



# **Next Door**

## **Employee Handbook**

Updated July 24, 2013



# **Next Door Employee Handbook Acknowledgement Form**

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of our company. PLEASE READ IT CAREFULLY.

I, \_\_\_\_\_ (please print full legal name), have received a copy of the Next Door's Employee Handbook (Revised July 24, 2013) which outlines the goals, policies and expectations of Next Door, as well as my responsibilities as an employee. I understand that it is my responsibility as an employee to read and be familiar with this Handbook.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is a general guide to the goals, policies, practices, benefits, and expectations of Next Door. I also understand that this Handbook is not a contract or guarantee of employment and should not be interpreted as such.

The handbook will be changed from time to time and does not alter my at-will employment, which can be changed only by a written agreement signed by the Executive Director. I understand that I cannot rely on any contrary written or oral statements or promises regardless of who makes them. I or Next Door may end my employment at any time with or without notice for any reason that does not violate the law.

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**Employee Signature**

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**Date**

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## **Welcome to Next Door!**

It is my pleasure to welcome you to our organization. I hope that you will find your employment with Next Door rewarding.

We are proud of the work we do and the impact that our combined efforts have on the future of children and families. The programs we provide are valued by our communities and our nation. There is nothing nobler than contributing to a promising future for a child! It takes many employees, working together, to create the wonderful programs and services we provide. Next Door is recognized as a leader in early childhood education and family support. Our successful services are due to the many talents and dedication of our employees. You have been selected to join our team because we believe in your potential and know your talents will add to others in fulfilling our vision.

For you to work effectively as part of our team it is important that you understand the mission, vision and values of Next Door. The policies and guidance provided for our employees are the foundations that will help you succeed at Next Door. This handbook will provide information to help you understand the systems, practices and policies that guide our daily work. I hope that you will refer to them for guidance in your daily work.

It is my wish that you will enjoy your employment with Next Door and join with others in providing meaningful work for young children and their families!

Sincerely,  
Carol Keintz  
Executive Director

## **Our Agency**

Next Door is a community based private non-profit umbrella agency for the delivery of a variety of child development and family support programming for children and their families. Next Door began as a youth and young adult outreach program of a central city church, Our Saviors Lutheran Church.

Next Door serves hundreds of children and their families in Milwaukee County through programs that include Head Start, Early Head Start, and our Charter School programs and other programs that support the mission of Next Door and the professional development and training needs of employees. These programs are delivered through both center and home based models.

Through its years of service Next Door has firmly established its credibility as an efficient, innovative and stable organization that is a leader in the community and state in providing programming for children and families.

## **Handbook Overview**

For our employees to provide the highest level of service, it is important to understand the

mission, vision, values, programs and policies of Next Door. This handbook has been prepared as a resource for that knowledge. It should answer questions most frequently asked by employees and serve as a reference.

It will:

- Provide information and background about the agency
- Provide mission, vision and values statements
- Provide general guidelines for employee conduct at work

Supervisors may vary in their management approach. While distinct styles can serve different managers well, policies establish uniformity. This handbook contains general statements of policy and should not be read as necessarily setting forth the procedural guidelines of each policy. Procedures can be found in The Agency Procedural Manual. This handbook does not constitute an expressed or implied contract. The provisions of this handbook are subject to change.

### **Employment-at-Will**

Employment with Next Door is at-will. This means that neither an employee nor Next Door has entered into a contract regarding the duration or conditions of continued employment. An employee is free to terminate employment with Next Door at any time, with or without reason. Likewise, Next Door has the **right to terminate an employee's** employment at any time, with or without cause, or otherwise discipline, transfer, or reassign an employee at any time, with or without cause, at its sole discretion.

### **Equal Opportunity and Affirmative Action Statement**

Next Door is an equal opportunity employer. Next Door will recruit, hire, train, utilize, promote and terminate employees solely on the basis of their qualifications, without regard to race, color, national origin, ancestry, disability, sex, marital status, sexual orientation, religion, age, creed or any other characteristics protected by local, state or federal ordinance, law or regulation. Relevant qualifications include, but are not limited to, consideration of education, training, experience, aptitude, capability, and ability.

Next Door will fill positions by promotion of qualified current employees, in accordance with this policy.

All aspects of employment with Next Door, including, but not limited to, compensation, fringe benefits, termination, transfers, promotions, training and education, social and recreational programs and facilities, will be administered without regard for race, creed, color, national origin, ancestry, marital status, disability, age, gender, sexual orientation, religion or any other characteristics protected by applicable local, state and federal ordinance, law or regulation.

Next Door's **commitment to equal** employment opportunity includes practices, policies and procedures for the recruitment, employment, training, promotion and retention of minorities, women and persons with disabilities.

## **Next Door's Mission, Vision and Values**

### **Agency Mission**

We support the intellectual, physical, spiritual and emotional development of children so they become self-sufficient, contributing members of the community.

### **Agency Vision**

Next Door will have achieved its goal of reaching the pinnacle of success when it is recognized as:

- Next Door supports growth for Wisconsin families through exceptional early childhood education and resources, health and leadership programs and whole family advocacy.

### **Agency Values**

#### **Spirituality Teamwork**

We work collaboratively to achieve common goals, exhibiting active giving and sharing, and enthusiasm for learning and growing together. We honor our diversity and we recognize our interdependence.

#### **Mutual Respect**

We value diversity and treat each other as we ourselves want to be treated, basing relationships on mutual feelings of admiration and esteem.

#### **Accountability**

We honor commitments and obligations, recognizing that colleagues as well as clients are depending on each of us to be personally responsible.

### **Openness**

We are objective in assessing new opportunity and relationships. We actively listen to others and constructively share our own ideas, understanding that our future depends on our abilities to be adaptable and to continuously improve our programs and delivery of services.

### **Operating Principles:**

We are a continually self-improving agency which is:

**Client-Focused:** Driven by the needs of the children we serve.

**Effective:** Efficiently using resources to achieve specified outcomes often attained through collaboration.

**Innovative:** Utilizing fresh perspectives and ideas to create new solutions.

# The Employment Process

## Employment Practices

Next Door will endeavor to hire the best-qualified applicant for each job opening. Prior to employing an individual, the following steps will generally be followed:

### Recruitment Process

1. **Job Posting** - All openings available will be posted on the Next Door website and other applicable websites. Employees interested in vacancies must submit an application or resume to the Human Resource Department as soon as possible. Employees must have successfully completed 6 months in their current position and be in good performance standing to be considered for a transfer or new position.
2. **Applications** - The Human Resource Department will forward applications of qualified candidates to the appropriate supervisor for consideration.
3. **External recruitment** - Advertising will be in the recruitment websites and through appropriate community agencies to support the philosophy of Affirmative Action. Qualified internal employees who apply for openings after the initial seven-day posting period will be

considered along with external candidates.

4. **Affirmative Action statistics** will be collected during the hiring process and will be used to both track and verify Affirmative Action efforts.
5. **Accuracy** - In an effort to ensure accurate employee information, the following statement will be **placed on the Agency's employment application:** "I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize a representative of Next Door to investigate, without liability; all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information. I also authorize listed employers and references without liability to make full response to any inquiries by the Next Door without liability in connection with my application **for employment.**" **The accuracy of information given on all applications for employment may be verified.**
6. **Selection Process** – final selection will be made by the hiring Manager (Supervisor or Director). All persons selected will receive a confirmation letter from Next Door, verifying the terms of the employment offer.



7. The policy council shall approve and submit to the governing body decisions about program personnel policies and decisions regarding employment of employees, consistent with the Head Start Act, including standards of conduct for program employees, contractors, and volunteers and criteria for the employment and dismissal of program employees. The policy council does not hire or terminate program employees.

## **Criminal and Caregiver Background Checks**

Human Resources is responsible for conducting a criminal and caregiver background check on all individuals offered a position at Next Door. Additional criminal/caregiver background checks are required every year throughout employment.

If the candidate has been convicted of a crime the conviction (or pending charge) will be reviewed to determine if the offense falls under the Wisconsin Caregiver Law and MPS restrictions for employment and is cause for termination. Also, if the record indicates a pattern of repeated criminal violations, this may be treated as an indication of poor judgment or lack of behavioral control and may be cause for immediate termination. Human Resources and the Executive Director will review situations of concern.

If, after commencement of employment, any employee is discovered to have been untruthful

regarding his or her criminal history, that individual is subject to immediate discharge.

An Employee is required to notify his/her direct supervisor, as well as the Human Resources Manager, within 24 hours when any of the following occur:

- The employee has been convicted of a crime.
- The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse, neglect or threat of abuse or neglect, to a child or other client, or an investigation related to **misappropriation of a client's property.**
- The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a **client's property.**
- When a professional license (i.e. Teaching License, or CDL), held by an employee has been denied, revoked, restricted or otherwise limited.
- Any incident involving law enforcement in which the employee is involved that causes or threatens to cause physical or serious emotional harm to an individual, including a child in the care or out of care of the agency.

Next Door is then required to notify the Department of Children and Families of any of these occurrences within 24 hours. Continued employment is dependent on the nature of the conviction or finding against the employee as it relates to licensing code.

### **Driving Record Abstracts**

In compliance with Wisconsin Child Care Licensing Regulations, as well as requirements of our Worker's Compensation Insurance carrier, Next Door is required to obtain a driving record abstract on each individual that is responsible for transporting children as a part of their job. Driving record abstracts are obtained through the Wisconsin Department of Motor Vehicles, and are reported on an ongoing basis. **Each individual's driving record is reviewed by Human Resources to ensure that employees responsible for transporting children do not have a history of reckless driving behavior that would indicate a potential threat to transporting agency children.**

It is required that employees responsible for transporting children and families notify Next Door of any accidents or traffic violations they are involved in within 24 hours of the occurrence. Employees are expected to notify their supervisor and Human Resources so that the information can be reviewed to determine whether or not the violation or accident will impact the **employee's ability to transport children and fulfill their job duties.** Only employees that have a current driving record abstract on file are allowed to transport children. See

HR for a driver history form for PARS authorization.

Employees who use their personal vehicle(s) on a regular basis for NDF business during working hours must have their vehicle(s) insured for a minimum of the following:

Bodily Injury Liability:  
\$300,000

Property Damage Liability:  
\$25,000 each occurrence

**These employees are required to show proof of insurability at the time of hire, and thereafter annually.** See your immediate supervisor for clarification

### **Secondary Employment**

If an employee is in a secondary position outside of Next Door, it is understood that an employee will give priority to his/her work schedule and responsibilities at Next Door. In the event an employee does have a secondary position, his/her supervisor and Human Resources **must be notified.** An employee's external position cannot compromise the confidentiality policy of the organization, interfere with his/her job performance or conflict with Next Door's **mission.**

### **Employment of Relatives and Friends - Nepotism**

Next Door strives to hire the most qualified individual for each job opening. Employment of immediate family members, significant others and friends of current employees will be considered for employment as long as the applicant is qualified for the position and would not be under the supervision, evaluation or

direction of another individual in the relationship. An applicant will not become an employee while any member of his/her family serves on either the Board of Directors or on the Head Start Policy Council or is related to the Executive Director. Family members are defined through:

- a) Affinity: relationship by marriage;
- b) Consanguinity: relationship by descent from the same ancestor, blood relationship;
- c) Co-habitant: living together as domestic partners.

### **Employment Classification**

All employees are given an employment classification. Benefits are dependent upon this classification, which takes into account length of employment and hours scheduled to work per week. Each agency benefit has an eligibility period.

#### **Regular Full Time**

Employees who are regularly scheduled to work a minimum of 30 hours per week are considered full-time. Employees in this category are eligible for all Next Door benefits.

#### **Regular Part Time**

**Employee's who are regularly** scheduled to work at least 20, but less than 30 hours per week, are considered part-time. Employees in this category are eligible and prorated accrued vacation, sick and holiday time.

#### **On-Call/Substitutes**

On-call/substitutes employees are scheduled for 7 or less hours per week, 19 hours or less or on an

irregular basis or on-call as needed. Employees in this category are not eligible for ND benefits.

#### **Full Year**

Employees are hired to work an entire 12 month year.

#### **Part Year**

Employees are hired to work 9-10 months, which is the general length of the academic/program year.

### **License/Certifications**

Employees whose positions require licensure/certification must abide by such requirements as a condition of employment. Current copies of licensure/certification must be in the **employee's file in the Human Resource Department**.

Employees are responsible for notifying his/her supervisor and the Human Resource Department of the results of their licensing exams and providing current, updated documentation for their personnel file. Failure to do so within 30 days of issuance may result in disciplinary action up to and including termination.

Bus Drivers are required to have both a DOT physical and a mandated drug test.

According to Wisconsin Child Care Licensing standards, all employees who are working with children need to obtain a Child and Infant CPR certification within 6 months of employment. Failure to obtain and maintain any necessary licenses and/or certifications will result in termination from employment.

## **New Employee Orientation**

To help employees feel more comfortable in their new surroundings and give them a better understanding of Next Door, all new employees will participate in New Employee Orientation. Policies and procedures are covered, as are other topics to help them, as a new employee, feel a part of the Next Door team.

A Benefit Orientation to individualized employee will also be provided.

## **New Employee Period**

All employees who are newly hired or rehired are considered to be in an “New **Employee Period**” until they have worked 90 working days. This **is a period to evaluate the employee’s** training and ability to do his/her assigned job, communication skills and desire to work on the Next Door team. Satisfactory completion of the New Employee Period does not alter **an employee’s at-will** status.

During the New Employee Period, the employee accrues all rights and benefits, normally earned. At the end of the New Employee Period, the immediate supervisor for each new employee will complete a written performance evaluation. Continued employment will be based upon the successful completion of this evaluation.

Next Door is under no obligation to give employees the entire New Introductory Period if the job responsibilities do not match their skills or employees cannot fulfill the **job commitment. If an employee’s** performance does not meet the

established standards for the position, they may be subject to termination during this time. In some cases, when performance or suitability for the job remains uncertain, this period may be extended for up to an additional 90 working days. This extension is based on the recommendation of the **employee’s immediate supervisor** and must be communicated to his/her director. In the event that the introductory period is extended, all rights and benefits are granted.

Once again, successful completion of the Introductory Period is not a guarantee of continued employment.

## **Management Positions**

All management team positions and other positions as deemed appropriate have at least a 6 month “**Introductory Period.**”

## **Reinstatement and Rehire Policy**

Reinstatement occurs when a former employee is reinstated within 30 days from the date of his/her termination. Rehire occurs when a former employee is hired after 30days from the date of his/her termination. The following outlines expectations of pay and benefits upon reinstatement of employment.

### **Pay**

If an employee is reinstated or rehired to the same position as the previous position, he/she will be compensated at the current pay rate for that position.

If an employee is reinstated or rehired to a different position with more or less responsibilities than his/her previous position, he/she

will be compensated in accordance with wage range for that position.

### **Reinstated Employee Benefits**

Employees that return within 30 days of their date of termination will be eligible for the following benefits: Reinstatement into health, dental and vision insurance will occur on the first of the month following the date of reinstatement with no lapse in coverage.

Eligibility for life insurance occurs on the first of the month following thirty (30) days after reinstatement. Eligibility for long term disability insurance will occur on the first of the month following 30 days after reinstatement with no lapse in coverage.

Reinstatement into the company matching part of the retirement plan is immediate, if the employee has met the minimum time period for eligibility.

A reinstated employee will begin accruing benefit time using the same years of service as when he/she terminated. Accrued sick time will be restored.

A reinstated employee will have an anniversary date consistent with his/her prior anniversary date. This date will be used for benefit time accrual and other policies based on anniversary dates.

### **Rehired Employee Benefits**

Rehired employees are those employees returning after more than 30 days from their last date of termination. If an employee is rehired, he/she will be given a new

hire date. Benefits and length of service will be calculated from the most recent date of hire. No accrued sick time will be restored.

### **Personnel Records**

Personnel records are maintained in strict confidentiality by Next Door. If an employee would like to review his/her records, he/she may arrange to do so with the Human Resource Department. The only items he/she will not be able to review are the confidential references received in considering him/her for employment and investigative documentation. Employees may request a copy of their records from the Human Resource Department. This copy will be made available within seven business days.

### **Resignation**

If an employee finds it necessary to leave employment, we request that he/she give Next Door advance notice. Employees need to provide a minimum of two (2) week notice. Senior Management and Executives need to provide a minimum of a four (4) week notice.

Resignations should be submitted in **writing to the employee's supervisor**. The resignation will then be forwarded to the Human Resource Department. For transfers an Employee Status Change Form must be submitted to indicate transfer date. The Human Resource Department will schedule/distribute an Exit Interview with the employee to discuss any suggestions or comments he/she may have regarding their employment with Next Door and to receive

information about the status of their benefits and their final paycheck. At the time of a resignation or retirement, accrued vacation payout shall occur only if the employee gives the appropriate written notice. If he/she gives less notice, he/she shall forfeit all of his/her accrued vacation. The employee must also work the entire notice period in order to receive the full accrued vacation payout.

Next Door will attempt to give reasonable advance notice of layoffs. During this period, the employee member will generally remain on the **department's active payroll and** continue to work until the effective layoff date. The employee member must continue to meet the standards of the position during the notice period.

### **Layoff/Displacement**

When faced with changing economic and programmatic conditions, Next Door may have to adjust its work force. In cases where immediate retraining or reassignment is not operationally or economically feasible, Next Door will attempt to administer layoff actions in an appropriate and consistent manner. The Executive Director may authorize layoff of an employee due to reduction in force, budget cut-backs, reorganization, and reassignment of duties or other business reasons.

If there is more than one employee member in the same agency job title/position to determine who will be laid off, the Supervisors will generally consider the following factors. The order and weight given to these or other factors will be dependent on the reasons for the reduction:

- Needs of the Position
- Qualifications and Ability
- Past Performance
- Special Skills
- Length of Service

# Time At Work

## **Absences/Punctuality**

It is important that Next Door employees make a commitment to work their scheduled assignments and to be ready to assume work responsibilities at the designated time. This includes shift start time, as well as return from breaks and lunch.

If an employee needs to be absent, it **is the employee's responsibility to** contact his/her supervisor at least two hours before his/her scheduled start time. It is unacceptable to leave a message through voice mail, email, text message or any other form of electronic communication, or with a co-worker without a follow-up call to **the employee's supervisor. Also, an** employee is required to call in each day of absence unless specifically excused from doing so. The supervisor may request satisfactory medical evidence of an illness or injury.

If an employee does not come to work or call for three or more consecutive days, Next Door will interpret the absence as the **employee's voluntary resignation.** Absences or tardiness occurring on certain days of the week or month that formulate a pattern or are considered excessive (if not covered by FMLA or another protected absence) will be discussed with the employee and disciplinary action,

including termination, may occur if unscheduled benefit time is abused.

Regular and consistent attendance is an essential function of all positions at Next Door. It is required that all employees report for work on time and work all scheduled hours and any approved and/or required overtime.

## **Standard Practice and Procedure Responsibility**

Employees are to maintain prompt and regular attendance. Supervisors are required to monitor employee attendance on a daily basis and provide timely feedback to employees. Each supervisor must maintain a log of all absences/tardiness for all employees under his/her supervision. An **employee's attendance record is** determined on a calendar year basis (January 1 through December 31), however, 10 month employees attendance records are determined by the school year. Employees with less than twelve occurrences on December 31 or mid-June or July (teachers) will begin the following year with a fresh start of zero occurrences. However, on January 1<sup>st</sup>, all employees who are still in their introductory period and who have occurrences on their record will maintain those occurrences after January 1<sup>st</sup>.

## **Tardiness**

**Tardiness is an employee's failure to** be at his or her proper work station and mandatory meetings, ready to work, at the start of the shift or following a break or meal period. In general, tardiness of more than six

minutes or an excessive pattern of late arrival of six or less minutes will subject the employee to the attendance disciplinary policy. If six tardies without notice have occurred within a 9 month or 12 month (choice is made by number of weeks an employee works per year) will result in termination.

### **Occurrence**

An employee can receive an occurrence for being absent, late or leaving before the normal end of the shift.

### **Verbal Counseling**

**If an employee's attendance is becoming unacceptable** (typically at 2-3 occurrences in the calendar year), the supervisor will initiate a discussion of the importance of attendance. This discussion will communicate a specific expectation for future performance monitoring. This discussion is considered an informal coaching and, in most cases, the discussion should resolve the matter.

### **Written Counseling**

If the behavior continues, formal written discipline will be considered as follows:

- 2 occurrences  
Documented Verbal Warning
- 3 occurrences  
Written Warning
- 4 occurrences  
Final Written Warning
- 5 occurrences  
Termination - (6 tardies or 5 Absences without notice have occurred within a 12-month period or the 90 day introductory period

Disciplinary procedures for absenteeism will be followed as described above. However, for employees with chronic or excessive absenteeism, Next Door may choose to skip or repeat one or more of the steps as it deems appropriate. Thus, an employee may be terminated at any time, at the discretion of the Executive Director.

### **Confidentiality**

Next Door participants entrust us with important information about themselves and their families. The nature of this trusting relationship requires maintenance of confidentiality. In safeguarding the information received, we earn the respect and further trust of our participants. Next Door employees have a moral and legal obligation to respect the confidentiality of families and fellow employees. The trust between a family, our agency and our employees must never be broken.

Confidential information includes child, family, co-worker/employee records, medical information, business, financial, employee and other agency information. This information may be written, computerized or oral. Information about children, families and their personal situations, regardless of the source, may not be released to any unauthorized individual.

Employment and services with Next Door assumes an obligation to maintain confidentiality, even after an employee leaves our employment. Personal information about families, children and employees will remain confidential both during and after



their enrollment, or employment in our programs.

Agency guidelines have been established to assist employee in ensuring confidentiality. Employees are required to review and abide by these guidelines that are found in the Next Door Procedural Manual.

Breaking confidentiality by releasing or discussing information about Agency participants/employees to unauthorized agencies/individuals without the permission of the person in question or appropriate Agency personnel is grounds for immediate dismissal. Employee discussion, gossip, careless remarks or idle chatter in or out of the workplace or any other inappropriate release of information concerning children, families or co-workers is a breach of confidentiality including social media (i.e. Facebook, Twitter, and etc.)

Next Door reserves the right to collect and analyze data pertinent to staffing and programming needs.

### **Lunches and Breaks**

When possible, Next Door will provide time for lunch and breaks. However, breaks are not guaranteed and will vary according to program type, staffing ratio, work load, department coverage and location. Employees need to follow the guidelines set by the supervisor and record/document in and out for breaks and lunches 30 minutes or greater. Federal and state employment laws do not guarantee breaks or lunch periods unless an employee is under the age of 18 years.

### **Breaks**

- Breaks are not to exceed 15 minutes and should not be **recorded on an employee's** timesheet.
- Employees need to schedule all breaks with his/her supervisor.
- Employees cannot skip breaks to alter work hours i.e. leave early because of a missed break.
- Breaks cannot be broken apart to take additional breaks i.e. if the employee only takes 5 minutes to smoke, this constitutes as one entire break.
- Breaks cannot be combined to constitute a paid lunch.
- Breaks are not guaranteed and classroom employees are generally required to remain with the children to maintain required adult/child ratios.

### **Lunches**

- Lunch breaks need to be at least 30 minutes or more of uninterrupted time away from **“work” in order to constitute an** unpaid lunch period, in addition to regular work hours.
- 30 minutes will be automatically deducted unless employee records no lunch or a longer lunch period.
- This time away needs to be **recorded on the employee's** timecard.
- If an employee is called back in to work prior to 30 minutes being taken, the employee will be paid for that time.
- Lunch breaks are not guaranteed and classroom employees are generally required to remain with the children to maintain required adult/child ratios.

## **Dress Code**

Next Door believes that all employees and volunteers, who work directly with our children, their families, and the general public, must represent the agency in a professional manner.

The manner of dress of our employees and volunteers can make a strong statement to the children, families and the general public about how important they consider their work.

- All employees and volunteers will use common sense and good taste, when dressing for time spent in work responsibilities.
- If blue jeans are worn, they must be in good condition (not torn, ragged or frayed cuffs).
- If shorts are worn, they must be worn in a professional manner (such as walking shorts that are about 2 inches above the knee or a “skort” style).
- Skirts, shorts and dresses need to **fall below one’s fingertips when arms are hanging down at one’s side.**
- Overly tight clothing will not be worn.
- Logo clothing that displays tobacco, alcohol, offensive behavior or phrases or images will not be worn.
- Cologne/perfume/scented lotions should not be worn due to the sensitivity of children and co-workers with significant asthma and fragrance allergies.
- Nails should be well manicured and clean and of appropriate length for working with children.

- Those who wear make-up and jewelry should do so in moderation.
- Clothing must be clean, and in good repair.
- No gum chewing in classrooms, kitchen or on buses.
- All guests and employees must wear an ID at all times.
- Body jewelry is only acceptable, if it is not distracting to program operations, or does not constitute a safety or health risk.
- No bare midriffs, bandana tops, spaghetti straps tank tops, open-back shirts, single strap shirts, tube tops, and halter tops.

***This is not an all-inclusive list. Therefore, management reserves the right to determine appropriateness.***

## **Footwear**

**For all employees and volunteers working with children and families:**

- Shoes with more than a 1.5 inch heel/sole will not be worn. Spike or narrow heels regardless of height will not be worn.
- **ALL types of shoes and sandals must fit securely.**
- Appropriate winter footwear is necessary during inclement weather days—when employees/volunteers are apt to encounter snow, black ice, freezing rain, etc. Appropriate winter footwear includes: Boots or shoes with a heel/sole less than 1.5 inches and sufficient tread and/or non slip soles.

### **For all Nutrition Service Providers:**

- Shoes with more than a 1.5 inch heel/sole will not be worn. Spike or narrow heels regardless of height will not be worn.
- Open-toed shoes will not be worn.

Employees who have meetings outside the office or with the general public in the office must dress appropriately for the meetings.

Next Door is confident each employee and volunteer will use their best judgment in following this policy.

The management has the final authority in all matters relating to the business casual attire for Next Door employees and volunteers.

### **Employee Performance Expectations and Disciplinary Procedures**

The purpose of this section is to establish guidelines for a supervisor to use in assisting employees to meet acceptable performance standards. This policy does not grant contractual rights to any employee. It is only intended to provide guidelines.

Next Door reserves the right to suspend or terminate employees. Terminations will be preceded by an appropriate review of the grounds for the potential termination. Employees may be suspended (with or without pay), while a review or investigation is completed. Extended suspensions may occur to

allow further time to continue the investigation of the allegation.

A disciplined or discharged employee may file a grievance. Next Door will follow the Grievance Procedure as spelled out in the Employee Handbook.

Next Door typically follows a process of progressive discipline in most situations. Depending on the severity or nature of the offense or conduct, steps within the process may be skipped to more appropriately address the issue. The supervisor may, at his/her discretion, issue a **Notice of Disciplinary Action** form to an employee he/she intends to address in accordance with the following procedure:

#### **Progressive Discipline Process**

Typically a process of verbal discussion(s) takes place in the form of coaching and training. If this process does not achieve the desired results, a supervisor will begin the disciplinary process.

There are generally 3 steps to this progressive discipline process; **Written Warning, Final Written Warning, and Termination** from employment. The supervisor completes the investigation of issues affecting performance or behavior immediately upon learning of the information. The supervisor will provide the employee with a written copy of all/any written warnings and a copy of the **Notice of Disciplinary Action** form immediately following the investigation and all results will remain confidential.

### Initial Written Warning

1. . He/she then meets with the employee to discuss these issues and present a **Written Warning**. The supervisor may establish corrective, attainable goals and prepare an action plan for expected performance improvement with a realistic time frame. Part of this documentation is to establish a follow-up meeting date to discuss his/her progress in correcting the performance or behavior issue(s). The employee is expected to improve their performance or behavior within this established time period. If satisfactory improvement is not made, further disciplinary action, up to and including termination, will follow.

Attempts should be made to provide a copy of documentation immediately, but in all cases this should be completed within three working days of the completion of the investigation. The notice should be signed by the employee and the supervisor signifying the notice has been given. If the employee refuses to sign the notice, the supervisor should seek out a witness, preferably another supervisor, and document that the notice has been given.

### Final Written Warning

2. **If the employee's performance** or behavior fails to improve, the supervisor issues a **Final Written Warning**. He/she will again meet with him/her to review the performance issues and to again establish corrective, attainable performance goals with realistic

time frames within which to achieve these goals. If performance or behavior does not improve, termination may occur.

### Termination

3. The final step in the progressive disciplinary process is **Termination from employment at Next Door**. The decision to terminate an employee is made by the supervisor and communicated to the department director, the Human Resources Manager and the Executive Director prior to the termination. The supervisor meets with the employee; communicating the specific issues that have lead to termination. All efforts will be made to have another supervisor present at this meeting as witness. This document will be signed by all parties, present at the meeting, to verify what was discussed.

### **Investigative Suspension**

At times it may be necessary to suspend an employee while conducting an investigation. This is to avoid undue disruption of work, protect the safety of persons or property, or for other serious reasons.

### **Acts of Misconduct**

Common sense, good judgment and positive regard for the rights and **interests of the agency and one's co-workers** will ensure the well being of the children and families entrusted to our care. In the field of early childhood care and education, we expect adherence to high standards

of personal conduct at all times. **The importance of this requires that Next Door take disciplinary action – which may include discharge – against the employee for any act of misconduct, including, but not limited to, the following:**

1. Falsification of employment records or other Next Door records, including reports, timesheets etc.
2. Unauthorized absence from the workplace during the regularly scheduled work hours.
3. Loitering in unassigned workspace or sleeping on duty.
4. Failure or refusal to follow instructions or refusal to accept job assignments for which the employee is qualified.
5. Failure to follow any agency policy or procedure.
6. Use of vile, intemperate or abusive language or action in a disrespectful manner to any employee, supervisor, child, parent or visitor.
7. Use, distribution or unauthorized possession of intoxicating beverages or narcotics on Next Door premises or violation of the Substance Abuse Policy.
8. Threatening, intimidating or coercing another employee, parent or child, by word or deed.
9. Fighting or other disruptive conduct on Next Door premises.
10. Creating or contributing to unsafe or unsanitary conditions by act or omission.
11. Unauthorized distribution or removal of notices in any Next Door location.
12. Unauthorized possession, use, copying or distribution of company records, employee records, computer records or **children's records, or disclosure** of information contained in such records to unauthorized people.
13. Theft, attempted theft, fraud or unauthorized possession or use of property belonging to Next Door or visitors.
14. Excessive or unexcused absences or tardiness, except those absences protected by law.
15. Violation of the Solicitation Policy.
16. **Disregard of one's appearance, dress or personal hygiene.**
17. Proven immoral or illegal conduct on ND premises.
18. Inducing another employee to commit any breach of the foregoing regulations.
19. Sexual or other unlawful harassment.
20. Misuse of or breach of confidentiality of employee, child or family information.
21. Unsatisfactory performance of job duties and assignments.

- 22. Off-duty conduct that adversely affects ND's **reputation**, operations, or legitimate business interests.
- 23. Careless, negligent, or improper use of agency equipment or property.
- 24. Failure to maintain satisfactory and harmonious working relationships with other employees, parents and the public.
- 25. Failure to obtain or maintain certification required by the agency or law for job duties.
- 26. Conviction of a misdemeanor, felony or other criminal offense that does not support the mission of the agency.
- 27. Trespassing on property of any employee for the purpose of harassing or forcing dialogue or discussion from the occupants.
- 28. Engaging in conduct which jeopardizes program licensure accreditation or funding.

However, the filing of a grievance will not delay the execution of a particular job action (i.e., if an employee is suspended or terminated, the suspension or termination will not be delayed pending the completion of the grievance procedure).

Any employee who has successfully completed the 90-working-day introductory period (or when indicated upon hire for training purposes, the first 180 calendar days of employment) and has a grievance is entitled to refer it to management for prompt consideration of the complaint in the following manner:

**Informal Grievance Procedure**

Employees and their supervisor are expected to make their best attempt to settle any complaint informally and expediently.

In order to affect change, employees should raise issues of concern with their supervisor in a timely manner. If the employee does not receive a satisfactory response from his/her supervisor, the employee may file a formal grievance.

**Employee Grievance Procedure**

An employee grievance procedure is an orderly process through which dissatisfaction relative to employment can be resolved in an agreeable manner. Examples of this are working conditions or interpersonal relationships with supervisors or co-workers that cause dissatisfaction for the employee. Use of the grievance procedure will not prejudice or jeopardize an **employee's employment status**.

**Formal Grievance Procedure**

The formal grievance procedure is an orderly outlet for complaints and grievances that cannot be settled informally.

**Step 1**

**If an employee's complaint is not resolved** after informally presenting it to his/her immediate supervisor, a Formal Grievance may be initiated with the next higher level in the organization. The employee completes and files an Employee

Grievance Form within 7 calendar days from the incident-giving rise to the concern to initiate the process.

**The supervisor's supervisor reviews** all pertinent information and may wish to meet with the employee and the supervisor for clarification, as well as seek the advice of the Human Resources Manager before rendering **a decision. The supervisor's** supervisor should make a decision and inform the employee in writing within 7 calendar days from receipt of the grievance.

### **Appeal Procedure**

If the employee is not satisfied by the outcome/decision from Step 1, he/she may take one final step and appeal to the Executive Director. This step must be taken within 7 days of the communication of the decision from Step 1. The Executive Director will review the accumulated information, grievance Step 1 decision and the HR Managers recommendation. If necessary, they will set up a meeting with the employee to seek further information and render a **final written decision** to the employee within 15 working days of the receipt of the grievance information.

In cases resulting in termination, the grievance procedure will go directly to the Executive Director.

The decision of the Executive Director shall be final.

### **Unlawful Harassment Policy**

All employees of Next Door are required to be familiar with, and **comply with, the agency's policy of** prohibiting unlawful harassment in

the workplace. This policy is more thoroughly explained below.

#### 1. **Sexual Harassment**

This policy prohibits sexual harassment in the workplace and applies to all agency employees, families, customers, vendors or visitors, male or female. Prohibited sexual harassment includes:

- a. unwelcome sexual advances or requests for sexual favors;
- b. unwelcome verbal or physical conduct of a sexual nature;
- c. making submission to (or rejection of) such conduct a factor in employment decisions;
- d. permitting such conduct to interfere with a person's work performance, or to create a hostile, intimidating or offensive work environment.

If the person believes that a supervisor or member of management is involved in sexual harassment, the matter should be brought to the immediate attention of the Human Resources Manager. In all other instances, a person who believes he/she has been the subject of sexual harassment should report the matter as soon as possible to his/her immediate supervisor.

After appropriate investigation, any person found to have sexually harassed another person will be subject to appropriate sanctions. Depending upon all the circumstances, such sanctions could include termination of employment.

We recognize that the determination of what is sexual harassment and what is purely a personal, social matter depends upon an analysis of all the facts.

False accusations of sexual harassment can have serious adverse effects. We expect all employees to act honestly and responsibly in complying with, and enforcing this policy. It is our desire to continue our pleasant working environment for all persons, free of discrimination.

2. **Other Forms Of Unlawful Harassment**

It is also the policy of Next Door not to permit other forms of unlawful harassment based upon race, religion, national origin, disability, sexual orientation or other status protected under applicable local, state or federal fair employment laws. This includes ethnic jokes, slurs or name calling. The standards and procedures set forth above apply equally to these forms of unlawful discrimination.

3. **No Retaliation**

Consistent with our commitment to a workplace free from unlawful discrimination, it is the policy of Next Door not to tolerate any form of retaliation against any employee who makes a good faith claim of unlawful harassment or discrimination.

We encourage all of our employees to raise any questions regarding this policy or any suspected discrimination in the workplace with their supervisor or any member of management.

**Performance Evaluation Policy**

A supervisor will review an **employee's performance and keep** him/her informed of progress in mastering job responsibilities. An employee or a supervisor may initiate discussion of work at any time. In addition to these informal discussions, Next Door has a formal performance review.

Performance is also formally reviewed annually. For the annual evaluations, a Performance Evaluation is completed by the **employee's supervisor** and an employee self-appraisal is completed by the employee. Both documents are reviewed with the supervisor and employee at the annual review and both documents become record of the personnel file. The evaluation will also serve as a time to discuss goal setting and planning for professional development.



## **Electronic Communications Policy**

Where possible, Next Door encourages the use of computers and electronic information to support agency business. Each employee must ensure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary or sensitive information.

With the advent of new technology comes the need to set parameters to accommodate using this new technology in the work place.

Information stored, transmitted or received throughout Next Door systems is Next Door property and is to be used only for job-related purposes. Authorized Next Door representatives may monitor the use of these systems to ensure that such use is consistent with Next Door policies.

### **Personal Phone Calls, Cell Phones and Fax**

Telephone lines are a primary business tool in our agency. It is important that they be kept free for business purposes. Therefore, personal phone calls need to be kept at an absolute minimum. They should be used for personal emergency situations only.

If a personal use is necessary, it should be conducted during break time or lunch unless emergency situations dictate otherwise. If employees need to fax personal materials, they must obtain permission from their supervisor. Personal long distance calls should not be made from agency phones.

Personal cell phones must be placed on silence while an employee is working in the classroom or on a bus route with children or when in meetings. Use of personal cell phone while working with children for personal use is grounds for disciplinary action.

Violation of these policies may result in disciplinary action up to and including termination.

### **Internet Procedures**

Next Door's **network, including** its connection to the internet, is to be used for business-related purposes. Internet use is allowed during an **employee's break or lunch, before or after work as long as it doesn't** violate the following unauthorized use. Unauthorized use includes, but is not limited to: viewing, posting or downloading pornographic material; **engaging in computer "hacking" or** other illegal activities; attempting to disable or compromise the security of Next Door computers or accessing electronic information on Next Door computers that is not directly related to job functions.

Internet messages should be treated as non-confidential. Anything sent through the internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.

No messages may be posted to an internet site unless compliant with Next Door standards and policies **and directly related to an employee's** job function.

Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. All other subscriptions are prohibited.

Reproduction of information posted or otherwise available over the internet may be done only by express permission from the author or copyright holder.

Without prior approval of the Executive Director, users may not establish internet or other external network connections that could allow unauthorized access to Next Door systems and information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

All files downloaded from the internet must be checked for possible computer viruses. Check with the IT Department before downloading.

Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with Next Door policies concerning **“Equal Employment Opportunity” and “Sexual Harassment and Other Unlawful Harassment.”**

Violation of this policy may be subject to disciplinary action up to and including termination.

### **E-Mail Policy**

All e-mail correspondence is the property of Next Door. Employee e-mail communications, storage or access is not considered private

despite any designation by the sender or recipient.

Next Door reserves the right to monitor its e-mail system – **including an employee’s mailbox** – at its discretion. In certain situations, Next Door may be compelled to access and disclose messages sent over its e-mail system. Passwords **and “message delete” functions do** not restrict or eliminate Next Door’s ability or right to access electronic communications. Employees may not share or disseminate an e-mail password, provide e-mail access to an unauthorized user or access **another user’s e-mail box** without authorization.

Next Door email is intended for business use. Any personal use should be limited, and should be **done during an employee’s break or lunch**, before or after work as long as **it doesn’t violate** the following unauthorized use.

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy. These emails are prohibited at Next Door.

Violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## Employee Social Media Policy

These guidelines are provided to help employees understand how Next Door policies apply to social media platforms, so they can participate with confidence.

1. Follow all applicable Next Door policies. For example, you must not share confidential or proprietary information about Next Door and you must maintain participant/employer privacy.
2. Write in the first person. Where your connection to Next Door is apparent, make it clear that you are speaking for yourself and not on behalf of Next Door.
3. If you communicate on the internet about Next Door or Next Door-related matters, disclose your connection with Next Door and your role. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on the organization, and may result in liability for you or Next Door.
4. Use a personal email address (**not your 'nextdoormil.org' address**) as your primary means of identification.
5. If your online activities are inconsistent with, or would negatively impact, Next Door's reputation or brand, you should not refer to Next Door or identify your connection to the organization.
6. Be respectful and professional to fellow employees, business partners, competitors and participants. Avoid using unprofessional online personas.
7. Ensure that your blogging and social networking activity does not interfere with your work commitments.
8. Ask the Communications or Human Resources Departments if you have any questions about what is appropriate to include in your blog or social networking profile.

**Remember that if you wouldn't want your manager or others at Next Door to see your comments, it is unwise to post them to the Internet.**

## Personal Information Changes

To ensure that employee files and payroll records are kept updated, Next Door must be notified of changes in personal status. This should be done by using an Employee Personal Information Update Form on the Intranet. It is **the employee's responsibility to** notify Human Resources of changes in name, address, phone number and marital status. The Human Resource Department must be notified directly for changes in number of dependents, beneficiary designation, emergency contact information or any other information he/she feels is relevant.

## **Personal Property Policy**

Since many individuals pass through Next Door locations every day, purses and other valuables should not be left unattended and, if possible, should be kept in a locked area. The employee is responsible for any valuables brought into the workplace.

## **Smoking**

As an educational and child care agency, Next Door strongly promotes the health and wellness of children, families and employees. Therefore, a no smoking policy applies to families, employees and the public in Next Door, in vehicles and functions. Smoking is only permitted in designated outside areas off the property.

## **Work Assignments**

Work assignments are based on the needs of the agency, the needs of the participants and the qualifications and abilities of employee members. Due to scheduled and unscheduled time off, resignations, etc., employees may be asked to relieve or substitute for another employee.

There may be unexpected workload demands as a result of maintaining quality programming. This may require temporary or permanent alteration of job responsibilities. These changes will be made to maximize the use of individual abilities, qualifications and experience.

## **Open Door Policy**

Employees are expected to follow the supervisory chain of command in addressing issues related to their work, however, when necessary, it is

the right of all Next Door employees to speak in confidence with the supervisory team member that oversees their program, the Human Resources Manager, or VP of Administration or Executive Director about any issue that concerns them regarding work, or affecting their work. For employee performance issues, please see the Employee Grievance Process.

An employee who wants to speak with a member of management should arrange or schedule an appointment.

## **Substance Abuse Policy**

No employee will possess, use, or sell or otherwise transfer illegal drugs, intoxicants, or mind-altering substances while on the job or on Next Door property. In addition, no employee will report to work under the influence of alcohol, controlled substances or other unlawful drugs. Next Door reserves the right to drug test any employee post-accident and for any reason for which the employee gives cause. Refusal to submit to a drug test will result in termination from employment from Next Door.

## **Solicitation Policy**

All Next Door employees are prohibited from soliciting, distributing or posting any materials or literature on the premises during working time. Work time is the time in which the employee is required to be performing work, but does not include paid breaks or other times when the employee is excused from working. An employee who is not on duty shall not solicit an employee who is working. Employees also are prohibited from soliciting or

distributing materials or literature during non-working time in areas where children and families are permitted and may be present. Families or parents cannot be solicited.

Non-employees are strictly prohibited from soliciting or distributing materials for any purpose at any time on any agency premises.

Any employee member who violates these policies may be subject to disciplinary action, including possible termination of employment. If you believe anyone is engaged in any of the prohibited activities described above, please notify your supervisor immediately.

### **Conflicts of Interest**

No employee, officer or agent shall participate in the selection award or administration of contract where, to **the individual's knowledge, the** immediate family or partners have a financial interest or with whom the immediate family or partners have any arrangement concerning prospective employment. In addition, all employees, officers and agents shall avoid any conflict of interest in any and all business activity of the Agency.

Employees will not accept employment outside of the Agency that will conflict with their job responsibilities and/or the mission and values of Next Door.

All employees must abide by the Hatch Act (1973, 53 State. 1147) (<http://www.osc.gov/hatchact.htm>)

which limits political activities of employees.

### **Gratuity/Gifts**

Next Door recognizes that vendors, community members or parents may wish to express their gratitude to an employee by presenting him/her with a token of appreciation. Gratuities (monetary gifts) may not be accepted. An employee may accept a personal gift or merchandise of up to an accumulated total of \$25 in value from any one source or individual.

Employees may not purchase or otherwise benefit from products purchased by the Agency for personal use or consumption.

### **Bringing Children to Work**

Employees are not allowed to bring their children to work or to work related activities, including Family Fun Nights without the express **consent of an employee's supervisor. Employee's children may volunteer** if age 13 or older and complete the volunteer application process.

### **Concealed Carry Policy**

To prevent violence and to maintain a safe work environment Next Door prohibits all firearms or other weapons of any type, concealed or unconcealed, on Next Door property. The 2011 Wisconsin Act 35, commonly referred to as the Carrying Concealed Weapon (CCW) Law, does not apply to employees, students, visitors, contractors or any other persons when on school grounds or within 1000 feet of a school. Because Next Door operates a school on its premises, no one shall

possess, use or store a dangerous weapon on Next Door's premises, (including any school building or school grounds) except as otherwise specifically provided for hereinafter or permitted by law. Accordingly, employees are not permitted to store concealed weapons in their personal vehicles or on Next Door property. Next Door employees are also prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and, to the extent permissible by law, when they are performing their jobs while away from Next Door property. Employees who have questions about whether an item is covered by this policy should contact the Executive Director. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

This weapons policy applies to all Next Door employees, visitors, contractors and all other persons on District property, regardless of whether or not they are licensed to carry a weapon. The only exceptions to this policy are authorized security, law enforcement officers on or off duty and or as may be permitted by state law.

For purposes of this policy **“weapons” include, but are not limited to**, firearms (whether loaded or unloaded), knives, billy clubs, electronic control devices, ammunition, explosives and any other device or instrument which, in the manner it is used or intended to be used, could cause death or great **bodily harm**. **“Next Door property”** covered by this policy includes, without limitation, all Next Door

owned or leased space. Next Door owned vehicles are covered by this policy at all times regardless of whether they are on Next Door property.

Signs detailing the prohibitions contained in this policy shall be posted at each entrance to Next Door facilities.

### **Procedure**

Any employee in violation of this policy will be subject to disciplinary action, up to and including suspension/termination and/or legal action as appropriate.

All employees are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Human Resources department. Employees cannot transport anyone in a vehicle with a weapon stored, i.e. students, parents or co-workers.

### **Pepper Spray**

The use of pepper spray cannot be used in the course of employment and when transporting children and families.

### **Personnel Policies**

Next Door has established and implements written personnel policies for employees that are approved by the Policy Council and that are made available to all grantee and delegate agency employees. At a minimum, such policies include:

- (1) Descriptions of each employees position, addressing, as appropriate, roles and responsibilities, relevant qualifications, salary range, and employee benefits.
- (2) A description of the procedures

for recruitment, selection and termination.

(3) Standards of conduct.

(4) Descriptions of methods for providing employee and volunteers with opportunities for training, development, and advancement.

(5) A description of the procedures for conducting employee performance appraisals.

(6) Assurances that the program is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, religion or disability; and

(7) A description of employee-management relation procedures, including those for managing employee grievances and adverse actions.

(8) Employee recruitment and selection procedures. Before an employee is hired, Next Door conducts (9 – 21):

(9) An interview with the applicant;

(10) A verification of personal and employment references; and

(11) A State or national criminal record check, as required by State law or administrative requirement. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such a check has been completed.

(12) Require that all current and prospective employees sign a declaration prior to employment that lists:

(13) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;

(14) Convictions related to other forms of child abuse and neglect; and

(15) All convictions of violent felonies.

(16) Review each application for employment individually in order to assess the relevancy of an arrest, a pending criminal charge, or a conviction.

(18) Traffic fines of \$200.00 or less;

(19) Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the prospective employee's 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law;

(20) Any conviction the record of which has been expunged under Federal or State law; and

(21) Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

(22) New Employee Period. The policies governing the recruitment and selection of employee must provide for a probationary period for all new employees that allows time to monitor employee performance and to examine and act on the results of the criminal record checks.

(23) Reporting child abuse or sexual abuse. Grantee and delegate agencies must develop a plan for responding to suspected or known child abuse or sexual abuse whether it occurs inside or outside of the program.

### **Parking**

Next Door employees are provided with free parking in employee designated parking lots or street parking. The following rules are established to promote safety and to optimize the parking Next Door has made available to its employees, parents, visitors, volunteers and clients.



# Time Away From Work

## **Holidays**

Next Door Employees observe the following holidays.

### **Full-year employees**

New Year's Day  
Martin Luther King Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

Any employee regularly scheduled to work less than 40 hours per week will receive holiday pay on a prorated basis.

Temporary and on-call/substitutes employees are not eligible for paid holidays.

Holiday pay is effective immediately upon employment. If sick, the **employee must provide a doctor's note**. An employee who is absent on the work day immediately preceding or following a paid holiday due to her/his own bona fide illness, as

verified by satisfactory **doctor's note**, or due to other reasons acceptable to the Employer and beyond control of the employee, shall be eligible for holiday pay. If she/he forfeits holiday pay, resulting in a less-than-normal paycheck, available personal, vacation or sick time may be used, if applicable. For back-to-back holidays, if employees work only one of the scheduled days (either before or after the holiday) and are absent the other, he/she will receive the holiday pay for only the holiday directly following or preceding the day worked unless the absence is once again verified.

## **Military Leave**

Leave for the performance of duty with the United States Armed Forces or the reserve component is granted in accordance with applicable law as determined by the U.S. Department of Labor.

## **Jury Duty**

Employees are given time off if they are called for jury duty. Next Door will make up the difference between **an employee's normal wages and the wages he/she receives as a juror** for up to 10 working days. Employees need to contact their supervisor or the Fiscal Department to discuss how to obtain payment for his/her wages.

When not impaneled for actual service and only on call, employees should report back to work unless authorized to be absent by their supervisor.

## **Funeral Leave**

Regular full-time and regular part-time (20 hours or more per week) employees shall be granted up to three (3) work days leave of absence without loss of pay to attend the funeral when a death occurs in the **employee's immediate family**. For purposes of this section, includes mother, father, spouse, son, daughter, sister, or brother, extended family shall include mother-in-law or father-in-law, brother-in-law, sister-in-law or grandparent.

In the event of the death of other family members, the employee may use accrued sick leave, personal day or vacation time for the day of the funeral.

Employees may, upon prior notice, use accrued sick leave days, vacation days or personal day and unpaid leave for up to two (2) weeks during the period of grief in cases of death **of the employee's parent, spouse, child, brother or sister**. In other circumstances, additional leave may be taken upon request to and with approval by the immediate supervisor. No employee shall be paid for any day of absence, which occurs on a day for which he/she is not regularly scheduled to work. Next Door reserves the right to require proof of bereavement service.

## **Personal Leave Of Absence**

Next Door recognizes that it may be necessary for employees who do not qualify for an approved FMLA or other family or medical leave to take planned or unplanned time off for extended periods under various circumstances. The Personal Leave

of Absence Policy helps facilitate use of these leaves.

### **Eligibility:**

Employees may request a personal leave of absence provided they have worked for Next Door for at least three months.

### **Notifying Next Door of Your Need for a Personal Leave of Absence:**

In the event an employee needs to request a personal leave, the **employee's supervisor must be notified** at least thirty (30) days before the date on which leave is to begin. The Request for Leave of Absence form is available from the **employee's supervisor or the Human Resource Department**. In an emergency situation, notice must be **given to the employee's supervisor of the need for leave** as soon as possible, but no later than 48 hours after the occurrences of the reason for leave. The failure to provide timely notification to the supervisor of the need for leave may result in the delay of leave.

### **Compensation While On Leave:**

Any accrued vacation, sick or personal time for which the employee is eligible will be paid out prior to the period of unpaid leave at the time the leave begins.

### **Return to Work after a Personal Leave of Absence:**

**Upon an employee's return to work** from a leave of absence, Next Door will make every effort to reinstate the employee to the position they left, if vacant or to an equivalent position in terms of compensations, shift hours, benefits and other terms and

conditions of employment. However, an employee taking a personal leave should realize their continued employment will be governed by Next Door needs and, therefore, Next Door does not guarantee that the employee will be reinstated.

Since the rules for these leaves are **complex, and since each employee's** personal situation differs, the employee should contact their supervisor and the Human Resource Department for guidance prior to requesting a leave.

**Benefits While On Leave:**

While on a Personal Leave of Absence, an employee is responsible for 100% of Health, Dental and Vision premiums. Seniority will start over if the employee is gone beyond 45 days.

**Family And Medical Leave (FMLA)**

Next Door complies with all applicable state and federal family and medical leave laws (FMLA). The state and federal FMLA laws **both** permit eligible employees to take unpaid leave. Please see Appendix A.

**Vacation Policy**

All exempt and non-exempt full-time and part-time employees working at least 20 hrs per week are eligible to accrue vacation time. Vacation time will begin accruing on the first day of work based on the number of hours worked each pay period. Vacation time will accrue on a payroll by payroll basis. An employee becomes

eligible to use their accrued vacation time after successful completion of a Introductory Period.

For each (80) hours worked, vacation hours are earned every two weeks are as follows:

Date Hire – 6 months	3.84
hours	
7 months – 3 years	4.616
hours	
After Completion	
of 3 years	5.536
hours	

Vacation time will be paid at the **employee's base rate of pay that** is in effect at the time the vacation time is used. Exempt employees may take vacation in four hour increments, meaning if they work less than four hours, on a scheduled work day they will need to take four hours of vacation time. If an exempt employee works more than four hours, they will not need to use vacation time to make up the rest of the day. **Prior approval is required for all vacation taken.** Employees may carry forward unused vacation time each year for future use. Vacation time benefits may be accrued up to 150% of the annual allotment at any given time. Benefits will stop accumulating at 150% and any additional time, which would have accrued, will be lost.

Vacation will be scheduled between an employee and his/her supervisor with consideration of agency program needs. Next Door reserves the right to require that vacations coincide with periods that Next Door programs are not in operation. Employees who are assigned to year-

round positions (full year employees) may take their vacation at any time, subject to obtaining approval from his/her supervisor. Next Door may require full-year employees to use up to one week of vacation while programs are not in session.

Vacation time requests should be submitted in advance to the **employee's supervisor** in writing and will require approval by his/her supervisor/coordinator based on workload and scheduling possibilities.

Subject to the rules on vacation accrual, employees shall receive pay for all vacation accrued and unused, **upon the employee's involuntary** termination, permanent layoff or death. An employee discharged for misconduct is not eligible for any payout of accrued and unused vacation.

In the event of a voluntary resignation or retirement, such payout shall occur only if the employee gives at least two (2) weeks written notice. If the employee gives less than two (2) weeks written notice, the employee shall forfeit all vacation. The employee must work the entire notice period unless excused by Next Door.

An employee discharged/terminated (including those in the New Employee Period) for misconduct, poor performance, failure to abide by Next Door policies, jeopardizing agency funding, or other reasons determined by Next Door to be grounds for discharge are not eligible for any payout of accrued vacation.

## **Sick Leave Policy**

Sick leave may be used in cases of illness or injury to the employee, or **the employee's child, spouse, or** parent or significant other. Sick leave may also be used for medical and dental appointments and for other absences in accordance with the provisions of Family and Medical Leave. Next Door may require satisfactory **doctor's note** to support the use of sick leave. Sick leave usage of 3 consecutive calendar days or more will require a written medical excuse.

All exempt and non-exempt full-time and part-time employees working at least 20 hrs per week are eligible to accrue sick time. Sick time will begin accruing on the first day of work based on the number of hours worked each pay period. An employee becomes eligible to use their accrued sick time after 90 calendar days of employment.

Once all sick time is exhausted, employees cannot substitute vacation time, the time off would be unpaid.

Employees regularly working 20-40 hours per week shall accrue sick time on a payroll by payroll basis. For each (80) hours worked, sick time is earned as follows:

1.5384 hours every two weeks  
Sick time will be paid at the **employee's base rate of pay that is in** effect at the time the sick time is used. Non-exempt employees may take sick time in 15-minute increments. Exempt employees may take sick time in four hour increments, meaning if they work less than four hours, on a scheduled

work day they will need to take four hours of sick time. If an exempt employee works more than four hours, they will not need to use sick time to make up the rest of the day.

Accrued sick is not paid out upon termination.

### **EMERGENCY CLOSING PROCEDURE – Operation of Agency Programs**

#### **Inclement Weather Conditions**

The Executive Director, or designee, has the authority to close the Agency and/or individual sites based on inclement weather, natural disasters, or other emergencies affecting the operation of the program. During inclement weather, the Agency's full day/child care operations will remain open until the Agency closes or until otherwise informed. In other instances:

1. Employees should follow the school district closures from the school district in which they work.
2. Next Door will honor pre-approved leave requests. If you have already been approved for the use of leave prior to closure, you need to use it.

3. If the Milwaukee Public School District closes, ***due to inclement weather, the Agency will close all programs.***
4. When the MPS school district closes school early, the Head Start part-day children may be dismissed early. Employees will be notified of the plan for early release for the children. Employees will remain at work for their regularly scheduled hours unless the Executive Director otherwise determines that the Agency should close.
5. Regardless of weather, exempt employees must meet all required deadlines and complete all required work.
6. School cancellations are announced through local media sources; these sources will be used to inform employees of closings and delays. When inclement weather occurs and the MPS school district(s) are closed, Next Door cancellations will be announced through supervisors and/or the following media sources:

TV Stations: FOX -6

## SUMMARY OF INCLEMENT WEATHER POLICIES

<b>When This Occurs:</b>	<b>Then the policy is:</b>
When Milwaukee Public School District cancels all <b>classes...</b>	1. The Agency and all Next Door operations will close.
When the MPS school district where your assigned program is located <b>closes school early...</b>	<ol style="list-style-type: none"> <li>1. The Head Start part-day children in that district may be dismissed early.</li> <li>2. Full-day child care programs will remain open as scheduled unless notified by supervisor or Executive Director.</li> <li>3. Employees will remain at work for their regularly scheduled hours unless notified by their supervisor or Executive Director.</li> </ol>

# Your Pay And Fiscal Reimbursement

## Next Door Pay Policy

The compensation program at Next Door is designed to help attract and retain a highly qualified and motivated **employee's**. The goal of the salary policy is to ensure employees receive fair and equitable compensation relative to the position description and Next Door receives a maximum return on its investment in salaries. Employees are compensated according to the wage rates established for their job classifications.

A wage comparability study will be periodically done to systematically review positions to ensure that salaries are fair and competitive within allowable funding. Consideration is given to prevailing economic conditions and changes in the responsibilities of each position.

The Agency periodically conducts job analyses of each position within the Agency. Management level supervisors, in conjunction with the Human Resource Department, are responsible for updating job descriptions. Employees will be given a copy of the individual job description and a signed copy will be maintained in their personnel file.

Salary ranges will be determined for each position. The ranges will be reviewed regularly by Management

and the Board of Directors. Changes in salary ranges or creation of salary ranges will be recommended by the Executive Director and approved by the Board of Directors. Employees can contact Human Resources for salary ranges for positions they may be interested in applying for. In accordance with funding source requirements, employees will be paid at least the state minimum wage.

Pay increases will be awarded primarily based on the availability of funds and may be of several types: Cost of Living Adjustments (COLA) may be granted to program employees when increases occur in the funding base of that particular program. Cost of Living Adjustments are based on the recommendations of the Executive Director and the approval by the Board of Directors.

When there is a COLA increase, in order to be eligible for any cost of living increase, an employee must be on staff at the time of the Financial Assistance Award from Region V of the U.S. Department of Health and Human Services, Division of Administration for Children and Families (if funded by Head Start/Early Head Start). If an employee is on layoff during this time and does not return to work, their termination date becomes the last day of work.

Other increases may be granted based on specified conditions in the funding base of that particular program or for significant increases in job responsibilities. These increases may be applied to specific positions and are based on the

recommendation of the Executive Director with approval by the Board of Directors.

Incremental Salary Increases and/or adjustments may occasionally be granted to an individual employee based on acquisition of approved educational credits, professional/performance development, or job related responsibilities. Incremental increases may be given based on the discretion and approval of the Executive Director.

### **Salary Advances**

There will be no salary advances given to any employee for any reason.

### **Time Records**

Employees must record their time on a daily basis and submit it to his/her supervisor no later than the Friday before each payday to ensure adequate processing time for his/her **biweekly paycheck**. The employee's supervisor reviews and approves time records before submitting it to the Fiscal Department.

Time records are legal documents for employees to complete and sign, stating that the recorded time is true and correct. These documents are kept on file to satisfy legal requirements.

Accurate time keeping enables Next Door to provide employees accurate accrued benefits, including paid time off.

Falsification of a time sheet will result in disciplinary action up to and including immediate termination.

### **Overtime**

If an employee is a non-exempt employee, he/she will be paid overtime if he/she works more than 40 hours in a week of work. This overtime rate is 1.5 times the regular hourly rate for time actually worked. Vacation, sick time or personal days are not considered worked hours.

In order to operate as efficiently as **possible, it is the employee's** responsibility to notify his/her supervisor in advance if it appears like they will be working more than 40 hours in a week. It is his/her **supervisor's responsibility to attempt** to arrange the work schedule to eliminate or minimize any unnecessary overtime.

**The employee's supervisor must pre-authorize** overtime. Good judgment must be exercised by all when determining work hours. Unapproved overtime may result in disciplinary action up to and including termination. Salaried, exempt employees are not eligible for overtime.

### **Pay Periods**

Next Door's **pay periods run for two** weeks, from Sunday through Saturday. Even though employees are paid on a biweekly basis, overtime pay is based on a 40-hour week of work in accordance with wage and hour laws. Payday is every other Friday. If a holiday falls on a payday, every possible effort will be made to have the checks available the Thursday proceeding the scheduled payday.



## **Mandatory Direct Deposit**

New and current full- and part-time employees and temporary and casual employees will be required to participate in mandatory direct deposit. The agency will no longer issue paychecks.

Employee pay will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with banks or credit unions or other forms of financial institutions/businesses that support direct deposit.

Paychecks and/or pay stubs are **mailed to the employee's home** address or personally given them to on pay days. All questions regarding a paycheck should be directed to the **employee's supervisor or the fiscal** department.

## **Payroll Deductions**

Next Door is required by law to automatically make certain deductions from each paycheck:

- \*Federal income tax
- \*Medicare and OASDI (FICA)
- \*State of Wisconsin income tax
- \*Deductions for garnishments, tax levies, support orders, etc., as ordered by a court

Employees may choose to have amounts deducted from their pay for benefit premiums and tax-advantaged reimbursement accounts.

## **Exempt Pay Policy**

### **Definition of Exempt Status**

An exempt employee is not covered by the overtime requirements of the Fair Labor Standards Act, which

requires overtime payment for hours worked in excess of 40 per week. An exempt employee is compensated for the general value of the performed services, not the amount of time spent on the job. These employees are paid on a salaried basis – paid a predetermined amount that is not subject to reduction because of the quality or quantity of work. As a general rule, an exempt employee should be compensated for an entire week in which work is performed. Although exempt employees are paid for the general value of performed services, it is permissible for an employer to deduct time from an **employee's sick or vacation balance** in less than full day increments, **without affecting the employee's** exempt status, as long as the employee still receives their entire salary amount for that day. ND will allow exempt employees to use sick or vacation time in four hour increments.

Absences from work should be recorded in four hour or full day increments only. Absences of less than a full day should be recorded as follows. If an exempt employee misses more than four hours of an eight hour day, they will need to record four hours of sick or vacation time, whichever is applicable. If an exempt employee misses less than four hours of the day, they should not record any sick or vacation time. This does not mean that absenteeism and tardiness of less than four hours are acceptable performance. Employees must still abide by the established procedures for requesting time off and reporting unscheduled absences. Patterns that

are disruptive to the operation of the agency will be addressed.

### **Deduction In Pay**

Deductions for absences of less than a week will not be taken for jury duty, testimony as a witness or temporary military leave. However, **employee's pay will be offset by the amount received for these services.**

Deductions from the pay of an exempt employee may be made for suspensions of one or more full days imposed in good faith for disciplinary reasons for infractions of workplace conduct rules. Such disciplinary deductions will only be made in full day increments.

### **Reporting Time**

Exempt employees are asked to complete time sheets *in four hour or* full day increments only, appropriately documenting absences and the use of vacation, sick or holiday time as specified above.

### **Reimbursement**

Employees will be reimbursed for pre-approved job-related expenses. Reimbursements will be subject to the conditions established and approved with the budgets of the Agency and by the policies of the funding source(s).

### **Mileage Reimbursement**

All employees using a personal car for Agency business must carry a level of liability insurance recommended by the insurance underwriter and approved by the Board. To qualify for mileage reimbursements employees must provide proof of current liability

coverage as well as a current State of Wisconsin driver's license. **Proof of coverage must be provided to, and will be maintained in, the Agency's Human Resources files.** All qualified employees will be reimbursed for mileage at **the Agency's authorized** rate for the use of their personal car in connection with authorized work. Employees must have the recommended level of insurance in order to receive reimbursement.

### **Out-of-Town Expenses**

In accord with federal and Agency regulations, out-of-town expenses may be paid, subject to the authorization of the Executive Director. Mileage payments may not exceed the limits set by the Board in accordance with funding sources. The expense reconciliations must be submitted within 2 weeks of incurring the expense.

### **Payment**

For payment the employee must submit a claim to the Fiscal Department, with necessary documentation. Claims will be submitted for approval by the **employee's supervisor.**

# Employee Health and Safety

## Employee Health

According to Wisconsin State Child Care Licensing Rules and Federal Head Start Standards, all Next Door employees working with children are required to have a physical examination which verifies the employee is free from communicable diseases and is physically able to perform required responsibilities of the position. This examination must be completed prior to employment and every two years thereafter.

In addition to the routine physical exam a new hire employee must obtain a TB skin test within 30 days of employment and if the employee is considered a first responder, a Hepatitis B series must be started within 30 days of employment.

Not meeting these expectations puts the agency at risk for losing program licensure, funding and/or accreditation. If an employee fails to meet the above criteria, they may be terminated from employment with Next Door.

## Safety

Next Door has established a safety and security committee to ensure all employees have a safe working environment. It is your responsibility to help keep your

location safe by using safe working procedures at all times and by immediately reporting unsafe conditions to a supervisor.

## CPR

According to Wisconsin Child Care Licensing, all employees who are working with children need to obtain a Child and Infant CPR certification within 6 months of employment. Failure to do so will result in termination from employment. CPR will be held onsite once a quarter after work hours, attendance is unpaid. Missing in house training will result in training at your own expense.

## Transportation Requirements

Bus Drivers are required to have both a DOT physical and a mandated drug test.

## Emergency Action Plans

Plans for various types of emergencies, such as fire, severe weather, power failure and security, have been developed for Next Door. During the course of your training, your supervisor should review these procedures with you. Be sure that you fully understand these procedures so you can act accordingly in the event of an emergency.

If you have a safety-related question, your supervisor is available for assistance.

## **Hazardous Materials Communication**

In the course of employment, you may be required to work with chemical substances. Some of these materials may be considered hazardous or toxic, but working with chemicals does not have to be hazardous to your health. Next Door has instituted work practices and where necessary, has provided equipment to ensure a safe and healthy work environment where these materials are used.

Next Door policy complies with all OSHA regulations regarding the handling and disposal of infectious or hazardous waste and control of substances that may be injurious to visitors and employees. New employee orientation offers instruction on hazardous waste handling.

## **Workers' Compensation Policy**

**Workers' compensation insurance** protects employees who are injured through an accident or disease occurring in the work place.

All occupational injuries, including occupational accidents and diseases, must be reported **immediately to the employee's supervisor and Human Resources. An Employer's First Injury Report of Injury or Disease** must be completed at the time of **any** injury and signed by the **employee. It is the supervisor's** responsibility to ensure the timeliness of the reporting of the injury to the Human Resource Department. **All occupational injuries must be reported regardless of the severity and**

**whether or not medical attention is sought at the time of injury.**

### **Reporting Procedures**

The following procedure, as outlined in the steps below, must be adhered to in all work related injuries:

1. Any time an employee is **injured, an "Employer's First Report of Injury or Disease" is** to be completed by the employee and his/her supervisor. An employee will be sent to Concentra and will be examined by a healthcare provider and drug tested.
2. Visits with Concentra or referral may be necessary throughout the recovery. All visits must be reported to the Human Resource Department within 48 hours of the appointment.
3. The provider will need to inform the employee of any work restrictions in detail, i.e., hours able to work, weight restrictions, standing, etc. The employee is then responsible for keeping his/her supervisor and the Human Resource Department informed by providing a written copy of these restrictions and medical documentation.
4. Any refusal or neglect by the employee in submitting or following competent and reasonable advice from the provider, including submitting the recommended treatment, may suspend the

**employee's right to recover workers' compensation** benefits during the period of such refusal, as well as adversely affect the **employee's ability to return to work.**

5. Failure on the part of the employee to promptly report an injury, including prompt **completion of an "Employer's First Report of Injury or Disease" form, may delay or bar any right to workers' compensation** benefits which the employee might otherwise have had as a result of the **injury. Falsifying a workers' compensation injury to collect benefits or obtain payment for medical services, may result in disciplinary action including termination of employment.**
6. **It is the employee's** responsibility to keep his/her immediate supervisor, as well as the Human Resource Department, advised of his/her return to work status if lost time has incurred. This needs to be done with a written notice from the provider.

### **Determination of Compensability**

Next Door's workers' compensation insurance carrier will make the determination, within a reasonable time frame, of whether an injury or disease is work related.

If there is an investigation to determine if the injury is compensable, all contact with the employee, and the respective

location will be made through the Human Resource Department or the **workers' compensation** insurance carrier representative.

**When the workers' compensation** carrier determines that an injury or disease is work related, the carrier determines the appropriate level of benefit to be paid to the employee or Next Door (if benefit time has been used by the employee). Benefits are **calculated according to the Workers' Compensation Law of the State of Wisconsin.**

### **Medical Bill Payments**

The employee is responsible for ensuring that the Human Resource Department receives all medical bills incurred for work-related injury or disease. The Human Resource Department will be responsible for **submitting bills to the workers' compensation** carrier for payment of all known bills if the injury or disease is determined to be work related.

Next Door is not responsible for medical bills incurred that are determined to be unrelated to the **workers' compensation** injury or disease or bills not submitted timely that are related a work-related injury.

### **Modified Duty Return-to-Work Program**

In an effort to conserve Next Door's human and financial resources, we have implemented a Modified Duty Return-to-Work practice to support **our workers' compensation program.** Although Next Door's **primary goal is** to prevent work injuries, when they occur, our return to work program is the fastest way to return an employee

to full earning capacity. We may have jobs or duties in place that will meet most of the medical restrictions that injured employees will face. We **will work with an employee's health care provider and our insurance company to attempt to provide an injured employee with work that will comply with the needs of the injured employee's medical restrictions. It is** important to note that these modified job duties are temporary in nature, and each return to work case will be reexamined as needed to meet the needs of the employee as well as the agency.

### **Leave of Absence**

**In the event that an employee's work injury will not permit him/her to return to work with modified job duties, he/she will be placed on a Family Medical Leave Act (FMLA), if eligible, to run concurrently with workers' compensation leave.** Next Door will follow the guidelines for **FMLA and state workers' compensation laws regarding the return status of an employee from a workers' compensation leave of absence.**

# Professional Development

## In-service and Professional Development Opportunities

Employee development and satisfaction are a major goal of the Agency. To accomplish this, a variety of professional development opportunities will be provided to assist employees in gaining the skills and experience necessary to master their job responsibilities and enhance their job performance. The following are examples of the agency training and professional development opportunities provided throughout the year.

Per licensing DCF 251

Full Time Teaching Employees are required to have 25 hours of continuing education annually.

Part-time employees (20 hours or less) are required to have 15 hours of continuing education annually.

Food service employees are required to have four (4) hours of continuing education annually.

DPI licensed teaching employees are required to maintain their license at all time and complete required professional development as indicated on the DPI website, PI34.

Such professional development shall be a high quality, sustained, intensive, and classroom-focused

instruction in order to have a positive and lasting impact on classroom instruction and the **teacher's performance in the classroom**, and regularly evaluated by the program for effectiveness.

**In-Agency Training New Employee Orientation** is provided to each new employee to gain an overall perspective of the agency, its programs, mission, vision, values, goals and employee benefits.

**Preservice Training** is held at the beginning of the academic year to specifically assist employees in preparing for the program year.

**In-service Training** opportunities will include position specific training for employees with the same or similar job responsibilities.

**In-Agency Professional Development Day** is held to address/review issues particular to the various teams of employees within the agency.

**All Employee In-service** is planned to provide opportunities for agency-wide communication and training for all employees. Operations are closed during these trainings and all employees are mandatory to attend.

**Attendance at Agency In-service/ Employee Meetings.** Employee meetings and trainings are recognized as an important means of employee development and employee attendance is considered mandatory.

### **Individual Professional Development Plans**

Every employee is required to annually complete their own Professional Development Plan. Each employee links an agency value with a responsibility within their job description they choose to strengthen. This plan is shared with their supervisor. The employee pursues those goals throughout the year.

Training opportunities may include licensed required training, non-credit training (workshops or conferences) or credit-bearing coursework. There is \$500 per employee available for professional development.

### **Continued Education Unit Training**

As required by Wisconsin Day Care Licensing Regulations, teaching employees must complete a minimum number of continuing education hours each year. Preservice and monthly training accrue to hours needed. Employees required to fulfill CEU's are responsible for completing their "Employee Continuing Education Record" form.

### **The Registry**

Each administrator, center director and child care teacher must apply to "The Registry" within 3 months of assuming their position. Next Door will pay for the initial Registry fee.

### **Out-Of-Agency Training**

Other training opportunities are provided for employees as funds allow. These opportunities include

conferences, workshops and seminars and classes and are usually associated with the individual professional development needs and desires of an employee. All training and professional development opportunities are to be approved by the employee's supervisor.

### **Training During Lay-off Periods**

With approval by the Executive Director, the Agency may assume the cost of professionally required or related training expenses during regular lay-off times for employees who have indicated an intention to return to employed status.

### **Next Door's Professional Development Advisory Team**

Team members representing employee positions develop the In-Agency Training plan and schedule. The Training plan is based on identified needs and program requirements within the Agency.

### **Tuition Reimbursement**

Next Door will reimburse full-time employees up to \$500 per calendar (for books and/or tuition) for successful completion of approved courses.

100% for an A (or pass)

75% for a B

50% for a C

- (A) Teach or work in a Head Start program for a minimum of 3 years after receiving the degree; or
- (B) Enrolled at an accredited college/university, distance education college, or



- registered for an approved seminar/training session.
- (C) Repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.
  - (D) Must be a regular full-time employee
  - (E) Employed at Next Door for at least one year
  - (F) Limited to Associate, Bachelor, and/or Graduate level courses
  - (G) Courses must be completed while still employed at Next Door and seminars/training must be attended for the entire session to receive reimbursement.
  - (H) Complete the Educational Request for Course Approval form and have it approved by your immediate supervisor and submitted prior to the first day of the class or seminar/training.
  - (I) For voluntary seminars and training, written supervisor consent is required.
  - (J) All courses and non-mandatory seminars/training must be scheduled apart from **the employee's regular** workday.
  - (K) All receipts and grades must be received within 60 days of completion of the course or seminar/training to receive reimbursement with the Course Reimbursement form.
  - (L) Tuition reimbursements may be table to the employee based on current IRS regulations.

## APPENDIX A

### FAMILY AND MEDICAL LEAVE

Next Door will grant family and medical leaves of absence in accordance with both the federal Family and Medical Leave Act (referred to as the “FMLA” in this policy) as well as any applicable state family and medical leave laws. This document is a general statement of policy and is not intended to address all leave requirements imposed by law. If any law imposes requirements different than this policy, Next Door will comply with that law.

**Consistent with the FMLA, Next Door provides unpaid leaves of absence to eligible employees for the following reasons:**

- the birth or placement of a child for adoption or, under the federal FMLA, for foster care;
- to care for the employee’s spouse, child, or parent with a serious health condition;
- to care (up to two workweeks) for an employee’s domestic partner with a serious health condition or for the parent of an employee’s spouse or domestic partner with a serious health condition;
- the employee’s own serious health condition that renders the employee unable to perform his or her job;
- for military exigencies, which are various short-term matters requiring an employee’s attention when an employee’s spouse, son, daughter, or parent has been called to active duty or is on a Federal call to active duty in a foreign country. Qualifying exigencies include matters such as childcare and a child’s school activities, financial or legal arrangements, attending certain counseling sessions, short periods of rest and recuperation leave from active deployment, attending certain military events such as post-deployment reintegration briefings, and any matters arising out of a short-term deployment (i.e., a deployment for which an employee’s spouse, son, daughter, or parent receives 7 or fewer calendar days of notice of the deployment); and,
- care for an employee’s spouse, son, daughter, parent or next of kin who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness that was incurred in or aggravated by service in the line of duty while on active duty in the Armed Forces (including the National Guard or Reserves), and who is currently in the Armed Forces or was in the Armed Forces and was discharged under other than dishonorable circumstances within five years of the date of receiving medical treatment, recuperation, or therapy.

Definition of Serious Health Condition: *Serious Health Condition* means an illness, injury, impairment or physical or mental condition that involves:

- inpatient care in a hospital, hospice or residential medical care facility; or
- a period of incapacity of more than 3 consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
  - (1) treatment by or under the orders of a health care provider on at least two occasions within the first 30 days of incapacity, with the first treatment occurring within the first 7 days of the incapacity; or
  - (2) treatment by a health care provider on at least one occasion within the first 7 days of incapacity that results in a regimen of continuing treatment under the supervision of a health care provider.

Under Wisconsin FMLA, a serious health condition involving outpatient care requires continuing treatment or supervision by a health care provider (generally defined as requiring two direct, continuous and first-hand contacts by a health care provider).

- any period of incapacity due to pregnancy or for prenatal care;
- chronic conditions requiring periodic visits (defined as at least twice per year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.);
- permanent/long term conditions requiring supervision for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, or the terminal stages of a disease);
- multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

Definition of Domestic Partner:

For purposes of this policy, a “domestic partner” refers to an individual of either the same or the opposite sex to whom an employee is not married but with whom the employee shares a common residence and to whom the employee is not so closely related that marriage to the individual would be prohibited under Wisconsin law (e.g., siblings and,

generally, first cousins). To qualify as an employee's domestic partner, the employee and the individual must consider themselves to be members of each other's immediate families and otherwise comply with Wisconsin's legal definition of domestic partners. In some situations, Wisconsin defines individuals as "domestic partners" after they comply with their resident county's registration requirements. Next Door may require additional certification or documentation to establish that an employee and another individual are domestic partners within the meaning of applicable law.

#### Eligibility:

To be eligible for FMLA leave, the employee must have worked for Next Door for a total of at least 12 months; have worked at least 1,250 hours in the preceding 12 months; and must work at a location where at least 50 employees are employed by Next Door within a 75-mile radius.

To be eligible for Wisconsin FMLA leave, an employee must have completed more than 52 weeks of consecutive service for Next Door and have worked for ND for at least 1,000 hours during the preceding 52-week period.

#### Duration:

An employee eligible for FMLA leave is entitled to a total of 12 weeks of FMLA leave in any rolling twelve (12) month period for any reason other than military caregiver leave. An employee is also entitled to a total of 26 weeks of military caregiver leave during the 12-month period following the beginning of any such leave. During that 12-month period, an employee may not take more than 26 weeks of leave for any FMLA-qualifying reason, and may not take more than 12 weeks of FMLA leave for a reason other than military caregiver leave.

If leave qualifies for both state family and medical leave and federal FMLA leave, the leave used counts against the employee's entitlement under both laws. State and federal FMLA leaves run concurrently. Qualified leave taken under worker's compensation also will run concurrently with state and federal FMLA leaves.

#### Non-Continuous or Intermittent Leave:

Under certain circumstances, an employee may take FMLA leave in non-continuous increments. When such leave is taken for medical reasons, the employee must demonstrate that it is medically necessary for treatment, recovery from treatment, or recovery from a serious health condition. Intermittent leave taken for medical reasons should be planned so that it does not unduly disrupt Next Door's operations.

#### How to Apply for Leave:

1. As with any absence from work, employees placing Next Door on notice of a need for FMLA leave because of an FMLA-qualifying condition must comply with Next Door's customary procedures for reporting an absence from work. An employee must therefore report the reason for an absence to his or her supervisor in advance of the start of the employee's shift, unless an emergency prevents the employee from doing so, in which case the employee must report the absence as

soon as possible. Foreseeable leaves, such as leaves for scheduled surgery, must be requested at least 30 days in advance, or as soon as the employee becomes aware of the need for leave. An employee who fails to follow Next Door notification procedures for reporting an absence from work will not be eligible for FMLA leave (and will therefore be subject to discipline under Next Door's attendance policies) for the days during which the employee failed to follow Next Door notification procedures, unless the employee was unable to do so because of an emergency, in which case the employee remains responsible for providing notice as soon as possible and remains subject to Next Door attendance policies if Next Door is not notified as soon as possible.

2. At the time when an employee provides notice of the need for FMLA leave, the employee must submit a Family and Medical Request for Leave form to the Business Office -- either in person or, if the employee is already off work because of an unforeseen absence, upon receipt of the form in the mail from Next Door.
3. If the leave is for a family member's or the employee's serious health condition or for military caregiver leave, the employee must submit a medical certification form from the employee's or the family member's health care provider within 15 days of receiving it. In the case of a request for intermittent or reduced schedule leave, an initial certification must also include the reasons why the intermittent or reduced schedule leave is necessary. Employees requesting military exigency leave will also be required to provide certification within 15 days that confirms the military status of the family member in relation to whom leave is requested, as well as the reason why exigency leave is required.
4. In certain circumstances involving a certification which is incomplete, ambiguous, or vague, an employee may be required to provide supplemental information within 7 additional days. If an employee does not provide the required certification or supplemental information by the designated deadline, the leave will not be designated as state and/or federal FMLA leave, and the employee will be subject to discipline under Next Door's attendance policies. Further, if Next Door determines that an employee's absence is not covered as FMLA leave, the absence will not be counted as FMLA leave and the employee will be subject to discipline under Next Door's attendance policies unless he or she is able to use available paid leave and/or is granted a non-FMLA leave of absence.
5. Second or third certifications at Next Door's expense and periodic recertifications at the employee's expense may be required under certain circumstances. Next Door also requires periodic reports during FMLA leave regarding the employee's status and intent to return to work.
6. If a leave is approved by Next Door as FMLA leave, an employee calling in to work for the same approved reason in the future must make clear that his or her absence is because of the specific approved reason. Absent unusual

circumstances, the failure to do so will result in a delay or in the denial of the absence as FMLA leave.

7. FMLA forms, including the Request for Leave form and the applicable FMLA certification form, are available from the Business Office.

#### Payments and Work While on Leave:

In general, both state and federal FMLA leaves are unpaid. Next Door requires employees to substitute paid leave for which they are eligible (such as vacation days or sick leave) and which is accrued and available for unpaid FMLA leave. Employees taking Wisconsin FMLA leave may elect to take their leave as unpaid leave by notifying Human Resources. As with all leaves of absence, no employee may pursue or engage in employment when on FMLA leave.

#### Benefits:

The employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. Next Door will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. An employee on FMLA leave is responsible for his or her regular portion of insurance premiums while on FMLA leave. In addition, Next Door may, if an employee who fails to return to work from FMLA leave for certain reasons, recover amounts paid during the employee's leave to cover Next Door's own portion of insurance premiums.

#### Return from Leave of Absence:

Upon return from FMLA leave, an employee shall be restored to his or her original position, or if the position is not vacant, to an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment.

If the reason for FMLA leave is for the employee's serious health condition and the absence exceeds five (5) consecutive work days, the employee will be required to present a Fitness-For-Duty certification. An employee who attempts to return without such a certification will be sent home and will not be permitted to return to work until such a certification is presented. Any such absence would be considered unexcused and would therefore subject the employee to potential discipline under Next Door's attendance policies. In general, an employee who fails to return to work after the expiration of a designated leave period will be considered to have voluntarily terminated his or her employment unless the employee is on an extended leave of absence that has been approved in writing or is off work because of a work-related injury.