Employee Handbook - Sample

# Part One: About the Center

## Welcome

* Include a ‘welcome’ paragraph. Also include expectations you have of all of your employees – e.g., “as an employee of this center you will be expected to exemplify excellence”.

## Mission and Philosophy of the Center

## Hiring

* Terms of employment (e.g., at-will)
* Explain that your center will not hire based on age, gender, race, religion, creed, national origin, marital or veteran status, national origin, or the presence of handicaps or disabilities.

## Orientation

* Explain your center’s orientation schedule, topics, and time expectation.

## Delegation of Responsibilities and the Decision-Making Process

* Create a chart showing the different levels of the center- this chart will help explain the chain of command and grievance procedure.

## Confidentiality and Employees’ Right to Privacy

## Anti-discrimination Policy

# Part Two: Programmatic Responsibilities and Expectations

**Knowledge of Rules and Regulations**

* It is expected that all employees will be knowledgeable in DOHMH regulations and the DECE Policy Handbook and follow all content within.

**Required Qualifications and Clearances**

* Include for each role (Ed. Director, Teacher, Para, etc.) what the required licenses and/or qualifications are for the role, including a study plan policy.
* Include list of required security clearances
* Training requirements and frequency of renewal
* Staff health requirements (e.g. vaccinations, physicals)

## Positive Behavioral Guidance and Socialization (Discipline)

* Explain your procedure for redirecting children, including children with challenges or special needs. This can include strategies you expect staff to use to prevent problems from occurring (duplicate toys, etc.).
* Explain the importance of never using physical punishment or timeout.

## Child Confidentiality and Recordkeeping

* Explain that due to the sensitive nature of information you will know as a teacher, it is extremely important to keep sensitive information confidential. Information should be shared on a ‘need to know’ basis only and never in any public area.

## Curriculum

## Developmental Screenings and Authentic Assessments

## Outdoor Play

## Field Trips

## Mealtimes

## Diapering, Toileting, and Washing Up

* Explain that all staff must be prepared to support students with toileting, including changing diapers and assisting students immediately after bathroom accidents as necessary.

## Napping

* Explain scheduling requirements and importance of naptime.
* Explain your procedure for ‘non-nappers’, and responsibilities for planning quiet activities for that time.

## Family Engagement

* Explain requirements for family engagement, including open-door policies, etc.

## Maintenance / Cleanliness

* Explain staff’s roles in checking the center for safety hazards daily and your policy for communicating issues in a timely way to supervisors.
* Explain teachers’ roles in keeping materials in good condition and rotating regularly.

## Supervision

* Explain your expectations for child supervision throughout the day. Specifically address supervision for eating, sleeping, playing outdoors, playing in gym/large motor room, field trips, children using the bathroom independently, etc.

## Purchasing

* If applicable explain how resources/equipment are purchased.
	+ Do individual classrooms have a monthly/yearly budget?
	+ Do classrooms keep an ongoing wish list and turn it in to the director at specified times?

# Part Three: Heath, Safety, and Emergency Procedures

## Accident Procedure

* Explain when accident reports will be written up, when parents will be called and when emergency services will be called.

## Emergency Procedures

## Evacuation

* Explain where your point of evacuation will be in the event of an emergency and how parents can contact you if this situation should occur.
	+ Shelter location for weather related events
	+ Safe Place for lock down situation.
* Explain your process for dealing with natural disasters.

## Guidelines for Exclusion Due to Illness

* Offer detailed information regarding your exclusion policies for common illnesses in children such as blood in the stool, diarrhea, fever, pinkeye, rash, respiratory illness, vomiting, etc.
* List illnesses that children are diagnosed with that parents need to inform the center of immediately.
* Explain procedure that will be followed if children become ill while at the center.

## Handwashing Policy

## Handling Body Fluids

* Explain procedure for cleaning up body fluids (vomit, spit-up, blood, etc.)
* Explain procedure for an exposure incident.

## Children with Special Needs

* Explain procedures for emergency medication and equipment being available at all times, including when the child is offsites during childcare hours.
* All staff are required to be familiar with children in the program with allergies and emergency measures required if exposure to allergen occur.
* All staff are recommended to be familiar with all the children in the program with care plans.

## Medication Policy

* Explain your medication policy thoroughly. Written permission and instructions from a health care provider and the child’s parent are recommended to be obtained to administer prescription and over-the-counter medications.

## Cleaning, Sanitizing, and Disinfecting

* Explain what products you use for cleaning, sanitizing, and disinfecting.
* Explain procedure and frequency for cleaning, sanitizing, and disinfecting items and surfaces.

# Part Four: Staff Schedules

## Staff Scheduling

* Explain where and when staff schedules are posted.
* Explain the hours staff are expected to work and if they will be asked to work extra hours in the event of coverage emergencies

## Calling-in Sick and Unexpected Absences

* Explain your procedure for staff calling in sick.
1. How early in advance and who must staff notify when they are sick?
2. Which illnesses (e.g., vomiting) prohibit staff from coming in to work?
3. Who is responsible for finding substitute coverage?
* Explain your policy for excessive absences, including the number of absences and reasons, and the disciplinary actions this leads to.

## Sick Leave

* Explain how your center handles sick leave.
	+ Are there days set aside for this in a calendar year?
	+ Is sick leave taken out of their vacation days?

## Requesting Time Off

* Outline a standard procedure for requesting time off, including how many days in advance and who must be notified to make a formal request.

## Paid Holiday Schedule

* List all holidays that the center is closed and explain payment for those holidays.

## Staff Meetings

* It is recommended to hold monthly staff meetings. If the meetings are held on the same night every month, please list that information. It is also recommended to note if attendance at the meetings is mandatory.

# Part Five: Payment and Benefits

## Paychecks

* Explain when pay periods are and how paychecks will be distributed.
* If your center offers direct deposit, explain the process to set it up through the staff members bank.

## Health/Dental Care, Life Insurance

## Childcare Benefits

## Paid Vacation Policies

## Bereavement Leave

# Part Six: Personal and Professional Behavior

## Professional Demeanor

* Explain the importance of using good judgment in each employee’s behavior.

## Dress Policy

* Jewelry – It is recommended that long chain necklaces or pendants not be worn as they can present a safety hazard to small children. Earrings should also be small and secure, to prevent children from grabbing and pulling loose.
* Shoes – Open toe or open heel shoes are not recommended for safety reasons.
* Clothing – You are hired to work with children and being down and on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day.

## Social Media Use

* Professional/program social media should only be created with consent from program leader, and cannot contain personally identifiable student information. Student images may only be posted with a consent form signed by the parent on file and taken using a NYCDOE device.
* Personal social media accounts may never post confidential content such as student images or other personally identifiable student information. Staff are recommended to not “tag” other adults without their prior permission.

## Personal Phone Calls

* Personal calls for staff should be conducted either before or after a shift, or on a lunch break.
* Personal cell phones are occasionally used for emergency purposes only when staff and children are off site.

## No-Smoking Policy

## Food and Hot Beverages

* Staff should avoid drinking hot beverages around the children to avoid possible burns.
* All outside beverages should be kept in a closed container and kept away from children.

# Part Seven: Performance and Termination

## Performance Review Process

* Explain on what regular schedule employees can expect to receive feedback on their performance (e.g., annual performance review).

## Conflict Resolution

* Explain your procedure for resolving conflicts, referring to your employee chart.

## Gross Misconduct

* It is recommended to list offenses that may occur that would require immediate disciplinary action and quite possibly, termination. Some examples of prohibited activities are:
1. Physical or verbal abuse of a child, or failure to report suspected CAM.
2. Neglect or withholding of food, nap or other comforts from a child.
3. Failure to report to work.
4. Falsification of center records.
5. Finding of ineligibility to work by DOHMH/DOE (e.g. due to conviction)
6. Leaving a child/children unattended.
7. Allowing a child to leave the center with an unauthorized person.
8. Sleeping while supervising children.

# Conclusion

## Please sign the attached forms that document your understanding of the enclosed policies.

**By signing below, employees and director agree to abide by the written policies as stated in this handbook.**

Director’s Name (print) Director’s Signature Date

 \_

Employee’s Name (print) Employee’s Signature Date

## SAMPLE ONLY FOR TRAINING PURPOSES

## *Modified from the North Dakota CCR&R Staff Handbook Sample, available online. This sample is intended only for training purposes and is not guaranteed to be comprehensive and has not been reviewed by a legal team. The program is responsible for ensuring their employee handbooks cover all requirements.*