



GOPB, Inc.

Head Start School Readiness Academy

Human Resources Policies and Procedures Manual

TABLE OF CONTENTS

Page #
1-2

SECTION 1 – INTRODUCTION

3

Organizational Chart..... 4

Policies and Procedures Manual..... 5

SECTION 2 - EMPLOYMENT POLICIES AND PRACTICES

6

Equal Employment Opportunity..... 7

Political Affiliations..... 8

Nepotism..... 9

Health Insurance Portability and Accountability Act (HIPAA)..... 10

Human Resources Records..... 11

Job Descriptions..... 12

Employee Categories..... 13

Outside Employment..... 14

Recruitment and Selection..... 15-16

Substitutes and Special Agreement Employees..... 17-18

Re-employment of Former Employees..... 19

Conflict of Interest..... 20-22

Background Investigations..... 23

Certification and License Requirements..... 24

Introductory Employment Period..... 25

Employee Orientation..... 26

Performance Management..... 27-28

Promotions, Demotions, Transfers..... 29

SECTION 3 - EMPLOYEE BENEFITS - PROCEDURES

30

Employee Benefits..... 31

Employer-Sponsored Benefits..... 32-33

Attendance and Leave..... 34-35

Family and Medical Leave..... 36

Holidays..... 37

Bereavement Leave..... 38

Work-related Injury/Illness..... 39

Jury/Civic Duty..... 40

Military Service..... 41

Training and Development..... 43-43

Education Assistance..... 44-45

SECTION 4 - TIMEKEEPING AND PAYROLL

46

Compensation and Payroll Deductions..... 47-48

Work Schedule, Timekeeping, and Meal Periods..... 48-50

Travel and Expense Reimbursement..... 50-51

SECTION 5 - EMPLOYEE CONDUCT

52

Standards of Conduct.....	53-54
Confidentiality of Organization Information.....	55
Health and Safety.....	56-57
Fire, Disaster, and Emergency Planning and Prevention.....	58-59
Prevention and Report of Client Abuse, Neglect, and Exploitation.....	60-61
Client Medication – Administration and Storage.....	62
Workplace Monitoring, Security, and Inspection.....	63-64
Workplace Violence.....	65
Smoking.....	66
Drug and Alcohol Use.....	67
Attire, Grooming, and Hygiene.....	68-69
Solicitation.....	70
Sexual Harassment.....	71-72
Employee Complaint and Conflict Resolution.....	73
Employment, Discipline, and Discharge.....	74

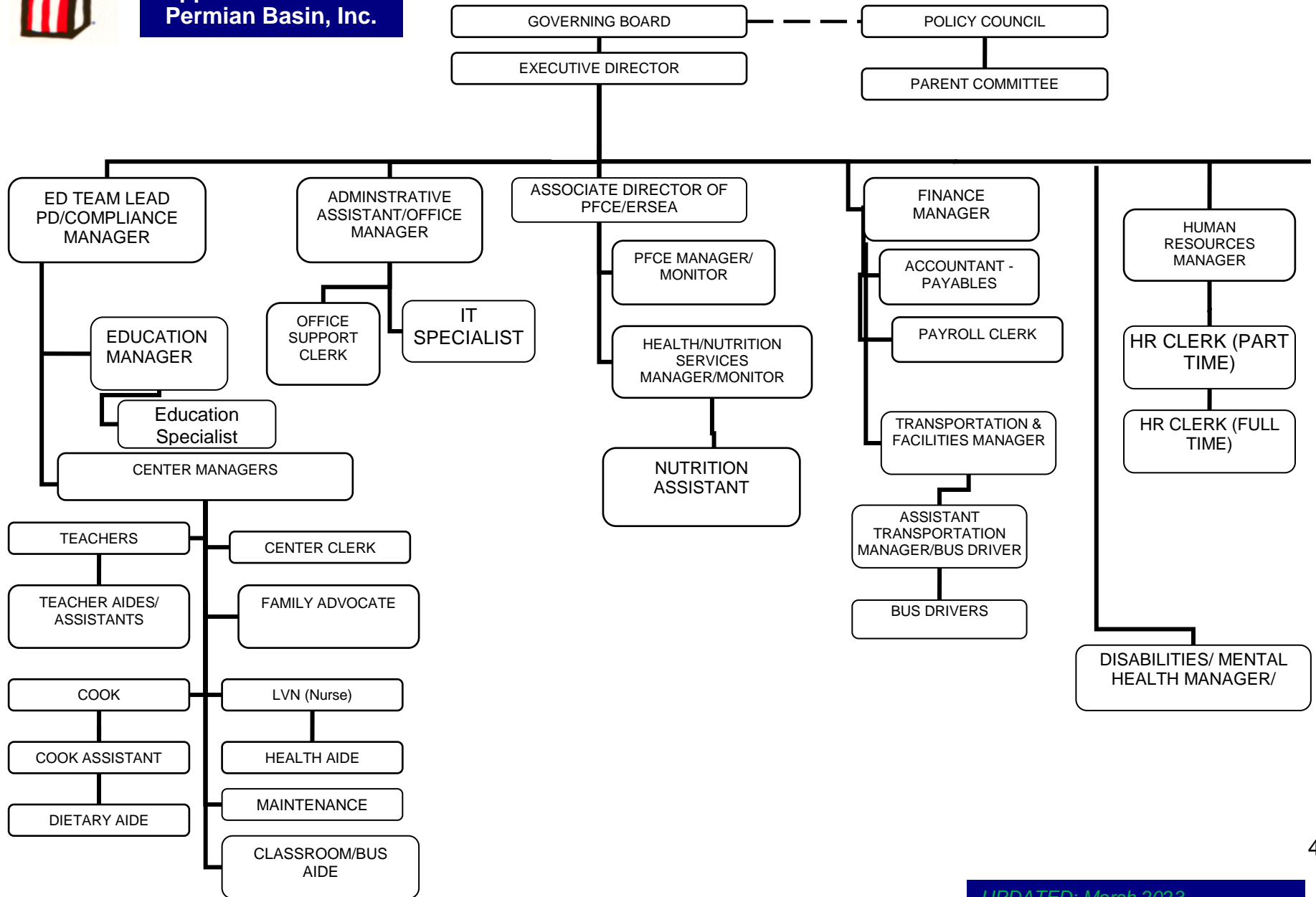
SECTION 6 – DISCIPLINAY ACTIONS

SECTION 7 – FORMS

SECTION 1
INTRODUCTION



Greater Opportunities of the Permian Basin, Inc.



POLICIES AND PROCEDURES

The Board of Directors:

The role of the Board of Directors is to ensure that Head Start Policies and Procedures are both ethically and responsibly being carried out. Members of the Governing Board assume both legal and fiscal responsibility of program operations. The board selects the Executive Director of Head Start and annually evaluates this position.

The policies apply to all employees of the agency. In the event that this agency delegates a portion of its program to another agency, these personnel policies establish the minimum standards which must be met by the employee.

PURPOSE /POLICY:

The purpose of this manual is to outline the policies and procedures of GOPB, Inc. This manual is intended to be distributed to administrators, content area supervisors, and campus/center managers, and will be available in electronic form wherever possible.

1. The manual applies to all GOPB, Inc. employees. While this Manual does not specifically apply to volunteers and independent contractors they are expected to conduct themselves according to these policies and comply with all laws, regulations, operating procedures, and performance contract requirements established for Head Start programs.
2. In response to updated laws, regulations, and organizational best practices, the Manual is subject to change at any time.
3. Updates will be brought to the attention of the appropriate groups of employees, volunteers, other interested individuals, and organizations through any of the following means:
 - a. Meeting;
 - b. Posting of the change(s) on the employee bulletin board;
 - c. Memorandum;
 - d. Amendments or addendums to the documents themselves.

SECTION 2

EMPLOYMENT POLICIES AND PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE / POLICY:

GOPB, Inc. shall provide applicants and employees equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected under Federal and state law as outlined in the Equal Employment Opportunity Commission (EEOC) regulations. This policy applies to recruiting, hiring, appointment, promotion, training, benefits, and other terms and conditions of employment of all position classifications. The Organization will ensure all personnel policies will be administered without discrimination. GOPB, Inc. recruits and hires a diverse workforce and provides equal opportunities to all candidates to better reflect our job market and better service our clients. When recruiting for open positions, it is the responsibility of the Manager of Human Resources to advertise and recruit in media and markets that offer equal opportunities and review hiring records to ensure a diverse workforce is being maintained.

PROCEDURE:

1. The Manager of Human Resources is responsible for overseeing the administration of the EEO Policy and may act through the Executive Director as necessary to carry out this policy.
2. The Organization is responsible for ensuring that it does not discriminate, harass, or retaliate in any policy, practice, or procedure on the basis of any non-merit factor as outlined in the Federal and state laws and regulations.
3. The Manager of Human Resources will administer the Organization's applicant tracking system and compile data for any HR-related reports, ensuring the Organization meets all EEOC-related requirements, including confirming appropriate notices are posted on the bulletin boards of the various programs and sites. This information may also be used to ensure that employment related decisions are made in compliance with Federal and state non-discrimination laws and this policy. Advertisements must be approved by Executive Director.
4. The Manager of Human Resources along with the Executive Director will arrange for EEO and diversity training for all employees and volunteers. All employees are responsible for creating and maintaining a work environment free of discrimination and harassment.
5. The Executive Director is committed and required by law, to take action if it learns of discrimination, harassment or retaliation in violation of the Organization's EEO Policy, whether or not the aggrieved employee files a complaint.
6. The Manager of Human Resources is responsible for promptly responding to, reporting, and/or investigating any suspected acts of unlawful discrimination, harassment, and retaliation in violation of GOPB's EEO Policy. The Manager of Human Resources must immediately report suspected unlawful discrimination, harassment and retaliation to the Executive Director.

POLITICAL AFFILIATIONS

PURPOSE / POLICY:

GOPB, Inc., its management, and administration will assure, so far as reasonably possible, that all program activities are conducted in a manner which provides assistance effectively, efficiently, and free of any taint of partisan political bias.

PROCEDURE:

GOPB employees may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for a political purpose; or
3. Be a candidate for elective public office in a partisan election.
4. Programs shall not be carried on in a manner involving the use of funds, services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any voter registration activity; or any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.

This Political Affiliations policy and corresponding activities is not intended to address the requirements of improving Head Start.

NEPOTISM

PURPOSE / POLICY:

While GOPB, Inc. shall allow for the employment of family members, no employee shall supervise, audit the work of, or control the compensation of, assignments, working conditions, or hours of work of any individual related to him/her so as to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflict of interest, or impairment of efficient operations may occur.

Employees are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

Further, a person with an immediate family member serving on a Board or Committee, which either by rule or practice, regularly nominates, recommends or screens candidates for positions with GOPB may not be employed.

For purposes of this policy, "relatives" are defined as "immediate family," which are spouse, child, parent, brother, sister, or a relative by marriage of comparable degree.

PROCEDURE:

1. Relatives of current employees may not occupy a position that will be supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be supervising the employee with whom they are involved in a dating relationship.
2. Administrators and managers should exercise caution in hiring decisions to ensure a new employee is not placed in a direct reporting relationship with a relative.
3. If a direct reporting relationship is created between relatives as the result of a promotion or transfer, the Human Resources Manager and the Site Manager should work with the employees to attempt to resolve the situation. Resolution may include, but not limited to, transfer of one family member or a change in reporting relationships. All changes or actions will be approved by the Executive Director or designee.
4. If a nepotism relationship is created after employment the Manager of Human Resources may elect to work with employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. The Site Manager shall contact the Manager of Human Resources to report the relationship and discuss resolution options.
5. No employees shall be transferred into a position that would result in a reporting relationship to a relative. Prior to job offer, if resolution cannot be reached, the offer will not be made.
6. Management reserves the right to deviate from the policy wherever it is necessary for business needs.
7. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

PURPOSE / POLICY:

GOPB, Inc. considers health information as private and shall use any means necessary to protect individually identifiable personal health information (PHI) as outlined by the Health Insurance and Portability and Accountability Act (HIPAA). PHI is typically a record that contains individually identifiable information such as names, addresses, birth dates, telephone numbers, fax numbers, electronic mail addresses, social security numbers, health plan beneficiary numbers, or any other unique identifying number, characteristic, or code.

PROCEDURE:

1. Any Protected Health Information (PHI) is confidential and may not be discussed with anyone except on a "need to know" basis in order to perform job duties.
2. The regulations are applicable to all health information held or created by GOPB, Inc.
3. GOPB, Inc. is prohibited from using or disclosing health information except as authorized by the employee or specifically permitted by the regulation. This includes all personally identifiable health information.
4. The Executive Director or his/her designee will be responsible for developing and implementing privacy policies and procedures, as well as ensuring general compliance.
5. Any complaint of a violation will be reported to the Executive Director or his/her designee. He/she will investigate and take appropriate action wherever necessary to ensure that privacy practices are being followed.
6. Records should be secured and controlled at all times.

HUMAN RESOURCES RECORDS

PURPOSE / POLICY:

GOPB's Department of Human Resources will maintain a file, either in print or electronic format, on all active personnel. The print or electronic file shall include all records it deems necessary for operational purposes such as a completed employment application, pre-employment inquiries, certifications, appraisals, personnel action forms, and/or other special or routine paperwork. The information contained within the employee/ex-employee's personnel file is the property of GOPB, Inc. and will be kept confidential. Access to the employee's file will be limited to the employee, the employee's direct and indirect supervisor(s), clerical and support personnel in the performance of their duties, government and law enforcement agencies, and those individuals who have a legitimate business need.

PROCEDURE:

1. Records should be secured and access controlled by the Manager of Human Resources; at no time should original employee files leave the premises. Access to employee files will be available to appropriate staff with the Manager of Human Resources approval. Employee files must be reviewed in GOPB, Inc. offices.
2. The Office of Human Resources and its staff are responsible for creating and maintaining employee personnel files to include such things as the employment application and other information related to employment status, performance, attendance and conduct.
3. Employees are responsible for notifying the Department of Human Resources immediately if there is a change in such information as legal name, address, phone number, marital status, dependents/beneficiaries, tax exemptions, emergency contacts, driving record/license, changes to professional license/certifications/registrations.
4. All written or verbal references from GOPB, Inc. should be prepared and provided by the Human Resource office. No employee is allowed to give agency references.
5. GOPB's official position is to have only the Department of Human Resources prepare and provide the Agency's references. In such cases, the Agency will typically only release dates of employment, title, and verification of salary (unless required by law or in such cases where we are asked to assist law enforcement agencies). Exceptions to these restrictions will only be made in such cases whereby the employee consents to the release of additional information.
6. Employees who wish to review their files contents must schedule it with the Department of Human Resources. Files may only be reviewed in the presence of HR personnel.

JOB DESCRIPTIONS

PURPOSE / POLICY:

GOPB, Inc. Head Start has created job descriptions for the purpose of identifying occupational-related information for each of the positions established within the Agency. This typically includes knowledge, skills, abilities, essential and marginal functions, working conditions, etc.

PROCEDURE:

1. All new and revised job descriptions shall be approved by the Executive Director.
2. The employee's immediate supervisor will be responsible for ensuring employees are performing the duties and responsibilities established within the job description.
3. Any newly created positions or changes in position qualifications which may result in salary adjustment shall require the budget review and approval of the Executive Director. After review, the Executive Director will assign the position to a recommended salary grade and status.

EMPLOYEE CLASSIFICATIONS

PURPOSE / POLICY:

At the time you are hired as a regular employee, you are classified as either a “full-time” or “part-time”. In addition, you are classified as either “nonexempt” or “exempt.” If you are uncertain of the job classification of your position, please ask the Office of Human Resources.

PROCEDURE:

Full-Time Employees

Employees who regularly work at least thirty (30) hours per week are considered “full-time” employees. Full-time employees are eligible for all standard benefits, subject to the terms, conditions and limitations of each benefit program. Full-time employees may either be paid on an hourly or salaried basis depending on whether or not the employee is classified as exempt or non-exempt (see below).

Part-Time Employees

An employee who regularly works less than thirty (30) hours per week is considered a “part-time” employee. Part-time employees are paid on an hourly basis only. If you are a “part-time” employee you are not eligible for benefits except as granted on occasion, or to the extent required by provision of state and federal laws.

Non-Exempt and Exempt Employees

Upon hire, you will be classified as either "exempt" or "nonexempt." This is required by law. **Non-exempt** employees are not exempt from the Fair Labor Standards Act (FLSA) and any applicable state laws, and therefore will receive overtime pay for any hours worked in excess of forty (40) in a week. All non-exempt employees pay is annualized (see “Compensation” section for further details of annualized pay).

If you are an “**exempt**” employee, you are not entitled to overtime pay. You will be clearly advised of this classification upon hire, transfer or promotion. Exempt employees are expected to work an average of forty (40) hours or more per week whenever business necessitates. Effective September 1, 2013, all exempt employees are 12 month salaried employees. This includes Teachers, Family Advocates, Site Managers and much of the administrative staff. As such, pay for exempt employees are spread over 12 months. Campus exempt staff persons are considered on call during the months of June through August for training and development opportunities.

OUTSIDE EMPLOYMENT

PURPOSE / POLICY:

GOPB Inc.'s policy regarding outside employment is to ensure it does not interfere with an employee's performance or ability to meet the job requirements of its organization. An employee may hold outside employment as long as he or she has satisfactory attendance, performance, and conduct with GOPB and the employee obtains prior written permission.

PROCEDURE:

1. An employee who is employed outside the organization, or is considering employment outside the organization, is required to receive prior written permission. The Executive Director or his/her designee will review all requests prior to approval.
2. When an employee provides consultation or training to organizations on his or her own time, and the service is rendered entirely outside of the employee's working hours, the service is considered secondary employment. In this situation, the use of GOPB Inc.'s office equipment and supplies and the utilization of GOPB, Inc.'s personnel in the preparation of such services are prohibited.
3. Employees are prohibited from utilizing other GOPB, Inc. employees for services not related to its business during an employee's regularly scheduled work hours.
4. If it is determined that an employee's outside work interferes with performance, attendance, or conduct, or such work has an adverse impact on GOPB, Inc. the employee may be required to terminate the outside employment if he or she seeks continued employment with GOPB, Inc.
5. An employee will not be allowed to work for another employer while on a leave of absence or while absent from other organization because of illness or injury.

RECRUITMENT AND SELECTION

PURPOSE / POLICY:

It is the policy of GOPB, Inc. that all employment decisions be in accordance with applicable federal and state laws and sound business practices. Within this context, GOPB, Inc. attempts to recruit and select applicants that are not only qualified but also the best matched candidate for the job, and the culture of the organization. All new hires will be summarily presented to the Board and Policy Council during their subsequently scheduled meetings.

PROCEDURE:

1. GOPB, Inc. will use a variety of recruitment efforts to attract qualified applicants. The Manager of Human Resources coordinates recruitment and selection processes for staff in consultation with the Executive Director in order to appropriately meet program needs and requirements.
2. The Executive Director approves the filling of an open position or the creation of a new position by informing the Manager of Human Resources of the name of the new position and the job qualifications and responsibilities. The open or new position is submitted to the Executive Director for salary determination.
3. Before the Manager of Human Resources posts or advertises open positions, they must be reviewed by the Executive Director for appropriate title, pay range, educational requirements and exemption status.
4. The goal of GOPB, Inc. is to internally post all job vacancies; however, it reserves the right to post or not. Candidates may also be sought from whatever recruitment sources it deems necessary to attract qualified candidates.
5. All newspaper advertising or other media advertisements, when necessary, must be placed through the Manager of Human Resources with prior approval from the Executive Director at all times.
6. To be considered a person must specify on the employment application the job vacancy for which he or she is applying and complete the application in its entirety otherwise the application will not be considered. Applications remain active until the posted position is filled or 90 calendar days whichever comes first.
7. All applicants for positions with GOPB Inc. are entitled to a thorough and consistent evaluation of their qualifications for employment. Consistency will be maintained by having the Human Resources Manager perform the initial screening of applications and resumes.
8. All current Head Start and former Head Start Parents are given hiring priority if qualified.
9. The Executive Director will screen all applicants prior to HR selections for interviews. Each interview will consist of at least two administrative staff persons.
10. After the interview is conducted, the Manager of Human Resources will conduct pre-employment checks on the final candidates for the position. This may include a verification of

prior work history, character references, documentation of credentials, criminal background checks, etc. to the extent necessary to ensure the safe and efficient delivery of services.

11. The interview committee recommends the individual for hire to the Executive Director. Hiring decisions will be made by the Executive Director or his/her designee and checked for consistency with its organizational policies.
12. The Executive Director or his/her designee will extend the offer to the candidate.
13. The Department of Human Resources shall maintain whatever records it deems appropriate and may include such things as applications, reference checks, criminal history checks, etc.
14. Appointment to a senior management position requires the prior approval of the Board of Directors. Senior Management staff includes the: Executive Director and Fiscal Manager.

SUBSTITUTES AND SPECIAL AGREEMENT EMPLOYEES

PURPOSE / POLICY:

GOPB, Inc. supplements the regular work force with substitutes and consultants when necessitated by periods of peak workload, employee absences, or other situations as determined by management. In addition, employment opportunities are offered for persons under the sponsorship of various employment programs, or those persons interested in utilizing GOPB, Inc. to complete professional and technical internships.

PROCEDURE:

Substitutes - A substitute employee is an individual who is hired either full-time or part-time for a limited period under the following conditions:

1. Substitute Teachers shall be solicited by the Site Manager. A request for a substitute teacher will be made to the Manager of Human Resources. Volunteers with 60 hours of volunteer time within GOPB will be given priority consideration.
2. Substitutes counted in the child/caregiver ratio, whether paid or unpaid, are considered caregivers and must comply with Texas minimum standards (TX Standard 746.1401) that apply to employees and caregivers. (See table below)
3. Substitutes not counted in the child/caregiver ratio, whether paid or unpaid, must comply with Texas minimum standards (TX Standard 746.1401) that apply to employees. (See table below)
4. All Substitutes must abide by GOPB, Inc.'s Dress code including close toed shoes, no shorts, no sweatpants, etc.
5. When requesting the services of a substitute teacher, the following shall be provided:
 - a. W-4 form;
 - b. A copy of SSN card;
 - c. A copy of driver's license;
 - d. A copy of the High School Diploma or GED;
 - e. A Criminal History check that must be submitted to the Administration Office and approved before the substitute can be in charge of the children; and,
 - f. An FBI fingerprint scan.
 - g. TB Test

Consultants / Services Providers – A “consultant” is a person who receives compensation for professional or technical services at a fee agreed upon and paid by GOPB, Inc. who is engaged as an independent contractor for specified services and is not a GOPB employee. Consultants will be informed that their compensation will be reported to the IRS and IRS Form 1099 will be issued for all contracts of six hundred dollars (\$600) or more. The agency has a Consultant agreement that spells out the requirements that is to be monitored by the staff person who engages the consultant or contractor. All such agreements must have the approval of the Executive Director.

Internships – Program agreements with educational institutions providing for internships shall be subject to the prior approval of Executive Director.

Volunteers – are typically unpaid individuals performing work for GOPB, Inc. The term "volunteer" means an unpaid person who is trained to assist in implementing ongoing program activities on a

regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

They are required to:

1. File personal information for identification purposes (name, address and telephone number)
2. Observe established work hours
3. Complete time and attendance records
4. Be accountable to Site Manager.
5. All volunteers must have a Criminal History check submitted to and cleared by the GOPB's Department of Human Resources before they can work in the classroom.
6. All volunteers must abide by GOPB, Inc.'s Dress code including close toed shoes, no shorts, no sweatpants, etc.
7. Volunteers do not have to be parents. Parents are encouraged at all times to become volunteers. Volunteers can be retired teachers, applicants who would like to substitute as a way to learn more about Head Start, etc.
8. Volunteers and any person under contract with the center, whether paid or unpaid, who are regularly or frequently present at the center and counted in the child/caregiver ratio, must comply with minimum standards that apply to employees and caregivers. (TX DFPS Standard 746.1403)
9. Volunteers and any person under contract with the center that do not meet caregiver qualifications, whether paid or unpaid, must never be left alone with children.

Personnel requirements for employees apply to all employees and caregivers. Personnel requirements for caregivers apply only to those persons counted in child/caregiver ratio. The following chart outlines the personnel qualifications for employees and caregivers according to TX DFPS Standard # 746.1103.

Employees not counted in the child/caregiver ratio:	Caregivers counted in the child/caregiver ratio:
DFPS background check	DFPS background check
Be free of active tuberculosis	Be free of active tuberculosis
Notarized Licensing Affidavit for Applicants for Employment form; and	Notarized Licensing Affidavit for Applicants for Employment form; and
Orientation to the child-care center	Orientation to the child-care center
	18 years old or older
	High school diploma or equivalent
	Eight hours pre-service training

RE-EMPLOYMENT OF FORMER EMPLOYEES

PURPOSE AND POLICY:

GOPB, Inc. allows former employees to be rehired provided there is no prior performance, attendance, conduct issues, or policy violations. Individuals seeking re-employment must submit an application for employment and will be treated as a new applicant with no preferential treatment or special allowances.

PROCEDURE:

1. Employees who terminate and are rehired within the same calendar month will retain their original date of hire. Whenever possible benefits will be reinstated.
2. Former employees shall not be given preference as job applicants for rehiring.
3. GOPB, Inc. will complete background checks and drug testing as if he/she is a new employee.

CONFLICT OF INTEREST

PURPOSE / POLICY:

GOPB, Inc. conducts business ethically and avoids conflicts of interest including the appearance of such conflicts. All persons involved in its operations have an equal obligation to avoid conflicts of interest.

PROCEDURE:

1. Employees are expected to report conflicts of interest to GOPB immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below, but are not limited only to these items:
 - a. An outside business interest that competes with the activities of GOPB, Inc.
 - b. An outside business that is a purchaser or supplier of goods or services to GOPB, Inc.
 - c. An outside business involvement or employment that interferes with the ability to devote necessary attention to the responsibilities at GOPB, Inc. (i.e. moonlighting).
 - d. A relative or a person with a significant relationship employed by, or has a business interest in companies that compete with, sell to, or buy from GOPB, Inc.
 - e. Purchase inducements (gifts, premiums, money, goods, or services) from vendors that directly or indirectly benefit the employee personally, or are unauthorized or questionable.
2. Personal gifts and favors from people with whom GOPB, Inc. has a business relationship are prohibited. All gifts should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.
3. Gifts given to staff by parents are not to exceed over \$30.00.
4. Current members of the Board of Directors, Governing Board or Administering Board of any public, private or nonprofit organization funded by GOPB, Inc. and members of any major policy advisory bodies are ineligible for employment with GOPB, Inc.. Former members of these Boards and advisory bodies are eligible for employment following their resignation.
5. When the Board votes and a Board of Director member has a vested interest in the vote (e.g., it is their company, they have family members involved, etc.) that Board member is to leave the room during the entire discussion where conflict may arise and refrain from voting by stepping outside of the room while a vote occurs.
6. GOPB, Inc. expects employees to conduct business in accordance with relevant policies, procedures, and laws and to refrain from any illegal, dishonest, or unethical conduct.
7. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.
8. All employees and Governing Body Members involved in awarding contracts must sign a disclaimer stating they will not solicit or accept any personal gratuities, or favors from any contractors or potential contractors.
9. GOPB, Inc. expects **all persons involved** in the organization to act in a professional and responsible way at all times. Some of the more obvious unacceptable activities are noted

below; however, this list is not all-inclusive and other inappropriate conduct may result in disciplinary action including termination.

- a. All persons (including volunteers and substitutes) involved in GOPB, Inc. must abide by these standards of conduct and conflict of interest policies.
- b. You must contact the Human Resource Manager concerning any unacceptable activities.

UNACCEPTABLE ACTIVITIES:

Unacceptable activities include, but are not limited to the following:

1. Violation of any organization rule or policy; any action that GOPB, Inc. deems detrimental to its efforts to operate.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Being under the influence of a controlled substance or alcohol while at work; use possession or sale of a controlled substance in any quantity while on organization premises, except medications prescribed by a physician which do not impair work performance.
4. Unauthorized possession of firearms, weapons or explosives in the workplace or while on duty not allowed on GOPB, Inc.'s property at all.
5. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on GOPB, Inc.'s premises or when representing the organization; disorderly conduct, fighting, or provoking a fight on organization property.
6. Insubordination or refusing to obey instructions issued by the immediate supervisor pertaining to job responsibilities and performance.
7. Threatening, intimidating or coercing fellow employees or governing body members at any time for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of organization property or the property of any person involved in GOPB, Inc.'s in any manner.
9. Theft or unauthorized possession of organization property or the property of fellow employees or governing body members; removal of any organization property, including documents, from the premises without prior permission from management; unauthorized use of GOPB, Inc.'s equipment or property for personal reasons; using organization equipment for profit.
10. Dishonesty, falsification, misrepresentation, or material omission on your application for employment or serving on the Board or other work records; lying about medical or personal leave; falsifying reason for a leave of absence or other data requested by the organization; alteration of organization records or other organization documents.
11. Violating confidentiality policy; giving confidential or proprietary information of GOPB, Inc.'s to competitors or other organizations or individuals or to unauthorized organization employees; working for a competing business while an organization employee; breach of confidentiality or personnel information.

12. Unsatisfactory or careless work.
13. Any act of harassment, sexual or racial; telling sexist or racist jokes; making racial or ethnic slurs.
14. Leaving work before the end of a work day or not being ready to work at the start of a workday without approval of the immediate supervisor, stopping work before time specified for such purposes.
15. Sleeping or loitering during working hours.
16. Excessive use of GOPB, Inc.'s telephone for personal calls.
17. Creating or contributing to unsanitary conditions.
18. Failure to report an absence or late arrival; excessive absences or tardiness.
19. Obscene or abusive language toward any person; any disorderly/antagonistic conduct on organization premises.
20. Failure to immediately report damage to, or an accident involving, organization equipment.
21. Leaving the premises during working hours without the immediate supervisor, the Site Manager or the Executive Director's knowledge or permission.
22. Leaving a child alone or unsupervised while under the program's care.
23. Failure to use positive methods of child guidance and engaging in corporal punishment, emotional or physical abuse, or humiliation.
24. Employing methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
25. Soliciting or accepting money or gratuities or favors from anyone. Those involved in awarding contracts must sign a disclaimer annually stating they will not solicit or accept any personal gratuities, or favors from any contractors or potential contractors.
26. Discrimination towards fellow employees, governing bodies, parents, or children for any reason.

BACKGROUND INVESTIGATIONS

PURPOSE / POLICY:

Applicants and employees shall have their backgrounds investigated to the extent that it is necessary to ensure the safe and efficient delivery of services to GOPB, Inc. and its clients. This may include verification of prior work history, character references, documentation of certifications, etc. It should be noted that having a criminal conviction shall not necessarily preclude employment.

PROCEDURE:

1. Background investigations apply to all new hires as a condition of employment. Employment is contingent upon the results of such investigations and all applicants and employees are required to declare all convictions. Any subsequent change of criminal history must also be reported to GOPB, Inc.'s management.
 - a. The Manager of Human Resources typically coordinates the pre-employment investigation. In most cases Child Protective Services (CPS) – a division of the Department of Family and Protective Services (DFPS) will evaluate the relevance of any criminal offense.
 - b. An applicant or employee who provides misleading, erroneous, or deceptive information on the application form, resume, or in an interview shall be eliminated from further consideration for employment.
2. Applicants who are chosen for interview are required to sign a release form authorizing the pre-employment investigation and the release of information by former employers, educational institutions, or other organizations as part of the reference and background checking process. A refusal to sign such a release form may disqualify the applicant from further consideration for employment.
3. Reference checks may be conducted as a condition of employment.
4. Employees whose position requires licensure, certification, or other credentials are to provide a copy of such documents prior to beginning work. Whenever such credentials are required, the employee is expected to keep such credentials current and valid, and he/she must submit renewals to the Manager of Human Resources as needed. Failure to keep required licenses, certifications, or applicable credentials current may result in termination.
5. After the candidate has been offered and has accepted employment with GOPB, it will conduct a drug test, fingerprinting, health screening, or other such testing and background checks it deems necessary prior to placement and/or periodically thereafter.

CERTIFICATION AND LICENSE REQUIREMENTS

PURPOSE / POLICY:

GOPB, Inc. requires certain types of employees to obtain and maintain job related licenses and certifications at the employee's own expense. Examples include but are not limited to Commercial Driver's License (CDL) for bus drivers, Child Development Associate certificate (CDA) for classroom personnel, LVN or RN license for nurses, Certified Nurse's Aide (CNA) certificates for aides, and LPC license for mental health professionals. Educational Assistance may be considered for reimbursement on a case-by-case basis. All center staff must maintain a CPR and First Aid Certification as well.

PROCEDURE:

1. Prior to beginning work, employees whose position requires licenses and/or certifications must provide a copy of this license or certification to the Office of Human Resources.
2. Where licenses or certifications are required, renewal must be made in a timely manner so as to avoid any lapse. It is the employee's responsibility to ensure the licenses and/or certifications are kept current and copies are submitted to the Office of Human Resources as needed.
3. Failure to obtain and maintain current and valid licenses and/or certifications may result in disciplinary action up to and including termination of employment.

INTRODUCTORY EMPLOYMENT PERIOD

PURPOSE / POLICY:

Employment is at the will of the employer and the employee, and either may at any time terminate the employment relationship with or without cause. Written or oral statements made to the employee are not to be interpreted in any way that alters the at-will relationship. GOPB, Inc.'s Policies and Procedures Manual is not to be construed as a contract.

All new and rehired employees, and all current employees who have transferred or been promoted to a new position shall be placed into an introductory status. The introductory period gives the employee an opportunity to decide whether the position suits him/her and gives the organization the opportunity to decide that the employee meets the expectations of the position.

PROCEDURE:

The introductory period is typically 90 calendar days during which time the employee's progress and performance will be assessed either formally or informally as deemed appropriate by management. However, employees should understand that GOPB, Inc. reserves the right to dismiss the employee or to shorten or extend the introductory period as it deems necessary. The introductory period may last only so long as GOPB, Inc. determines is appropriate based on the employee's aptitude for the position and his/her performance therein.

New and Promoted Employees -

Employment will be based on one or more factors such as an individual's background investigation, or the employee's satisfactory performance, attendance, and conduct, or business need/necessity, continued funding, etc.

In some situations, typically as a result of extended leaves of another employee's leave of absence, there may be some provision for a temporary salary adjustment to those individuals who provide on-the-job coverage and assume greater responsibilities than they previously had. In such cases, GOPB, Inc. may elect to provide additional compensation to those who do during such times. Such decisions are based on the operational needs of the agency and its various units; the Executive Director reserves the right to approve or deny all temporary promotions and transfers on a case-by-case basis.

A temporary employee may be hired as an interim replacement, to supplement the work force, or to assist in a specific project. Temporary staff should only be hired in an emergency. Employment assignments in this category are expected to be of a limited duration. Temporary employees shall retain that status until otherwise notified by management. Temporary workers may receive all statutorily required benefits but are not eligible for any other GOPB, Inc.'s benefit programs.

EMPLOYEE ORIENTATION

PURPOSE / POLICY:

New employees should make every effort to understand GOPB, Inc.'s mission, goals and objectives. This includes the scope of services and location and the employee's expected contribution in the accomplishment of those goals and objectives. All newly hired employees and volunteers will be provided with basic orientation to the general operations of the agency as well as some of the significant agency policies, work rules, and responsibilities of the job. New employees must receive at least 8 hours of training on personnel policies as well as the minimum standards for child care in the state of Texas. Orientation is accomplished through a variety of activities, processes, and people; generally, this is considered a shared responsibility between the new hire's supervisor and the Department of Human Resources. It is the employee's responsibility to complete and turn in all necessary employment-related forms and official documents, successfully complete any training assignments given, and seek guidance on any procedures, subjects, or issues affecting the job or employment relationship as a part of the orientation and training process.

PROCEDURE:

1. The Site Manager's Responsibilities:
 - a. Provide each new employee with orientation specific to his or her workplace. In most cases, wherever possible the employee will be mentored by a more seasoned employee for the purpose of becoming acclimated to the new position;
 - b. Provide basic on-the-job training (OJT) needed for new employees to assume their responsibilities;
 - c. Provide new employees with the dates and locations for on-going orientation and trainings.
2. New Employee and Volunteers Responsibilities:
 - a. Participate in appropriate orientation processes;
 - b. Seek guidance and information to enhance his or her orientation process;
 - c. Complete and return appropriate personnel forms.
3. Manager of Human Resources Responsibilities:
 - a. Provide employees with relevant information about the position and work conditions;
 - b. Provide program/components with strategies, resources and tools for development of its workplace orientation process on an as-needed basis.

PERFORMANCE MANAGEMENT

PURPOSE / POLICY:

Performance evaluations are completed to modify staff performance if necessary, assist staff in improving skills and professional competencies, and to identify training and professional development needs. Thus, GOPB, Inc. strives to evaluate the strengths and areas of improvement for all employees in a fair and equitable manner. As such, GOPB, Inc. has implemented a performance appraisal (PA) process, which is intended to be a positive experience. Along with the PA process, management may elect to conduct formal and informal discussions regarding an employee's job performance, attendance, and/or conduct on an as needed basis.

PROCEDURE:

1. Performance appraisals will be conducted on an annual basis using the standardized performance appraisal system, which is designed to ensure reviews are conducted objectively.
2. Although leaves of absence and breaks in service may affect the timing of performance appraisals, the typical schedule for performance appraisals are:
 - a. Whenever possible, newly hired employees shall be evaluated twice during the first 90 days of their employment, once at 30 days and again at 90 days, and at least once annually thereafter;
 - b. Typically, all employees will be evaluated May of each year.
3. Site managers will complete performance evaluations for all staff members at their location. Site managers and all other administrative employees' immediate supervisor will complete the performance appraisal and then schedule a review with the employee. The immediate supervisor will complete a summary for the employee that is assigned to their classroom or area, stating how reliable the employee is and how well they work together and also note the specific areas where the employee excels or falls short.
4. The employee may be asked to complete a self appraisal or other career development form.
5. The manager and the employee will review the summary and may discuss the following topics:
 - a. Previous performance plans and achievement of past goals;
 - b. Current performance summary including demonstrating appreciation for employee contributions;
 - c. Employee self appraisal and career development;
 - d. Other constructive feedback on employee's performance;
 - e. Future expectations and goals; and,
 - f. Any potential employee training needs or professional development opportunities.
6. The employee is encouraged to submit comments on the performance appraisal form.
7. The Supervisor shall sign the completed forms. The employee is also expected to sign the completed review acknowledging that they have read and understand it even if he/she does not necessarily agree with the appraisal. Any employee's refusal to sign such documents should be denoted by the supervisor and a witness.

8. The Supervisor will keep a log of progress for each employee's:
 - a. Successes;
 - b. Additional responsibilities;
 - c. Awards or recognitions;
 - d. Attendance at training, where applicable.

9. Performance appraisals will be sent to the Office of Human Resources to be placed into the employee's personnel file. They may be used for such actions as transfers, promotions, pay adjustments, evaluating improvement, professional competency, development, continued employment, etc. Those that need additional attention because of high scores or low scores based on supervisors recommendations are noted and sent to the Executive Director for further evaluation.

PROMOTIONS, DEMOTIONS, AND TRANSFERS

PURPOSE / POLICY:

During the course of employment, an employee may be interested in applying for other positions within his/her department or in other areas of the organization, or the organization may have a business need to promote, transfer, or demote its employees. Any such promotion, transfer, or demotion selections will be based upon the operational needs of GOPB, Inc. and its various units, and employee's qualifications. Decisions regarding transfers are based upon availability of the requested position and at the requested location as well as the following criteria:

- Employee must have worked at least 6 months in current job; and,
- Employee must fully meet job requirements, as outlined in the job description; and,
- Employee must not have committed disciplinary violations during the previous six months; and,
- Employee must have met expectations on his/her most recent performance review if applicable; and,
- Employee must have an acceptable attendance record during the past 6 months.

PROCEDURES:

1. All positions will be posted, whenever possible, for a minimum of three days in order to provide the employees and applicants an opportunity to apply for any job for which he/she qualifies.
2. Current employees who wish to be considered for a promotion/transfer/demotion will be considered along with other applicants and should submit an updated application.
3. The recruiter will select and interview those applicants who meet the requirements of the position and are most suitable to the needs of the hiring department. Although an applicant may meet the minimum requirements for the job, he/she will not necessarily be guaranteed an interview solely based on his/her current tenure of employment or qualifications.
4. The candidate will be notified if approved for promotion/transfer/demotion. If accepted, the date of promotion/transfer/demotion will be mutually agreed upon by the releasing supervisor and the hiring supervisor.
5. The /Executive Director or his/her designee reserves the right to approve or deny all promotions, demotions, transfers, and new hires. Furthermore, GOPB, Inc. reserves the right to grant individual exceptions based on its business needs.
6. Any employee who is reassigned must adhere to the initial employment period policy as well as any other applicable policies.

SECTION 3

EMPLOYEE BENEFITS - PROCEDURES

EMPLOYEE BENEFITS

PURPOSE/POLICY

GOPB, Inc. will comply with all benefit provisions contained in federal, state and local law. Benefits that are mandated by law are referred to in these materials as “Mandatory Benefits.” In addition, GOPB, Inc. has chosen to provide some employee benefits not mandated by law. Benefits provided at the discretion of GOPB, Inc. are referred to as “Employer-Sponsored Benefits.” Employer-sponsored benefits may be changed, modified or discontinued at the sole discretion of GOPB, Inc.

MANDATORY BENEFITS

All employees, however classified, are subject to and covered by mandatory benefits. Provision of mandatory benefits by GOPB, Inc. is required by law and employees may not decline or opt out of mandatory benefits. Employees must provide information necessary for GOPB, Inc. to comply with mandatory benefits requirements as a condition of initial and continued employment.

1. Federal Tax Withholdings: GOPB, Inc. is required by law to deduct Federal Withholding Tax from employee’s paychecks. Deductions and deposits will be made each payroll consistent with standard accounting practices and in accordance with the employee’s IRS W-4 withholding form. Changes in withholding will only be made when a revised W-4 withholding form is received in the GOPB Fiscal office. Changes will be implemented at the next regular pay period. At year end employees will receive a W-2 form showing their total earnings and the amount of taxes withheld.
2. Social Security (FICA and SSI): The payment of Social Security and Medical Benefits is made by employees and GOPB equally. GOPB, Inc. matches the employee’s contribution to Social Security and Medicare and thereby pays one-half of the cost of the Retirement and Medicare Benefits under the Social Security Act. The employee’s portion of required FICA and SSI payments is withheld from the employee’s paycheck.
3. Workers’ Compensation: GOPB, Inc. is committed to ensuring that all employees work in a safe environment. It is also every employee’s responsibility to comply with all safety rules and regulations. GOPB, Inc. provides a Workers’ Compensation insurance program at no cost to employees. This insurance covers employees if they are incapacitated by injury or illness arising out of their employment. (See policy “Work Related Injury/Illness”)
4. Unemployment Insurance: GOPB, Inc. pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who have lost their job through no fault of their own. The award of unemployment benefits depends upon the reason for separation and the provisions of the state law. Claims for unemployment benefits must be made to the state agency that administers unemployment benefits and not with GOPB, Inc.

EMPLOYER-SPONSORED BENEFITS

Employer sponsored benefits are provided by GOPB, Inc. as voluntary supplements to regular wage compensation for qualified employees. GOPB, Inc. has the authority to establish criteria that must be met in order to be eligible for participation in employer-sponsored benefits. Employees are not required to accept employer sponsored benefits. GOPB, Inc. is free to change, modify or terminate employer sponsored benefits at any time, at its sole discretion.

Only individuals classified as regular employees, with scheduled work hours of at least 30 hours per week of active employment, are eligible for employer sponsored benefits. The Summary Plan Description (SPD) will be provided at the time of hire and will be covered with the Employee Handbook. Temporary employees (substitutes) are not eligible for employer sponsored benefits. The following list outlines the benefits offered:

1. Medical Benefits: GOPB, Inc. is dedicated to the health and well-being of both the employee and their family and offers medical care insurance benefits to qualified employees during their employment with GOPB. GOPB contributes a significant percentage of the cost of the group health plan coverage. The employee's share of premiums must be paid through periodic payroll deductions. The level of employee participation in premium payments is determined at the discretion of GOPB, Inc. and the insurance carrier and is detailed in the Summary Plan Description (SPD). Employees will receive the SPD and rate information upon hire. Full time employees become eligible for coverage on the first (1st) day of the month following sixty (60) days of completed service.
2. Dental & Vision Insurance: GOPB, Inc. offers group dental and vision insurance which is employee paid. GOPB, Inc. does not contribute to this coverage. These are optional programs offered to the employees of Greater Opportunities of the Permian Basin.
3. Basic Life and Accidental Death & Dismemberment (AD&D) Insurance: GOPB, Inc. provides a basic \$25,000 life and accidental death and dismemberment insurance coverage to qualified employees working 30 hours or more per week at no cost to the employee. Eligible employees may also purchase supplemental life insurance for themselves and family members. The terms and conditions of eligibility for coverage and benefits is determined by the insurer and reflected in the GOPB master policy. Application for life insurance coverage does not guaranty that coverage and benefits apply in all circumstances. Coverage is not automatic; an application form must be completed by the employee. It is the employee's responsibility to complete and submit the application in a timely manner. Details are included in the Summary Plan Description.
4. Long-Term Disability (LTD) Insurance: GOPB, Inc. provides coverage for long-term disability insurance benefits at no cost to eligible employees. LTD covers employees who have an illness or injury that result in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work. Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between GOPB and its insurance carrier. Eligible employees may begin LTD coverage after they have completed 90 calendar days of service. LTD benefits will be offset by any amounts employees receive under Social Security or workers' compensation for the same time period. Details for the LTD plan including benefit amounts, limitations, and restrictions can be found in the Summary Plan Description.

5. Employee Assistance Program (EAP): When employees have questions, concerns or emotional issues surrounding personal or work life, they have access to the EAP. Information for the EAP is available from the staff person responsible for Human Resources. The EAP is available to all regular employees working 20 or more hours per week. Details are included in the Summary Plan Description.
6. 401(k) Savings Plan: GOPB, Inc. has established a 401(k) savings plan to provide employees with the potential for financial security in their retirement. Employees are eligible to make salary reduction contributions at any time upon employment with GOPB, Inc. Contributions are deducted from pay before federal tax withholdings are calculated saving tax dollars by reducing the taxable amount of income. All full-time staff members will be automatically enrolled after one year of employment with GOPB and receive an employer base contribution of 3% of their compensation. If the employee also elects to contribute to the plan, GOPB will additionally match up to 1% of their compensation. Complete details are in the Summary Plan Description. Contact your Fiscal department for more information about the 401(k) plan.
7. Additional Voluntary plans available through Colonial Life: Additional plans are available through Colonial Life including: Short-Term Disability, Accident, Individual Medical Bridge (Hospital), Cancer, Critical Illness, and Whole Life Plans. Participation in any of these optional plans is voluntary and GOPB, Inc. does not contribute to this coverage. All premiums are 100% employee paid through payroll deductions. Information for any of these plans is available in the Summary Plan Description. Contact your HR Department for more information.

The employee's share of premiums for all coverage elected must be paid through periodic payroll deductions. Deduction forms for elected benefits will be provided by the HR and/or Fiscal Departments.

Employees on FMLA leave, workers' compensation, and any other unpaid leave must continue to pay the employee portion of premiums each month in lieu of payroll deductions. Failure to pay employee portion of premiums on a monthly basis will result in cancellation of coverage.

Upon employment, each qualified employee will be provided with information describing any available group health coverage offered in the program. Application materials for all group health coverage plans offered by GOPB, Inc. must be completed and submitted within one month of employment. In the event that an employee who believes that they are eligible for coverage is not offered the opportunity to enroll in available group health coverage upon hire, he/she should immediately contact the HR department. Failure to make timely application for coverage will result in denial of coverage.

ATTENDANCE AND LEAVE

PURPOSE / POLICY:

While GOPB, Inc. highly discourages absenteeism, particularly during the program/school year, the agency understands the need to be off for personal reasons from time-to-time due to illness, family issues, or other personal business. At the same time, it is important for employees to understand that in order for GOPB, Inc. to operate efficiently, regular attendance of all employees is imperative. Employees need to be present and accountable during their scheduled work time and there are attendance expectations. Therefore, the purpose of this policy is to provide a set of guidelines to help the employee determine what is and is not acceptable attendance and leave. Employees are encouraged to use such time responsibly to allow for adequate reserves to cover unforeseen emergencies, extended illnesses, and unexpected needs.

Absence and Tardiness is defined as:

- Authorized Absence – An employee notifies his/her designated supervisor at least two weeks in advance and must receive approval whether leave is paid, or not paid, before the leave is to start.
- Unauthorized Absence – An employee, who has not shown up for work, not called in, or did not have a valid reason for an absence as determined by management. Therefore, advance notification of an absence is necessary to make arrangements to handle work in the absence of a scheduled employee.
- Tardiness – An employee who is late for work or who has left early on any workday without having given prior notification and having received approval for the tardiness.
- Excessive Absenteeism or Tardiness - absenteeism or tardiness that affects the job, program, and or organizational performance. If it is determined that absenteeism or tardiness has become unreasonable, the employee will be subject to disciplinary action up to and including discharge.

PROCEDURE:

1. The staff will work the first 30 days of the program year with no absences if possible and are to complete the 2nd semester with no more than 3 absences; as well as work the first 30 days in the new year free of absences and the rest of the school year with no more than 3 absences.
2. The Department of Human Resources along with the Site Manager, Office Manager and Payroll clerk will actively track all attendance. Site Managers are required to report absences to the attendance clerk **no later than 9 a.m.** on the day the absence occurs.
3. All employees regardless of status will be required to properly record his/her attendance and absenteeism. Timesheets are not to be completed by any other employee and must be reviewed and verified by the center manager for center staff and for administrative staff, by their immediate supervisor.
4. If an employee has not called in to his/her designated supervisor before the start of scheduled work time, the employee will be considered as having a no-call/no-show. A written reprimand will be given if employee does not notify supervisor on the same day. Three consecutive no-

call/no-show absences are considered voluntary termination of employment on the part of the employee.

5. Disciplinary procedures concerning absenteeism are as follows:

4th absence in one semester = notice sent
5th absence in one semester = Probation period
6th absence in one semester = Grounds for discharge
9th unauthorized absence in one program year = Grounds for discharge

6. This policy does not apply to bereavement, military, or jury/civic duty; other such GOPB policies will govern these types of leave.

Effective September 1, 2017, if an employee does not work at least half of his/her scheduled shift, he/she will be counted absent.

FAMILY AND MEDICAL LEAVE

PURPOSE / POLICY:

It is the policy of GOPB, Inc. to provide unpaid leave for up to 12 weeks per year to qualified employees in compliance with Family and Medical Leave Act (FMLA) to deal with family emergencies such as serious health conditions or the birth of a child. With respect to the employee, the term is intended to cover conditions or illnesses that affect the employee's health to the extent that that he/she must be absent from work on a recurring basis for more than a few days. With respect to a child, spouse, or parent, the term is intended to cover conditions that affect the person such that he or she is unable to participate in regular daily activities. The act is not intended to apply to short-term conditions for which treatment or recovery is brief. In rare instances, the Executive Director may grant approved employee leave in excess of 12 weeks. Each case will be judged on its own merits and subject to change without notice.

PROCEDURE:

1. Employees are eligible for leave under FMLA if they have been employed by GOPB, Inc. for at least twelve months and have worked at least 1,250 hours for GOPB, Inc. during the most recent twelve consecutive month period.
2. The employee must provide GOPB, Inc. with certification to support his/her claim for medical or family leave. Applications for certification shall be obtained from GOPB's Department of Human Resources. GOPB, Inc. reserves the right to judge the merits of the leave application and may accept, reject, or grant only conditional or partial leave. GOPB, Inc. may also request additional documentation or recertification of FMLA applications as needed.
3. GOPB, Inc. uses a "rolling" 12-month period for the purpose of tracking FMLA.
4. In cases where the need for leave is foreseeable (such as an expected birth, adoption, or planned medical treatment), the employee must provide GOPB with 30 days advanced notice in writing. Failure to apply for this leave in writing may result in its denial if it becomes disputable at some later date.
5. GOPB, Inc. will continue health insurance benefits during this 12-week period, if applicable, for covered employees. The employee will be required to continue to pay his/her portion of the premiums during this period of time. If an employee cannot return to work after the leave period has expired, the employee shall be required to pay the entire cost of maintaining the employee's group health insurance premiums beyond the 12-week period.
6. The employee must continue to pay for any other employee-purchased benefits, such as dependent coverage during FMLA leave or else risk being dropped from the benefit(s) roll.

HOLIDAYS

PURPOSE / POLICY:

Holidays are recognized as non-work days for employees.

PROCEDURE:

The following are recognized by GOPB, Inc. as a holiday:

New Years Day	January 1 st
Martin Luther King, Jr. Day	3 rd Monday in January
Spring Break	School Calendar(s) to be announced
Good Friday	Friday before Easter
Easter	Monday after Easter
Memorial Day	4 th Monday in May
Summer Break	School Calendar(s) to be announced
Labor Day	1 st Monday in September
Thanksgiving Day/Fall Break	4 th Thu & Fri in November plus other days to be announced
Winter Break	School Calendar(s) to be announced
Summer Break	School Calendar(s) to be announced
Juneteenth	June 19th

BEREAVEMENT LEAVE

PURPOSE / POLICY:

GOPB, Inc. recognizes the importance of family and the difficulties employees face following the loss of a loved one. For this reason, GOPB, Inc. grants its employees bereavement leave in accordance with the following provisions and authorized based on each individual situation. If a member of an employee's "immediate family" dies, the employee may take up to 5 workdays of bereavement leave to make funeral arrangements, attend a funeral, and/or to take care of personal affairs normally associated with a death although all days requested may not be paid leave. Employees will be paid their regular straight-time wages for up to 8 hours per day (depending on the scheduled work hours).

The term "immediate family" means spouse, child, parent, brother, sister, or a relative by marriage of comparable degree.

PROCEDURE:

1. Employees who need to take time off due to a death of an immediate family member should notify supervisor or designee as soon as possible and shall inform them of the expected date of return.
2. Bereavement pay is calculated based on the employees rate of pay at the time of the absence and the number of hours they would have been scheduled to work. Under no circumstances shall the agency's compensation exceed eight hours per day.
3. Bereavement pay is not used in the calculation of overtime.
4. Employees requesting bereavement leave should be prepared to provide proof of the death in the form of a newspaper obituary notice, a copy of the death certificate, or certified copy of the coroner's report, and the name, telephone number, and address of the funeral home, if their supervisor so requests.

WORK-RELATED INJURY/ILLNESS

PURPOSE / POLICY:

An employee who suffers an injury or illness in the course of employment may be entitled to worker's compensation benefits. In order to properly evaluate any injury or illness, the employee must report such incidences to management in a timely manner.

PROCEDURE:

Employee Responsibilities -

1. Inform the Supervisor and the Office of Human Resources of the injury or illness as soon as possible. The employee should immediately obtain and complete a First Report of Injury form (WDC-41). Employee's should inform the Office of Human Resources of any updates related to the injury.
2. The employee should request his/her doctor to promptly provide any information GOPB, Inc. needs to process the claim and ascertain the condition of the employee. The employee should also obtain a physician's statement and/or return to work statement for any period of absence.
3. The employee should keep records of all bills, dates of treatment, compensation payments, dates worked and not worked, to whom the injury or accident was reported and any other information relating to the employee's injury or illness.

Supervisor Responsibilities -

1. The supervisor should promptly conduct a thorough investigation to determine what, when, how, why, and where the injury or illness occurred and its cause.
2. The supervisor should assist the employee in completing the First Report of Injury form (Form WDC-41).
3. The supervisor should notify the Department of Human Resources of the injury or illness and work to resolve or correct the cause of the injury or illness.

JURY/CIVIC DUTY

PURPOSE / POLICY:

The policy of GOPB, Inc. to accommodate all employees who are called to serve on jury/civic duty or other certain mandatory court appearances.

PROCEDURE:

1. All regular employees who are subpoenaed to appear for jury duty, as a witness, or to testify in any civil, criminal, legislative, or administrative action may be eligible for jury/civic duty pay for up to 10 days. Additional required days off will be granted without pay. Each request shall be judged on its own merits and on a case-by-case basis.
2. When an employee receives such notices he or she must present appropriate documentation (which may include a copy of a jury summons or other official documentation of a similar nature) to the Supervisor or designee.
3. Jury/civic duty pay is calculated based on employee's rate of pay and the number of hours the employee would have been scheduled to work. Under no circumstances shall the agency's compensation exceed eight hours per day. If an employee is not scheduled to work, they will not be paid.
4. Jury/civic duty pay is not used in the calculation of overtime.
5. Employees will continue to receive and accrue benefits during periods of jury/civic duty.

MILITARY SERVICE

PURPOSE / POLICY:

It is the policy of GOPB, Inc. to comply with all applicable statutes that require reservists and National Guard personnel to be given a leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA) as amended.

PROCEDURE:

1. It is the employee's responsibility to inform the Supervisor or designee or the as soon as orders for military duty have been received. When requesting a military leave of absence, the employee should present a copy of the training orders as soon as possible so as to prepare the agency for adequate staffing.
2. A leave of absence without pay shall be provided to any employee who is called to active duty or training with the National Guard by the Governor of Texas, state Military forces of a reserve component of the armed forces who is ordered to duty by proper authorities. Leave shall be granted only for the actual period necessary to fulfill the military requirement.
3. Continuation of benefits is subject to USERRA and/or other GOPB, Inc.'s policies, wherever applicable.
4. When an employee returns from military leave, he or she will be assigned to a position as required by law. Military leave time is immediately credited to the employee's length of service and all benefits would apply as if the employee had never left his or her job. The employee's salary will be equal to or greater than the salary at the time the leave commenced unless salaries have declined.

TRAINING AND DEVELOPMENT

PURPOSE / POLICY:

GOPB, Inc. supports the development of employee knowledge and skills through both in-house and outside training opportunities.

PROCEDURE:

1. It is a joint responsibility between the Site Manager, and Management Team and employees to identify training opportunities and needs.
2. Training and employee orientation will be provided to all employees. New employees must receive at least 8 hours of training on personnel policies as well as the minimum standards for child care in the state of Texas. Orientation is the responsibility of the Site Manager and the Human Resources Manager. The following training will be provided at new employee orientation and pre-service training.
 - a. Blood borne pathogens;
 - b. Communicable diseases;
 - c. Civil Rights;
 - d. Child Abuse;
 - e. Hazardous Materials;
 - f. Minimum Standards for Day Care;
 - g. Performance Standards;
 - h. Bodily Fluids;
 - i. Harassment;
 - j. Methods for identifying child abuse and neglect;
 - k. Child Development
 - l. CACFP Training
3. Other training courses are offered on an “as needed” and/or job-specific basis and may include, but not limited to, the following:
 - a. Computer training;
 - b. Diversity training;
 - c. First Aid and CPR;
 - d. Safety training;
 - e. Methods for planning for successful child and family transitions to and from the Head Start to the public school program;
 - f. Intensive teacher training and classroom/child management is provided by the Education Manager and the Management Team.
4. It is the responsibility of the Executive Director to assign employees to the training sessions to ensure they receive the required training on a regular basis.
5. An employee desiring training must complete a written request for the specific training to their supervisor for review and approval.
6. Head Start staff may participate in ongoing, structured training to acquire knowledge and skills including:
 - a. Early education credit classes at a recognized accredited college or university;
 - b. Advanced degrees applicable to their jobs; or,

- c. Methods including planning successful transitions are carried out by the designated manager..
- 7. Applicable Head Start employees (i.e. Teacher Aides) shall participate in training enabling them to obtain a Child Development Association (CDA) credential.
- 8. Child Protective Services (CPS) requires 24 clock hours of training during the program year for caregivers. Eight hours prior to pre service training and 16 hours within 90 days,
- 9. From time-to-time, Administration Staff, teachers, and clerical staff are selected to attend various trainings offered by community providers, qualified staff and consultants during our pre-service training, our yearly conference, seminars and out of town trainings when applicable to certain content area.

EDUCATION ASSISTANCE

PURPOSE / POLICY:

GOPB, Inc. recognizes the knowledge and skills of its employees are critical to the success of the organization. The Education Assistance Program encourages personal development through formal education so employees can elect to obtain, maintain and improve job related knowledge and skills and/or enhance their ability to compete for jobs within GOPB, Inc.. All employees with acceptable attendance, conduct, and performance are eligible for educational assistance.

PROCEDURE:

1. Eligibility includes:
 - a. Those who remain on the active payroll and are performing their job satisfactorily through completion of each course;
 - b. Those who have completed and submitted a written request and obtained prior approval from the Executive Director; and
 - c. Those who submit receipts for reimbursement. Courses submitted for reimbursement shall not exceed more than two per semester or quarter unless otherwise approved Executive Director; or
 - d. Those whose training is explicitly authorized by Professional Development Manager, the Executive Director or a funding agency.
2. The guidelines for reimbursement include courses taken and passed with a grade of "C" or better in the course. This will also entitle the employee to receive reimbursement of tuition, books, and lab fees. If the employee receives any grade less that a "C" then they will have to pay the tuition for the course.
3. Approval for participation in the program will depend on availability of funds in the budget and proof from the college or university that they are not eligible for Pell Grant.
4. Individual courses or classes that are part of a written degree plan, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for educational assistance.
5. Employees who participate in the classes are required to make a 3-year commitment to GOPB,
6. While educational assistance is expected to enhance employee performance and professional abilities, GOPB, Inc. cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or any pay increase.
7. If an employee voluntarily separates from GOPB, Inc.'s employment within one year, the employee will be required to repay up to 100% of the original educational assistance payment.
8. Tuition will be reimbursed only for accredited, academic institutions.

9. Costs of additional education, at an undergraduate or postgraduate college level, including that provided at the organization's own facilities, will be paid only when the course or degree pursued is relative to the field in which the employee is now working or may reasonably be expected to work, and are limited to:
 - a. Tuition;
 - b. Textbooks;
 - c. Fee charged by the educational institution;

SECTION 4
TIMEKEEPING AND PAYROLL

COMPENSATION AND PAYROLL DEDUCTIONS

PURPOSE / POLICY:

GOPB, Inc.'s compensation program is designed to achieve the following goals: ensuring fair and consistent pay practices; complying with applicable federal and state laws and regulations; operating within the constraints of its budgetary process and financial resource limitations; and ensuring administrative efficiency. The purpose of this policy is to establish pay procedures for the distribution of pay, payday schedule, how lost or stolen checks are handled, and payroll deductions for wage garnishments.

PROCEDURE:

GOPB, Inc. pays its employees on a semi-monthly basis on the 15th and 30th of each month. The Payroll Department is responsible for processing paychecks and earnings statements. In order to do so, each employee must submit his/her timesheet in a timely manner according to the deadlines established by the Payroll Department.

Exempt Employee Compensation:

All exempt employees are considered 12 month employees as they are expected to be on call during non-working days in the summer. Therefore they are paid in "real-time" over 12 months provided they remain current and active employees with a designated return to work date.

Non-Exempt Employee Compensation:

All non-exempt employees' pay is annualized and as such is stretched over a 12 month period and 24 pay periods. This 12 month period is September through August which is GOPB, Inc.'s program year. Non-exempt employees are not paid for weekends or holidays. Each non-exempt employee is scheduled for a specific number of work days each program year and therefore their salary is based on the daily rate for each of those days. The daily rate equals the employee's hourly rate multiplied by the number of hours they are scheduled to work per day. That daily rate is then multiplied by the number of days the employee is scheduled to work. This equals the annual salary.

EXAMPLE: \$10.10 per hour x 8 hours per day = \$80.80 per day.

If this employee is scheduled 175 days per year this would be \$80.80 x 175 = \$14,140. So the annual salary for this person would be \$14,140.

Non-exempt employees receive 3 paid sick days per program year. Sick days do not roll over from program year to year. Additional days including any non-sick absences are subject to pay deduction at the **daily rate** of pay.

If a non-exempt staff person's employment terminates before the end of a program year, any unpaid earnings will be processed during the pay period following termination.

1. If a regularly scheduled payday falls on a Saturday, Sunday, or holiday, employees will be paid on the last regular workday immediately proceeding such days.
2. An employee should immediately report a lost or stolen paycheck to the Payroll Department. GOPB, Inc. will issue a new paycheck to the employee only after payment is stopped on the original check.
3. The Payroll Department offers employees the option to have their paycheck direct deposited into the personal bank/savings account of his/her choosing. Direct deposit authorization agreements are available from the Payroll Department.
4. Federal withholding and Social Security taxes are deducted from every paycheck. Voluntary deductions for health care benefits, 401k deferrals, etc. can be made after the employee completes the necessary authorization forms.
5. Employees who are out on FMLA leave, workers' compensation, or any other approved leave must continue to pay the employee portion of premiums each month in lieu of payroll deductions. The employee must make arrangements with the Fiscal Department and HR to pay the normal employee portion of the insurance premiums in order to maintain the insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage will be dropped.
6. Employees are expected to be prompt in the payment of their personal debts. However, employees should be aware that a court can order GOPB, Inc. to deduct amounts directly from an employee's pay when that employee has failed to pay his or her personal debts. Such deductions may include court-ordered garnishments for child/family support, tax levies, wage assignment agreements, bankruptcies, etc, or other judgments rendered against the employee. Any such items must be forwarded to the Payroll Department for processing. The Payroll Department will continue to withhold wages until otherwise notified by the court and/or enforcement agency regardless of the employee's prior authorization or knowledge.
7. If the employee believes that he/she has been incorrectly paid or believes to have had an erroneous deduction from his/her pay, the employee should immediately report this information to the Payroll Department for review.
8. Employees will not be disciplined or discharged because of court-ordered garnishments or other withholding orders. In addition, applicants will not be refused hire because of such garnishments or orders.

WORK SCHEDULES, TIMEKEEPING, AND MEAL PERIODS

PURPOSE / POLICY:

GOPB, Inc. must accurately track and record employees' working hours to calculate the correct wages due employees and meet recordkeeping requirements under federal and state wage-hour laws. It also collects data on employees' working hours for purposes of allocating costs internally, measuring productivity, adjusting leave balances and other benefit accounts, etc. Therefore, it is the policy of this agency that all employees comply with starting and stopping times (including lunch/breaks) according to the needs of the various work units, campuses, or departments.

Employees are expected to closely observe the hours set within their work units and to accurately record and submit timesheets in a timely manner.

PROCEDURE:

1. Head Start's client families are often delivering their children to our facilities, therefore due to the nature of our business, employees must be at work during normal business hours without fail. Administrative offices shall be open to the general public Monday through Friday from 8 a.m. to 4 p.m. All campuses/centers shall be open to the general public Monday through Friday from 8 a.m. to 2 p.m. Furthermore, children and their families should not enter or exit our facilities before or after these hours even though some employees may be on-site without approval.
2. The workweek of the organization is typically Monday through Friday, however from time-to-time, employees may be asked to work hours different from their regular schedule, including evenings and weekends, depending on the needs of the organization. Thus, the hours of operation stated herein are based on a regular workday for each classification of employee and is not intended to take into account irregular work hours as may be deemed necessary.
3. The Executive Director or his/her designee will determine the schedule for individual campuses/centers and business units. The Site Manager and the Executive Director must approve in advance any deviations from regularly scheduled work hours.
4. The Executive Director must approve in advance all overtime hours and initial employee's time card/activity reports. Disciplinary action may be taken if no prior approval for overtime was obtained, refusal to work required overtime, or failure to record overtime worked.
5. While Administrative Office staff are free to leave the administrative building during lunchtime or for other business purposes, it is imperative that campus/center staff remain at their respective work units during regular business hours and are not to leave the premises unless given permission to do so by the Site Manager. Typically meals for campus staff will be provided and must be eaten on campus. Center staff are required to clock in and out when leaving the Centers for personal errands.
6. All meal periods are unpaid, provided employees are relieved of all duties during the entire period. Employees who are asked to eat at their station while working or are asked to conduct business during a meal are entitled to payment for the meal period. Even if the employees are required to work for only a minimal part of a meal period, the entire period counts as compensable work time. Supervisors must authorize any paid meal periods not to exceed the 30-minute break. Staff are required to sign out for none job related duties.
7. Employees who take unauthorized meal periods, extended breaks beyond approved limits, or record fraudulent working hours can be subject to disciplinary action up to and including termination of employment.
8. Under no circumstances are Head Start children to be left alone at any time. Thus, it may be necessary to forego meal periods/breaks or time off during the hours that children are present so as to assure all children are properly monitored. Two trained persons are to be present at all times in the classrooms with children to maintain child/staff ration.

9. Occasionally, employees are scheduled to attend a meeting, training class, workshop, or seminar at the request of the organization therefore, any organizational-based activities will be treated as time worked, and as such, are considered part of their job.
10. If extended travel is necessary, the organization reserves the right to determine the mode of transportation for which it will pay travel time for any given trip. Travel time to and from home to one's usual work site is not considered time-worked for compensation purposes.
11. The employee is responsible for recording his/her own time worked. Tampering, altering, or falsifying time records or recording time on another employee's timesheet is not permitted.
12. Employees who are late to work should record the time they actually started work. Excessive tardiness may be cause for disciplinary action up to and including termination of employment.
13. Time sheets/activity reports must be submitted to the immediate supervisor for review and payroll processing.

TRAVEL AND EXPENSE REIMBURSEMENT

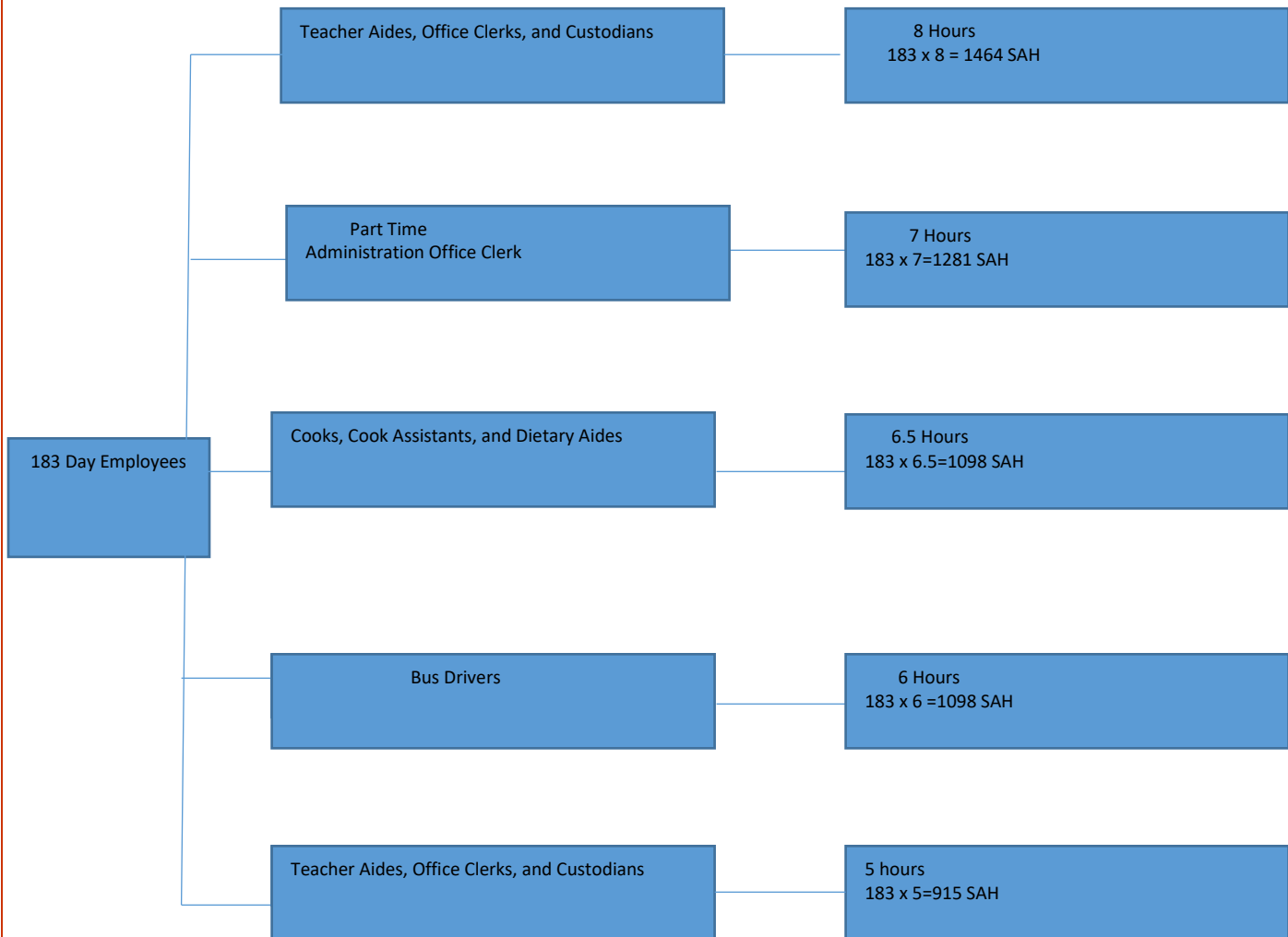
PURPOSE / POLICY:

Employees will be reimbursed for actual and necessary travel and other expenses incurred while conducting organizational business. This policy outlines the procedures and authority for expenditures and reimbursement.

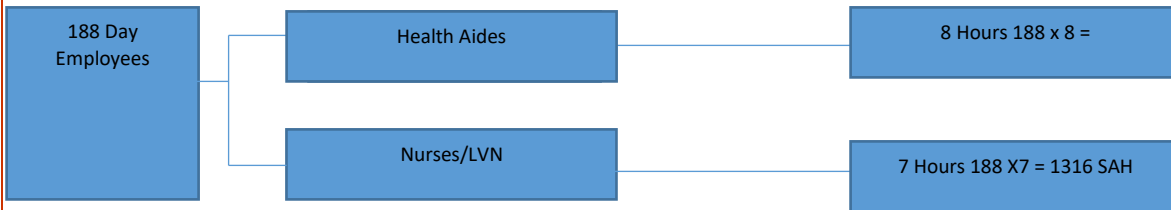
PROCEDURE:

1. Employees required to travel for business are typically selected and notified by the Executive Director and his/her designee.
2. All individuals affiliated with GOPB, Inc. are given advanced per diem for out of town travel.
3. Due to the difference in rates in different locations, per diem amounts will vary according to the rates listed in the current U.S. National General Services Administration Travel Regulation Per Diem Rates table.
4. The Administrative Assistant/Office Manager (or his or her designee) forwards projected travel and expense itinerary to the Fiscal Department who will process expense checks.
5. Upon returning from travel, the employee should return all hotel receipts and any other required reimbursements to the agency's bookkeeper.
6. Parents can receive up to \$100 per day when traveling out of town for Head Start business to be used for incidentals. Childcare will be paid by reimbursement at a pre-determined rate.
7. Mileage will be reimbursed at a rate of 53.5-cents per mile for business travel, which excludes travel between the employee's residence and his/her regular worksite. In order to receive mileage reimbursement, requests must be submitted to the immediate supervisor for approval within 2 weeks of travel. Guidelines are:

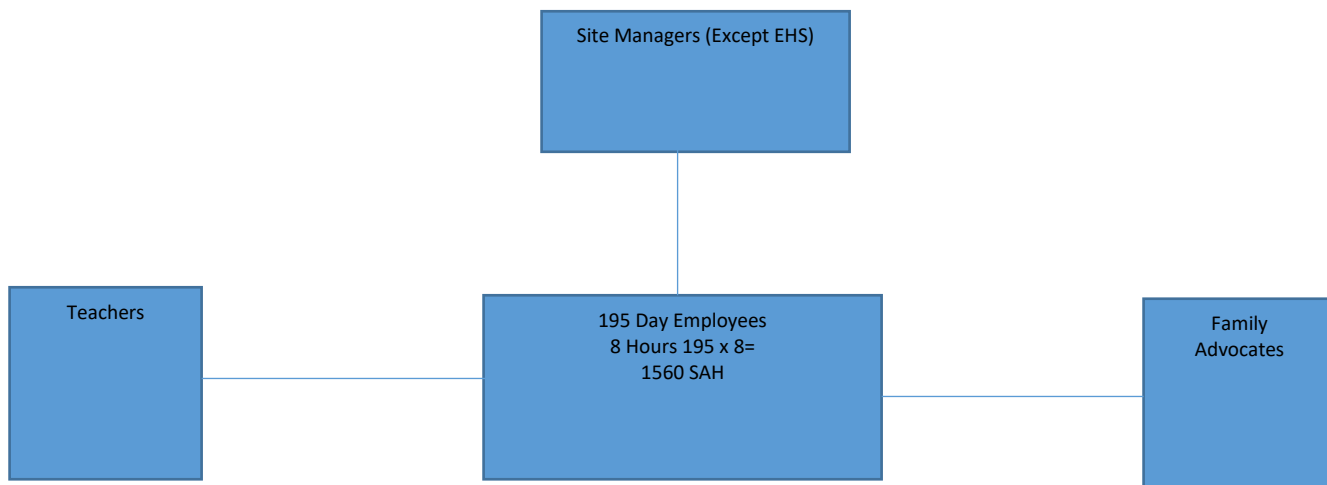
2022-2023 Scheduled Annual Hours



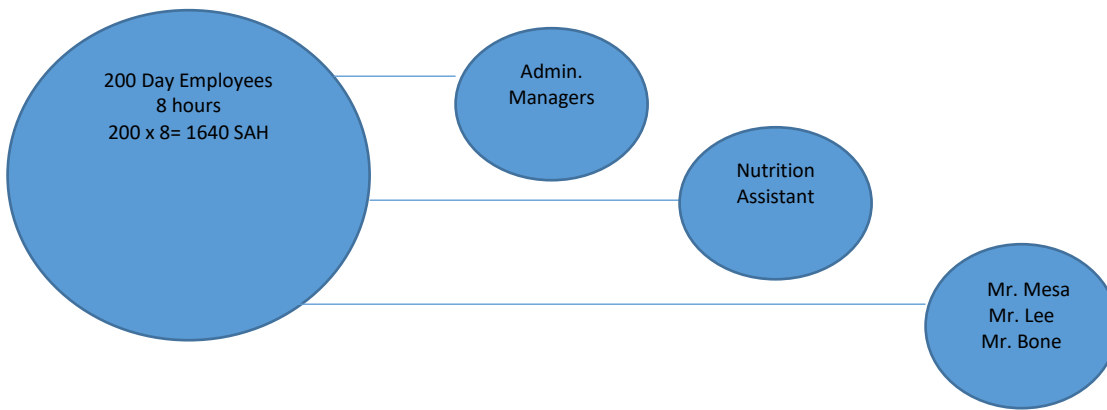
2022-2023 Scheduled Annual Hours



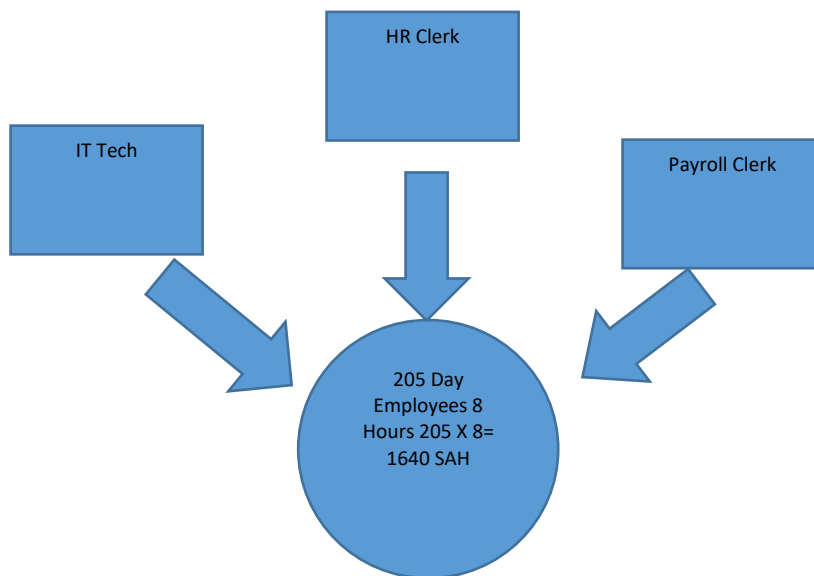
2022-2023 Scheduled Annual Hours



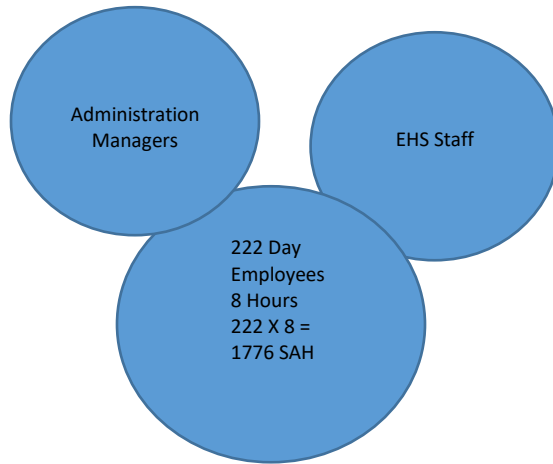
2022-2023 Scheduled Annual Hours



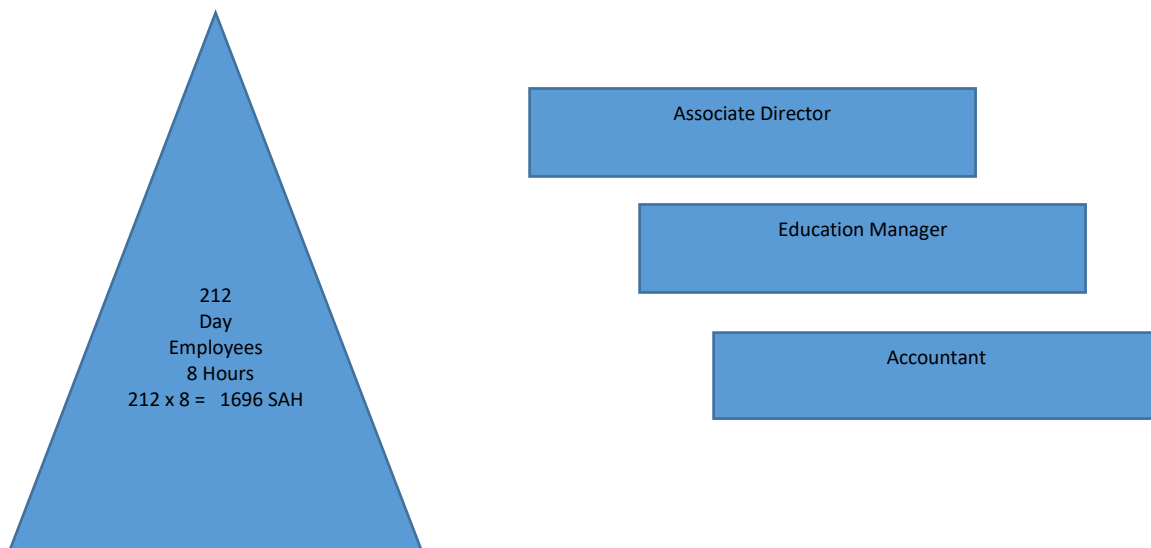
2022-2023 Scheduled Annual Hours



2022-2023 Scheduled Annual Hour



2022-2023 Scheduled Annual Hours



- a. If an employee travels from his/her residence to/from a different meeting site of which is further than the regular worksite, only the additional mileage will be reimbursed. If the mileage is less, no reimbursement will be made.
 - b. Travel from the regular worksite to a different worksite and subsequent return is eligible for mileage reimbursement in both directions.
 - c. Regular mileage between Head Start campuses/centers is calculated and is used for reimbursement purposes. In some cases, employees may be eligible to use of the organization's gas card. When this is the case the employee must first fill up their car on their own and then refill their tank upon completion of the task **OR** instead of using the gas card, they can fill out a mileage reimbursement form and be reimbursed in the form of a check.
8. If an employee has to use a GOPB, Inc. 's vehicle for any reason, or if the employee conducts agency business in his/her personal vehicle, he/she must be able to show proof of a current valid driver's license and current automobile liability insurance before driving any vehicle on agency business. GOPB, Inc. reserves the right to request such information at any time it deems appropriate.
9. An employee who is involved in an accident while traveling on business must promptly report the incident to local law enforcement and his/her immediate supervisor. Vehicles owned, leased, or rented by the GOPB while traveling on business may not be used for personal use.
10. Employees driving or riding in any vehicle on GOPB, Inc.'s time are expected to observe area traffic laws, wear seatbelts, and refrain from using cellular telephones. GOPB, Inc. does not reimburse employees for tickets, fines, bail bonds, etc., incurred by the employee.
11. Prior approval must be obtained from the Executive Director before expensing any items not listed here.

SECTION 5
EMPLOYEE CONDUCT

STANDARDS OF CONDUCT

PURPOSE / POLICY:

It is the policy of GOPB, Inc. that all employees and volunteers conduct themselves in a manner that is professional, responsible, consistent, and honorable. GOPB, Inc's business depends on the trust and confidence we earn from our employees, clients, and stakeholders. One's actions should build trust and credibility, create long-term success, demonstrate commitment, and be ethically sustainable. Actions adverse to these standards of conduct will be considered a violation of agency policy which may lead to removal of that individual from the agency.

PROCEDURE:

1. Ethical Standards – Each person shall act with honesty, impartiality, and integrity in all dealings with clients, vendors, regulators, fellow employees, and the public. Each employee shall report any activity that appears to violate any law, regulation, policy, procedure, or rule. Managers should not consider employees' ethical concerns as threats or challenges to authority but rather as an encouraged form of business for addressing questions or concerns.
2. Recordkeeping – All records must be true, accurate, and complete in accordance with sound auditing principles. GOPB creates, retains, and disposes of records throughout the normal course of business in compliance with all policies, guidelines, legal and regulatory compliance. Employees shall not alter, falsify, or destroy such records unless it is in compliance with such policies, guidelines, regulations, or laws. All information must be safeguarded from misuse.
3. Conflicts of Interest – Employees should avoid any situation which may involve a conflict between their personal interest and that of GOPB. Fraud, kickbacks, bribes, or anything intended to induce or reward favorable decisions/transactions are prohibited. Each employee shall make prompt and full disclosure of any potential conflict of interest.
4. Equal Employment Opportunities – No employee shall threaten, provoke, discriminate, or ridicule any other employee, applicant, client, visitor, or guest based upon race, color, national origin, religion, gender, age, veteran status, or disability. Employees will refrain from sexual harassment, sexual misconduct, or any inappropriate and unprofessional behavior.
5. Health, Safety, and Security – All employees are expected to perform their duties in compliance with all laws, regulations, and rules relating to the environment and protection of worker health and safety. Intentional or careless actions or inactions which endanger the health, safety, or security of self or others (including clients or the public) are prohibited.
6. Gifts, Favors, Entertainment, and Payment – Employees shall not seek or accept any gifts, favors, entertainment, or payment that might reasonably tend to influence or give the appearance of influencing the discharge of the employee's official duties.
7. Attendance, Tardiness, Absenteeism – All employees are expected to report to work on time as scheduled every day. Failing to arrive at work on time is considered tardiness and absenteeism. Failure to report to work, arriving late or departing early is not condoned.

8. Positive Performance and Reinforcement – All employees shall treat others with dignity and respect. GOPB is committed to a workplace that is free from abuse, neglect, or exploitation of co-workers, volunteers, clients, or the public. In particular, Head Start clients should be engaged with positive methods of child guidance rather than negative rewards or punishment.

CONFIDENTIALITY OF ORGANIZATION INFORMATION

PURPOSE / POLICY:

GOPB, Inc. has information which should not be discussed with anyone outside the organization, except when required in the normal course of business. Information concerning the activities or operations of the organization or concerning service recipients must be treated as confidential or on a need-to-know basis.

PROCEDURE:

1. All information pertaining to GOPB, Inc.'s clients is confidential, and must not be divulged or discussed with anyone unless the performance of their official duties requires access to the information. Furthermore, no one should ever be identified as a Head Start client.
2. If an employee leaves, the employee must surrender all information-bearing items in his or her possession regardless of whether it contains confidential information, including but not limited to, computer storage media, notebooks, reports, other information from a third party, or anything containing confidential GOPB, Inc.'s information.
3. Confidential information is to be used only in connection with the legitimate functions of an employee's job duties. The release of confidential information other than in the treatment of participants shall occur only with proper authorization. If contacted personally about confidential information, the employee should direct the inquiring party to the Human Resources Manager.
4. Child records, including enrollment records and related information, are considered sensitive information and therefore should not be removed from the GOPB, Inc.'s offices.

HEALTH AND SAFETY

PURPOSE / POLICY:

Understanding workplace hazards is essential to maintaining a safe and healthy workplace and everyone has a shared responsibility for identifying and understanding those hazards. This policy outlines activities designed to identify, analyze, and abate workplace hazards.

PROCEDURE:

1. GOPB, Inc.'s management and its supervisors are responsible for establishing and communicating its safety policies and procedures including but not limited to: continually inspecting work areas for potential safety and health hazards; training employees in health and safety matters; maintaining safe practices in work areas; identifying and eliminating unsafe conditions and hazards; and investigating all accidents. Broad areas to be covered in worksite inspection should include such things as housekeeping, equipment, tools, electrical, fire safety, chemical hazards and communication, and emergency response preparedness.
2. Each employee must be involved in hazard assessment. Employees and supervisors can be aware of different aspect of tasks and their associated hazards, and thus, can contribute to complementary perspectives toward finding solutions. Therefore, employees are encouraged to bring their safety concerns to their supervisor; if in doubt, it should be discussed with the supervisor. Furthermore, as a condition of continued employment, all employees are expected to work safely, observe all safety rules and regulations, wear required safety equipment, and perform the job in a manner so as to avoid accident and injury to self and others.
3. Supervisors have the primary responsibility for implementation of the personal protective equipment (PPE) program in their work area, which includes: providing appropriate PPE and making it available to employees; ensuring employees are trained on the proper use, care, and cleaning of PPE; ensuring employees properly use the equipment; seek assistance wherever necessary; and notify management when new hazards are introduced into the workplace.
4. Employees are responsible for wearing personal protective equipment (PPE); attending required training sessions; caring for, cleaning, and maintaining PPE; and, informing the supervisor of the need to repair or replace PPE.
5. To help ensure a safe, healthy, and productive work environment, all employees and others on agency property are expected to be free of drugs and alcohol which could impair performance or threaten safety, health, security, or property in the judgment of management.
6. As a condition of employment, an employee will be required to submit to a test to detect the presence of drugs and/or alcohol in the employee's system by means of either urine, blood, breath, or any other clinically-reliable test. Testing may be used in the following circumstances: post-offer, pre-employment examinations; to comply with contractual agreements or government requirements; when a supervisor has a reasonable suspicion of an employee or other person on GOPB, Inc.'s property who appears to be under the influence of prohibited drugs, alcohol, or other substances; when a person is found in possession of suspected illegal drugs, alcohol, or prohibited substances; or when an employees has had an on-the-job injury requiring treatment from a physician. Any person found in violation of this policy, or who refuses to submit to a search, test, or refuses to sign the required forms, shall be removed from the property and subject to disciplinary action.

7. As a condition of employment, an employee will be required to submit to other physical examinations, tuberculosis (TB) testing, to determine whether the individual being tested is physically able to perform the essential functions of the job without creating a significant threat to the safety or well-being of themselves or others. All such tests will be conducted on a nondiscriminatory basis in conformance with any federal, state, or local laws.
8. All significant accidents, incidences, and occupational diseases are to be reported to the Human Resource Manager as soon as possible, but in no case more than 72 hours after the accident or incident.

FIRE, DISASTER, AND EMERGENCY PLANNING AND PREVENTION

PURPOSE / POLICY:

Weather related emergencies, fire, and similar disaster and emergency situations present numerous policy and procedural questions for management. Since a wide variety of emergencies both man-made and natural might require our employees to respond differently to different types of threats, this policy is not intended to be an all encompassing disaster preparedness plan, but rather to provide basic information on how to identify, plan, prevent, and handle fire, tornados, or other potential emergencies and disasters.

PROCEDURES:

Employees should be familiar with all emergency and disaster preparedness plans at their worksite. One should familiarize oneself with onsite medical personnel, spill kits, first aid kits, emergency phone numbers, potential hazards, shelter locations, emergency exits, evacuation points, and how to protect personnel and assets in case of potential emergency or disaster.

Fire Prevention and Fire Emergencies:

1. Each employee should familiarize themselves with the nearest exits as well as the location of the nearest fire extinguisher(s), type of extinguisher, and how to use it. Be aware that different types of extinguishers put out different types of fires, such as electrical, wood, or metal fires. Only use a fire extinguisher of the right type and only if you are knowledgeable in its use.
2. In case of a fire dial 911, sound the fire alarm, and have everyone evacuate the area including visitors. Never attempt to fight a fire that is out of control. When the fire department arrives, direct the crew to the fire. Do not re-enter the area until told to do so by the fire department.
3. All potential fire hazards should be reported to management and Licensing as soon as possible.

Tornado/High Wind Emergencies:

1. The National Weather Service issues a "tornado watch" or a "tornado warning" to alert the public about potentially hazardous weather conditions. A "tornado watch" means that tornadoes are expected to develop. A "tornado warning" means a tornado has been sighted or indicated on radar. Employees should familiarize themselves with these types of alerts.
2. When storm warning sirens are sounded or if alerted to such weather conditions, employees should remain calm, make others aware of these conditions, and immediately seek shelter.
3. Seek shelter in concrete block-walled offices or restrooms. Basements or interior hallways in the lowest part of the building are best. Stay away from windows and never use elevators.

Medical Emergencies:

1. First Aid equipment and supplies are on hand in all facilities. Employees should familiarize themselves with the location of such items.
2. In case of a medical emergency, make sure the individual receives prompt medical attention; never assume someone else has called 911 or attempted basic treatment.

PREVENTION AND REPORTING OF CLIENT ABUSE, NEGLECT, AND/OR EXPLOITATION

PURPOSE / POLICY:

GOPB, Inc. is committed to improving the overall quality of services it provides to Head Start participants and their families. Within this process, protection from abuse, neglect, and exploitation (A/N/E) is a vital element. GOPB, Inc. has zero tolerance for abuse, neglect, or exploitation committed by its staff, volunteers, contractors, clients, or client family members. Any suspected incidences must be reported to the Texas Department of Family and Protective Services (DFPS) who will then investigate such allegations. Failure to report identified or suspected child abuse, sexual abuse or neglect to DFPS/Child Protective Services, is punishable by law as a Class B misdemeanor. Individuals found to have committed such acts will be subject to discipline, discharge, or other corrective actions.

PROCEDURE:

1. Any employee or volunteer working for GOPB, Inc. who has reason to suspect that a client has been, is, or will be abused, neglected, or exploited will immediately inform the Texas Department of Family and Protective Services investigative division at 1-800-252-5400 or through their website at www.txabusehotline.org. This information is also posted in all centers. Reports of abuse, neglect, or exploitation shall include the name and address of the alleged victim, the alleged perpetrator of the victim, and other identifying information deemed relevant. Site Managers should also be contacted.
2. The employee or volunteer shall take immediate action to prevent or stop the abuse, neglect, or exploitation and provide care and treatment whenever necessary to the extent that such actions do not jeopardize the health and safety of self or others. The employee or volunteer who sees, suspects, or has knowledge of abuse, neglect, or exploitation is expected to not only be responsible for safeguarding the person, but is also expected to secure any evidence pertaining to the incident in question.
3. Employees are required to fully cooperate with DFPS. Any individual who in good faith reports allegations of abuse, neglect, or exploitation shall not be subjected to retaliatory action by any other employee or agent of GOPB, Inc. or by any person affiliated with its employees or agents. Any employee who believes he/she is being subjected to retaliatory action or who believes a report has been ignored without good cause shall immediately contact the Human Resources Manager or his/her designee.
4. The Manager of Human Resources is designated with responsibility for:
 - a. Establishing and maintaining cooperative relationships with CPS, and with any other agency deemed appropriate and necessary including regular formal and informal communication with staff at all levels of these agencies;
 - b. Informing staff of what state laws require in cases of child abuse and neglect; informing all staff regarding the process for identifying and reporting child abuse and neglect.
 - c. The Site Manager is responsible for knowing what community medical and social services are available for families with an abuse or neglect problem; keeping confidential all instances of child abuse and neglect among Head Start children on behalf of the Head Start program. Any paperwork for cases of reported child A/N/E is kept in the Site Manager's office in a locked cabinet.

5. GOPB, Inc. provides child A/N/E training on a periodic basis. GOPB, Inc. also provides an orientation for parents/caretakers, which is designed to foster a helpful rather than a punitive attitude so as to prevent abuse, neglect, or exploitation of children.

PARTICIPANTS MEDICATION – ADMINISTRATION AND STORAGE

PURPOSE / POLICY:

Care should be taken in handling, storing, and administering client medications and the purpose of this policy is to establish appropriate guidelines regarding the administration, handling, and storage of medication when necessary.

PROCEDURE:

1. Only a trained Licensed Vocational Nurse (LVN) or Certified Nurse's Aide (CNA), or his/her designee, will be designated to administer, handle, and store medications.
2. All medications for children, including those required for staff and volunteers, must be properly labeled and stored under lock and key, and refrigerated, if necessary.
3. LVN or CNA (or his/her designee) must obtain physicians' instructions and written parent or guardian authorizations when appropriate for all medications administered by a LVN or CNA (or his/her designee).
4. An individual record of all medications dispensed will be appropriately maintained and reviewed regularly with the child's parents.
5. All changes in a child's behavior that have implications for drug dosage or type will be recorded by the LVN or CNA (or his/her designee) so as to provide assistance to parents in communicating with their physician about the effects of such medications.
6. GOPB will ensure that all appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

WORKPLACE MONITORING, SECURITY, AND INSPECTION

PURPOSE / POLICY:

GOPB, Inc. is sensitive to the legitimate privacy rights of staff, volunteers, and those served, therefore every effort will be made to treat its employees in an ethical and respectful manner, however due to the nature of its business (i.e. ensuring the health, safety, security, and development of its Head Start participants. GOPB, Inc. maintains the right to inspect all equipment and property and to conduct workplace monitoring wherever it deems appropriate. Thus, there is no guarantee of privacy in all situations.

PROCEDURE:

1. All equipment and property are for business purposes. Management reserves the right to access and inspect its resources. All employees shall use GOPB Inc.'s resources only for agency purposes and in compliance with all laws, regulations, agency policies and procedures, applicable licensing agreements, etc.
2. GOPB, Inc. conducts video surveillance of many of its non-private workplace areas to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence, etc.
3. All GOPB, Inc.'s telephone lines should be confined to business calls during work hours. Employees may have their business telephone conversations monitored or recorded. Any incidental personal telephone calls should be limited to those that are absolutely necessary and should be as brief as possible. Personal cellular telephones are not to be used in the campus classrooms during scheduled activities and should be out of sight and on vibrate during work hours.
4. In order to avoid increasing the volume of mail, employees may not receive personal mail.
5. Employees should be aware operations often require others to have access to work areas, desks, files, or computers to retrieve information necessary for legitimate business purposes.
6. Office supplies are not for personal use. GOPB, Inc's stationery may not be used for personal correspondence as any communication sent on it could be construed as official communication.
7. The internet, intranet and e-mail system is for business purposes. Conducting personal business should be limited to lunch, breaks, and either before or after work.
8. At no time should any subject matter of a sexual nature be viewed.
9. No e-mail that constitutes intimidating, hostile or offensive material may be created, sent or received.
10. There is no personal privacy in any matter created, received, or sent from the internet or e-mail system. GOPB, Inc. reserves the right to monitor and access any matter created in, received through, or sent from the internet or e-mail system.

11. Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
12. Each employee is responsible for the messages that are sent from his or her computer. Employees should not share their passwords with anyone.
13. All e-mails must follow organizational policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are prohibited.
14. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material is expressly prohibited.
15. To ensure a virus free environment no files may be downloaded from the internet unless the origin of the message is known. E-mail messages and attachments should not be opened unless the sender is known to the receiver.
16. GOPB, Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software. Unless authorized by the software developer, neither GOPB, Inc. nor any of its employees may reproduce it for use on more than one computer.
17. Employees who become aware of misuse of the internet, intranet or e-mail system should promptly contact the Manager of Human Resources.

WORKPLACE VIOLENCE

PURPOSE / POLICY:

To prevent workplace violence and to maintain a safe workplace, employees and all other persons involved in GOPB Inc.'s operations are prohibited from making threats or engaging in violent acts. Furthermore, other than licensed peace officers, all persons who enter its premises are prohibited from carrying or using a handgun, dangerous device, or weapon of any kind regardless of whether the person is licensed to carry the weapon.

PROCEDURE:

1. All employees, volunteers, and community members should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may alarm or be dangerous to self or others.
2. Conduct that threatens, intimidates, or coerces another employee, parent, child, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.
3. All threats of violence, or violent acts, whether direct or indirect, should be reported immediately to their supervisor and to the Human Resources Manager. This includes threats by employees, community members, vendors, solicitors, or other members of the public. The Manager should attempt to obtain the most specific and detailed information as possible so GOPB can investigate any such suspicious individuals and/or activities. If such threats or acts of violence warrant contacting the police, the employee and manager should feel free to do so.
4. All disputes or differences among employees should be brought to the attention of management in writing before any situation escalates into potential violence. GOPB is eager to assist in the resolution of disputes and will not discipline employees for raising concerns.
5. Any individuals in violation of this policy will be subject to disciplinary action, up to and including suspension/termination and/or legal action as appropriate.

SMOKING

PURPOSE / POLICY:

In order to promote wellness and maintain a safe, healthy, and efficient work environment, all programs and services will be conducted in a smoke-free environment. This policy applies to all employees, volunteers, consultants, and visitors in the GOPB, Inc's facilities. Every employee is expected to help ensure the enforcement of this policy.

PROCEDURE:

1. Smoking and the use of tobacco-related products shall be prohibited within all agency facilities and its vehicles, including those facilities and vehicles provided through contract arrangements.
2. Employees or others who want to smoke during work hours must leave the premises to do so.

DRUG AND ALCOHOL USE

PURPOSE / POLICY:

It is the policy of GOPB, Inc. to provide and maintain a drug-free and alcohol-free work environment that is both safe for our employees, our clients, and visitors, and which is conducive to efficient and productive work standards. This policy prohibits the use, manufacture, possession, sale, transportation, or unauthorized or inappropriate distribution of any form of drugs, drug paraphernalia, or alcohol by any employee, volunteer, consultant, or visitor. This policy also prohibits the presence of illegal drugs, legal drugs, or alcohol which interferes with the ability of an employee to perform his/her job at any time during between the beginning and ending of the workday regardless of whether or not on duty, on agency business, or on agency property. Substances prohibited by this policy may be confiscated and the appropriate law enforcement agencies may be notified. For the purposes of this policy "drug" means any controlled substance or any other perception-altering substance. This policy is not intended to prohibit the use of legally-prescribed drugs taken under the direction of a physician to the extent the prescribed drug does not impair job performance or threaten safety, health, security of property in the judgment of GOPB's management.

PROCEDURE:

1. To help ensure a safe, healthy, and productive work environment, all employees and others on agency property are expected to be free of drugs and alcohol which could impair performance or threaten safety, health, security, or property in the judgment of management.
2. As a condition of employment, an employee will be required to submit to a test to detect the presence of drugs and/or alcohol in the employee's system by means of either urine, blood, breath, or any other clinically-reliable test. Testing may be used in the following circumstances: post-offer, pre-employment examinations; to comply with contractual agreements or government requirements; when a supervisor has a reasonable suspicion of an employee or other person on agency property who appears to be under the influence of prohibited drugs, alcohol, or other substances; when a person is found in possession of suspected illegal drugs, prohibited substances, or alcohol; or when an employees has had an on-the-job injury requiring treatment from a healthcare provider. Any person found in violation of this policy, or who refuses to submit to a search, a test, or who refuses to sign the required forms shall be removed from the property and subject to disciplinary action.
3. Employees shall be required to notify the Manager of Human Resources of any drug/alcohol-related criminal conviction within five days of such conviction.
4. Employees who have a problem with the use of controlled substances are encouraged to seek professional advice and assistance. One source of assistance may be a drug rehabilitation program acquired through health insurance provider or an Employee Assistance Program. If job performance is adversely affected by the use of a controlled substance, an employee will be instructed to seek help from a healthcare provider. Participation in a rehabilitation program is confidential and is encouraged by GOPB, Inc. however, it does not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.
5. An employee with a drug or alcohol problem that has not resulted in, and is not the immediate subject of disciplinary action, may request approval to take unpaid leave to participate in a rehabilitation or treatment program so long as the leave does not cause an undue hardship to GOPB, Inc. This shall be decided on a case-by-case basis.

ATTIRE, GROOMING, AND HYGIENE

PURPOSE:

All GOPB, Inc. employees are required to wear appropriate attire when carrying out the functions of their employment. Key aspects of our image include appropriate attire, grooming, and hygiene. With these considerations in mind, GOPB, Inc. has developed a dress code that will provide general guidelines. Consideration should be given to seasonal weather changes, nature of work, and safety guidelines.

PROCEDURE:

1. If an employee, volunteer, or consultant reports to work improperly dressed, groomed, or lacks generally acceptable hygiene, he/she shall be instructed to return home and make appropriate changes. The individual shall not be compensated for such time away from duties. If unsure about the appropriateness of one's appearance or hygiene, check with the site manager.
2. **Administration staff** is required to wear acceptable business casual dress including: blazers and sport coats; casual dresses of appropriate cut and length for the work environment (i.e. no higher than one inch above the knee); skirts of appropriate cut and length for our business environment, collared shirts (e.g. oxford or turtleneck); sweaters; slacks, Capri pants, loafers, dress shoes, flats, clean tennis shoes. **Classroom staff** is required to wear scrubs and canvas shoes (Keds, Toms, or Bobs, etc.) or other tennis shoes provided that the tennis are neat in appearance. **Kitchen staff** is required to wear scrubs and slip resistant shoes. No fake nails or nail polish. Maintenance and custodial staff must wear polo style shirts, casual work pants (Dickies, etc.) and ensure that the shoes worn protect the entire foot (no open toes or heels) and have thick soles to support the labor required to carry out their duties. **Site managers and office staff** may wear scrubs or business casual dress. Fridays are considered casual days in which denim pants or denim Capri pants can be worn along with a Head Start t-shirt can be worn. Any other t-shirt worn on Friday must not bear anything inappropriate in nature or contradictory to GOPB, Inc. Head Starts mission, values and goals.
3. Unacceptable dress includes items such as: un-ironed clothing; form-fitting clothing (e.g. leggings); casual jeans (unless prior approved or on Fridays), jogging suits; sweat pants/tops; unnecessarily revealing or immodest clothing; shorts (e.g. Bermuda); bandannas; items with holes in them or frayed clothing including jeans; clothing that contains extensive or offensive graphics or messages; slippers, flip-flop shoes, beach sandals; or excessive jewelry. Body or face piercing not bigger than 1 millimeter (other than earrings) must be removed or covered, tattoos that are large and distracting must also be covered. Employees that bear these items may be asked to leave and/or change. Repeated violations may result in further disciplinary action.
4. Hair must be neat, clean, and controlled at all times.
5. Individuals are expected to practice acceptable personal hygiene at all times.
6. Employees, volunteers, and children must wash their hands with soap and water after diapering or toilet use; before food preparation, handling, consumption, or any other food-related activities (e.g., setting the table); whenever hands are contaminated with blood or other bodily fluids; after handling animals; before and after giving medications; before and after treating or bandaging a wound; and after assisting a child with toilet use.

7. Nonporous gloves (e.g., latex) must be worn by employees and volunteers when they are in contact with spills of blood or other bodily fluids. Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately. Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately and medical waste must be properly disposed.
8. Individuals must follow all sanitation and hygiene procedures for diapering to ensure adequate protection of the health and safety of children. Potty chairs that are utilized in campus-based programs must be emptied into the toilet and cleaned and disinfected after each use.

SOLICITATION

PURPOSE / POLICY:

While GOPB, Inc. does not interfere with, restrain, or coerce employees in exercising their rights under federal or state labor laws, it forbids employees from disrupting, interfering, or harassing other employees, volunteers, or the public for purposes of solicitation or distribution of literature. Thus, the purpose of this policy is to establish rules governing such activities.

Solicitation and distribution includes, but not limited to, asking employees or volunteers:

- for funds or contributions;
- to purchase goods for charitable or commercial purposes;
- to sign petitions;
- to join or become members of a group;
- to support or commit to causes, groups, or interests; or,
- to distribute, receive, or support causes, products, charities, or issues via literature, materials, or commentary.

PROCEDURE:

1. GOPB, Inc. forbids employees or its volunteers from using its equipment or supplies to copy or distribute literature or to solicit support for non-work-related causes.
2. GOPB, Inc. prohibits any solicitation or distribution of literature that is discriminatory, hateful, harassing, illegal, defamatory, profane, or obscene.
3. GOPB, Inc. expects employees and volunteers to respect the desires of co-workers who do not wish to receive handouts or talk to employees who solicit their support for causes, products, interests, or organizations. Employees and volunteers are prohibited from pressuring co-workers to contribute to or get involved in any causes or activities, even if the agency supports the causes and activities.
4. This policy is not intended to restrict employees' involvement in organizational-sponsored activities. GOPB, Inc. may allow employees to solicit funds for organizational-sponsored events and activities such as collecting funds for picnics and parties with management approval.
5. GOPB, Inc.'s management may allow employees to solicit co-workers about causes, interests, or activities during meal/break periods or similar non-work time so long as employees do not disrupt or interfere with ongoing business operations or harass other employees (e.g. Girl Scout cookie sales, MDA fundraisers, United Way campaigns, etc).
6. Bulletin boards and other display areas are to be used for business purposes only and the information displayed on them must be approved by management in advance. Management reserves the right to remove any inappropriate employee-posted materials at any time, including materials that are defamatory, derogatory, or offensive.

SEXUAL HARASSMENT

PURPOSE / POLICY:

GOPB, Inc. is committed to maintaining a work environment that is free from harassment where employees at all levels of the organization are able to devote their full attention and best efforts to their job. Harassment, either intentional or unintentional, is not acceptable in the workplace. GOPB, Inc. prohibits, and will not tolerate any form of, harassment of or by any employee or individual within the organization based on race, color, religion, sex, national origin, age, disability, veteran status, pregnancy, marital status, medical condition, sexual orientation, or any status protected law or regulation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- a. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- a. Some incidents of physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion;
- c. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work;
- d. Sexual comments or inappropriate references to gender or physical characteristics;
- e. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.);
- f. Unwanted touching, patting, hugging, brushing against a person's body, or staring;
- g. Inquiries and comments about sexual activity, experience, or orientation; or,
- h. The display of inappropriate sexually oriented materials in a location where others can view them.

Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.

PROCEDURE:

1. If an employee feels that he or she has been a victim of sexual harassment, he/she shall make their unease and/or disapproval directly and immediately known to the harasser. When this procedure fails to stop or further prevent unwelcome behavior, the victim should then make a written report of the incident to the Manager of Human Resources. When filing a written complaint, the complainant should provide as much information as possible including the name of the alleged harasser, a description of the incident, the presence of any witnesses, the steps the complainant has taken to stop the harassment, and any other information believed to be relevant to the complaint.

2. Any individual, regardless of position, who has a complaint of, or who witnesses harassment at work has a responsibility to immediately bring the matter to the Supervisor's or the Manager of Human Resources' attention. If an employee reports an incident to the Supervisor, the Supervisor will be responsible for immediately reporting the alleged incident to the Manager of Human Resources. If the person named in the complaint is the Supervisor, the complaint will be directly made to the Manager of Human Resources. If the person named in the complaint is the Manager of Human Resources, then the employee will go to the Executive Director. The Executive Director or his/her designee will be responsible for investigating and reporting the findings.
3. Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation.
4. GOPB, Inc. will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
5. Results of the investigation may be shared with the appropriate people.
6. If it is concluded that discrimination, harassment or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.

EMPLOYEE COMPLAINT AND CONFLICT RESOLUTION

PURPOSE / POLICY:

The purpose of this policy is to provide a means for all persons involved in the organization to bring problems and complaints concerning the terms and conditions of employment to the attention of management. Employees will be given an opportunity to present their complaints to management through this complaint and procedure. Any complaints or incidents should be presented in writing.

This policy is in no way intended to alter the employment-at-will relationship.

PROCEDURE:

1. Immediate Supervisor: All complaints should be presented to an immediate supervisor in written form. The individual and supervisor should attempt to address the problem through discussion or after consulting with appropriate management, when necessary. The supervisor is encouraged to document such discussions. If the problem involves an employee's immediate supervisor or if the immediate supervisor cannot resolve the issue, the employee should proceed to the Manager of Human Resources.
2. Manager of Human Resources: If previous efforts fail to bring a satisfactory resolution, the individual may petition the Manager of Human Resources in writing. The HR Manager and the Head Start Director will counsel and advise the employee and will meet with the supervisor, if necessary. If the problem is not resolved, the employee should proceed to the Manager of Human Resources and request further discussions with the Executive Director and the Head Start Board of Directors.
3. Executive Director: The problem must be presented to the Executive Director in writing. The Executive Director and the Head Start Board of Directors assemble all parties and will review and consider the problem. The Executive Director will inform the individual of the decision by mail and forward a copy of the written response to the Human Resource Manager for filing. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.

EMPLOYMENT, DISCIPLINE, AND DISCHARGE

PURPOSE / POLICY:

Employment is at the will of the employer, and either the employer or the employee may at any time terminate the employment relationship with or without cause. Written or oral statements made to the employee are not to be interpreted in any way that alters the at-will relationship. Furthermore, nothing in GOPB, Inc.'s Head Start's Policies and Procedures Manual is to be construed as a contract. GOPB, Inc. reserves the right to change its policies, as deemed appropriate to comply with federal and state laws, rules and regulations, or make amendments as deemed necessary at its sole discretion. The employer may change terms and conditions of employment, whether these are stated in the Policies and Procedures Manual or established through employment practices. No provision of this policy and procedures shall confer rights to employees that are contrary to the employment-at-will doctrine.

PROCEDURE:

1. Applicants for employment must meet all the minimum educational, experience, physical, and mental requirements for the position to which they apply. Applicants may also be required to obtain and maintain certain types of licenses, certifications, or credentials. However, meeting the job specific minimum requirements does not guarantee an interview or employment. The goal of the selections process will always be to match candidates with the job and the culture of the organization rather than simply hiring the best-qualified candidate.
2. All employees shall orient themselves to all policies and procedures relevant to their respective jobs. Policies and procedures shall be available to all employees for their inspection and study.
3. Disciplinary procedures in the Policies and Procedures Manual are advisory and not binding on the employer. Disciplinary procedures may be adjusted or modified at the sole discretion of the employer.
4. Employees may be dismissed from employment for a various reasons, including but not limited to, funding-specific funds not received, appointments that are for a limited period of time, reductions-in-force, or for failure to obtain or maintain the requisite clearance or certification.
5. Employees may be disciplined or discharged for a variety of performance, attendance, or conduct reasons, including but not limited to, abuse/neglect/exploitation of a child, tardiness, absenteeism, theft, falsification of documents, neglect of duties, disorderly conduct, dishonesty, or refusal to obey directives.
6. Certainly problems, misunderstandings, and frustrations may arise in the workplace from time-to-time, and when they do, the goal of all employees should be to initially direct their concerns to their immediate supervisor. When a discussion with the supervisor does not resolve the problem in a satisfactory manner, the employee may make a complaint using the Employee Complaint and Conflict Resolution Policy and Procedures.
7. Supervisors may make recommendations for disciplinary actions that must be reviewed and approved by Executive Management. Termination recommendations must also be reviewed and approved by Executive Management.