	Bulletin Board	30
7.2	Business Travel	30
7.3	Inclement Weather Policy	30
8.0	FILING A COMPLAINT OF A PROGRAM CONCERN POLICY	31 and 32
8.1	Form – Comment and Complaint	33
	Form – Comment and Compliant Follow-up Form	34
<b><u>APPENDIX</u></b>		
(A)	Certification of Receipt of NTPCDI Personnel Policies	35
(B)	Certification of Receipt of Conflict of Interest Code of Conduct/Penalty Violating	36
(C)	Child Development Associate (CDA) - Employee Agreement	37
(D)	Absentee Policy	38
(E)	Dress Code	39 and 40
(F)	Drug Free Workplace Policy	41 - 44
(G)	Code of Conduct and Professional Ethics for Staff and Volunteers	45 and 46
(H)	Confidentiality Policy	47
(I)	Food and Drink in the Classroom Policy for Employees	48
(J)	Description of Each Staff Position, Roles and Responsibilities, Qualifications Salary Range	49 - 54

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

PREAMBLE

Staff members of North Texas Parent and Child Development, Inc. Early Head Start (hereafter referred to as NTPCDI Early Head Start) are employed to contribute managerial and specialist expertise, research capability, continuity, and support to the delivery of a comprehensive program. The NTPCDI Early Head Start is appreciative of the substantial contribution of staff to its well-being and, in turn, seeks to make employment rewarding, both professionally and personally. These Personnel Policies apply to all regular, full-time, and part-time employees unless otherwise stated. Temporary personnel and persons under contract are not considered employees for purposes of these policies except where specified.

1. EMPLOYMENT AT WILL

Employment is a relationship that exists as long as both NTPCD Early Head Start and the employee determine the relationship is in their respective best interests. Employees are free to resign at any time for any reason; however, proper advance notice is requested. Similarly, NTPCDI Early Head Start and the Policy Council (Policy Council hereafter referred to as PC) is free to determine at any time that continued employment of any employee is not in its best interest and, to discharge that employee.

The issuance of this manual and the policies contained herein do not constitute an employment contract. The policies are subject to change at the discretion of NTPCDI Early Head Start and PC.

2. INITIAL EMPLOYMENT

2.1 PROBATIONARY PERIOD

The initial 180 days of employment with NTPCDI Early Head Start for regular exempt and non-exempt staff is considered a probationary period. New employees will serve a probationary period so that each employee has an opportunity to become acquainted with the job and to demonstrate her/his ability to assume its duties and responsibilities.

Separation may be initiated by either the employee or the NTPCD Early Head Start at any time during the probationary period.

The NTPCDI Early Head Start is not required to give advance notice, or pay in lieu of notice, when termination is a result of failure to satisfy conditions of employment or for cause. (See Separation of Employment: Page )

In no case should completion of the probationary period be considered to mean an employee is guaranteed permanent employment with the NTPCDI Early Head Start. Similarly, completion of probation does not constitute a contract guaranteeing continued employment.

Performance should be closely monitored during the first 180 days by the supervisor. At the end of the probationary period, the supervisor will meet with the employee to discuss job performance.

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

If the supervisor and staff member agree that continuation of employment is desired, work expectations and performance goals for the remainder of the first year of employment are agreed upon at this time. In the case of an exempt employee, a copy of the written performance goals is given to the staff member.

If a new employee is not performing satisfactorily during the probationary period, and it is deemed by the supervisor that additional time will not yield satisfactory performance, termination should occur as soon as possible, with approval of the NTPCDI Board and Policy Council. Employees who are in the first 180 days of employment do not have access to the Formal Problem Resolution Procedure.

In rare cases, the supervisor may request an extension of the probationary period, only under exceptional circumstances in which the supervisor determines that the conditions under which the individual worked during the probationary period made it impossible to adequately judge her/his capabilities to perform the job.

Extension of probation may not be initiated without the approval of the Executive Director. Extension of the probationary period will not exceed 60 days.

Employees who leave Early Head Start during the probationary period will be paid for accrued vacation.

**2.2 HEALTH SCREENINGS AND EXAMINATIONS**

New employees are required to have, as a condition of employment, a physical examination, a drug screening test, a TB Screen Questionnaire or a TB Tine test, and a Food Handler's Permit. The NTPCDI will prepay the costs for the physical, drug screen, and TB Tine; new employee will reimburse the program by two equal payments to be taken out of the new employee's first two payroll checks. The new employee is responsible to pay for the first Food Handlers permit; thereafter, renewal of the Food Handlers Permit will be paid by North Texas Parent and Child Development, Inc.

**2.3 CPR and FIRST AID TRAINING**

All employees that will be supervising children, or driving a program vehicle must have a current CPR and First Aid certification. These trainings are the responsibility of the employee to secure and maintain a current status, as a condition of employment. The payment of fees for these trainings will be paid by the North Texas Parent and Child Development Program, and reimbursed by the employee should the employee leave the program within three months of said training. Employees will not be compensated with time or wages to attend these trainings.

**2.4 EEO/AFIRMATIVE ACTION**

There shall be no discrimination on the basis of race, color, creed, sex, age disability, national origin, citizenship, or marital status. In addition, to ensure full equality of opportunity in all operations and activities of the NTPCDI Board. Every staff member employed shall be selected under fair employment procedures that provide equal employment opportunities to all people.

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

There shall be special efforts in affirmative action in the recruiting, hiring, training, and promotion of persons from under-utilized ethnically and racially diverse groups, and disabled individuals. Reasonable accommodations will be made for physical and mental limitations of employees and applicants, consistent with performance of essential job functions and the effective operations of the Early Head Start program. In addition NTPCDI/PC Early Head Start will seek actively to include qualified members of families receiving services of the Early Head Start Program.

**2.4.1 EMPLOYEE FAIR LABOR STANDARDS  
ACT AND ORGANIZATIONAL CATEGORIES**

Legislation defines the Fair Labor Standards Act (FLSA) categories for exempt and non-exempt employees as:

Exempt employees refer to those employees who are classified as not subject to the minimum wage and overtime pay provisions of the FLSA.

Non-exempt employees refers to those employees, regardless of title or function, who are not exempt from the minimum wage and overtime pay provisions of the FLSA. All employees who do not meet the qualifications for exemption are included in this category.

Employee categories as established by the NTPCDI Board are:

**Regular, Full-Time Employees**

An individual employed to work full, basic workweek of 40 hours without specified limitation on the duration of employment.

**Regular, Part-Time Employee**

An individual who works 20 hours or more, but less than the full, basic workweek, without specified limitation on the duration of employment.

**Temporary Employee**

An individual employed for a specified, limited period of time, not to exceed one year; either on a full time or part-time basis.

**Probationary Employee**

A non-exempt or exempt employee is considered a probationary employee during the first 180 days employment or any extension thereof.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

2.5 Child Development Associate Credential Requirement

All Early Head Start classroom staff will participate in CDA training and obtain the CDA credential unless they have a degree or endorsement in early childhood education. Employees will have four months from their date of hire in which to complete CDA training and obtain the CDA credential from the Council for Early Childhood Professional Recognition.

Staff working in the center-based program are required to earn the Center Base Infant/Toddler CDA. The supervisor and the employee shall develop a written training plan according to the employee's immediate need for training. Supervisors will take into consideration the employee's experience and previous training when making this decision.

Purpose:

1. To ensure that all North Texas Parent and Child Development, Inc Early Head Start staff has the minimum qualifications to provide quality early childhood education services.
2. To insure that all Early Head Start staff meet entry level qualifications for early childhood professionals.
3. To meet and exceed Head Start Performance Standard 45 CFR Part 1304.52 (f).

Procedures

- New employees will be asked to review and sign the "Child Development Associate (CDA) Employee Agreement."
- Early Head Start classroom staff that do not have an Infant/Toddler CDA, Bachelor's Degree or Associate of Arts Degree, Master's Degree or teacher endorsement in early childhood education (or closely related field) are expected to obtain the Infant/Toddler CDA credential four months from the date of hire.
- If at the end of four months of employment a staff person has not obtained the credential, it may be cause for dismissing the employee.
- When possible North Texas Parent and Child Development, Inc Early Head Start will assist staff by reimbursing certain costs for CDA training.
- North Texas Parent and Child Development, Inc Early Head Start will pay for the credential.
- Should the employee leave Early Head Start within two years of obtaining the CDA, the employee will be responsible for reimbursing the Early Head Start program for the cost of the CDA.

Forms

- Child Development Associate (CDA) Employee Agreement (see Appendix C)

Books

- CDA Packet

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**2.6 PERSONS WITH DISABILITIES**

It is the policy of NTPCDI/PC Early Head Start to make the employment application process, employee activities, working environment, employee benefits, employee training, and employee advancement process accessible to disabled persons, and will make reasonable accommodations to a qualified individual with a disability who is an applicant or employee unless that accommodation will place an undue hardship on the NTPCD Early Head Start.

**2.7 HARASSMENT**

NTPCDI Board is committed to a work environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment.

Harassment on the basis of race, color, religion, sex, national origin, age, marital status, disability, or citizenship is a violation of the law. The NTPCD Board expressly prohibits any form of employee harassment on these bases.

All NTPCDI Early Head Start staff are responsible for helping to ensure that all harassment is avoided. Any individual who believes that she or he has been the victim of, or a witness to harassment, should feel free to report the alleged incident to the Executive Director or designated management staff who will begin a prompt review of the circumstances. Employees are assured that the utmost discretion will be used consistent with the requirement of the law in the conducting of the review. If a review indicates that harassment has in fact occurred, immediate and appropriate disciplinary action will be taken, up to, and including termination of employment.

**2.8 SEXUAL HARRASSMENT**

It is the policy of NTPCDI Early Head Start to provide and maintain a work environment that is free of sexual harassment, sexual exploitation, and intimidation. All employees are expected to comply with this policy; failure to do so will result in disciplinary action, up to and including immediate termination.

In this section, “sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature (1) that create a hostile working environment or, (2) the submission to which is made a term or condition of a person’s employment.

**2.9 NON DISCRIMINATION ON THE BASIS OF  
AIDS OR HIV POSITIVE**

The NTPCDI Early Head Start and its employees will not discriminate against any other employee who is infected with AIDS.



North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

Individuals covered under this policy are generally protected under federal, state, and local anti-discrimination laws that protect the disabled in employment. Such individuals are similarly protected under the Americans with Disabilities Act. The NTPCDI Early Head Start policy seeks to comply with these legal requirements.

Any medical information obtained by the NTPCDI Early Head Start will be maintained in the strictest confidentiality. Therefore, only those employees who have a need for such information in the performance of their job responsibilities will be provided with information concerning an employee covered under this policy.

The NTPCDI Early Head Start will make any reasonable accommodation for an employee with AIDS, provided that no accommodation will be made that imposes an undue hardship upon the NTPCDI Early Head Start. Under no circumstances, however, is an employee with AIDS required to accept any such proposed accommodation. Regardless, all employees are expected to perform the essential elements of their job responsibilities.

**3.0 CONTINUING EMPLOYMENT**

**3.1 HOURS OF WORK OPERATION  
AND WORK SCHEDULES**

To meet the operational needs of the Early Head Start Program, the official days and hours of work for employees are as follows:

**Workweek:** The normal workweek for the majority of the Early Head Start full-time staff is 40 hours per week.

Any request for an exception to the NTPCDI Board's established working hours must be approved by the Executive Director.

**Attendance:** Employees are expected and required to be in attendance, prepared to commence work activities at designated work locations, according to assigned days and hours. Late arrival, early departure, and other personal absences are disruptive and should be avoided.

**3.2 ABSENTEEISM/TARDINESS (See Appendix D)**

The efficient operation of Early Head Start requires punctual and regular attendance for all scheduled work hours. Early Head Start therefore expects all employees to report to work on time when scheduled.

If, for any reason, an employee is prevented from reporting to work on any scheduled workday or is unable to report to work on time, the employee must notify her/his supervisor at least (1) hour prior to the start of the employee's scheduled work hours. Failure to do so may result in disciplinary action, up to, and including termination, depending on the circumstances. In the event of an absence of more than one day, the employee must notify her/his supervisor at least (1) hour prior to the beginning of each day of absence unless the employee's supervisor expressly allows less frequent notification.

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

Ordinarily, any loss of time by non-exempt employees due to lateness or absence results in loss of pay for time not worked, unless the period of absence is covered under one of the NTPCDI Board's paid leave policies. Lateness or absence will be excused without charge to paid leave or loss of pay only in unusual circumstances at the supervisor's discretion with the concurrence of the Director. Loss of time for less than a day by exempt employees will not result in loss of pay.

When staff members are unable to report for work, they are to notify their supervisor by telephone at least (1) hour prior to the start of the employee's scheduled work hours. If the supervisor is unavailable, the next level of management should be called. Depending upon circumstances, an employee who fails to report in will be considered as having resigned from her/his position.

In the event of a period of absence due to illness or injury, a physician's statement is required for an absence of more than five consecutive days or, at the discretion of the supervisor, when an accumulation of absences seem to establish a pattern or show an abuse of sick leave. This statement must describe the nature of the illness or injury, and its anticipated duration. Upon the employee's return to work, a separate physician's statement is required, authorizing the employee's return to work. The NTPCDI Board may request appropriate verification of the circumstances surrounding any use of paid sick leave, and may require an employee to be examined by a medical professional of its own choosing.

Attendance and lateness are considered in the evaluation of job performance. Excessive or habitual instances of absenteeism and/or lateness will result in progressive disciplinary action, up to and including termination of employment.

The absence and lateness of employees are evaluated through the use of the Absence Policy for Employees form (See Appendix D). Three unexcused absences in one calendar year is considered cause for termination. Arriving late to work is considered an unexcused absence.

**3.3 SUBSTANCE ABUSE (See Appendix F)**

The NTPCDI Early Head Start strictly prohibits possession or illegal use of drugs or alcohol at any time on the NTPCDI Early Head Start premises, in the conduct of the program, or off premises or during non-working hours if it affects an individual's job performance.

Violation of the NTPCDI Early Head Start policy regarding illegal use of drugs or alcohol will result in immediate disciplinary action up to, and including termination of employment without notice

The NTPCDI Early Head Start may make reasonable accommodations to the need of any employee who is participating, or has successfully completed a supervised drug rehabilitation or alcoholism recovery program and is no longer engaging in the illegal use of drugs or abuse of alcohol. Nevertheless, any employee for whom such an accommodation is made is expected at all times to continue to satisfy her or his job requirements.

Supervisors are expected to consult with the Executive Director when dealing with violations of this policy, and proposed reasonable accommodations.

**3.4 SMOKING**

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

Smoking is prohibited in all facilities occupied by NTPCDI Early Head Start, including, but not limited to, offices, restrooms, conference rooms, hallways, center facilities and grounds, as well as in company vehicles. State regulations require that child care facilities be non-smoking and totally free of smoke or any odor of smoke on staff, or their clothing.

All employees are expected to adhere to provisions of the smoke-free environment policy, and managers are expected to ensure its implementation. Violations should be reported to the appropriate supervisory level, who will advise the Executive Director. Staff members who violate the smoking policy are subject to disciplinary action.

**3.5 PROFESSIONAL CONDUCT  
IN THE WORKPLACE**

NTPCDI Early Head Start is committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment, and in which there are opportunities for participation, challenge, broadening experiences, and advancement. Similarly, NTPCDI Early Head Start has certain expectations of its staff: All employees will sign, at time of employment, the Code of Conduct and Professional Ethics form. (See Appendix F)

to dress in appropriate business attire, and to maintain a good general appearance at all times; (See Appendix E - Dress Code)

to maintain the confidentiality of all information to which a staff member may have access, and review with the supervisor clarification of the appropriateness of sharing specific information; All employees will sign at time of employment the Confidentiality Policy for Employees form. (See Appendix G)

to maintain good business etiquette in any interaction on the telephone or in person;

to follow the principle that the workplace is a place for work and refrain from inappropriate activities such as solicitation for charities or events not sponsored by the NTPCDI Early Head Start during her/his working time, defacing NTPCDI Early Head Start property, use the NTPCDI Early Head Start's resources for unrelated businesses, to include no use of copier, fax, or computer for personal reasons; excessive use of the telephone for personal reasons; personal cell phones will be off during program hours. Emergency telephone calls can be received through the NTPCDI phone system.

except for events sponsored by the NTPCDI Early Head Start, no solicitation should be engaged in, nor literature distributed, nor selling of merchandise on the NTPCDI Early Head Start premises during her/his working time.

will follow all program policies and procedures and furnishing of required forms for employment at the time of employment. Disciplinary actions for failure to furnish any required forms upon request is as follows: 1) One week suspension without pay. 2) Termination if failure to furnish forms within one week period.

**3.5.1 CHILD ABUSE POLICY**

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

NTPCDI Early Head Start supports and maintains environments that are free of child abuse and neglect. The Child Abuse Prevention and Treatment Act (“the Act”) defines child abuse and neglect as “the physical or mental injury, sexual abuse as exploitation, negligent treatment or maltreatment:

of a child under the age of 18, or the age specified by the child protection law of the state in question;

by a person who is responsible for the child’s welfare;

under circumstances which indicate that the child’s health or welfare is harmed or threatened.

The Act defines sexual abuse as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct, or rape, molestation, prostitution, or incest with children.

Child abuse and neglect are unlawful acts. It is against the NTPCDI Early Head Start policy for any volunteer or employed staff, male or female, to physically, sexually or mentally abuse or neglect any children receiving services.

In accordance with this policy, NTPCDI Early Head Start will neither condone nor tolerate:

infliction of physically abusive behavior or bodily injury upon children;

Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to Early Head Start Program;

Emotional maltreatment of children, including verbal abuse and/or verbal attacks.

NTPCDI/PC Early Head Start will consider any of the above-mentioned prohibitions as the basis for progressive disciplinary action that can include dismissal or termination from employment.

Texas Penal Code CH.34.01 states, “A person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report in accordance with Section 34.02 of this code,” criminal penalties may result from failure to report.

Failure to report will result in termination.

**3.5.2 EMPLOYEES WITH CHILDREN IN THE PROGRAM**

Employees who have a child in the program will not work in the classroom to which their child is assigned. They will not be in a supervisory position over the employee to whom their child is assigned.

**3.6 WORK STANDARDS**

# North Texas Parent and Child Development, Inc.

## Early Head Start

### Personnel Policies and Procedures

All employees are expected to meet the NTPCDI Early Head Start standards of work performance, cooperation, punctuality, attendance, and personal conduct, and to follow the policies and procedures of the NTPCDI Early Head Start. At the time of employment, all non-exempt employees will be given a copy of the evaluation form that is used in their evaluation.

When work performance does not meet the NTPCDI Early Head Start standards, staff members will be given a reasonable opportunity, appropriate to the circumstances to such as an act of dishonesty or misconduct, may result in an immediate termination of employment with approval/disapproval of PC.

If work performance, behavior, attendance, and/or productivity of an employee fall below the appropriate work standards, the employee should normally receive sufficient time to correct and sustain work performance.

Progressive discipline ensures the staff member is advised of the problematic performance or behavior, and is given sufficient time for corrections at each stage of the process, the supervisor should:

- identify the problematic behavior or performance;

- inform the employee of performance expectations;

- inform the employee of the consequences of not correcting performance deficiencies, i.e., further discipline.

The progressive disciplinary process is as follows; however, depending upon the seriousness of the offense, discipline up to termination may be initiated at any appropriate step. The Executive Director serves at the pleasure of the NTPCDI Board/PC, and is subject to its own disciplinary action.

#### STEP 1. Verbal Counseling

When a performance problem is first identified or inappropriate behavior is displayed, it should be brought to the attention of the employee as soon as possible. Informal discussion between the supervisor and the employee is often sufficient to prompt voluntary corrective action on her/his part.

The supervisor should make and retain for her/his personal files a record of this interview that summarizes the issues discussed and the date of the meeting.

#### STEP 2. Written Warning

If informal discussion with the employee does not result in corrective action, the supervisor should, after consultation with the Executive Director, prepare a written warning. This formal memorandum highlights the prior counseling session, and the subsequent work performance problem(s) leading to this warning.

This written warning on work performance should be addressed to the employee, with copies to the next appropriate level of management, and should include all of the information required by the progressive disciplinary process, as outlined in the work standards.

#### STEP 3. Final Written Warning

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Should the performance problem(s) continue, or deteriorate, a final written warning should be given to the employee, after consultation with the Executive Director, which includes a summary of previous corrective actions and specific deviations, in addition to all of the information required by the progressive disciplinary process.

STEP 4. Termination

If the employee's work performance continues to deteriorate or an acceptable performance level is achieved, the supervisor should, after consultation with the Executive Director, and NTPCDI Board Policy Council, deliver to the employee a memorandum summarizing all previous corrective actions and the specific problem(s) that warranted the termination action.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

3.6.1. CONFLICT OF INTEREST CODE OF CONDUCT POLICY

Board of Directors, Policy Council, Agents, Employees of NTPCDI:

An officer of North Texas Parent and Child Development, Inc. d.b.a. Early Head Start, will neither have financial interests in the profits of any contract, service, or other work performed for NTPCD, Inc./Early Head Start Program, nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between NTPCD, Inc./Early Head Start Program and any person, company or agency.

Board of Directors, Policy Council, Agents, Employees of NTPCDI:

Board of Directors, Policy Council, Agents and Employees of NTPCDI may not:

1. Solicit, accept or agree to accept a financial benefit, other than from North Texas Parent and Child Development, Inc./Early Head Start Program, that might reasonably tend to influence his or her performance of duties for NTPCD, Inc./Early Head Start Program, or he or she knows or should know is offered with intent to influence the employee's performance;
2. Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties;
3. Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for NTPCD, Inc./E.H.S. Program;
4. Make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for NTPCD, Inc./EHS Program; or
5. Solicit, accept or agree to accept a financial benefit from another person or entity in exchange for having performed duties as a NTPCD, Inc./EHS Program employee in favor of that person or entity.

CONTRACTS:

Specifically, with reference to contracts, no Board of Director's member, Policy Council member, Agents or Employee of NTPCD, Inc./EHS Program who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of NTPCD, Inc./EHS Program's contracts shall participate in any decision relating to that contract, if the decision affects his or her personal pecuniary interest.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

PENALTY FOR VIOLATION OF CONFLICT OF INTEREST CODE OF CONDUCT POLICY:

Board of Directors and Policy Council Members:

Failure to comply with the Conflict of Interest Code of Conduct Policy will result in immediate removal from the Board of Directors. Criminal charges could be filed if appropriate.

Employees/Agents:

Failure to comply with the Conflict of Interest Policy will result in immediate termination of employment. Criminal charges could be filed if appropriate.



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

(See Appendix B)

**CERTIFICATION RECEIPT OF CONFLICT OF INTEREST CODE OF  
CONDUCT**

By my signature below, I hereby certify that I have received a copy of the Conflict of Interest Code of Conduct Policy for the North Texas Parent and Child Development, Inc./Early Head Start Program, and agree to comply with all policies and procedures as set forth therein.

I understand that the policies and procedures contained herein supersedes any former versions, and that in case of any difference between current and former versions, the current policy or procedure shall, in all instances, apply.

I further understand that neither this policy, nor any other NTPCD, Inc./EHS Program document constitutes or implies a contract of employment.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

3.6.2 NEPOTISM  
(EMPLOYMENT OF RELATIVES)

No employee, prospective employee, or applicant will be denied employment, or the benefits of employment, solely on the basis of kinship with another employee. However, members of the same family cannot work in positions where one can affect the work, and influence the decisions of the other as determined by NTPCDI Board/PC.

A relative in this context includes, but is not limited to, father, mother, child, brother, sister, wife, husband, grandparent, grandchild, in-law, or any individual who makes her/his home with an employee.

An employee must immediately notify her/his supervisor of a situation that might violate this policy.

If two employees marry or establish joint residence, both may continue their employment, provided the requirements of this policy are satisfied.

The supervisor should contact the Executive Director to explore the possibility of alternative solutions: the resignation of one of the employees. Which employee will resign will initially be left up to the employees involved. The NTPCDI Early Head Start reserves the right to determine which employee is to remain with the NTPCDI/PC after consideration of factors such as respective responsibilities, the needs of the NTPCDI/PC, and other relevant factors.

When an employee qualifies for a promotion or transfer, but cannot assume the new responsibilities without violating the nepotism policy, the promotion or transfer will not become effective until an opportunity arises to promote or transfer the employee without violating this policy.

Questions or concerns regarding the employment of relatives should be addressed to the Executive Director.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

3.7 GRIEVANCE POLICY

It is the policy of North Texas Parent and Child Development, Inc. Early Head Start, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those which occur.

A grievance may be filed by an employee on one or more of the following grounds: improper application of rules, regulations, and procedures (but not the rules, regulations, and procedures themselves); unfair treatment; harassment; illegal discrimination based on race, religion, color, sex (including sexual harassment), age, disability, or national origin; and improper application of fringe benefits. Grievances must be appealed through the chain of command.

**PROCEDURE:** The following procedures are applicable to employees. All employees filing a grievance must abide by the following procedures in the following order.

**Informal Grievances.** The first step in the grievance procedure is for the employee to attempt to resolve the grievance by informal conference with his or her immediate supervisor. If the grievance involves an employee of another supervisor, the immediate supervisor will notify the other supervisor of the grievance. In such cases, both supervisors will meet to discuss the circumstances in order to resolve the grievance. If this informal conference does not result in a resolution of the problem(s) that is satisfactory to the employee, he or she may file a formal, written grievance within 15 working days.

**Formal Grievances.** Formal grievances must be in writing utilizing the Employee Grievance Form, signed by the employee, and presented to the employee's immediate supervisor within 5 working days after the alleged grievance occurred. If the grievance involves an employee of another supervisor, the immediate supervisor will notify the other supervisor to discuss the circumstances in order to resolve the grievance.

After being presented with a written and signed grievance, the supervisor will (1) notify the Executive Director/Early Head Start Director and the other supervisor (if applicable); (2) meet with the other supervisor (if applicable) to resolve the grievance; (3) meet with the employee and such other persons as may be necessary to gather the facts; (4) communicate the decision to the employee in writing utilizing the Employee Grievance Form within 10 working days after receipt of the grievance, sending a copy of the decision to the Executive Director/Early Head Start Director.

If an employee whose supervisor is someone other than the Executive Director/Early Head Start Director, either receives no written decision from the

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

immediate supervisor within 10 working days from the date the grievance was filed, or the employee is not satisfied with the decision rendered, he or she must file a written appeal with next level in the chain of command within 10 working days from the date the grievance decision was received or, if no written decision is received, within 10 working days after the employee filed the formal, written grievance. The next level in the chain of command will have 10 working days to respond and render a decision. If the employee is not satisfied with the decision rendered in the next level in the chain of command he or she must file a written appeal with Executive Director/Early Head Start Director within 10 working days from the date the grievance decision was received or, if no written decision is received from the next level in the chain of command within 15 days after the employee filed the formal, written grievance.

**Final Authority.** The decision of the Executive Director/Early Head Start Director is final except in those cases where the grievance is in regard to a disciplinary action taken by the Executive Director/Early Head Start Director or alleged sexual harassment or discrimination by the Executive Director/Early Head Start Director. In any such case, appeal of the Executive Director/Early Head Start Director's decision must be filed with the presiding officer of the Board of Directors within 10 working days of the employee's receipt of the Executive Director/Early Head Start Director's decision. The presiding officer of the Board of Directors will appoint a panel of the Board of Director members to hear the appeal and rule on it not later than 15 working days following receipt of the appeal.

**Documentation.** Copies of all documentation relating to the grievance will be forwarded to the Executive Director/Early Head Start Director, except when the grievance is against him or her, immediately upon conclusion of the grievance process; and, will be placed in the employee's personnel file.

**Grievances Against Executive Director/Early Head Start Director.** Grievances, both informal and formal, against the Executive Director/Early Head Start Director, and all supporting documents shall be referred to the President of the Board of Directors.

**Requirement for Appeal if Dissatisfied.** If the employee is dissatisfied with a decision during the grievance process, he or she must appeal to the next level with the established time period. Failure to appeal is a determination that the employee is satisfied with the last decision.



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Employee Grievance Form

Part II

Name of Employee \_\_\_\_\_ Date Grievance Filed \_\_\_\_\_

Position \_\_\_\_\_ Work Site \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

**Immediate Supervisor's Response:**

---

---

---

---

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Next Level's Response:**

---

---

---

---

\_\_\_\_\_  
Next Level's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Executive Director's/Early Head Start Director's Response:**

---

---

---

---

\_\_\_\_\_  
Executive Director's/Early Head Start Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Employee Grievance Form

Part III

Name of Employee \_\_\_\_\_ Date Grievance Filed \_\_\_\_\_

Position \_\_\_\_\_ Work Site \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

**Board of Director's Response:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Board President's Signature      Date Signed      Employee's Signature      Date Signed

**Additional Board Member's Present:** Date \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

4. SEPARATION OF EMPLOYMENT

Separation of employment may be initiated by either the NTPCDI Early Head Start, or the employee at any time. Separations initiated by the NTPCDI Early Head Start are classified as involuntary terminations, and separations initiated by the employee are classified as voluntary. In most cases, advance notification is appropriate for both NTPCDI Early Head Start and staff-initiated separations of employment.

Notification periods for both NTPCDI Early Head Start and staff-initiated separations are:

Executive Director	four weeks
Exempt Staff	three weeks
Non-exempt Staff	two weeks
All staff members separated during probation	one week

It is important for the supervisor to record the reason for recommending termination of employment at the time of separation, in order to determine post-termination benefits, as well as for consideration for rehire at a future date. Provision to record separation data is included on the record keeping forms.

Staff members who wish to terminate their employment must submit written notification to their supervisors in accordance with the prescribed notification periods.

The NTPCDI Early Head Start is not required to give advance notice, and pay in lieu of notice, when termination is a result of failure to satisfy conditions of employment, or for cause.

4.1 REASONS FOR INVOLUNTARY TERMINATION

In most circumstances, the NTPCDI Early Head Start will initiate the release of an employee only after full consideration and documentation of all factors involved. Reasons for the NTPCD and Policy Council to initiate termination usually fall into one or more of the following categories:

- a. unsatisfactory work performance; failure to satisfy the conditions of employment;  
(See 2.3 Child Development Associate Credential Requirement)
- b. physical or emotional abuse of children or, physical discipline of children or failure to protect the safety of children., failure to protect the safety of children,  
(See 3.5.1 Child Abuse)
- c. excessive absence or lateness;
- d. failure to perform the essential duties of a position;
- e. failure to adhere to Conflict of Interest Code of Conduct Policy
- f. reduction of staff necessitated by factors such as budget considerations, revisions of work, or reorganization;



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

- g. cause: e.g., violation of policy, misconduct, insubordination;

Progressive discipline is attempted, whenever possible. Certain types of misconduct may be so serious as to subject employees to immediate dismissal without notice. The following are examples of such types of misconduct:

discrimination against anyone associated with the NTPCDI Early Head Start because of race, color, age, creed, sex, disability, national origin, or marital status;

willful damage to the NTPCDI Early Head Start property or the personal property of another staff member;

threatening, intimidating, or coercing another NTPCDI Early Head staff member;

insubordination or refusal to perform duties assigned;

unauthorized possession of drugs, narcotics, intoxicants, or weapons while on the job;

being unable to perform because of being under the influence of drugs, narcotics, or intoxicants while on the job;

theft, pilfering, fraud, or other forms of dishonesty, including falsifying the NTPCDI Early Head Start's records, such as those pertaining to time and attendance;

gross negligence of duty;

absence without cause or without authorization;

unsatisfactory record of attendance and punctuality;

disorderly conduct or fighting on the Early Head Start premises;

malicious gossip or derogatory attacks concerning anyone associated with Early Head Start;

fraudulent statements on an employment application;  
soliciting or accepting gratuities;

other forms of immoral, unethical, or grossly improper conduct, whether during working hours, or non-working hours, if it may materially affect the reputation and integrity of NTPCDI Early Head Start. The action for termination in all cases will be with the approval/disapproval of the Policy Council.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

4.2 EXIT INTERVIEW

Designees of the Director will contact and conduct an official exit interview with each separating staff member. Employees must return all property belonging to the NTPCDI Early Head Start at this time.

Employees will be advised of benefits plan provisions and conversion options during the exit interview. Continuation or conversion privileges may be available.

4.3 JOB ELIMINATION/OUTPLACEMENT

When jobs must be eliminated, and employees out-placed because of budget reductions, reorganization, or other business necessity, a reasonable effort will be made to provide continuous employment for employed staff whose performance is satisfactory. However, this does not guarantee continued employment or a permanent position with the NTPCDI Early Head Start, or that the job accountabilities will remain the same.

Staff members affected by job elimination should be informed by their supervisor of the availability of outplacement services, if available.

5. COMPENSATION

It is the policy of NTPCDI Early Head Start to provide a sound compensation program that will assist in attracting, motivating, and retaining qualified staff by:

establishment of a system to maintain a proper internal relationship among all positions;

creation of salary ranges that are internally equitable and externally competitive;

establishment of a salary administration program that effectively motivates employees to achieve individual and NTPCDI Early Head Start objectives;

The NTPCDI Early Head Start ensures the achievement of its compensation objectives through the processes indicated below:

The NTPCDI Early Head Start has an established salary program that assigns each position to a particular salary range that is representative of prevailing rates in the marketplace. Periodically salary surveys are conducted to help determine whether sufficient changes in salary levels have occurred, as to warrant adjustments in salary ranges.

In addition, periodic adjustment of salary ranges resulting from prevailing salary studies and other influential considerations are made.

All employees receive written performance reviews on an annual basis, except new employees. New employees receive written performance reviews at the end of their probationary period, (six months from their date of employment) and annually thereafter, based upon employee's anniversary date of hire.

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

Performance review dates should be related to the latest of either: (1) date of hire; (2) date of last promotional increase; or (3) date of transfer into a new management unit, department, and/or position.

To be eligible for merit increases, employees must minimally have an overall performance rating that meets expectations. Merit increases are based on the achievement of performance goals and standards in relation to the accountabilities of the position description, and the management unit's objectives and availability of funds.

A loan or advance of salary will not be permitted.

**5.1 OVERTIME**

Overtime pay is made to non-exempt employees according to the provisions of applicable law. Compensatory time is provided to exempt employees for hours worked in excess of the normal workweek. The policy of NTPCDI Early Head Start is to keep overtime to a minimum.

**5.1.2 NON-EXEMPT EMPLOYEES**

Non-exempt employees are generally subject to the provisions of the Fair Labor Standards Act and are paid overtime for hours worked in excess of 40 hours per week. The normal workweek for the calculation of overtime begins Monday and ends Sunday.

Overtime must be approved in advance by the immediate supervisor, and the next supervisory level.

Non-exempt employees are paid at their regular rate of pay, 40 hours in a workweek, and at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a workweek. After two consecutive hours of overtime, a half-hour meal break is given. Time provided for this meal break is not counted in the calculation of overtime.

Non-exempt employees who are eligible for overtime pay may request compensatory time in lieu of pay, if permitted by state law. Compensatory time must be approved by the immediate supervisor. Compensatory time is calculated hour-for-hour for all hours worked at 40 hours in a workweek and one and one-half times for hours in excess of 40.

**5.1.3 EXEMPT EMPLOYEES**

Exempt employees are provided with compensatory time when special events or activities require substantial additional hours of work. Any hours worked in excess of the normal workweek, from Monday through Sunday, must be approved in advance by the employee's supervisor. Compensatory time must be taken within the payroll period in which it was earned or the one immediately following.

**6. BENEFITS**

NTPCDI offers a system of benefits to employees.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

6.1 SICK LEAVE

Sick leave pay provides continued salary during an absence due to an employee's, or spouse, or child, stepchild, foster children, or parent's, or the person who raised the employee, injury or illness, for which statutory short-term disability or workers' compensation benefits are not paid or supplements these statutory benefits to provide payment of full salary to the employee. Sick leave pay further provides salary during time lost for health care appointments that cannot reasonably be scheduled at times other than during the workday. Sick leave pay may not be used for any other purpose, unless specifically allowed under another of the NTPCDI Early Head Start policies. Any unauthorized use of sick leave pay will result in immediate disciplinary action, including termination of employment.

Sick leave pay is available to regular full-time and part-time employees only, and begins to accrue from the date of employment at the rate of 8 hours of sick leave per month. For regular part-time employees, calculations for each day of accrued sick leave is time is pro-rated based upon their regularly scheduled workday. A completed Employee Action Form must be submitted to your immediate Supervisor and approved prior to the date of the requested time off.

Although sick leave pay begins to accrue from the date of employment, any accrued days are available only after successful completion of the probationary period. (See Probationary Period)

Unused accrued sick leave pay accumulates from year to year to a maximum of 80 hours. No payment is made for unused accrued sick leave pay upon separation from the NTPCDI Early Head Start for any reason, including termination and resignation. Sick leave will be calculated by actual time away from job assignment.

6.2 VACATION

Vacation leave provides time off, with pay, for rest and relaxation

Eligible employees earn vacation leave from their dates of hire as follows:

Vacation pay is available to regular full-time and part-time employees only, and begins to accrue from the date of employment. Regular full time employees vacation is calculated at the rate of 6.66 hours of vacation leave per month. Regular part-time employee's vacation is pro-rated based on their regularly scheduled workday.

Vacation is accrued from July 1 – June 30 of the next year. The NTPCDI Program will shut down the first two weeks in August, to allow employees to take vacation. NTPCDI Policy is that all employees will take vacation time during this shut down time, with the exception of the Management Staff which consist of the Director, Social Services Manager, Family Service Workers, Education Manager, Center Coordinators and the Health Manager.

Management staff will take one week of vacation during the program shut down in August, and one week at some other time during the program year, with the approval of their supervisor. No vacation time will be carried beyond July 30.

A completed Employee Action Form must be submitted to your immediate Supervisor and approved prior to the date of the requested time off.

Employees who do not have two weeks of vacation accumulated, (this will be employees hired during the past year) may use any vacation they have accrued, and the floating holiday if

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

employee has not used. (the probationary rule regarding use of the floating holiday is waived in this circumstance).

Employees hired prior to the 16<sup>th</sup> of the month receive service credit for the full month of hire. Employees hired on or after the 16<sup>th</sup> of the month do not receive service credit for the month of hire.

Vacation time is pro-rated for regular part-time employees based upon their regularly scheduled workday.

Vacation leave does not accrue during a period of unpaid leave.

Employees who leave NTPCDI Early Head Start, regardless of reason, receive service credit toward accrual of additional vacation time for the month of separation, only if the separation date occurs on or after the 16<sup>th</sup> of the month. Upon separation from the NTPCDI Early Head Start, employees will receive a lump sum payment for any accrued and unused vacation leave.

**6.3 LONGIVITY PAY**

Employees who have completed one or more years of service are eligible to receive longevity pay as established by the governing body of North Texas Parents and Child Development, Inc.

- A. Longevity pay is earned at a maximum rate of \$50.00 per year for each year of service, capped at \$800.00 a year per employee. Longevity credit begins on the first calendar day of employment and ends on the last calendar day of employment. Employees having prior employment for the purposes of longevity pay, such employment must be verified with the Early Head Start Director.
- B. Longevity pay entitlement begins upon the completion of one year of employment, and increases by one year at the end of each employment year thereafter. Part time employees accrue qualifying commission service for longevity at the full time rate.
- C. Permanent fulltime and part-time employees will be paid longevity pay on November 15th, or shortly thereafter of each year for the amount earned based upon the credited years of service as of November 15th of the same calendar year. The EHS Director will authorize longevity pay increases for each eligible employee based upon completion of years of service and in accordance with this policy. In order to be eligible to receive longevity pay for a given calendar year, employees must be employed by North Texas Parent and Child Development, Inc. on November 15th of the year of the payment, have completed at least one year of service by November 15th of the same calendar year and not have any unexcused absences. Payment of longevity pay is contingent upon the availability of funds.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**6.4 HOLIDAYS**

The Holiday Schedule of NTPCDI Early Head Start will be the same as that of the Wichita Falls Independent School District.

Paid leave includes any period of absence during which regular salary is continued, per sick leave policy, vacation, floating holiday, death in the family, jury duty, education, program and training events, and professional meetings or conferences.

An employee will generally not be paid for any holiday when both the day before and the day after the holiday are considered as unpaid absences. Leave without pay covers any period of absence during which regular salary is suspended, including an absence for which statutory short-term disability or workers' compensation benefits only are being paid.

An employee will not be paid for a holiday that falls on the employees last day scheduled to work upon separation from NTPCDI.

**HOLIDAYS:**

Labor Day	Winter Break (mid December – Jan. 1)	Easter Break (Fri before Easter)
Columbus Day	Martin Luther King	Memorial Day
Thanksgiving (3 days)	Spring Break (one week)	July 4

**6.5 FLOATING HOLIDAY**

Each regular full-time and part-time employee has available one floating holiday for use during each calendar year. The Floating Holiday is in addition to any other holidays, and may be used for any purpose designated by the employee.

A newly hired employee may not use a floating holiday prior to successful completion of the probationary period. Exception: employees with less than 80 hours vacation accrued at the shutdown of the NTPCDI Program in July for staff vacation, will be allowed to use the floating holiday at this time (See Probationary Period)

For regular part-time employees, payment for a floating holiday is pro-rated, consistent with the number of hours scheduled to work.

No payment is made for an unused floating holiday at the time of separation from employment for any reason, including termination, resignation, and retirement.

A floating holiday may generally be used at any time; however, any use of a floating holiday requires the prior approval of the employee's supervisor. A completed Employee Action Form must be submitted to your immediate Supervisor and approved prior to the date of the requested time off.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

6.6 DEATH IN THE FAMILY

In the event of the death of an immediate family member (spouse, parent, parents-in-law, grandparent, child, sister, brother, grandchild, legal guardian, step-parent, step parent in-law, step grandparent in-law, step-child, or step-sibling, or step grandchild), regular full-time and part-time employees who have successfully completed the probationary period will be granted time off with pay up to a maximum of five working days (depending on the situation) per year.

The duration of the period of paid leave depends upon such factors as distance to be traveled, responsibility of the individual staff member, and other relevant considerations, but no more than five days of paid leave will be allowed for any loss. Up to five days may be paid per occurrence. Any period of paid leave must be approved by the employee's immediate supervisor, and the Director.

6.7 JURY DUTY

The NTPCDI Early Head Start recognizes that jury service is a civic obligation, and therefore provides continued salary for the duration of the period of jury service.

If called for jury service, an employee must provide the NTPCDI Early Head Start with copies of the summons to jury service as soon as possible, before the beginning of such service. The NTPCDI Early Head Start reserves the right to request a deferral of service within the limitations prescribed by applicable law. During a period of jury service, the NTPCDI Early Head Start will provide leave with pay. An employee who serves on a jury is entitled to retain any fees received for such service.

6.8 MILITARY SERVICE

The NTPCDI Early Head Start satisfies its obligations under applicable legislation toward employees performing annual or other military service, and in some instances provides benefits beyond those required by law.

An employee who has completed at least one year of service, and who is required to perform two weeks of annual military training, will be granted leave for a period not to exceed ten working days per year.

An employee who has completed at least one year of service, and who is called for active military service, will be granted unpaid leave for a reasonable period not to exceed one year.

An absence due to annual or active military service is considered as time worked for the NTPCDI Early Head Start. Upon an employee's release from annual or active military service, the employee will return to her or his former position, or to a position with similar responsibilities and rate of pay.

See Leave With Pay.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**6.9 LEAVE WITHOUT PAY**

A leave without pay may be granted during a period of absence that is not covered by a paid leave. Leave without pay is available to regular full-time and part-time employees. Reasons for which a leave without pay may be granted include military service, job-related education, and personal reasons. A request for leave without pay must be approved by the Executive Director. In reviewing any request for leave, consideration is given to the reason for the request, the employee's length of service, prior work performance, and prior leave record, and the needs of the Program.

Following a leave without pay that does not exceed thirty days, the employee may return to her or his same position at the end of the period of leave. During the period of leave, an employee's participation in the NTPCDI Early Head Start benefit plan will continue in return for the employee's usual share of the cost for coverage, if any. A leave without pay of less than thirty days is counted as additional service with the NTPCDI Early Head Start.

During a leave without pay that exceeds thirty days, the NTPCDI Early Head Start may, in most cases, fill the employee's position after the initial thirty days of leave. The employee then may return from leave only if a suitable position is available. An employee's position will be held beyond thirty days only in cases of unpaid leave involving extended military service. With the exception of unpaid leave for military service, the period of unpaid leave, after the initial thirty days, is not counted as additional service with the NTPCDI Early Head Start.

**6.10 LEAVE FOR PROGRAM AND TRAINING EVENTS,  
EDUCATIONAL OPPORTUNITIES  
PROFESSIONAL MEETINGS, AND CONFERENCES**

The NTPCDI Early Head Start provides opportunities for employees to participate in training events, professional meetings, and conferences, workshops, educational courses, and seminars that will help them develop skills and expertise for promoting the goals of the NTPCDI Early Head Start.

For approved educational and training opportunities, employees will be granted leave with pay for a reasonable period, generally not to exceed one week. Approvals by the employee's supervisor and the Executive Director are required prior to the start of the event.

**6.11 VOTING TIME**

The NTPCDI Early Head Start complies with any relevant laws regarding time off from work to vote. This policy applies to both primaries and elections at the federal, state, and local levels. The NTPCDI Early Head Start's normal hours of operation ordinarily provide employees with sufficient time to vote, either before the start of, or after the end of the workday. Any employee who requires additional time, must request this time in writing at least two days prior to the election or primary day.



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

6.12 ABSENCE COVERED UNDER WORKERS'  
COMPENSATION OR SHORT-TERM DISABILITY

NTPCDI Early Head Start complies with state requirements for providing workers' compensation and short-term disability benefits.

Workers' compensation generally covers injuries and illnesses that occur in the course of employment. State laws provide partial replacement of lost wages and coverage for medical expenses due to a covered injury or illness. Reports should be submitted within a relatively short time following the date of injury or illness, and in certain other circumstances. For this reason, any employee who sustains an injury or illness in the course of employment must report the incident, and any absence related to the incident to her or his supervisor as soon as possible.

Short-term disability provides partial replacement of lost wages for a period of time due to an illness or injury that is not work-related, and that lasts longer than five consecutive days. A disability due to maternity or maternity-related reasons is considered and treated the same as a disability for any other reason. To claim short-term disability benefits, employees should contact the Executive Director for any necessary forms and information.

See Leave Without Pay.

6.13 FAMILY AND MEDICAL LEAVE

*Disclaimer: According to the Department of Labor, the Department of Labor Family Medical Leave Act a Company must have at least 50 or more employees for a company to be required to abide by the Family and Medical Leave Act of 1993. North Texas Parent and Child Development, Inc. has less than 50 employees, thus is exempt from the Department of Labor Family Medical Leave Act.*

7. OTHER POLICIES

7.1 BULLETIN BOARDS

Bulletin boards in the NTPCDI Early Head Start facilities carry notices that are required by law and material of general interest to the staff, such as job postings, and promotional opportunities. Permission to post materials on bulletin boards must be obtained from the Executive Director.

7.2 BUSINESS TRAVEL

It is the policy of the NTPCDI Early Head Start to pay reasonable expenses incurred by staff members who travel on NTPCDI Early Head Start business. Travel arrangements must be approved in advance by the employee's authorized supervisor. Travel advances and reimbursements will be administered in accordance with current NTPCDI Early Head Start procedures and provisions.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

7.3 INCLEMENT WEATHER POLICY

It is the policy of the NTPCDI Early Head Start to follow the Wichita Falls Independent School District's decision regarding school closures due to inclement weather. Our program will be able to proceed in a consistent manner when the decision is made to close school. All school closing announcements are announced on Wichita Falls Television and Radio Stations as follows:

TV Stations

Channel 3 – 940-696-3338  
Channel 6 – 940 322-1146

Radio Stations

KLUR 940-691-9999  
KQXC 940-692-8888

8. Filing a Complaint of a Program Concern Policy

**Purpose:**

North Texas Parent and Child Development, Inc Early Head Start strives to continually improve. Input from parents, guardians, and community members can provide the necessary information to correct problems or solve issues concerning program policy or staff members. The following procedures can be used for the Early Head Start program of NTPCDI. For complaints regarding civil rights, please see that section of this policy.

**Procedures:**

***Receipt of Complaint:***

Any staff member, parent, guardian, or community member may communicate a complaint to any member of the North Texas Parent and Child Development, Inc Early Head Start staff. A complaint may be received indirectly, for example in a follow-up call with a parent or client, as well as when someone calls specifically to report a complaint.

***Recording the Complaint:***

All complaints received will be recorded on the Comment and Complaint Form which will contain the following information: the date the complaint was received; the name, address and telephone number of the person the complaint is against; the name, address and telephone number of the person making the complaint; an indication whether the person will permit his/her name to be used; the name of the staff person receiving and recording the complaint; and a description of the complaint. The description of the complaint will include names of person(s) involved, pertinent dates, addresses, telephone numbers and a statement of the facts and observations described by the person(s) complaining (avoiding the recorder's own opinions, subjective characterizations and conclusions). The form will also contain a place to record, when appropriate, that a complaint involves allegations of child abuse, neglect of a serious nature, or licensing violations.

***Follow-up:***

***Complaints from the Community:***

If the complaint or concern is from the community and regards program policy it should be brought to the appropriate Manager. If no resolution is accomplished the complaint will be brought to the Executive Director. If the complaint is not resolved, it will then be taken to the Policy Council and/or Board of Directors.

***Complaints Concerning a Staff Member:***

Complaints or concerns regarding staff should be discussed with the individual(s) involved. If the individuals involved reach no resolution, it should be taken through supervisory lines or brought to the attention of the Program Manager. If no resolution is reached with the use of the Program Director it will be taken to the Executive Director. If no resolution is accomplished, it will then be taken to the Policy Council Personnel Committee. If the staff

# North Texas Parent and Child Development, Inc. Early Head Start

## Personnel Policies and Procedures

member(s) involved feel that the issue was not resolved appropriately they may appeal the decision using the Grievance Procedure outlined in the Personnel Policies.

### *Complaints Concerning Program Policy:*

Complaints or concerns regarding program policy should be discussed with the appropriate staff person, involving the appropriate Manager. If no resolution is reached, the complaint will be brought to the Executive Director. If the complaint is not resolved, it will then be taken to the Policy Council and/or Board of Directors.

### *Complaints Concerning Civil Rights:*

North Texas Parent and Child Development, Inc Early Head Start will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (1) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (2) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex; (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicaps; (4) the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; (5) the Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse; (6) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (7) Section 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records; (8) Title XIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental or financing of housing; (9) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance was made; and (10) the requirement of any other nondiscrimination statute(s) which may apply to the North Texas Parent and Child Development, Inc Early Head Start. If an individual feels that their rights in relation to the above were violated, they will be given a civil rights complaint form. This form includes addresses and phone numbers to which they may directly submit their complaint in writing, in person or by telephone. An individual may also submit a written or verbal complaint to North Texas Parent and Child Development, Inc Early Head Start. If an individual wants to file a formal verbal complaint, North Texas Parent and Child Development, Inc Early Head Start staff will complete the civil rights complaint form in cooperation with the individual. Staff will send all complaints to the Executive Director who will forward the complaint to the Texas Department of Health and Human Services Commission Office of Civil Rights within three working days.

### Complaints Concerning a North Texas Parent and Child Development, Inc Early Head Start Child Care Center:

If a complaint involves a North Texas Parent and Child Development, Inc Early Head Start Child Care Center the Site Manager will decide whether the complaint involves possible (1) child abuse, (2) licensing violations or (3) a personal dispute. Complaints of child abuse will be reported to Child Protective Services. Complaints of serious licensing violations will be reported to Child Care Licensing. The party logging the complaint will be advised to also report abuse or violations to the proper authorities. If the complaint involves such matters as differences in style, child-rearing philosophy or business disagreements, the Site Manager can offer materials that may help or benefit personal problems, and/or, as appropriate and with permission, assist the parties to clarify the problem and resolve it, offer technical assistance, or assist in locating an alternative provider. If it seems appropriate and helpful, and if the person making the complaint consents, the Site Manager will notify the staff member of a personal complaint. Normally, these complaints will not lead to suspension or removal of a staff member unless several parents make the same or similar complaints and/or the staff member fails to respond to inquiries or offers of assistance.

### General Information:

Individuals interested in obtaining a copy of the Complaint Policy may request one.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**8.1 (Cont.) COMMENT AND COMPLAINT FORM**

Staff Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Person making the complaint: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Can we use their name? \_\_\_\_ Yes \_\_\_\_ No    Conditions: \_\_\_\_\_

Person complaint is against: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Description of complaint *(Include names of persons involved and record events, dates and locations, statements made and other facts and observations reported by the person making the complaint):*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Does the complaint involve allegations of child abuse/neglect or a serious licensing violation?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, has a report been made to:

Child Protective Services? \_\_\_\_ Yes \_\_\_\_ No

Child Care Licensing? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix A

**CERTIFICATION OF RECEIPT  
OF NTPCD PERSONNEL POLICIES**

By my signature below, I hereby certify that I have received a copy of the Personnel Policies for the North Texas Parent and Child Development, Inc. Early Head Start, and agree to familiarize myself with the contents of this manual, and agree to comply with all policies and procedures as set forth therein. I understand that the policies and procedures contained herein supersede any former versions, and that in case of any difference between current and former versions, the current policy or procedure shall, in all instance, apply. I further understand that neither this manual, nor any other NTPCDI Early Head Start document constitutes or implies a contract of employment.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix B

**CERTIFICATION OF RECEIPT  
CONFLICT OF INTEREST CODE OF CONDUCT POLICY  
and PENALTY FOR VIOLATING**

By my signature below, I hereby certify that I have received a copy of the Conflict of Interest Code of Conduct Policy and Penalty for Violating, for the North Texas Parent and Child Development, Inc./Early Head Start Program, and agree to comply with all policies and procedures as set forth therein.

I understand that the policies and procedures contained herein supersedes any former versions, and that in case of any difference between current and former versions, the current policy or procedure shall, in all instances, apply.

I further understand that neither this policy, nor any other NTPCDI, Inc./EHS Program document constitutes or implies a contract of employment.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix C

Child Development Associate (CDA)

Employee Agreement

I have read and fully understand the North Texas Parent and Child Development, Inc. Early Head Start policy regarding the “Child Development Associate (CDA).

I understand that all classroom staff will participate in CDA training and obtain the CDA credential unless they have a degree or endorsement in early childhood education. New employees have four months from date of hire, in which to complete CDA training and obtain the CDA credential from the Council for Early Childhood Professional Recognition.

Staff working in a center-based program are required to earn the Center Base Infant/Toddler CDA. The supervisor and the employee shall develop a written training plan according to the employee’s immediate need for training. Supervisors will take into consideration the employee’s experience and previous training when making this decision.

I understand the purpose for obtaining a CDA is as follows:

1. To ensure that all North Texas Parent and Child Development, Inc. Early Head Start staff has the minimum qualifications to provide quality early childhood education services.
2. To insure that all Early Head Start staff meet entry level qualifications for early childhood professionals.
3. To meet and exceed Head Start Performance Standard 45 CFR Part 1304.52 (f).

I understand that I can develop my training plan with the Education Manager and my immediate supervisor.

As an employee participating in CDA training, I am expected to follow through with training activities which include (but are not limited to): completing coursework, meeting with Advisor/Trainers, reading resource materials, viewing training videos, writing portfolio entries and other writing assignments, talking with immediate supervisor to report progress and any difficulties.

I understand that when possible North Texas Parent and Child Development, Inc Early Head Start will assist staff in paying certain costs for CDA training. I understand that North Texas Parent and Child Development, Inc Early Head Start will pay for my credentialing. I understand that should I leave Early Head Start within two years of obtaining my CDA, I will be responsible for reimbursing the Early Head Start program for the cost of the CDA.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix D

**ABSENTEE POLICY**

**PURPOSE:** To communicate expectations regarding employee attendance, and consequences of failure to meet

**I. AN ABSENCE IS CONSIDERED "EXCUSED":**

- When, in cases of personal time off, the employee has made acceptable arrangements to be off work prior to the day when they will be gone.
- In cases of illness, the employee has notified their supervisor at least 1 hour prior to the beginning of their workday. Employees are required to talk directly with their immediate supervisor. If their supervisor is not available, the employee will notify their supervisor's supervisor.

Inability to provide acceptable verification, if requested for a reported absence, will be cause for termination.

**II. UNEXCUSED ABSENCES:**

Three (3) unexcused absences of any type during a calendar year may result in termination, or failure to rehire the employee in the future.

*An absence is considered "Unexcused":*

- If the call-in is not made by the employee, PERSONALLY. Call-ins made by spouse, friends, etc. will not be excused. If an employee does not have a telephone, he/she is still expected to advise their supervisor.
- If the employee does not telephone the supervisor, or his/her designee, 1 hour prior to the beginning of the workday.
- If the employee arrives late to work.
- If the employee does not call in, and does not have a reasonable cause for missing work. If the employee does not call in by the beginning of the third day of an absence, they will be assumed to have vacated their position, and termination procedures will be initiated.
- If the absence results in leave without pay.

This policy is designed to allow needed time off for absences as circumstances arise. It is not designed to allow perpetual and/or excessive absence or tardiness. Employees who establish such patterns will be subject to termination, regardless of the provisions of this policy.

I have read the above policy and agree to abide by it.

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

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix E

Dress Code

All staff will have a professional appearance at all times. Staff will dress appropriately for the job they are performing.

- Hair will be clean and neat, including men's facial hair
- Fingernails will be at a moderate length
- Tattoos must be covered by clothing or bandage
- No body piercing will be visible except ear rings
- Perfume will be used in moderation

If dress or appearance does not meet this code, staff may be sent home to change. Staff will be required to clock out. Sick or annual leave will not be approved for the time spent off the clock concerning dress and appearance.

Center-based Staff and Home Visitors

The following dress code applies to staff when in the kitchen, classroom or on home visits. When meeting the public, at trainings, meetings, and conferencing with parents, Business Casual is an appropriate dress (see Management Staff).

- All clothing will be clean, pressed, and not tight fitting
- Clothing will have no holes and will not be worn or faded
- No undergarments will be showing

Acceptable

- Skirts and dresses – length must be below the knee
- Pants or slacks
- Scrubs
- Jeans
- Pleated walking – style shorts
- Split skirts – knee length or longer
- Wind suits
- T-shirts and blouses – no writing or logos except Early Head Start, North Texas Parent and Child Development, Inc, child care related designs, and small clothes brand logos
- Sweaters and Sweat Shirts
- Capri pants

Prohibited

- Shorts that are not walking – style shorts, including short overalls, knits, etc...
- Sweat suits
- Halter and midriff tops
- Tube or tank tops
- Caps or hats indoors (other than when working in the kitchen)
- Spaghetti straps
- Spandex
- Low-cut tops or blouses where cleavage can be seen while sitting or bending over.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

- No jewelry that can be removed by a child, or cause injury to the employee or client; would include dangle earrings, necklaces, long chains, or bracelets with bangles

Appendix E (Cont.)

Dress Code Cont.

Appropriate Footwear

- Tennis shoes
- Soft sole boots
- Closed-toe shoes
- For safety purposes shoes must have a back and the heel must be less than 2"

Prohibited Footwear

- Flip Flops
- Sandals
- Shoes without a toe or a back

Management Staff / Dress Code for Trainings

Business casual is acceptable dress for staff that work with the community, parents, and outside agencies and for training sessions.

**Business casual includes:**

- Dresses
- Skirts and blouses
- Pants suits
- Dress pants
- Dress walking shorts
- Dress Capri pants

**Note:**

- All skirts are to be knee length or longer
- All clothing will be clean, pressed and not tight fitting
- No undergarments will be showing
- If going into the classrooms, please wear closed-toe and heel shoes
- If going into the classrooms, please wear appropriate jewelry; no jewelry that can be removed by a child, or cause injury to the employee or client; would include dangle earrings, necklaces, long chains, or bracelets with bangles.
- Low-cut tops or blouses where cleavage can be seen while sitting or bending over.

Casual Fridays

If Management Staff are not meeting with community members or representatives from outside agencies, they may wear appropriate dress for Center-based Staff and Home Visitors. This does not apply to training sessions if they are scheduled for a Friday.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Appendix F

North Texas Parent and Child Development, Inc.'s

Drug-Free Workplace Policy

**Purpose and Goal**

**The North Texas Parent and Child Development, Inc. (“NTPCDI”)** is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- The NTPCDI encourages employees to voluntarily seek help with drug and alcohol problems.

**Covered Workers**

Any individual who conducts business for the NTPCDI, is applying for a position or is conducting business on the NTPCDI's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to director, executive management, managers, supervisors, full-time employees, part-time employees, contractors and applicants.

**Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the NTPCDI. Therefore, this policy applies during all working hours, whenever conducting business or representing the NTPCDI, while on call, paid standby, while on NTPCDI property and at NTPCDI-sponsored events.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary actions will be taken if job performance deterioration and/or other accidents occur.

**Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the NTPCDI in writing within five calendar days of the conviction. The NTPCDI will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

**Searches**

Entering the NTPCDI's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks and work stations, vehicles, equipment, and computers.

**Consequences**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

North Texas Parent and Child Development, Inc.  
Early Head Start

**Personnel Policies and Procedures**

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

**Return-to-Work Agreements**

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

**Assistance**

NTPCDI recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

**Confidentiality**

All information received by the NTPCDI through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help
- Report dangerous behavior to their supervisor.

It is the Managers' and Director's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

**Communication**

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- The Board of Directors, Executive Director, and Manager will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix G

Code of Conduct and Professional Ethics  
for Staff and Volunteers

As a member of the North Texas Parent and Child Development, Inc Early Head Start Program, you are expected to conduct yourself in a professional manner at all times. We want you to become friends with each other, with your students, and with the parents of your students. But we also want you to remember that you are an example that others look to for guidance.

1. I understand that I must dress neatly and in good taste.
2. I know that I am expected to be punctual, dependable, tactful and helpful.
3. We want you to be responsive to your children and to their parents; however, retain your poise at all times.
4. Maintaining confidentiality is important to the success of the Early Head Start program, our reputation in the community and the privacy of our families and staff. Family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only to those who have a legitimate need to know. If approached by members of the news media requesting information regarding North Texas Parent and Child Development, Inc Early Head Start operations I will refer requests to the Executive Director.
5. Let your children's parents know that you take pride in your work – and conduct yourself in such a way as to convey that attitude through the care with which you pursue your daily activities.
6. I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
7. I understand that no child shall be left alone or unsupervised while under my care. I will use positive methods of guidance that do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as a punishment or reward or the denial of basic needs.
8. I understand that no child may be removed from the presence of staff other than a child's own parent or guardian or other authorized person.
9. I understand that this document shall be placed in my personnel file and that violations of these codes shall result in disciplinary action up to and including termination.

Being professional in your conduct does not imply the need to be stiff and formal. Don't forget to have fun with your children. These are little kids we're working with. Don't be afraid to let them know how much you really do enjoy the reality of their presence. Let them know you can share in their laughter – just as readily as you can share their feelings when they have been hurt and are crying. Let them know that you can enjoy their view of the world.



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix G (Cont.)

Code of Conduct and Professional Ethics  
for Staff and Volunteers

This policy complies with Head Start Performance Standard 1304.52 (h)(1)(i)(ii)(iii)(iv)

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

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix H

CONFIDENTIALITY POLICY

As an employee, I am a valuable part of the Early Head Start team. I understand that the Early Head Start policy on confidentiality applies to me.

In order to insure that the rights of privacy for all Early Head Start families are protected, I agree to the following:

- 1) Access to Early Head Start families records is limited to staff.
- 2) Conversations among staff and parents are private and shall remain so.
- 3) Anything seen or heard at Early Head Start remains at Early Head Start.
- 4) I dedicate myself to maintaining high standards, safeguarding confidentiality and performing to the best of my ability.

I have read and understand the above policy and agree to abide by it.

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

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix I

Food and Drink in the Classroom Policy for Employees

**Purpose:** To be fair to the children in the classroom.

**Allowable:**

- Non-Alcoholic drinks may be allowed in the classroom so long as it is concealed in a plain, plastic non-see through cup with a lid.
- Food may be kept in the classroom so long as it is hidden out of site from the children and does not smell.

**Non-allowable:**

- Drinks in Styrofoam cups.
- Drinks with food logos on the outside.
- Drinks in glass/porcelain cups.
- Drinks in a see-through cup.
- Drinks without a lid.
- Food that is left out in the open.
- Food in restaurant sacks/containers/wrappers left out in the open.
- Food eaten in the classroom other than what is being served on the menu.
- Food in restaurant sacks/containers/wrappers thrown in the classroom trash can.

*Note:* If you must keep your snacks in the classroom, please keep the area sanitized and tidy daily.

I have read and understand the above policy and agree to abide by it.

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

\_\_\_\_\_  
Date

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix J

Description of Each Staff Position, Roles and Responsibilities, Qualifications, and Salary Range

Position:	<b>Director Full Time (1)</b>
Roles and Responsibilities:	Ultimately responsible for ensuring that the program services are in accordance with the Federal, State, and Head Start Performance Standards to be in 100% compliance in all facets of the program.. Directs the day-to-day operations of the program.
Qualifications:	BA/MA with an emphasis in Administration, Early Childhood Development, and/or other related fields, and at least two years experience in human services program management and supervision. (Master's preferred). Administrative background
Salary Range	\$30,770 – \$50,770
Position:	<b>Program/Education/Disability Manager Full Time (1)</b>
Roles and Responsibilities:	Responsible as the technical expert for the program, education, nutrition, and disabilities component of the Early Head Start Programs. To ensure education, nutrition, and disability services, including developmental assessment, curriculum development, individualization, and nutritional services are efficiently provided to enrolled children, following Head Start Standards.
Qualifications:	Must have a minimum of a Bachelors Degree in early childhood or a related field, with hours in early childhood, curriculum development and/or staff development. In addition, must meet the qualifications for classroom teachers regarding the qualifications of teachers.
Salary Range	\$24,000 - \$37,496
Position:	<b>Social Service/Parent Involvement Manager Full Time (1)</b>
Roles and Responsibilities:	Responsible for planning, organizing, implementing, and evaluating all phases of the social services and parent involvement areas to children and families. Identifies social services needs and advises staff and parents on the appropriate utilization of community resources and coordinates referrals to the appropriate agency, assuring confidentiality. Plans social services program activities in accordance with Federal Performance Standards, needs of enrolled children and families, and local agency priorities
Qualifications:	Must have a bachelor's degree from a four-year college or university One to two years related experience in Early Childhood or equivalent combination of education and experience. Maintain a current CPR First Aid and Food Handler certification Must hold and maintain a current drivers license and current liability insurance
Salary Range	\$24,000 - \$35,929

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**Position:** **Center Coordinator (Center Director) Full Time (1)**  
**Roles and Responsibilities:** Responsible for programmatic operations of program's child development center and facility, supervises all Center staff.  
**Qualifications:** A minimum of a Childhood Development Associate Degree or in the process of pursuing Associate and CDA Credential.  
Experience working with pregnant woman, infants and/or toddlers.  
Hold a valid current driver's license, and current liability insurance.  
Must maintain a current CPR, First Aide, and Food Handler card.  
Tracking and reporting average daily attendance and meals served, submitting to HR Department monthly for processing of USDA Billing.  
Maintaining and filing of all records that pertain to the administration of program Centers.  
Submit center reports, purchasing requisitions, and auditing Staff Daily Sign in/ Out logs to appropriate personnel, in accordance with timelines established by Director and Fiscal Agent.  
Keeping inventory of each classroom and the facility.  
**Salary Range** \$18,000 – \$32,929

**Position:** **Health/MH Manager Full Time (1)**  
**Roles and Responsibilities:** Responsible as for the expert for the Health, Mental Health component of the Early Head Start Programs, ensuring these services are efficiently provided to enrolled children, in accordance with Federal, State and Head Start Performance Standards.  
**Qualifications:** Must have a minimum of a Bachelor's Degree a health related field  
Maintain a current CPR First Aid and Food Handler's Certification  
Must hold and maintain a current driver's license and current liability insurance  
**Salary Range** \$24,000 – \$35,920

**Position:** **Secretary/HR/Nutrition/Safety Specialist Full Time**  
**Roles and Responsibilities:** Administrative support to the Director  
Tabulates, processes time sheets and payroll documents; conducts new employee orientations, maintain personnel records, keeps leave records on staff, USDA billing, nutritional service and safety, Policy Council and committee meetings, takes minutes. system, receptionist, taking applications for program services, and applications for employment, greeting and directing visitors; answers all incoming calls and directs appropriately.  
**Qualifications:** Must have a minimum of a Bachelor Degree in related health field  
Age 21 or older  
Two years administrative/office experience required. Three years preferred.  
Additional education may be substituted for years of experience. Some human resource duty experience preferred.  
Hold valid current driver's license, and current liability insurance.  
Must maintain a current CPR, First Aide, Food Handler's Certification  
**Salary Range** \$24,000-\$32, 929

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

**Position:** **Accounting Clerk Full Time**  
**Roles and Responsibilities:** Responsible for the procurement of goods and services, and tracking all related paperwork.  
Receives and processes requisitions for goods/services from staff members  
Ensures budget funding for requisition of good/services.  
Monitors allocation of program income and outlays, credit cards and petty cash  
Oversees the receipt of in kind Non Federal Contribution on a monthly basis;  
and,  
Tabulates Non Federal Contributions on a monthly basis, submitting to fiscal agent in a timely manner  
Maintains Inventory Control, keeping auditable records of inventory.  
Tags/records all new and retired inventory.  
**Qualifications:** High School or GED Diploma  
One year experience in a work environment performing accounting procedures.  
Skills in math, and ability to use ten key by touch.  
Must be computer literate  
Maintain a current CPR and First Aid certification  
Must hold and maintain a current drivers license and current liability insurance  
**Salary Range** \$21,120 - \$28,650

**Position:** **Teacher (Degreed) Full Time**  
**Roles and Responsibilities:** Teaches Infant and Toddlers 0 to 3, following Head Start Standards  
**Qualifications:** Bachelors Degree in Early Childhood Development, or Education preferred. A minimum of a Childhood Development Associates Degree, or in the process of pursuing Associates and CDA credential  
Experience working with infants and toddlers.  
Valid driver's license, and current liability insurance.  
Must have, and display a nurturing loving disposition toward infants and toddlers.  
Hold valid current driver's license, and current liability insurance.  
Must maintain a current CPR, First Aide, and Food Handler card  
**Salary Range** \$20,000 - \$35,929

**Position:** **Teacher (Non-Degreed)**  
**Roles and Responsibilities:** Teaches Infant and Toddlers 0 to 3, following Head Start Standards  
**Qualifications:** High School Diploma or GED and CDA credential, or CDA completed within 1 year of hire.  
Experience working with infants and toddlers.  
Valid driver's license, and current liability insurance.  
Must have, and display a nurturing loving disposition toward infants and toddlers  
Hold valid current driver's license, and current liability insurance.  
Must maintain a current CPR, First Aide, and Food Handler card  
**Salary Range** \$18,000 – \$25,680

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Position:	<b>Home Visitor (2) (1 full time) (1 part-time – 20 hours week)</b>
Roles and Responsibilities:	Teaches children 0 – 3 in the home setting, using lesson plans, and working hand in hand with the child’s parent(s) to support the emotional and social development of the child, following Head Start Standards.
Qualifications:	High School Diploma or GED. Work experience with children 0-3. Valid Texas driver’s license, current proof of automobile liability insurance. Complete Parents as Teachers Home Educator Training after completing 180 day employment probationary period. Complete CDA (child development certification within one year of hire). Hold valid current driver’s license, and current liability insurance. Must maintain a current CPR, First Aide, and Food Handler card
Salary Range	\$18,000 - \$25,492
Position:	<b>Family Service Worker/Home Visitor - Full Time (2) (time split - 50%-Family Svc. Worker 50% Home Visitor)</b>
Roles and Responsibilities:	(1) FSW/Home Visitor Supervises Home Visitor Staff. Serves infants and toddlers 0 – 3 and their families in the home setting, following Head Start Standards.
Qualifications:	An Associate Degree or higher, in early childhood education or related field At least one year experience as a home visitor. If you do not have an Assoc. Degree, a CDA must be obtained within one year of hire. Must have the ability to relate to families of diverse economic, ethnic and social backgrounds and maintain confidentiality regarding all facets of the program. Assist with child binder audits. Assist with recruitment of families for program services; and education of community regarding the Program Assist with intakes of new enrollment of families Inputs family data into the Program’s web-based Child Plus Record Keeping System, to include attendance of program children.
Qualifications:	High School or GED Diploma Must be computer literate Maintain a current CPR and First Aid certification
Salary Range	Must hold and maintain a current drivers license and current liability insurance \$18,000 - \$30,492
Position:	<b>Cook Full Time (1)</b>
Roles and Responsibilities:	Purchases, prepares, tracks, cooks, and serves meals for children and staff. Washes dishes. Ensures compliance with Head Start Performance Standards; North Texas Parent and Child Development, Inc. Policies and Procedures, and the policies of the USDA.
Qualifications:	High School Diploma or GED Must maintain a current CPR, First Aide, and Food Handler card
Salary Range	\$13,000 - \$22,829

North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Position:	<b>Floater-Cook's Helper Full Time (1)</b>
Roles and Responsibilities	Assist cook with kitchen food prep, dishes, clean up, inventory of food, grocery list and meal production documents. Hold valid current driver's license, and current liability insurance. Must maintain a current CPR, First Aide, and Food Handler card
Qualifications:	Age 18 or older High school diploma or GED Experience in childcare setting and kitchen Valid driver's license, and current liability insurance. Must maintain a current CPR, First Aide, and Food Handler card
Salary Range	\$13,000 - \$20,680
Position:	<b>Floater 3 Part-time Wakeman Center (1 Part- Time); Fuller Center (1 Part- Time); Burkburnett Center (1 Part-Time @ 20 hours week)</b>
Roles and Responsibilities:	Supports the classroom teachers by relieving them for their breaks and substituting in the classroom for absent teachers when requested. Assist the Center Coordinator and Assistant Center with food delivery between centers, and pick-up and delivery of program supplies when needed for the center(s)
Qualifications:	Age 18 or older High school diploma or GED Valid driver's license, and current liability insurance. Must maintain a current CPR, First Aide, and Food Handler card
Salary Range	\$13,000 - \$20,680
Position:	<b>Data Entry Part-Time (20 Hours Week)</b>
Roles and Responsibilities:	Accurate interpretation, compilation, and entering of data in the computer system. Proper analysis and verification to ensure data integrity. Storing correct information in the desired database locations. Completion of the task within the desired deadline.
Qualifications:	Age 18 or older High School diploma or GED CPR, First Aid
Salary Range:	\$13,000-\$20,680



North Texas Parent and Child Development, Inc.  
Early Head Start

Personnel Policies and Procedures

Appendix J (Cont.)

CERTIFICATION OF RECEIPT OF  
DESCRIPTION OF EACH STAFF POSITION, ROLES AND  
RESPONSIBILITIES, QUALIFICATIONS, AND SALARY RANGE

By my signature below, I certify that I have received a copy of the description of each staff position, with the roles and responsibilities, qualifications, and salary range as part of the Personnel Policies.

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

\_\_\_\_\_  
Date