
Quick Reference Guide to Employee Policies and Procedures

**Capital Region
Educational Service District 113**

**Sound to Harbor
Head Start/ECEAP Department**

Revised 9/2/16

Quick Reference Guide to Employee Policies and Procedures

Table of Contents

INTRODUCTION.....	4
MISSION STATEMENT	4
VISION STATEMENT	4
VALUES.....	4
OUR GRANTEE.....	5
<i>Board Meeting Dates</i>	5
POLICY COUNCIL.....	6
EMPLOYEE INFORMATION.....	6
<i>The Federation of Head Start Employees</i>	6
<i>Hours</i>	6
<i>Annual Work Schedule</i>	6
<i>Alternate Work Schedule</i>	6
<i>Payroll Period</i>	7
<i>Recruitment, Selection, Promotion of Staff</i>	7
<i>Non-Discrimination</i>	7
<i>Licensed Centers</i>	8
<i>Updating Personal Information</i>	8
WORK SITE POLICIES AND PROCEDURES	8
<i>Alcohol-, Marijuana-, and Drug-Free Work Place</i>	8
<i>Tobacco-Free Work Place – Including E-Cigarettes and Vaping Devices</i>	8
<i>Weapons-Free Work Place</i>	9
<i>Building Security</i>	9
<i>Safety</i>	9
<i>Work Area</i>	9
<i>Computer Software</i>	9
<i>Internet and Electronic Mail Policy</i>	10
<i>Confidentiality</i>	10
<i>Conflict of Interest</i>	10
<i>Code of Conduct</i>	11
<i>Professionalism</i>	11
<i>Reporting Improper Governmental Actions</i>	11
<i>Sexual Harassment</i>	11
<i>Staff Participation in Political Activities</i>	11
<i>Responding to Community Complaints</i>	12
EMPLOYEE HEALTH REQUIREMENTS	12
OTHER WORK REQUIREMENTS	12
<i>Food Handler’s Permit</i>	12
<i>Washington State Driver’s License/Auto Insurance Coverage</i>	12
<i>Accident Reports and Traffic Violations</i>	12
<i>First-Aid / CPR Card</i>	13
<i>Identification Badges</i>	13

Quick Reference Guide to Employee Policies and Procedures

EMPLOYEE BENEFITS	13
<i>Employees' Retirement System</i>	13
<i>Medical and Dental Insurance</i>	13
<i>Section 125 Flexible Spending Account</i>	13
<i>Employee Assistance Program</i>	13
TRAVEL	14
WHERE TO FIND EMPLOYEE INFORMATION	14

Quick Reference Guide to Employee Policies and Procedures

Introduction

Welcome to Capital Region Educational Service District 113 and Sound to Harbor Head Start/ECEAP (Early Childhood Education and Assistance Program)! This handbook is provided as a resource to assist you during your employment with us. The Capital Region ESD 113 - HS/ECEAP's Position Plans, Sound to Harbor Head Start/ECEAP Policies and Procedures, the Federation of Head Start Employees Agreement with the Capital Region ESD 113, and the Capital Region ESD 113 Policies and Procedures serve as the basis for the topics outlined here. Please refer to your Position Plan/s and the online staff resources for more detailed information about your job role. This guide is a summary. The union contract and Board approved policies and procedures supersede this guide.

Funding for the Program comes from the Administration for Children and Families (Head Start), Department of Early Learning (Early Childhood Education and Assistance Program - ECEAP), Superintendent of Public Instruction (transportation and nutrition), or the Department of Social and Health Services (Child Care Subsidy).

As a public service agency, we strive to provide high quality professional service to our children, families and community. The image we project is important. All Capital Region ESD 113 - HS/ECEAP employees are encouraged to recognize the responsibility they have to support our commitment to a positive, professional agency.

Mission Statement

Sound to Harbor Head Start and ECEAP provides comprehensive individualized preschool education, health education, and family support to promote family engagement and school readiness.

We also carry out the mission statement of our Grantee: Capital Region Educational Service District 113. The purpose of the Capital Region Educational Service District 113 is to assure excellent & equitable education for all students through service and collaboration.

Vision Statement

Empowered, strong, healthy families breaking the cycle of poverty.

Values

We value:

- Creating enriched learning environments that support children, families, and staff in their own development
- Respecting each person as a capable individual and developing skills by focusing on strengths

Quick Reference Guide to Employee Policies and Procedures

- Diversity in children, families, staff, and communities
- Community support and involvement through collaboration and partnership
- Advocacy as a tool to build strong communities
- Integrity and commitment to working with children, families, and staff in a positive manner
- Communication that respects diverse perceptions and learning styles, embraces curiosity, and approaches conflict as an opportunity for growth
- Staff, family, and community input in setting priorities, planning, problem solving, and in the development and implementation of a successful program
- Developing and delivering high quality comprehensive services by being responsive to the changing needs of communities
- The unique contribution individuals bring to the team
- Visionary, innovative, and entrepreneurial thinking

As our communities change, our knowledge deepens, and our skills and resources develop, we continually evolve and grow in response.

Our Grantee

Capital Region Educational Service District 113 is one of nine regional educational service agencies in the state of Washington. Created by the State Legislature, ESDs serve school districts and state approved private schools within specific service areas. ESDs function primarily as support agencies and deliver educational services that can be more efficiently or economically performed regionally.

Services provided to schools in the ESDs include fiscal, data processing, risk management, curriculum and instruction, educational technology support center, special services, program development and school district support.

Capital Region Educational Service District 113 receives funds from the federal and state governments for administering the Head Start and Early Childhood Education Assistance Program. The role of Capital Region ESD 113 is to disperse these funds to our program and oversee the program's operations. The HS/ECEAP program is responsible for development and implementation of policy, and the Capital Region ESD 113 Board of Directors is the source of authority on policy.

Board Meeting Dates

The Capital Region ESD 113 Board of Directors typically meets the second Wednesday of each month at noon in the Capital Region ESD 113 Board Room unless otherwise indicated. The meeting date and time are published in the major county newspapers. The meetings are open to the public. Staff are welcome to attend Board meetings. Summaries of Board meetings are available for all staff to review on the Capital Region ESD 113 web site: www.esd113.org.

Quick Reference Guide to Employee Policies and Procedures

Policy Council

An important part of our Program is the Policy Council. Representatives are parents of children in the Program, past parents, and community members. Together they provide input into every aspect of the program including hiring of staff, program design, policy, budget, staff training, self-assessment, etc. Representatives from each center and the community attend regular meetings. Policy Council serves as a powerful communication tool between parents, staff, community and government.

Employee Information

The Federation of Head Start Employees

The following positions are represented by the Federation of Head Start Employees: teacher, teacher assistant, assisting teacher/family health advocate, bus driver, bus monitor, bus driver trainer, classroom bus aide, classroom assistant, center operations lead, bilingual assisting teacher family advocate, cook, lead cook, food assistant and food services delivery assistant work under a labor agreement. Please refer to the Federation of Head Start Employees agreement. A copy of the agreement is located in each center. New employees receive a copy at the time of hire.

Hours

Employees will be notified by their supervisor of their work hours, as the typical hours vary by program model and center.

Employees are expected to start their day at their center and end their day at their center. Bus drivers will start and end their day at the transportation centers where they pick up and drop off the bus. If it is not possible to physically come back to the center, staff must check in with their center by telephone.

Annual Work Schedule

All regular employees receive an annual work calendar indicating assigned work days for the program year which runs from September 1st through August 31st.

Alternate Work Schedule

The standard work day is established for each employee by their supervisor. Any variation of this standard must be consistent within the Saturday to Friday work week. Employees must submit a written request and receive prior approval from their supervisor and the Assistant Superintendent, Early Learning before altering their work schedule. At all times the schedule must meet the safety of the children, staff, other individuals, and the employee and the facility.

Quick Reference Guide to Employee Policies and Procedures

Payroll Period

Part-time employees and substitutes (translators and staff working less than 20 hours per week) are paid monthly from time slips. Payroll for all other employees is usually pro-rated over twelve months.

All Capital Region ESD 113 - HS/ECEAP employees are paid on the last business day of each month. The payroll period for hourly employees is from the 16th of one month through the 15th of the following month. For pro-rated employees, the payroll period is from the 1st through the last day of the month. Due dates for payroll are as follows:

- hourly time slips on the 15th and the last working day of the month,
- time and attendance on the last day of the month,
- sick leave as soon as possible after returning to work,
- annual and personal leave in advance of the leave date.

Recruitment, Selection, Promotion of Staff

Sound to Harbor Head Start/ECEAP conducts general recruitment for staff through the ESD website.

An interview team will recommend their selections to the Human Resource Director and Head Start Director, who will make the final recommendation to Policy Council and Capital Region ESD 113 board of directors for approval.

The Program promotes career development and encourages participation in in-service training, college courses, and conferences to increase job skills and to prepare for positions with additional responsibilities.

Non-Discrimination

Capital Region Educational Service District 113 provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. CR ESD 113 may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified. CR ESD 113 does not discriminate with respect to race; creed; color; national origin; religion; age; sex; marital status; pregnancy; sexual orientation; gender expression or identity; genetic information; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; the use of a trained guide dog or service animal; or any other basis protected by state and/or federal law in its programs, activities, employment procedures and personnel practices. Inquiries regarding equal opportunity employment and nondiscrimination may be directed to Jodi Petrovich, HR Director, at Capital Region ESD 113, 6005 Tyee Drive SW, Tumwater, WA 98512, telephone 360.464.6860.

Quick Reference Guide to Employee Policies and Procedures

Licensed Centers

Employees working at centers that are licensed as child care centers will have copies of the following personnel documents on file at the center as a requirement of licensing:

1. Application
2. Documentation of criminal history and background check
3. Driver's License or other proof of birth date
4. TB screening results
5. Documentation of HIV/AIDS education and training
6. Record of participation in staff development training
7. Orientation Checklist
8. Copy of Food Handler's permit for all staff working in the classroom and/or kitchen; or with the potential to work in these areas.
9. Copy of First Aid/CPR card

Updating Personal Information

Employees are required to update any changes through Employee Access for changes relating to name, address, and telephone number.

Work Site Policies and Procedures

Alcohol-, Marijuana-, and Drug-Free Work Place

Capital Region ESD 113 - HS/ECEAP is an alcohol-free, marijuana-free and drug-free workplace. It is a violation for any employee to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance, alcohol, or marijuana in the work place or when involved in a Capital Region ESD 113 activity on or off Capital Region ESD 113 property. This includes the illegal use of prescription drugs and the misuse or abuse of prescription medications.

Bus drivers are subject to FMCSA mandated drug and alcohol testing program. See union agreement for details.

Tobacco-Free Work Place – Including E-Cigarettes and Vaping Devices

All employees will refrain from smoking or chewing tobacco products, and from using e-cigarettes and vaping devices while on ESD – HS/ECEAP program property or in program vehicles in accordance with Washington State Law.

Employees and visitors, however, are permitted to use tobacco products, e-cigarettes and vaping devices off the premises. Such activities are not allowable on the campus of any early childhood facility, including partnership sites.

Quick Reference Guide to Employee Policies and Procedures

Weapons-Free Work Place

Capital Region ESD 113 – HS/ECEAP is a weapons-free work place, including all facilities and early childhood centers. It is a violation of Capital Region ESD 113 policy and state law for any person to carry a firearm or dangerous weapon on Capital Region ESD 113 premises, and early childhood centers, in ESD and Head Start/ECEAP buses, program vehicles, or other facilities being used for programs and activities. See ESD 113 Policy 4210 for more information and for allowable exceptions.

Building Security

Staff will follow the security plan for their building. At a minimum, the doors and windows should be locked by the last person to leave the building. If applicable, the last person leaving the center will ensure all portable toys and equipment are stored inside.

Capital Region ESD 113 building security is monitored by a building security business. The first person entering the building in the morning should enter a security code to deactivate the alarm system and unlock the doors. The last person leaving the building should enter a security code to activate the alarm system and lock the doors.

Safety

Safety is the responsibility of Capital Region ESD 113 - HS/ECEAP and every employee. If an employee observes an unsafe condition, faulty equipment, or other hazardous conditions, they are to report the problem(s) immediately to their supervisor. If safety equipment is required in job duties, the employee must be sure to use it. Forethought and caution can prevent many accidents.

If an accident should occur to an employee, the employee should obtain first aid immediately. Every accident that occurs on duty must be reported to a supervisor. This includes automobile accidents involving Capital Region ESD 113 - HS/ECEAP vehicles or an employee's vehicle when on Capital Region ESD 113 - HS/ECEAP business. After reporting the accident, the employee must prepare an accident report provided by your supervisor.

Work Area

All employees are responsible for maintaining a clean, professional and safe work area. Employees are responsible for the storage of materials in their work space, creating a work zone that is free of tripping and falling hazards.

Computer Software

HS/ECEAP and Capital Region ESD 113 license the use of computer software from a variety of software companies. Employees shall use only the software that is licensed for use on Program networks or machines. According to US Copyright Law, employees are prohibited from copying software and documentation; and are also prohibited from using unauthorized copies of computer software. Employees who acquire, make, or use unauthorized copies of computer software shall be disciplined according to Capital

Quick Reference Guide to Employee Policies and Procedures

Region ESD 113, HS/ECEAP policies and procedures, and the contract with the Federation of Head Start/ECEAP employees for those represented by that unit.

Internet and Electronic Mail Policy

Use of the Internet and electronic mail is limited to the conduct of official Capital Region ESD 113 business. Personal use of the internet and electronic mail is not allowed. The Internet and electronic mail may not be used for the following:

1. Conducting an outside business;
2. Political purposes;
3. Sending chain letters, gambling, or engaging in any activity in violation of local, state or federal law;
4. Sending or soliciting sexually oriented messages or images;
5. Transmission of threatening or harassing material;
6. Display or transmission of any other material which has the purpose of creating an intimidating, hostile or offensive environment; has the purpose or effect of unreasonably interfering with an individual's work or that interferes with program operations.

Employees should be aware that correspondence sent or received via electronic mail and records of sites visited on the Internet are public information. Internet messages and electronic mail have no guarantee of confidentiality. Even though electronic messages have been deleted, they may still be retained in the system.

Employees are individually responsible for the content of any communication sent via the Internet or electronic mail. Disciplinary action may be taken for violation of this policy. For further information, see Capital Region ESD 113 Policies 2022, 2025, and 6516. Also refer to HS/ECEAP's Procedure 1216 located on the www.soundtoharbor.com website.

Confidentiality

Employees and volunteers may discuss client information with other employees and volunteers only when the other person has a legal right and is entitled to know the information and when the information will be used in the line of duty.

Discussion or disclosure of confidential client information, either with another employee or volunteer who is not entitled to the information or a person outside of the Program, will be cause for disciplinary action up to and including termination of employment, unless specific written approval for the disclosure has been authorized by the employee's supervisor. Refer to HS/ECEAP's HR-06 Client Confidentiality form located on the www.soundtoharbor.com website.

Conflict of Interest

HS/ECEAP and Capital Region ESD 113 recognize that employees may have other employment outside of Capital Region 113 ESD Head Start/ECEAP Program

Quick Reference Guide to Employee Policies and Procedures

employment. However, those interests must not become a conflict with Capital Region ESD 113 Head Start/ECEAP Program employment. Employees having outside employment will submit ESD's Form 5262-F1 to their supervisor for approval by the Superintendent. Refer to Capital Region ESD 113 Policy 5262 for additional information.

Code of Conduct

Staff working in the Head Start/ECEAP and child care program are subject to code of conduct policies/procedures: Procedures 204 and 206. Both are also available in Spanish. Failure to abide by these codes of conduct will result in disciplinary action up to and including termination.

Professionalism

All staff are expected to adhere to Head Start/ECEAP Professionalism and Code of Conduct procedures numbered 204, 206 and 1224 located on the www.soundtoharbor.com website.

Reporting Improper Governmental Actions

(Whistle Blower Act)

Capital Region ESD 113 and HS/ECEAP encourage the reporting of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for such reporting when the reports are made in compliance with Capital Region ESD 113 policy and procedure. Capital Region ESD 113 and HS/ECEAP staff are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with Capital Region ESD 113 Policy 5271.

Sexual Harassment

Capital Region ESD 113 and the HS/ECEAP Program are committed to a positive, productive working environment free from discrimination, including sexual harassment. Capital Region ESD 113 and the HS/ECEAP Program prohibit sexual harassment of program children, employees, and volunteers. Non-employees, including applicants for employment, visitors, vendors, consultants, contractors and parents of children enrolled in the Program, also have the right to be free from sexual harassment while in the Program and, conversely must not harass Program children, volunteers or employees. Complaints of sexual harassment shall be made to the Capital Region ESD 113 Human Resources Director. Any staff member who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action and/or discharge.

Refer to the Capital Region ESD 113 Anti-Harassment Policy 5003 and related procedures for additional information.

Staff Participation in Political Activities

Capital Region ESD 113 and HS/ECEAP recognize the right of its employees, as citizens, to engage in political activities. In NO event shall they identify themselves as

Quick Reference Guide to Employee Policies and Procedures

working on behalf of Sound to Harbor Head Start/ECEAP or the ESD. A staff member may seek an elective office in a non-partisan election provided that the staff member does not campaign on Capital Region ESD 113 or HS/ECEAP property during working hours.

Responding to Community Complaints

At times during the course of program operation, there will be complaints or concerns identified by parents, community members, or other agencies about the program and or the conduct of employees or parents. It is the responsibility of the program employees to respond to complaints or concerns in a timely and professional manner.

Refer to Sound to Harbor Head Start/ECEAP's Community Complaints Policy 110-P for further details.

Employee Health Requirements

Pre-employment health requirements include a TB test and physical examination which are paid by the program. During the term of employment, employees are expected to submit a record of immunizations. In the event of a vaccine-preventable disease outbreak, the local health officer will determine which staff may remain at work in a center. Regular well-adult exams are required on a schedule determined by the program Health Services Advisory Committee.

Other Work Requirements

Food Handler's Permit

Cooks, Food Assistants, and the Food Service Coordinator must obtain a Food Handler's permit prior to their first day of work in the kitchen. Occasionally, they may complete orientation/training videos on paid time prior to working in the kitchen. All staff working in the classroom or kitchen must have a current Food Handler's permit. Food Handler's permits must be obtained within 30 calendar days of hire. Staff may not prepare or serve food until they have the Food Handler's Permit.

Washington State Driver's License/Auto Insurance Coverage

If required by Job Description, employees are responsible for maintaining a current Washington State driver's license and car insurance that provides liability coverage.

Accident Reports and Traffic Violations

Each employee who is responsible for the transportation of children and/or adults must inform the administration office (i.e., Assistant Superintendent, Early Learning, and Transportation Coordinator) of any accidents or traffic violations occurring (both on and off the job) while employed with the Program. Failure to submit reports may result in disciplinary action.

Quick Reference Guide to Employee Policies and Procedures

First-Aid / CPR Card

All staff working in the centers and health service advocates must have a current first-aid and CPR card. All new employees will have 60 days in which to obtain their first-aid and CPR card. At least one administrative employee in each center will be designated to complete first-aid and CPR training. The program will provide a minimum of one annual training for both new and returning employees at no cost to the employee. Other staff members may choose to attend Head Start/ECEAP First Aid/CPR classes at no cost to the employee.

Identification Badges

All employees will be issued identification badges, which are to be worn during work hours, including home visits and other program activities that occur at locations other than the assigned work site.

Employee Benefits

Employees' Retirement System

Employees in eligible positions are required to enroll in a retirement plan administered by the Washington State Department of Retirement Systems (DRS) within 90 days of hire. Information is included in new employee orientation packets or can be obtained from Human Resources.

Medical and Dental Insurance

Head Start/ECEAP offers medical and dental plans to eligible employees. Employees working 30 hours per week or more are eligible to participate in the medical plans. The dental plan is available to employees who work 20 hours per week or more.

Section 125 Flexible Spending Account

The Section 125 Flexible Spending Account allows you to deduct a percentage of money pre-tax from your income to be housed in an account with Northwest Marketing Company. You can use this money throughout the year to help with medical or day-care expenses. Be aware that any money in the account must be used within that year or it will be forfeited.

Employee Assistance Program

An Employee Assistance Program (EAP) through First Choice Health is offered to all employees at no cost. In addition to three counseling sessions there are numerous other programs available to you at no cost such as limited legal counseling, wellness information, financial planning, caring for dependent parents, and many more resources. Contact First Choice at 1.800.777.4114 or www.FirstChoiceEAP.com.

Other benefits include a vision discount plan, disability insurance, and paid leave.

Quick Reference Guide to Employee Policies and Procedures

Travel

The Capital Region ESD 113 Board of Directors recognizes employees must travel to effectively meet the needs of those they serve. The Board also recognizes that attending educational conferences, seminars, workshops, meetings, etc., will enhance the capabilities of employees in fulfilling the mission of Capital Region ESD 113.

For all actual and necessary travel costs incurred while in the performance of official duties and while in attendance at meetings and conferences, employees will be reimbursed for travel, personal vehicle mileage, lodging and subsistence in accordance with regulations prescribed by the State of Washington Office of Financial Management (OFM) and by program procedures. Only authorized travel and lodging will be reimbursed. Refer to Capital Region ESD 113 Policy and Procedure 6213. Also refer to HS/ECEAP's Procedure 1238 located on the www.soundtoharbor.com website.

Where to Find Employee Information

Personnel policies and procedures for Head Start and ECEAP employees reside in three areas: Capital Region ESD 113 Board Policy and Procedures, specific Head Start employee policies and procedures; and for bargaining unit staff, in the agreement with the union. Questions about which policy or procedure is applicable should be directed to your supervisor.

The most current personnel policies and procedures are posted on the program's website at www.soundtoharbor.com and on the Capital Region ESD 113 website at www.esd113.org in the Policy Manual's Personnel Series - 5000, and in the Management Support - Series 6000 for the Policy 6213.

AGREEMENT BETWEEN FEDERAL OF HEAD START EMPLOYEES AND CAPITAL REGION EDUCATIONAL SERVICE DISTRICT 113

Copies are available in Human Resources and at the Head Start/ECEAP Centers.