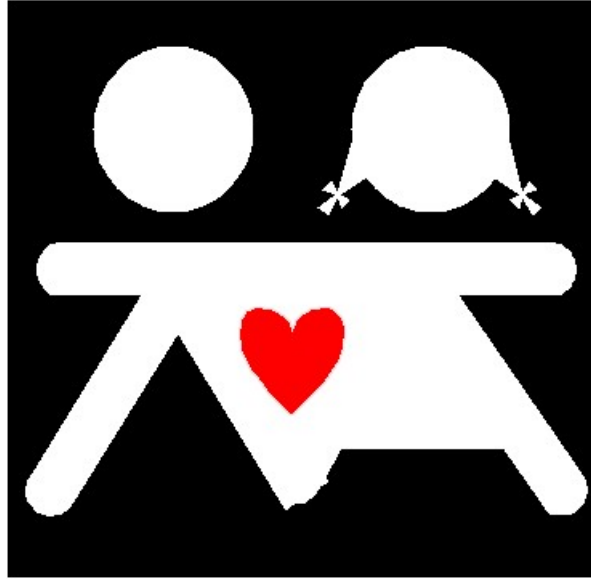




**THE NANNIES
UNLIMITED
CHILD CENTER
AND
PRESCHOOL INC.**

EMPLOYEE HANDBOOK

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Important Information about this Handbook

This handbook is prepared for informational purposes only. It does not constitute a contract between the company and its employees, and should not be construed as such. Programs and eligibility for programs may vary by employee classification, agreement, and state law. Some benefits and programs may not be available to all employees. To verify your eligibility for any benefits or programs, contact the Administrative Office. (515) 264-8288.

The policies contained in this handbook may be changed or amended at any time, without notice. Employment by this company is not for a definite term and may be terminated by the company or employee at any time for any reason.



Your Role in an Emergency

Attention all employees: You are responsible for knowing your role in any emergency and complying with emergency procedures. Failure to follow emergency procedures puts not only you at risk, but may potentially endanger others as well. For this reason, it is important to know and carefully follow the procedures listed in the policy and procedure manual. If you have any questions regarding emergency procedures, contact the administration office. (515) 264-8288.

The Administrator, Director, Supervisor(s) All Lead Nannies will assume the responsibility of their room ensuring the proper evacuation from the building, take cover in shelter areas and/or otherwise respond in an emergency noted below.

***EMERGENCY RELOCATION SHELTER**
RISING SUN CHURCH OF CHRIST
6390 NE RISING SUN DRIVE/ PLEASANT HILL, IA 50327
515-265-7393

Emergency Plans will be followed according to the policy and procedures set forth by The Nannies Unlimited Child Center & Preschool, Inc.

1. Fire
2. Tornado
3. Flood
4. Intruders in the center
5. Intoxicated parents
6. Lost or abducted children
7. Blizzard
8. Power failure
9. Bomb threats
10. Chemical spills
11. Earthquake
12. Robbery
13. Gas Leak
14. Waterline Disturbance
15. Lock Down
16. Thunderstorm/Lightening
17. Structural Damage



Fire: Children will leave the building as practiced. The children will proceed to the west end of the parking lot/playground/ Toddlers to the church parking area. The parents will be notified by phone. The Nannies will remain with the children until all are picked up by authorized person. Children who cannot ambulate will be carried out of the building. One person from the main building will assist the person(s) on the second floor until all children are removed. Children who cannot ambulate on the first-floor nursery will be placed in cribs and rolled out of the building. The Nannies (team leaders) will take the portable file with them.



Tornado: The children will go to the designated area at the first warning (Children under two years of age will meet in the firefly room then proceed downstairs to the south lower level kitchen/bathroom) (Children two years of age and older will proceed to the south basement). Children who are unable to ambulate will be carried to the basement. If more than two children are upstairs in the nursery a staff member from the main floor will assist until all children are in the basement and secured. Parents will be contacted by phone if possible. The Nannies will remain with the children until all are picked up by authorized person(s).



Flood: Children will be transported by the Nannies to the Southeast Polk High School. The Nannies will take the portable file with them. Parents will be notified by phone. The Nannies will remain with the children until all are picked up by authorized person(s).



Intruders in the center: Instruct them to stop or leave the premises. If they do not stop, notify the supervisor and police if necessary. Wait for police assistance if needed. The children will be taken to the furthest point in the day care away from the intruder to maintain the safety and security of each child. Staff will stay with the children until the intruder is gone. Staff will make every effort to keep the intruder away from the children.



Intoxicated Parents: Should a parent(s), guardian(s) or person responsible for the child(ren) enter the facility and the staff determines they are intoxicated the staff will: (1) Staff will attempt to detain the parent and try to get the parent to call someone to help them home with the children. If the parent cannot be convinced to #1 then (2) Notify the police (911) that a child has just been released to the parent(s), guardian(s) or person(s) responsible for the child(ren), who is intoxicated. (3) Staff will observe the persons hair color, nose, height, weight, eye color, and any other features like scars or defects and describe those to the police. Staff will try and see the car and get a license number if possible. Staff will document their findings and their notification of the police.



Lost/Missing/Abducted/Kidnapped or Hostage situation: Notify the supervisor (or the person in charge) immediately.

An immediate search of the building and grounds will be conducted. Parent(s) will be notified to verify the child has not been already picked up for the day. If the child(ren) have not been found, the staff will immediately notify the police (911). Staff will document their findings and their notification of the police and place this in the child(rens) file. Staff will assist the police as needed.



Blizzard: Parents will be notified by phone. Children will remain at the day care. The Nannies will remain with the children until all are picked up by the authorized person(s).



Power Failure: Children will remain in the day care. Parents will be notified by phone or cellular phone if the power remains off for an extended period of time and/or become a danger to the children. The Nannies will remain with the children until all are picked up by authorized person. If the Center's environment becomes dangerously too hot/cold the children/staff will leave the building as practiced and walk to the ***EMERGENCY RELOCATION SHELTER NOTED ABOVE.**



Bomb or Bomb Threat: Notify the supervisor immediately. Clear all children away from the suspecting area. If a bomb was discovered, clear all children from the day care immediately. The children will leave the building as practiced and walk to the ***EMERGENCY RELOCATION SHELTER NOTED ABOVE.** Notify and wait for the police and bomb squad to arrive for further instructions. The Nannies will remain with the children. Parents will be notified by phone, if needed. If you receive a bomb threat remain calm and note the exact date & time that threat was made, the person receiving the threat, how the threat was made (phone, writing, in person, social media etc.) If you can obtain the telephone number the telephone number was received. If you can, ask a few questions such as when is the bomb going to explode, where is the bomb right now, what does it look like, what will cause it to explode, what is their address and their name. Describe the caller if you can, gender, approx. age, race, ethnicity, and accent was the call calm, sincere, excited, disguised, lisp, stressed, nasal, rapid, loud, angry, giggling, slurred, deep, normal, stutter,

broken accent, slow, squeaky. Did the voice sound familiar? Any type of background noise? (Street noises, voices, booth, motors, factory noises, machinery, PA system, animals, music, static. Was the caller well speaking or did they use foul/vulgar language. Irrational, Incoherent or was it taped/recorded? (use **BOMB THREAT INFORMATION FORM** IN THE EMRGENCY PACKET LOCATED IN THE EMERGENCY NOTIFICATION BINDER IN THE MAIN KITCHEN ON THE SHELF ABOVE THE MICROWAVE. **MAKE A COPY OF THIS FORM AND COMPLETE THIS ASAP.**



Chemical Spills: Depending on the type of chemical spilled, the manufacturers recommendations for clean-up (on the label) will be followed. To maintain the safety of each child, the children will be kept away from the spill. Containment of the spill will be attempted. Staff will notify the fire department/police (911) and wait for instructions if needed. If necessary the children/staff will either be taken to the safest place within the Center furthest point away from the spill/harm: or leave the building as practiced and walk to the ***EMERGENCY RELOCATION SHELTER NOTED ABOVE:** Staff will stay with the children until all children are pick up by their parents(s) if the situation warrants. Seek medical attention if needed.



Structural Damage/Earthquake: If necessary, the children/staff will leave the building as practiced and walk to the *** EMERGENCY RELOCATION SHELTER NOTED ABOVE.** Parents will be notified by phone, if possible. The Nannies will remain with the children until all are picked up by the authorized person(s). **EARTHQUAKE:** The children will get under the tables in their lunch rooms.



Robbery: Do what they instruct you to do slowly, observe the persons hair color, nose, height, weight, or any other special features like scars or defects. When they leave, notify the supervisor and the police. If you are safe and able to do so, try to see the car and get a license number if possible. The Center will be placed on **Lock Down.** (Locking all doors) until the police arrive and instruct us as to the safety of unlocking our doors. (EITHER THE DIRECTOR, ADMINISTRATOR OR THE SUPERVISORS WILL IMPLEMENT THE LOCKDOWN PROCEDURES IN THE FACILITY.) When lockdown is initiated the person in charge will utilize the intercom system to communicate the emergency plan.



Gas Leak: If necessary, the children/staff will leave the building as practiced and walk to the **** EMERGENCY RELOCATION SHELTER NOTED ABOVE.** Remaining with the children until it has been determined the building is safe to return. Parents or alternatives will be notified by pone if needed. The Nannies will remain with the children until all are picked up by the authorized person(s)/



Water Disturbance: Any water used for baby food, formula, or making beverages will be boiled (and then cooled) or bottled water will be used. Any water used for food preparation or cooking will be form an acceptable alternate source (bottled water) or boiled first. Bring water to A **FULL ROLLING BOIL FOR 1 MINUTED,** then allow the water to COOL BEFORE USING. Because water may take 30 minutes to cool, plan ahead. Make up a batch of boiling water in advance so you will not be tempted to use it hot and risk scalds or burns. Boiled water may be used for drinking, cooking, and washing. If available, bottle water will be used for drinking. Generally, vigorous hand washing with soap and your tap water is safe for basic personal hygiene is ok. Hand sanitizers will be utilized if need. Parents or alternatives wo;; be mptfoed by phone, if possible. The Nannies will remain wih the children until all are picked up by the authrozed person(s)



LOCK DOWN: An alert will be called over the intercom in the event of an emergency situation when the daycare cannot be safely evacuated, the Admin/Director/Supervisor or their designee will issue: **"THIS IS AN EMERGENCY ~ THE SCHOOL IS NOW ON LOCKDOWN"** Staff will lock all the doors leading to the outdoors. The doors will remain locked until the Admin/Director/Site Supervisor or designate has given the "all clear" over the intercom system. Parents will be notified should the need arise; staff will remain with the children until all children have been pick up by the authorized person(s).



All thunderstorms produce lightening and are dangerous. If you hear the sound of thunder, then you are in danger from lightening. A **THUNDERSTORM WATCH** means a thunderstorm is possible for your area. A **THUNDERSTORM WARNING** means a thunderstorm is taking place in your area. **IF YOU’R OUTDOORS** go inside the facility. Stay out of water. It’s a great conductor of electricity. If you’re playing an outdoor activity, wait at least 30 minutes after the last observed lightning strike or thunder. **IF YOU’RE INDOORS stay away from windows and doors.**

***FOR EVERY PLAN A HEAD COUNT WILL BE TAKEN** ALONG WITH THE EMERGENCY NOTIFICATION BOOK LOCATED IN THE MAIN KITCHEN. THE ADMIN/DIRECTOR OR SUPERVISOR WILL BE RESPONSIBLE FOR ENSUREING THESE ITMES ARE BROUGHT WITH THEM. ALSO, IF THE STAFF AND CHILDREN NEED TO RELOCATE TO THE LISTED EMERGENCY RELOCATION SHELTER, THE ADMIN/DIRECTOR OR THE SUPERVISOR WILL MAKE THIS DETERMINATION AND MAKE ALLSTAFF AWARE OF THIS DECISION EITHER IN PERSON OR OVER THE INTERCOM SYSTEM.

- IF EVACUATION IS NECESSARY, ALL STAFF AND CHILDREN WILL WALK, (THOSE WHO CANOT WALK WILL BE PLACED IN THE PORTABLE CRIBS ON WHEELS) AND PROCEED TO THE “EMERGENCY RELOCATION SHELTER NOTED ABOVE.
- EMERGENCY SUPPLIES WILL BE LOCATED IN THE CENTER’S KITCHEN. THE CONTENTS OF THE EMERGENCY SUPPPLIES FOR EXTENDED PERIODS WILL BE BROUGHT TO **THE EMERGENCY RELOCATION SHELTER** LOCATED IN THE SCHOOLER’S ROOM ON TOP OF THE CUBBY IN THE BACK PACK. AGAIN, THE TEAM LEADERS WILL BE RESPONSIBLE FOR BRINGING THE ITEMS WITH THEM AND BRINGING SUPPLIES ON THE TWO CARTS AVAILABLE IN THE CENTER’S KITCHEN AND TWO’S BATHROOM.

Statement of Philosophy:

The philosophy of the Nannies Unlimited Child Center:

- (1) We believe in the dignity and right of all people to be treated with respect and genuine personal concern.
- (2) We believe that love, justice, mercy and compassion are integral components of providing services.
- (3) We believe that we must provide care, offering our professional skill and knowledge in a supportive and warm human manner.
- (4) We believe the purpose of The Nannies Unlimited Child Center and Preschool be creative, courageous innovators in the delivery and promotion of quality educational services in the moral intellectual and physical development of children providing activities that will render care supervision and guidance and thereby benefit the child, the parent and the community.

Goal:

(A) For the employee:

To contribute to the growth and development of the future citizens of the community.

Code of Conduct:

1. All employees of the Nannies Unlimited Child Center and Preschool Inc. are to represent the Company in a positive and ethical manner.
2. All employees are expected to conduct themselves in a professional manner and to promote the best interests of the Company.
3. Any behavior that unduly disrupts the operations, discredits the Company, or is offensive to our customers or fellow employees will not be tolerated. Anyone violating these policies may be subject to disciplinary action, up to and including termination.
4. Any behavior (legal or otherwise) conducted outside of work hours, that in any way affects work performance, may result in disciplinary action up to and including termination.
5. Any writings or sharing of any information, confidential or otherwise that reflects negative on the Center (such as, but not limited to any online or social media like **Facebook and/or Twitter**) may be subject to disciplinary action up to and including termination.

Statement of Business Practices

Anti-fraud

The Nannies Unlimited Child Center and Preschool Inc. does not tolerate and takes aggressive action with respect to fraudulent activities committed by employees. Examples of fraudulent activity includes forgery, embezzlement, bribery, submitting false claims, misappropriation of funds, making false entries or statements, misrepresentation of facts, unauthorized charges, and theft of company property.

The company takes steps to identify and guard against fraudulent activities, complies with state fraud reporting laws, and prosecutes instances of fraud as appropriate. The company reports fraudulent acts to state and federal authorities regardless of the seriousness of the incident and regardless of the financial value involved.

You should report suspected fraudulent activities, or questionable business practices and suspected wrongdoing that affects The Nannies, to management. All reports are considered confidential and are reviewed and fully investigated.

Complaints

The Nannies Unlimited Child Center and Preschool Inc. encourages customers and employees to contact us when they have a problem. We encourage employees to record every complaint to help improve customer service. Complaints give us valuable information on our business practices and customer needs. For more information on reporting and handling customer and/or employee complaints contact the administrative office.
(515) 264-8288.

Conflicts of Interest

You are to act in the best interest of The Nannies Unlimited Child and Preschool Inc. and refrain from being placed in a position that could result in a conflict between your individual interests and the interest of the company. We must avoid even the appearance that a gift or favor would affect our business judgment. Examples of situations that may suggest a conflict of interest are: (not all-inclusive)

Accepting gifts or favors, beyond modest entertainment and promotional gifts of nominal value.

Using your position with the company to secure private financial gain, competing with the company.

Equal Employment

The Nannies Unlimited Child Center and Preschool Inc., is fully committed to equal employment opportunity for all employees and applicants for employment. The company's equal opportunity policy states that we will recruit, hire, train, and promote into all job levels any employee or applicant for employment regardless of age (according to state 109.9(1) and federal regulations and statutes), race, color, religion, and/or sex. national origin, marital status, sexual orientation, and/or disability.

The Nannies Unlimited Child Center and Preschool Inc. prohibits harassment of employees on the basis of age, race, color, religion, sex, national origin, marital status, sexual orientation, and/or disability.

Health & Safety:

The Nannies Unlimited Child Center and Preschool Inc. strives to provide all employees with a safe and healthful workplace; free from recognized hazards that may cause death or serious physical harm, in accordance with federal, state and

local health and safety laws. You are responsible for maintaining a safe and healthful workplace by complying with our safety rules. For more information on health and safety policies, check other sections of the Employee Handbook.

Privacy and Confidentiality

In doing our jobs, many of us come in contact with private information about our customers or other employees. All employees are responsible for compliance with the laws and regulations relating to the collection, use and release of such information. We must balance the privacy interests of our employees and customers with our legitimate business needs for the confidential information.
*Limit access to confidential information to only those employees who have business need for it.

Criminal Conviction

Federal and State Laws prohibit The Nannies Unlimited Child Center and Preschool Inc. from employing anyone with a criminal conviction of Abuse. All employees will have a signed copy of form 595-1396 DHS Criminal History Record Check, Form B, submitted prior to employment. All employees will have in their file a signed copy of Form SS-1606-0 Request for Child Abuse Information.

Workers' Compensation

Immediately report an injury to the Administration (515) 264-8288. The employee will complete an injury report. An injury report is completed on all injuries, even if an injury seems minor.

Dress & Attire

In addition to good judgment when choosing clothing that is appropriate, The Nannies Unlimited Child Center and Preschool Inc. has put together some tips to follow when choosing apparel for the daycare/preschool. Keep in mind if you are not sure about an article of clothing, it probably isn't appropriate

Tips: Dress or casual slacks, khakis, or skirts, jean skirts, longer skorts or shorts, jeans. Any color of Polo shirt (with collars) will be worn at the Center (no slogans/logos).

Loafers, flats shoes, sandals, boots, tennis shoes and deck shoes are allowed, however, slippers & bare feet are not allowed.

The following are items that are never appropriate: miniskirts sundress, short shorts. (Shorts should be of modest length / slightly above the knee).

Facial/Body Piercings/Tattoos

If you have piercing of the face/head/tongue you will be required to remove the jewelry (stud/rings etc...) during your scheduled working hours. Belly Rings will be covered at ALL times. If the staff member wears earrings they will be of modest size and number (No more than two in each ear.) If offensive or insulting all tattoos shall be covered.

Drug and Free

The Nannies Unlimited Child Center and Preschool is a drug-free workplace. **Alcohol-** Violation of this policy will result in disciplinary action, up to and possibly including termination.

You may not:

- Consume or be under the influence of alcohol while on company property or while performing company business.
- Be under the influence of a controlled or illegal substance while on company property or while on company business. This includes, but not limited to, the sale, transfer, possession or manufacturing of drugs and controlled substance.

- Use or be under the influence of a legal drug while performing company business or while on company premises if you pose a threat to your own health and safety or others, or if your job performance is significantly affected by the medication. (It is your responsibility to notify your leader if you are taking a legal drug which you believe affects your performance).



Telephone

You may make local personal telephone calls during your scheduled lunch and break times. However, these calls should be kept to a minimum. Remember this is a business line and it should be used for this purpose and only if emergency phone calls are needed. Personal long-distance calls are not allowed, unless you are using your own calling card.

Violence-Free Workplace

The Nannies Unlimited Child Center and Preschool Inc. does not tolerate, in any manner, any threats, acts, or intent to commit violent act that jeopardizes, or appears to jeopardize, the safety of the children, visitors, parents, staff, and/or its physical assets.

Any employee who makes threats, exhibits threatening behavior, or engages in a violent act on property held by The Nannies, is subject to immediate removal from the premises. This response may include, but not limited to, disciplinary action, up to and possibly including, termination of employment and/or seeking the arrest and prosecution of the person(s) involved.

Weapons

You may not possess a weapon on The Nannies property or at any company-sponsored event. Violation of this policy will result in disciplinary action, up to and including, termination.

Performance Appraisals

A performance appraisal is the formal way for you to receive feedback from your leader on how well you perform your job. Your appraisal is used in the determination of possible salary increases, promotions, transfers, and terminations.

Appraisal

During the performance appraisal meeting, you receive an appraisal that documents how well you meet each of the accountabilities of your job. You and your supervisor will discuss the appraisal and reflect upon your past performance. Your supervisor may solicit input from the children's parents, peers, and others who are familiar with your work to prepare the appraisal, in addition, you may be asked to complete a self-appraisal in advance of the meeting so you are prepared to participate in the discussion.

Your appraisal meeting allows you to discuss your job. You and your supervisor may decide you should complete a development plan, this plan helps you establish a course of action for developing in your current position.

Timing of Appraisals

After you have been employed for....
Six (6) months

You receive...

A six (6) month review to discuss your progress to date, determine if continued employment is recommended.

More than one (1) year

A yearly appraisal.

What's considered

The primary factor is how well you perform your job accountabilities, including competencies and results.

Instruction of children as directed by the supervising teacher, using the methods advocated by the school.

Work as a "team" with the employer and all faculty members.

Maintain confidentiality about children and their families.

Promoting and maintaining good communication with the parents.

Professional Development

All staff will complete the required hours of training and maintain all required training according to the State of Iowa Standards. If a staff member fails to complete or maintain their required educational training (as outlined below), they will forfeit their potential merit raise and their holiday pay if their training is not completed upon their annual evaluation date (Based on the employees' date of hire). **FAILURE COULD ALSO RESULT IN TERMINATION.**

- **SING (IOWA) RECORD** (Criminal history & Abuse registries) Renew every 2 years.
- **FBI NATIONAL FINGERPRINT** Submitted to DCI Renew every 4 years.
- **FIRST AID CERTIFICATION** Required within first 3 months of employment & maintain.
- **CPR CERTIFICATION** Required within first 3 months of employment & maintain.
- **UNIVERSAL PRECAUTIONS TRAINING**
At least 1 hour required within first 3 months of employment and annually thereafter.
- **MANDATORY CHILD ABUSE REPORTER TRAINING**
Within first 3 months of employment and every 3 years thereafter.
- **PHYSICAL EXAM** – within 6 months prior to hire and every 3 years thereafter.
- **ESSENTIALS TRAINING – 12 MODULES** Required within first 3 months of Employment.
- **STAFF TRAINING – TOTAL HOURS**
(10 hours required first year of employment, 6 hours annually thereafter)

Personal Records

Child abuse and criminal records (signed by staff form 595-1396 DHS Form B. (will be completed every two years) All files will have a copy of Form SS-1606-0, request for Child Abuse Information.

Conviction statement will be maintained in the employees file.

The age (at least 16 to work under supervision required by law), education, and previous work history will be a part of their permanent record.

Physical, (6 months prior to employment, renewed every 3years), communicable disease testing/statement and testing for TB.

All required personnel will provide the Center with a valid driver's license. (those individuals transporting children to and from the Center).

You can access your employee records through your Administrator and/or Director.

Promotion

Opportunities for advancement are open to each employee. Based on your performance and the Center's needs, you may receive a promotion. There are no set timelines for promotions.

If you have any questions please contact the Administrator/Director (515)264-8288.

Salary

Your increase depends on many factors, including but not limited to, your contributions

Increases	responsibilities. Your supervisor can explain the factors considered to determine your increase.
Termination/ Resignation	Following are procedures for resignations and terminations: Resignation If you wish to terminate your employment, it is required that you provide your supervisor two (2) weeks' written notice. (Four (4) weeks required for those who are team leaders and/or supervisors.) (If you do not report to work and do not contact your supervisor for two consecutive days, you have resigned without notice), <u>If you fail to give The Nannies a two (2) week written notice and fulfill your commitment, The Nannies will pay you minimum wages on your final paycheck and you will lose your holiday and personal time off pay.</u> (Four (4) weeks required for those who are team leaders and/or supervisors.) It will be determined by The Nannies Unlimited Child Center & Preschool Inc. when your final scheduled work day/hours will be at the Center. Before you leave the company, you are required to turn all company property, including manuals and keys prior to the release of your final paycheck. If for any reason(s) the staff member terminates employment prior to one year (365 days) after the date of their class(s) and the class was paid by the Nannies, the staff member will reimburse The Nannies for the class. Those monies will be deducted from their last pay check. Benefits After your supervisor receives your written resignation, you will be contacted about your benefits if they are available to you. Exit Interview You may schedule a confidential exit interview by contacting the Administrator and/or the Director, to discuss why you are leaving and/or your employment experience with The Nannies. Termination The Nannies Unlimited Child Center and Preschool Inc. has the right to terminate your employment at any time for any reason. Reasons for termination include, but are not limited to, dependability, behavior, fraud, harassment, performance and theft. Before you leave the company, you are required to turn all <u>company property</u>, including but not limited to manuals and keys, your final paycheck will be held until those items have been returned.
Overtime	Over time is not allowed without prior approval. Overtime includes any hours worked in excess of 40 hours during a week pay period (Monday- Friday). (This does not include any time away from work with pay (i.e. holidays, personal time off, jury duty, and funeral leave).
Pay Period	You receive pay on a bi-weekly schedule unless otherwise informed by your Administrator or Director.
Status (Full- Part-Time)	A full time employee is an employee who works a minimum of 40 hours a week. A part time employee is an employee who works at least 20 hours a week.
Absence (unauthorized)	You are considered absent if you are missing from work during your normally scheduled work hours for any reason other than those authorized by your supervisor. <u>If you are absent on your scheduled work day you will be re-scheduled to work your following scheduled day off.</u> If you are absent, you could face disciplinary action, up to and possibly including, termination of employment. If you do not report to work and do not contact your supervisor for two consecutive days, you have resigned without notice.
Holidays	The Nannies Unlimited Child Center and Preschool observes the following

Holidays.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Day after.
Christmas Day

If the Holiday falls on a Saturday the Holiday will be recognized on Friday.

If the Holiday falls on a Sunday the Holiday will be recognized on a Monday.

Full time staff is eligible for a minimum of three paid holidays per calendar year after they have successfully completed their Six (6) month probation period. After full time staff have completed one year of service all "observed" (as noted above) vacations will be paid. The employee must work their scheduled hours the day before and the day after in order to be paid for it. ***(See also Professional Development on page 10 to ensure you receive holiday pay)**

Staff working 10-hour shifts (4-day work week):

If the observed holiday falls on the same day you have a scheduled day off there will be no additional compensation given (i.e.: another day off).

Employees working 10-hour shifts, (4-day work week):

If the holiday falls on your scheduled day off you will be compensated for 8 hours of pay.

If the holiday falls on a scheduled work day and the Center is closed to observe the holiday then you would be compensated for the hours you were scheduled to work.

If a Holiday falls during an approved personal time off (PTO) the employee must work the day before and the day after to be approved for Holiday pay.

If during your personal time off (PTO) you do not have enough PTO hours accumulated you are not eligible for Holiday pay that falls during your PTO.

Clocking In & Out:

All employees are required to clock in and out each morning upon reporting for work and at the end of each day. **Employees should not enter the Center more than 5 – 7 minutes prior to their scheduled starting time** unless expressly asked to do so by the Administrator/Director. Employees should clock out at the end of their work day and they should not perform any additional work after clocking out for the day. Employees who falsify, or otherwise inaccurately record their time, will be subject to discipline, up to and including termination.

Late Guidelines

You are considered late if you arrive on or after your designated start time in the morning, after breaks or after lunch. Being late could result in disciplinary action, up to and possibly including, termination of employment. **It is the employee's duty to contact the employer and give reason for being late and the time he/she will arrive.**

If you are not in your assigned room by the 6:00 or 7:00 am ready to receive children you WILL FORFIET your morning break. If you are more than 15 min late you will also FORFIET your afternoon break.

Permission to Leave Your Work Area.

If you need to leave your work area for personal reasons it is your responsibility to notify your supervisor or co-workers that you need to leave, where you are going and when you will return.

Personal Regarding Wages Over Forty Work

Hour Week:

- Staff requesting to work hours on a routine daily base more than their hire contract agreement and if the Center has an alternate afternoon position available, a new contract will be signed prior to working those hours. Wages will be calculated according to a forty-hour week.
- Wages for employees working more than forty hours per week will be calculated at time and one half.
- Scheduled vacations, for those having sufficient PTO hours will be considered from (end of school year) May- August (When school begins). If PTO hours are inadequate (FT staff), time requested will be denied. Emergency time off will be considered on an individual basis.
- A written statement from your medical provider is expected for any personal illness lasting over 3 days.
- A one hour notice to the daycare (515-264- 8288) prior to your scheduled time to work is expected for any absence needed.

PTO Eligibility:

- PTO will begin accumulating upon successful completion of 180-day probation
- Staff who work 80 hours during a two-week period will not be allowed to request additional PTO hours to be calculated into their timecards.
- A specific number of PTO hours must be requested for use on timecards.
- Full time employees earn PTO bi-weekly if the employee works a minimum 56 hours per pay period (every two weeks).
- PTO used as vacation time is to be requested and preapproved by administration prior to use.
- PTO requested for medical leave must be documented on the timecard before they are removed from the timecard holder.
- PTO hours will be honored while you are an employee. Any PTO balance will also be honored upon termination if the employee submits a required termination letter and works all shifts up to the time of their last day.
- PTO balance will not exceed 100 hours per fiscal year (January thru December). PTO balance over 100 hours by December 31 will be lost. PTO must be used and will not be cashed out. (10/22)

FMLA (Family Medical Leave Act)

The Nannies Unlimited Child Center and Preschool Inc. follows all state requirements regarding the family medical leave act. (FMLA).

Funeral Time:

You may take time off to attend a funeral service that takes place on a workday (you may use personal time off hours you have acquired). The following are guidelines.

YOU MAY BE GRANTED UP TO... TO ATTEND THE FUNERAL OF YOUR...

Five days	spouse and child
Three days	mother, father, sister, brother, mother-in-law, father-in-law.
One day	aunt, uncle, niece, nephew, grandparent, grandchild, sister's husband, brother's wife, spouse's sister or brother.

Visitors

Visitors during working hours should be approved by the Administrator or Director.

Employees With Children

If there is an enrollment position available for a staff member to enroll their child, it will be the responsibility of the employee to pay the tuition, registration and re-registration fees, activity fees and other fees when due. "Lead Teacher" positions will have their childcare discounted 100% for their first child. Non "lead teachers with children attending the Center will be discounted 50% (assessed on the oldest child) while the employee is employed with The Nannies Unlimited Child Center & Preschool Inc. The child will only be allowed to attend the Center only during those times the employee is in the Center and working.

The employee can either pay on a weekly basis or have those monies deducted from their paycheck on a biweekly basis. If the employee elects to pay weekly, penalties for late payments, returned checks will be assessed as per the Center's policy and procedure noted in the parent manual.

If the employee decides to terminate their employment with The Nannies Unlimited Child Center & Preschool Inc. prior to giving and completing a two (2) week termination notice, the employee will be charged a fulltime status rate, according to the tuition fees at the time of termination, (the 50% discount will be null and void) for the two weeks their child(ren) should have been at the Center. These monies will be deducted from the employee's final paycheck at a rate of minimum wage. If the employee's final paycheck fails to cover the monies needed for monies owed for childcare, the employee will be billed and responsible for payment. A 1.5 interest will be charged on all late accounts every thirty days.

Your child must go directly to his/her group when you come to work and remain there until you leave and follow all daycare/preschool guidelines.

**Unplanned
Absences/
Sick Time:**

Employees working 10-hour shifts (4-day work week):

Employees will be allowed up to 3 days quarterly for unplanned absences.

If an employee is absent for more than three days quarterly, they could face disciplinary action, up to and possibly including, termination of employment. **If you are absent on your scheduled work day you will be re-scheduled to work your following scheduled day off.**

**Employee Snacks
And Meals**

Are furnished by the employee. It is the policy of the center to have the children eat only nutritious food, therefore, the employee must set an example by never eating or drinking non-nutritious foods in front of the child(ren). **There will be no eating of the Center's food at any time.**

**Lunch Break
Policy/Procedure**

All employees, working 6-8 consecutive hours per day are required to take a lunch break (Within the premises of The Nannies Unlimited Child Center and Preschool Inc.) Lunch breaks are for 30 minutes free from assigned duties. Schedules may vary from employee to employee based on work schedule and from one department/room to another. It is the responsibility of your immediate supervisor/lead teacher to establish your lunch break schedule. Each employee will document their lunch breaks daily, monitored by their direct "Lead Teacher". Employees in the Nursery/Toddler rooms will have their duties relieved by an employee assigned to give lunch breaks and will be followed according the assignments posted daily.

The employee break room (and picnic area weather permitting) provides a place for employees to take their lunch breaks free from assigned duties. The break room/picnic area will be available to employees during regular business hours.

Compliance with this policy is the responsibility of all The Nannies Unlimited Child Center & Preschool employees.

Employees must provide their own lunch. You may store the food in the refrigerator provided in the break room and is labeled (name/date).

Employees may use the Center's equipment to prepare their lunch. However, it is the employee's responsibility to clean up after themselves.

Smoking

Smoking and the use of tobacco products is prohibited in the center, outdoor play area and in the center-operated vehicle during hours of operation of the center.

**Educational/
Reimbursement
Payment Policy**

Employees of The Nannies Unlimited Child Center and Preschool Inc. will be responsible for registering and paying for their own required initial and annual educational training required by the State of Iowa at their own convenience. Upon administrations receiving of a copy of their certificate indicating the employee has successfully completed hours, The Nannies will pay for those hours awarded. If proper procedures are not followed and staff fails to follow these guidelines they are not entitled to payment or reimbursements.

Facsimile:

All facsimile made at the Center for Personal use, not directly used for the children at the Center, will be paid by the employee at the rate at which the Center is charged.

Photocopies:

All copies made at the Center for personal use, not directly used for the children at the daycare, will have a cover charge of .30 cents per copy.

**Cellular Phone:
Apple Watch
Electronic Comm.
Devices**

The Nannies Unlimited Child Center and Preschool Inc. will be a cellular free environment. There will be no Cellular Phones/Apple Watches or any electronic communication devices inside the building of the Center.

Babysitting

We discourage staff members from providing private child care or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in his or her individual capacity. If you'd like a member of our staff to provide babysitting services, both you and the staff member must sign a specific release form prior to any services rendered. We will not be responsible for the performance of babysitting services by members of our staff, including transportation of your child(ren).

Harassment:

The Nannies Unlimited Child Center & Preschool Inc. prohibits harassment on the basis of age, race, color, religion, sex, national origin, disability, sexual orientation and marital status. This policy applies to all employees of this company.

What is harassment?

Harassment is verbal or physical conduct that is degrading, or shows hostility or aversion toward an individual because of the individual's age, race, color, religion, sex, national origin, disability, sexual orientation or marital status. Examples of harassment include, but not limited to:

- Insulting or degrading jokes, remarks or conduct
- Verbal abuse and epithets
- Threats, hostile acts or intimidation
- Negative stereotyping
- Offensive, belittling objects or pictures displayed or circulated in the work place.

What is sexual harassment?

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Examples of sexual harassment include, but not limited to:

- Requesting or offering sexual favors in return for job benefits
- Sexually oriented verbal "kidding", "teasing", or jokes
- Repeated offensive sexual flirtations, advances or propositions
- Continued or repeated verbal abuse of a sexual nature
- Graphic or degrading comments about an individual or his or her appearance
- The display of sexually suggestive objects or pictures
- Subtle pressure for sexual activity
- Physical contact or blocking movement

Complaints:

If you believe you are being harassed at work by anyone you should pursue one or more of the following options:

- Politely but firmly let the harasser know that the behavior is offensive and ask that the behavior stop. Be specific about the behavior you want stopped and explain how you feel offended or harassed by this behavior.
- If you feel uncomfortable with a face to face discussion, consider writing your complaint in a letter or memo to the harasser. Be sure to keep a copy of your correspondence.
- If you feel uncomfortable with the preceding options, or if the actions continue after you have informed the harasser of the offensive behavior, immediately report your complaint to your supervisor. Director or administrator. (or call 515 264-8288)

The Nannies Unlimited Child Center & Preschool Inc. recognizes harassment as a serious violation of an employee's rights. Complaints will not be taken lightly. Administration will promptly and as confidentially as possible conduct an investigation into a complaint. The complaining party will be asked to provide a written statement detailing what was said or done, when it occurred, who was involved and who may have witnessed the behavior.

If the complaint is found to be valid, administration will decide disciplinary action appropriate for the offense, up to and including termination. If the complaint is found to be false and was intended to harm the alleged harasser, the complaining employee could be subject to disciplinary action appropriate for the offense, up to and possibly including, termination of employment.

Retaliation:

Retaliation directed toward an employee who complains of harassment at work or against those taking part in an investigation will not be tolerated. Any employee who becomes aware of retaliatory conduct must immediately report it to administration.

Policy/ Procedures

Each employee is responsible for following the policies and procedures set forth in the Center's manual. The employee is responsible for staying abreast of any changes in the policy and procedures.

***At the discretion of Administration, The Nannies Unlimited Child Center & Preschool Inc. reserves the right to make changes and amendments to this policy at any time.**

Acknowledgement Form:

I, _____ agree loyally to support and carry out the plans and methods of The Nannies Unlimited Child Center and Preschool Inc. and to do and prosper all such reasonable acts as may be asked or requested by the employer.

I, _____ will be loyal to The Nannies Unlimited Child Center and Preschool Inc.

I, _____ have read and understand the Employee Handbook and understand that the employer reserves the right to terminate my employment for any cause considered by the employer to be just.

Employee Signature: _____ Date: _____

Employer's Signature: _____ Date: _____