

Iowa Association for the Education of Young Children

Human Resources Policies and Procedures Manual

Approved: October 26, 2019

TABLE OF CONTENTS

Page Number

SECTION 1

INTRODUCTORY

| | |
|---------------------------------------|---|
| Association Organizational Chart..... | 5 |
| Policy and Procedure Manual | 6 |

SECTION 2

EMPLOYMENT POLICIES AND PRACTICES

| | |
|---|----|
| Employment-At-Will | 7 |
| Equal Employment Opportunity | 7 |
| Political Affiliations | 8 |
| Harassment | 9 |
| Affirmative Action..... | 11 |
| Certification and License Requirements | 11 |
| Problem Resolution | 12 |
| Persons with Disabilities | 12 |
| Employee Categories and Definition..... | 13 |
| Transitional Return to Work Program..... | 14 |
| Outside Employment | 16 |
| Conflict of Interest..... | 17 |
| Employment of Relatives / Nepotism | 18 |
| Employment of Former Employees..... | 19 |
| Special Agreement Employees..... | 19 |
| Recruitment and Selection..... | 21 |
| Job Posting..... | 22 |
| Employee Orientation | 22 |
| Immigration Policy | 23 |
| Introductory Period | 24 |
| Human Resources Records..... | 24 |
| Health Insurance Portability and Accountability Act | 26 |
| Attendance | 27 |
| Confidentiality of Association Information | 27 |
| Promotions | 28 |
| Transfers | 29 |
| Job Descriptions | 29 |
| Performance Management | 30 |

SECTION 3

EMPLOYEE BENEFITS - PROCEDURES

| | |
|--|----|
| Holidays..... | 32 |
| Paid Time Off..... | 33 |
| Personal Leave of Absence..... | 34 |
| Military Service | 35 |
| Jury Duty | 36 |
| Bereavement Leave..... | 37 |
| Benefit Plans..... | 37 |
| Workers' Compensation | 39 |
| Training and Development..... | 40 |
| Education Assistance | 40 |
| Employee Participation in Program Services | 41 |

SECTION 4

TIMEKEEPING AND PAYROLL

| | |
|-------------------------------------|----|
| Hours of Work..... | 43 |
| Timekeeping | 44 |
| Paycheck Distribution | 44 |
| Wage and Salary Administration..... | 45 |
| Payroll Deductions..... | 46 |
| Expense Reimbursement | 47 |

SECTION 5

EMPLOYEE CONDUCT

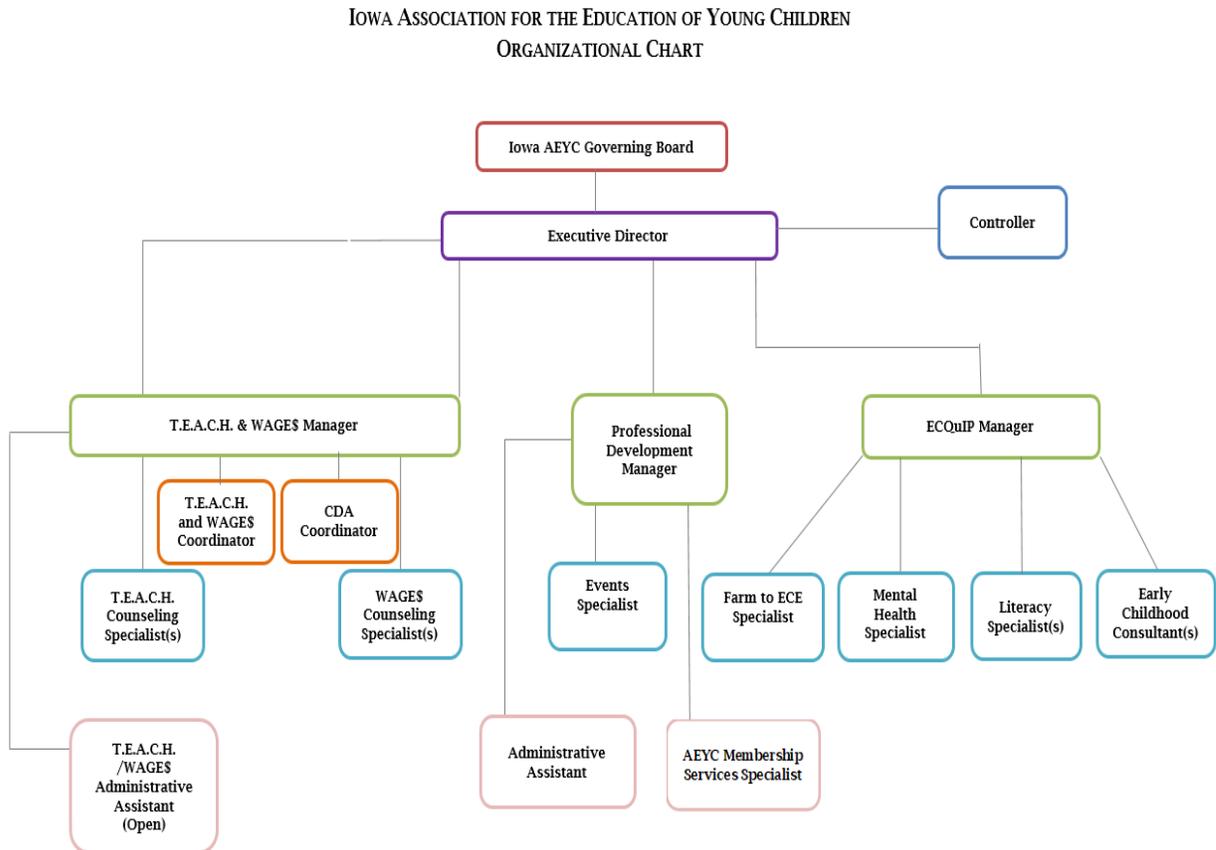
| | |
|---|----|
| Safety | 49 |
| Security / Inspection..... | 49 |
| Workplace Activity Monitoring..... | 50 |
| Workplace Violence | 50 |
| Weapons | 51 |
| Smoking..... | 52 |
| Fire Safety / Prevention | 52 |
| Drug and Alcohol Use..... | 53 |
| Electronic Media Use..... | 55 |
| Dress Policy and Appearance..... | 56 |
| Personal Phone Calls, Mail and Supplies | 57 |
| Solicitation | 58 |
| Association Bulletin Boards | 58 |
| Standards of Conduct | 59 |
| Discipline Procedure..... | 60 |
| Termination..... | 61 |
| Exit Interviews..... | 61 |

SECTION 1

INTRODUCTORY

ASSOCIATION ORGANIZATIONAL CHART

This organization chart defines the reporting relationships within Iowa Association for the Education of Young Children.



POLICY AND PROCEDURE MANUAL

PURPOSE / POLICY

Iowa Association for the Education of Young Children (“Iowa AEYC” or the “Association”) Human Resources (or Personnel) Policy and Procedure Manual (“Manual”) provides management with an approach to administering personnel, payroll and human resource department policies and procedures.

PROCEDURE

1. The Manual will be available to all staff.
2. The Manual applies to employees, volunteers and independent individuals and organizations under contract or agreement to provide services.
3. In response to updated regulations, laws, personnel, payroll and human resources best practices, the Manual is subject to change at any time.
4. Written authorization from Executive Director is required prior to changing/updating the Manual.
5. Updates will be brought to the immediate attention of the appropriate groups of employees, volunteers and independent individuals and organizations under contract or agreement to provide services through any of the following means:
 - a. Meeting
 - b. Email notice
 - c. Amendments to the documents themselves
6. This Manual must be available to employees and kept in the Association office.

SECTION 2

EMPLOYMENT POLICIES AND PRACTICES

EMPLOYMENT-AT-WILL

PURPOSE / POLICY

Employment-at-will impacts employment relationships at Iowa AEYC. Employees who do not have a written employment agreement for a definite period of time are employed at the will of the Association for an indefinite period. Employees may resign from the Association at any time. Employees may be terminated by the Association at any time, for any reason, and with or without notice.

PROCEDURE

1. No one may modify this policy for any employee or enter any agreement contrary to this policy. No one shall make any representation to any employee or applicant concerning any term or condition of employment with the Association that is not consistent with this policy.
2. No statement contained in this policies and procedures manual, employee handbook, employment application, recruiting material, Association memorandum, or other material provided to any employee in connection with his or her employment, shall be construed as contradicting this policy by creating any express or implied contract of employment.
3. At the time of hiring, each employee shall be informed that he or she is employed at the will of the Association and is subject to termination at any time, for any reason, with or without notice and with or without cause.
4. Completion of an introductory period shall not change an employee's status as an employee-at-will or in any way restrict the Association's right to terminate such an employee.

EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE / POLICY

Iowa AEYC shall provide its employees and applicants Equal Employment Opportunities (EEO) 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, and promotion into all position classifications. The Association will ensure all personnel will be administered without discrimination.

PROCEDURE

1. Executive Director is responsible for overseeing the administration of the EEO Policy and may act through staff as necessary to carry out this policy.
2. The Association is responsible for ensuring that it does not illegally 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. Executive Director will administer the Association's applicant tracking system and compiling data for required EEOC reports, ensuring the Association 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.
4. 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. Iowa AEYC is committed, and required by law, to take action if it learns of discrimination, harassment, or retaliation in violation of the Association's EEO Policy, whether or not the aggrieved employee files a complaint.
6. An employee, applicant, or volunteer shall be given the option to file a discrimination, harassment or retaliation complaint with the Executive Director. Both parties will be promptly informed at the conclusion of the investigation whether allegations have been found to be founded, unsubstantiated or unfounded. If an employee has concerns with the response from the Executive Director, the Board President should be notified.
7. The Executive Director is responsible for promptly responding to, reporting, and/or investigating any suspected acts of unlawful discrimination, harassment, and retaliation in violation of Iowa AEYC's EEO Policy. The Executive Director must immediately report suspected unlawful discrimination, harassment, and retaliation to the Board President.

POLITICAL AFFILIATIONS

PURPOSE / POLICY

Iowa AEYC, its management and staff which 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. Non-profit principles and any applicable tax laws regarding advocacy must be followed.

An Iowa AEYC employee may not:

1. Use his or her 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.

PROCEDURE

1. Association business shall not be carried on in a manner involving the use of contract funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with:
 - a. Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office; or
 - b. Any voter registration activity; or
 - c. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.

HARASSMENT

PURPOSE / POLICY

Iowa AEYC is committed to maintaining a work environment that is free from harassment where employees at all levels of the Association are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, will not be allowed in the workplace. Iowa AEYC prohibits and will not tolerate any form of, harassment of or by any employee or individual within the Association (whether managerial or non-managerial) based on race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, or any status protected by Federal and state law and regulation.

PROCEDURE

Sexual Harassment

1. Sexual harassment includes 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.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for working.
2. 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.
- h. The display of inappropriate sexually oriented materials in a location where others can view them.

Other Harassment

- 1. All persons involved in the Association are entitled to work in an atmosphere free of harassment of any kind. Individuals may occasionally make statements or use words, objects, or pictures that others could interpret as being insulting or derogatory towards persons based on their 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 by Federal and state law or regulation.
- 2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his or 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.

REPORTING PROCEDURES

- 1. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone has a responsibility to immediately bring the matter to the Executive Director's attention. If an employee reports an incident, the Executive Director is responsible for immediately investigating the alleged incident.
- 2. Iowa AEYC 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.
- 3. Complainants will be asked to provide a written description of their complaint to the Executive Director.
- 4. 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. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action.
- 5. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the respondent.

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.

AFFIRMATIVE ACTION

PURPOSE / POLICY

Iowa AEYC recruits and hires a diverse workforce and provides equal opportunities to all candidates to better reflect our job market and better service our clients.

PROCEDURE

1. When recruiting for open positions, it is the responsibility of the Executive Director to advertise and recruit in media and markets that offer equal opportunities.
2. The Executive Director reviews hiring records to ensure a diverse workforce is being maintained.
3. The Executive Director will be responsible for monitoring and maintaining the affirmative action records.
4. All advertisements will state "equal opportunity employer".
5. Advertisements must be approved by the Executive Director.

CERTIFICATION AND LICENSE REQUIREMENTS

PURPOSE / POLICY

Iowa AEYC requires employees to obtain and maintain all job related licenses and certifications.

PROCEDURE

1. Prior to beginning work, employees whose position requires licenses and/or certifications must show the original for verification to the Executive Director. A copy of the license and/or certification will be kept in the personnel file.
2. Where licenses or certifications are required, renewal must be made according to Federal and/or state law. It is the employee's responsibility to ensure the licenses and/or certifications are kept current and copies are submitted to the Executive Director.
3. Failure to keep required licenses and/or certifications current may result in termination.
4. Iowa AEYC will support the cost of Iowa AEYC memberships for all staff, and will reimburse the actual cost towards the renewal of licenses and/or certifications if required for the employee's position.

PROBLEM RESOLUTION

PURPOSE / POLICY

Iowa AEYC provides means for all persons involved in the Association to bring problems and complaints concerning their employment to the Executive Director.

Employees will be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be documented and placed in a file separate from the employee's personnel file. This policy in no way alters the policy of employment-at-will.

Non-employees will also be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be documented and placed in a file.

PROCEDURE

1. **Immediate Supervisor is the Manager:** All grievances should be presented to an immediate Manager. The individual and Manager should attempt to address the problem through discussion or after consulting with appropriate management, when necessary. The Manager will document the discussion. If the problem involves an employee's Manager or if the Manager cannot resolve the issue, the employee should proceed to the Executive Director. If the Executive Director cannot resolve, the employee should contact the Board President.
2. **Executive Director:** The problem must be presented to the Executive Director in writing. The Executive Director will review and consider the problem. The Executive Director will inform the individual of the decision and file a copy of the written response. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.

PERSONS WITH DISABILITIES

PURPOSE / POLICY

Iowa AEYC will not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits, or other employment related activities. The Association complies with the Americans with Disabilities Act of 1990 (ADA) and ensures equal employment opportunity for qualified persons with disabilities.

PROCEDURE

1. Employment opportunities will be afforded to persons with disabilities who are qualified to perform the essential functions of the job with or without reasonable accommodation. Iowa AEYC will seek reasonable accommodations that do not result in undue hardship on business operations for qualified individuals with disabilities.
2. The Executive Director will be responsible for implementation of guidelines and operational procedures related to ensuring Association compliance with the ADA.
3. Questions regarding leave rights should be directed to the Executive Director.

4. Iowa AEYC will comply with Federal law and state law and regulation that provide persons with disabilities greater protection than the ADA.
5. Employees with a qualifying disability, that requires an accommodation, should contact the Executive Director.

EMPLOYEE CATEGORIES AND DEFINITION

PURPOSE / POLICY

Iowa AEYC classifies employees and defines categories and responsibilities of employment according to the Fair Labor Standards Act (FLSA).

PROCEDURE

1. Job descriptions will indicate whether the position is exempt or non-exempt.
2. Classification as determined based on the FLSA criteria.

The following are the descriptions of each category.

CATEGORIES:

Regular Full-Time Employee

A regular full-time employee is an employee regularly scheduled to work at least 40 hours per week, may be exempt or non-exempt, and is not in a temporary status or introductory (probationary) period. Regular full-time employees are eligible for all standard benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employee

A regular part-time employee is an employee regularly scheduled to work less than 40 hours per week, but a minimum of 20 hours per week, may be exempt or non-exempt, and is not in a temporary status or introductory period. Regular part-time employees under 30 hours per week are not eligible for Iowa AEYC benefits except those legally required.

Introductory (Probationary) Employee

All exempt and non-exempt regular full-time and regular part-time employees are on an introductory period for the first sixty (60) days in their position. Before the end of the introductory period, a written evaluation will be made by the employee's Manager, based on satisfactory Iowa AEYC standards, for the purpose of determining the employee's continued employment with the Association. Employees who satisfactorily complete the introductory period will be notified of their new employment category.

Temporary Employee

A temporary employee is hired as an interim replacement to supplement the work force or to assist in a specific project. Temporary employees should only be hired in an emergency. Employment should be limited to 90 days.

Employment assignments in this category are of a limited duration. Temporary employees retain that status until notified of a status change. Temporary workers receive all legally required benefits (e.g., Workers' Compensation (WC) and Social Security), but are not eligible for any of Iowa AEYC's benefit programs.

Volunteer

The term "volunteer" means an unpaid person who is trained to assist in implementing ongoing program activities under the supervision of a staff person.

DEFINITIONS:

Employees are classified as exempt or nonexempt from the overtime provisions of the FLSA (29 CFR Part 541) and state Wage and Hour laws.

Exempt Employee

Employees in exempt positions are:

- Paid to do the job and must meet the Department of Labor (DOL) requirements for exemption
- Excluded from specific provisions of Federal and state wage and hour laws
- Not eligible for overtime pay

Non-Exempt Employee

Employees in non-exempt positions are:

- Paid on an hourly or salary basis
- Entitled to overtime pay for hours worked in excess of 40 in a work week

Nothing contained in this policy will impact the policy of employment-at-will.

TRANSITIONAL RETURN TO WORK PROGRAM

PURPOSE / POLICY

It is the goal of The Iowa AEYC Transitional Return to Work Program (RTW) to enhance the employee's rehabilitation and facilitate his/her return to work following a work related injury until the employee is able to return to his/her customary and usual duties. It is the policy of Iowa AEYC to accommodate temporary work assignment to employees who have been injured in a work related accident and are unable to immediately perform their regular job duties.

Iowa AEYC is committed to providing our employees with the opportunity to return to work as soon as their abilities allow them to contribute to the organization.

PROCEDURE

1. An employee who has an incident while in the course of their employment is required to report their incident immediately to a Program Manager or the Executive Director and complete a Supervisor's Incident Report (Form 1).
2. The initial report is then given to the Executive Director to complete the First Report of Injury. The RTW Coordinator will submit it to the current workers comp (WC) insurance provider within 24 hours.
3. The injured employee's Manager then conducts their investigation of the incident and documents the root causes, contributing factors and prevention measures. If medical attention is needed then the investigation can be completed later.
4. The employee is then given a cover letter to their physician (Form 2), Attending Physician's Return To Work Recommendation Record (Form 3), and a copy of their normal job description.
5. If an employee is taken off work, the Return to Work (RTW) Coordinator notifies the WC insurance provider. The RTW Coordinator also contacts the medical provider regarding return to work program.
6. Employees are required to bring their return to work slip(s) into the RTW Coordinator on the same day as their appointment unless their appointment is at the end of the business day. The following day would then be acceptable.
7. No employee can return to work without a completed release form. Iowa AEYC and the WC insurance provider will do everything possible to obtain a completed RTW form for an employee who is taken off work.
8. Once a RTW release is received, duties from the Transitional Return to Work Duties List will be identified based on their restrictions. A copy of the employees' duty list will be provided to them and their Manager.
9. A verbal return to work offer will then be made to the employee by their Manager. The Manager will inform the RTW Coordinator once the verbal offer is made. (Form 4)
10. The verbal offer will then be followed by a written letter (Form 5). The letter can be sent by certified return-receipt mail or given to the employee. All employees released for modified duty will receive a letter once they are released. There will be no exceptions.
11. The injured employee will complete the Temporary Transitional Return to Work Log (Form 6) upon their return to work. The Log will be completed for every injured employee regardless of position, hours worked, or length of time he/she is on restricted work. There will be no exceptions.
12. Temporary Transitional Return to Work Logs must be forwarded to the RTW coordinator and retained in the employee's claim file for future reference. Also submit the form to the current WC insurance provider.

13. Employee's found working outside of their restrictions will be disciplined in accordance with our progressive disciplinary process. There will be no exceptions.
14. Modified duty will be provided for the maximum number of hours the employee is released by their physician.
15. The employee will be paid at their full rate of pay.
16. While on restricted work, for a work-related injury, the employee is responsible to report for all scheduled Physician and Therapy appointments. The RTW Coordination must be informed of all appointments.

An attempt should be made to schedule all appointments during non-working hours provided that the medical facility can accommodate those hours. Keep in mind that if appointments are scheduled during work, employees must speak to their Manager regarding making up time.

17. Transitional job duties are temporary in nature and are subject for review on a weekly basis, as to the employee's healing progress, reduction in restrictions, what jobs or duties are available and future medical treatments.

Forms and check lists are stored electronically and in the Workers Comp file of the Controller.

OUTSIDE EMPLOYMENT

PURPOSE / POLICY

Iowa AEYC's policy regarding outside employment is to ensure it does not interfere with performance or ability to meet the job requirements at the Association. Iowa AEYC has no objection to an employee holding outside employment so long as they can meet the performance standards of their job with the Association.

Secondary jobs are permissible only if the employee can continue to perform their normal duties and work requirements within the regularly scheduled workweek. Work assignments and schedules will not be modified to allow the employee to perform duties or services that are not related to Iowa AEYC.

Employees shall not engage in or accept any activity, business, or employment during or after working hours that could be considered in conflict with Iowa AEYC's interests or diminish the ability of the employee to render to the company the full, loyal and undivided service which is contemplated in his or her employment by Iowa AEYC.

Certain types of outside employment, such as if a T.E.A.C.H. counselor wishes to teach college-level classes for which he/she is tracking student progress, is considered a conflict of interest and will NOT be approved.

PROCEDURE

1. Should an employee wish to obtain outside employment, it should be discussed with the employee's Manager and the Executive Director prior to accepting the job.

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 Iowa AEYC office equipment and supplies and the utilization of Iowa AEYC personnel in the preparation of such services are prohibited.
3. Employees are prohibited from utilizing other Iowa AEYC employees for services not related to Association business during an employee's regularly scheduled work hours.
4. If it is determined that an employee's outside work interferes with performance, the ability to meet the requirements of their position, or has an adverse impact on Iowa AEYC, the employee may be required to terminate the outside employment if he or she wishes to remain with Iowa AEYC.
5. An employee will not be allowed to work for another employer while on a leave of absence or while absent from the Association because of illness.

CONFLICT OF INTEREST

PURPOSE / POLICY

Iowa AEYC conducts business ethically and avoids conflicts of interest including the appearance of such conflicts. All persons involved in the Association operations have an equal obligation to avoid conflicts of interest.

PROCEDURE

1. Employees are expected to report conflicts of interest to the Executive Director 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 the Association.
 - b. An outside business that is a purchaser or supplier of goods or services to the Association.
 - c. An outside business involvement or employment that interferes with the ability to devote necessary attention to the responsibilities at the Association (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 the Association.
 - e. Purchase inducements (gifts, premiums, money, goods, or services) from vendors that benefit the employee personally (directly or indirectly) or are unauthorized or questionable in nature.
2. Receiving personal gifts and favors from people with whom the Association has a business relationship is prohibited. Minor gifts of more than the nominal value of \$25.00 should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.
3. Members of the Board of Directors, Governing Board, or Administering Board of any public, private, or nonprofit organization funded by Iowa AEYC, or members of any major policy advisory bodies, are not eligible for employment with the Association. Former

members of these Boards and advisory bodies are eligible for employment following their resignation.

4. 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.
5. Iowa AEYC expects employees to conduct business in accordance with relevant policies, procedures, and laws and to refrain from any illegal, dishonest, or unethical conduct.
6. 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.

EMPLOYMENT OF RELATIVES / NEPOTISM

PURPOSE / POLICY

Iowa AEYC prohibits employment of relatives in a direct reporting relationship 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 Iowa AEYC may not be employed.

For purposes of this policy, relatives are defined as "immediate family" meaning wife, husband, son, daughter, mother, father, brother, sister, or a relative by marriage of comparable degree, significant other, and fiancé.

PROCEDURE

1. Relatives of current employees may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship.
2. Managers and directors should exercise caution in hiring decisions to ensure that a new employee is not placed in a direct reporting relationship with a relative, defined by this policy.
3. If, due to promotion, a direct reporting relationship is created between relatives, the Executive Director should work with the employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. The Board President shall be contacted to discuss resolution options.

4. If the relative relationship is established after employment, the Executive Director should work with employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships.
5. No employees shall be transferred into a position that would result in a reporting relationship to a relative.
6. When a recipient organization cannot adequately staff positions without hiring such an individual, the recipient may deviate from this policy. However, employment records must provide evidence that no other individual within the service area is qualified and available for employment. This must be approved by the Association's Executive Director and Board of Directors.
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.
8. Employees in a relationship should refrain from public workplace displays of affection or excessive personal conversation.

EMPLOYMENT OF FORMER EMPLOYEES

PURPOSE

Iowa AEYC allows former employees to be rehired provided there are no prior performance problems or policy violations. Employees rehired within six months of their termination date shall be reinstated with their original date of hire.

PROCEDURE

1. Employees rehired within 90 days will be credited for illness days and vacation days, using their original date of hire. Retirement and insurance benefits will be reinstated at levels in accordance with the provisions of the individual plans. There will be no wait period for reinstating benefits.
2. Former employees shall not be given preference as job applicants for rehiring.
3. If longer, the Association will do a complete background check, as if they are a new employee.

SPECIAL AGREEMENT EMPLOYEES

PURPOSE / POLICY

Iowa AEYC supplements the regular work force with substitutes, service providers, consultants and/or contractors 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 the Association to complete professional and technical internships.

PROCEDURE

Independent Contractor/ Service Provider/ Consultant (Contractors)

Iowa AEYC with a particular service(s) required to meet the objectives of the program. A person who receives compensation for professional or technical services at a fee agreed upon and paid by the Association, who is engaged as a contractor (or third party contractor) for specified services and is not an Iowa AEYC employee. Contractors 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.

Iowa AEYC pays the contractor for the services provided and will:

1. Provide professional documents and certification giving evidence of the ability to conduct the services outlined in the contract.
2. Carry the appropriate liability insurance and provide evidence of the insurance. Contractors will be provided job descriptions and orientation.
3. Proper documentation of time and attendance will be maintained by the contractor. In addition, it is the responsibility of the Executive Director to assure that all required reports are completed and submitted in a timely manner.
4. All contracts for contractors shall be forwarded to the Executive Director for review. Final approval on all contracts and work agreements over \$5000 must be approved by the Governing Board.

Internships

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

Volunteers

Volunteers are required to follow Iowa AEYC's Policies and Procedures and when performing work for Iowa AEYC 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 the Executive Director

RECRUITMENT AND SELECTION

PURPOSE / POLICY

To maintain consistent procedures for recruiting and selecting applicants, Iowa AEYC recruits and selects the most qualified applicants for available positions, in compliance with all applicable Federal and state laws and regulations and with the Association's commitment to Equal Employment Opportunity.

PROCEDURE

1. Use a variety of recruitment efforts to attract qualified applicants. The Executive Director or Program Manager coordinates recruitment and selection processes for employees in consultation with the program components.
2. The Executive Director approves the filling of an open position or the creation of a new position. The job description is submitted to the Executive Director for salary determination.
3. Before internal posting or external advertising, positions are reviewed by the Executive Director for appropriate title, pay range, educational requirements, and exemption status.
4. Positions must be posted internally.
5. Advertising, when necessary, will be placed with prior approval from the Executive Director.
6. All applicants for positions in the Association are entitled to a thorough and consistent evaluation of their qualifications for employment. Consistency will be maintained by having the Executive Director or Program Manager perform the initial screening of applications and resumes.
7. The Executive Director and Program Manager develop a list of candidates to be interviewed and create an interview committee.
8. The Executive Director will conduct pre-employment checks on the final candidates for the position of Program Manager and Controller. Other positions will have a background check completed upon hire.
9. The interview committee selects the individual for hire. Hiring decisions will be monitored by the Executive Director for consistency with Association policies. The Executive Director requires a completed employment application on all regular hires and may request additional documentation from the applicant to support a hiring decision.
10. The Executive Director or Program Manager will extend the offer to the candidate via a written offer letter and will send rejection letters to all other candidates.
11. Appointment to a senior management position requires the prior approval of the Governing Board. The Executive Director is appointed by the Governing Board.

JOB POSTING

PURPOSE / POLICY

Iowa AEYC's job posting procedures provide employees with information regarding job opportunities.

PROCEDURE

1. Job openings will be posted and remain for a minimum of one week. Each job posting notice can include, but is not limited to; the date of posting, job title, component/program, location, job summary, essential duties, skills and abilities necessary to perform the job, and degrees or certification required for the job.
2. To be eligible to apply for a posted job, an employee must have been in their current position for at least 6 months. Employees who have a written record of counseling received in the last 6 months on file, or are on probation are not eligible to apply for posted jobs.
3. Employees interested in applying for an opening should submit a resume, with a cover letter, to the Executive Director. Employees must possess the necessary knowledge, skills, and abilities (KSA) to perform the work of the open position to be considered for an interview. Past work history, including attendance will be considered in making the final determination.
4. The Executive Director and the Program Manager will determine the pool of candidates to be interviewed and conduct interviews in conjunction with the appropriate committee. The Executive Director will extend offers of employment and will inform candidates who were not selected.
5. All decisions concerning promotions, transfers, demotions, etc., will be made without regard to race, color, religion, sex, national origin, age, disability (physical and mental), veteran status, pregnancy, marital status, medical, sexual orientation, or any other status protected under Federal and state law.

EMPLOYEE ORIENTATION

PURPOSE / POLICY

New employees must understand Iowa AEYC's mission, goals, and objectives. This includes the scope of services and location, and an employee's contribution in the accomplishment of those goals and objectives. All newly hired employees and volunteers are required to participate in the Employee Orientation Program. Employees must complete their Orientation within sixty (60) days.

PROCEDURE

1. The Executive Director or Program Manager's Responsibilities:
 - a. Provide each new employee with orientation specific to his or her workplace.

- b. Provide on-the-job training (OJT) needed for new employees to assume their responsibilities.
 - c. Provide new employees with the dates and locations for the orientation program.
2. New Employee and Volunteers Responsibilities:
- a. Participate in appropriate orientation processes.
 - b. Seek information to enhance his or her orientation process.
 - c. Complete and return appropriate personnel forms.
3. The Executive Director Responsibilities:
- a. Offer regularly scheduled sessions for new employee orientation.
 - b. Provide new employees with timely and relevant benefit information.
 - c. Provide information and resources concerning Association-wide policies.
 - d. Provide program/components with strategies, resources, and tools for development of its workplace orientation process.
4. All employees, volunteers, and contractors are to be provided with information and training about the underlying philosophy and goals of the program in which they work.

IMMIGRATION POLICY

PURPOSE / POLICY

Iowa AEYC complies with the regulations of the Immigration Reform and Control Act of 1986 (IRCA) as enforced by the Department of Homeland Security. This Act requires that all employees provide appropriate documentation to prove that they are eligible to work in the United States.

PROCEDURE

1. Iowa AEYC requires, as a condition of employment, that all new hires must complete the employment eligibility verification INS Form I-9.
2. In addition to completing the I-9, all new hires must present the required documentation establishing identity and employment eligibility within the first three days of employment. Failure to do so may result in the offer of employment being withdrawn or withheld.
3. All former employees who are rehired are also required to complete a new I-9 if:
 - They did not complete an I-9 for Iowa AEYC within the previous three (3) years;
Or
 - Their previous I-9 is no longer valid;
Or
 - Their previous I-9 was not retained.
4. I-9's will be maintained in a file separate from that of the employee's personnel file.

INTRODUCTORY PERIOD

PURPOSE / POLICY

All new and rehired regular employees, and all current regular employees who have transferred or been promoted to a new position, shall be placed on introductory status.

The introductory period gives employees the opportunity to decide whether the position suits him or her and gives the Association the opportunity to decide whether the employee meets the expectations of the position.

The introductory period shall not be considered an employment contract or that an employee is employed other than at-will.

This policy does not apply to temporary employees, or to those employees who are provided employment opportunities through special employment and training program agreements.

This policy shall not change the policy of employment-at-will.

PROCEDURE

1. The introductory period is defined as sixty (60) days.
2. Upon completion of this introductory period, the Executive Director and /or Program Manager will conduct a formal performance appraisal with the employee to review the employee's progress/performance to date. Introductory periods may be extended, if deemed appropriate, by the Executive Director.
3. Transferred or promoted employees who do not meet job requirements in their new position during the introductory period may be returned to their original job, if a vacancy exists, or be terminated at the discretion of the Association.
4. Upon completion of the introductory period, an employee enters the "regular" employment classification and may be eligible for Association sponsored benefits.

HUMAN RESOURCES RECORDS

PURPOSE / POLICY

To ensure the proper handling of, and limiting Association liability of, confidential information and paper records pertaining to employees and their personnel matters.

PROCEDURE

1. Records should be secured in locked file cabinets and access shall be controlled by the Controller.
2. At no time should employee files leave the premises.

3. The Controller is responsible for creating and maintaining employee personnel files. Main employee file should have a separate file for each employee, and include information such as the following:
 - a. Employment offer letter
 - b. Salary history
 - c. W-2 form
 - d. W-4 form
 - e. Employee authorization for release of information
 - f. Employee signature acknowledging review of company policies and receipt of employee handbook
 - g. Employee résumé
 - h. Performance appraisal
 - i. Scheduled training and completed training records
4. Employee personnel files kept in the Executive Director employee file;
 - a. Employment contracts, if applicable.
 - b. Employee résumé
 - c. Performance appraisals
 - d. Discipline
 - e. Grievances
 - f. Performance goals
 - g. Professional License and training certificates as required.
5. Employees are responsible for notifying the Controller immediately if there is a change in any of the following information:
 - a. Legal name
 - b. Home mailing address
 - c. Telephone number
 - d. Marital status
 - e. Number and names of dependents
 - f. Number of tax exemptions on your W-4 form
 - g. Insurance classification
 - h. Emergency contacts
 - i. Beneficiary changes
 - j. Driving record or status of driver's license, **every January**.
 - k. Military or draft status

Failure to inform of personal data changes may have a significant impact on benefits and the ability to contact the employee or a family member in the event of an emergency.

6. Anyone needing access to an employee's file should contact the Controller.
7. Employee files must be reviewed in Iowa AEYC offices.
8. Employees should not provide references or any comments, written or verbal, to individuals requesting information on current or former employees. All requests for information should be referred to the Executive Director.
9. Only basic employment information, (i.e., dates of employment, title of position held, and confirmation of salary) for employment verifications and those requests meeting legal requirements, will be provided by the Executive Director or his/her designee.

10. Detailed personnel information will not be released to anyone outside the Association without prior written consent by the employee. Exceptions will only be made as required by law as in the case of subpoenas or other court orders.
11. Employees have the right to review their file contents. With reasonable advance notice, employees may review their own personnel files at the Association office on the employee's own time, and in the presence of an individual appointed by the Association. Employees who wish to review their own file should make a written request to the Executive Director. Iowa AEYC will fulfill within 7 business days of the written request.

Exceptions to this include:

- a. Letters of reference;
- b. Materials relating to employee planning and business development;
- c. Information of a personal nature about another person, the disclosure of which could constitute an unwarranted invasion of privacy; and
- d. Investigatory or security records maintained by the employer to investigate employee misconduct or other conduct which could be harmful to the Association.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

PURPOSE / POLICY

Iowa AEYC complies with the proper handling of all private information and individually identifiable health information, and outline steps in appropriate Health Insurance and Portability and Accountability Act (HIPAA) compliance.

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. PHI is a record that contains individually identifiable information. Information relating to individuals 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.
3. The regulations are applicable to all health information held or created by Iowa AEYC.
4. Iowa AEYC 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.
5. Iowa AEYC privacy officers will be responsible for developing and implementing privacy policies and procedures, as well as ensuring general compliance.
6. Any complaint of a violation will be reported to a privacy officer. They will investigate and take appropriate action to ensure that privacy practices are being followed.

7. Records should be secured in locked file cabinets and access shall be controlled by the HIPAA Compliance Officer/Executive Director.

ATTENDANCE

PURPOSE / POLICY

Iowa AEYC understands occasions arise when an employee must be absent from work. At the same time, it is important for employees to understand that in order for Iowa AEYC 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.

PROCEDURE

1. Authorized Absence - the employee notifies their Manager in advance and obtains approval to be away from, or late to work. This includes absences such as vacations, holidays, personal days, etc.
2. Unauthorized Absence – an employee not showing up for work, not calling in, and not having a valid reason for an absence, as determined by the Association. Advance notification of an absence is necessary to make arrangements to handle work in the absence of a scheduled employee.
3. Tardiness – an employee late for work, or leaving early from work on any work day without giving prior notification and receiving approval for the tardiness.
4. A non-exempt employee who does not work or does not work his or her full shift will be paid only for the actual time worked. If an employee has not called in to their Manager before the start of scheduled work time, the employee will be considered as having an unauthorized absence without pay. Timesheets will be noted accordingly.

Excessive Absenteeism/Tardiness

1. Excessive Absenteeism or Tardiness - absenteeism or tardiness that affects job, program, and/or Association performance. If it is determined that absenteeism or tardiness has become unreasonable, the Executive Director should determine the appropriate action.
2. An employee who is chronically or excessively absent or tardy may be subject to disciplinary action, up to and including termination.

CONFIDENTIALITY OF ASSOCIATION INFORMATION

PURPOSE / POLICY

Iowa AEYC has information which should not be discussed with anyone outside the Association, except when required in the normal course of business. Information concerning the activities or

operations of the Association, or concerning service recipients must be treated as confidential or on a need-to-know basis.

PROCEDURE

1. All information pertaining to Iowa AEYC and their clients is confidential, and must not be discussed with or divulged to anyone, unless the performance of their official duties requires access to the information. Even the presence of a particular participant or client should not be acknowledged to others without proper authorization.
2. If an employee leaves, the employee must surrender all information-bearing items in his or her possession, whether or not containing confidential information, including but not limited to; any media storage, notebooks, reports, and other from any third party, or containing Iowa AEYC confidential 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 clients shall occur only with proper authorization. If contacted personally about confidential information, the employee should direct the inquiring party to the Executive Director. Client files should not be removed from the offices of Iowa AEYC.

PROMOTIONS

PURPOSE / POLICY

Each employee should have equal access to opportunities for growth and development. Internal candidates who have a history of satisfactory performance and meet the job qualifications for the vacancies will be eligible for positions considered as promotions. In all its selection and promotion decisions, Iowa AEYC complies with equal employment opportunity requirements.

PROCEDURE

1. Two types of advancement opportunities are outlined below:
 - a. A promotion is the movement from one position to another position which is in a higher salary grade and may involve a salary increase. A promotion may be within a program or between programs and may result in a title change.
 - b. A reclassification is an approved change in pay grade of an existing position as a result of significant changes in the duties and responsibilities of that position. A reclassification may result in a pay grade and/or title change.
2. Every effort is made to fill vacancies by promoting qualified employees. Managers are encouraged to identify employees for promotion. Employees must possess the necessary skills, abilities, and knowledge to satisfactorily perform the work of the advanced position. Past work history, including attendance will also be reviewed in order to make this determination.
3. Employees are encouraged to maintain an awareness of vacancies and to seek job opportunities for which they qualify. An expression of interest in a promotion, either by

submitting an application to the Executive Director or to the Program Manager, will not have any adverse effect on the status of the employee's current position.

4. The Executive Director along with the Program Manager will select the appropriate candidate for promotion. Refer to the policy on Recruitment and Selection for more information.
5. The newly promoted employee will be subject to an introductory period. Refer to the policy on Introductory Period for more information.

TRANSFERS

PURPOSE / POLICY

An employee may transfer, or may be transferred, when the employee meets the job qualifications and when the transfer will benefit both the employee and the Association.

PROCEDURE

1. An employee who is transferred temporarily to a higher paying position will be compensated at the rate of the new job. Temporary assignment constitutes a formal assumption of another position's duties for an established period of time, not the occasional filling in for a job or "helping out."
2. An employee who is transferred temporarily, at the request of Iowa AEYC, to a lower paying position will continue to be paid at his or her existing rate for as long as the temporary transfer is in effect.
3. If the employee has not been returned to his or her regular position at the end of 90 days from the date of temporary transfer, Iowa AEYC will review the situation and either return the employee to his or her former position, extend the period of temporary transfer, or make the transfer permanent.
4. Employees permanently transferred to lower paying positions will be paid at the lower rate of the new position at the end of 90 days.
5. Employees must be in their current position for 6 months before being eligible for transfers. Prior to transfer, employees are encouraged to discuss their request with current Manager.

JOB DESCRIPTIONS

PURPOSE / POLICY

To utilize a job plan to measure all jobs, create job descriptions, and properly determine exemption status for every job according to the Fair Labor Standards Act (FLSA). Records will be maintained of all authorized positions within the Association.

PROCEDURE

1. The Executive Director will be responsible for ensuring that employees are performing the tasks included in his or her job. Each description will include, but are not limited to:
 - a. Job's purpose and function
 - b. Principal duties and responsibilities
 - c. Education and experience qualifications
 - d. Salary information
 - e. Employee benefits
 - f. Bona fide occupational qualification (BFOQ)
2. Job descriptions will indicate whether the position is exempt or non-exempt.
3. Classification as determined based on the FLSA criteria.
4. Newly created positions or changes in position qualifications which may result in salary adjustment require the budget review and approval of Board of Directors
5. After review, the Executive Director will assign the position to a recommended salary grade and appropriate FLSA exemption status.
6. All new or revised job descriptions shall be approved by the Executive Director.

PERFORMANCE MANAGEMENT

PURPOSE / POLICY

Evaluate strengths and areas of improvement in performance of all employees in a fair and equitable manner. The Performance Appraisal (PA) process is intended to be a positive experience. Discussions regarding an employee's job performance are recommended on an informal as needed basis.

PROCEDURE

1. The Manager shall provide notification of upcoming appraisals to the individual responsible for writing an evaluation. Notification should occur 30 days prior to the performance appraisals due date. 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. The schedule for performance appraisals are:
 - a. Each employee's performance will be evaluated upon completion of the introductory period and at least once annually thereafter.
 - b. Twelve-month employees will be evaluated on his or her hire anniversary date.
 - c. Quarterly Proactive Conversations.
3. The Manager will complete the performance appraisal and then schedule a review with the employee.

4. The employee shall complete a Self-Appraisal.
5. The reviewer and the employee may discuss the following topics:
 - a. Previous performance plans and achievement of past goals.
 - b. Current performance appraisal including demonstrating appreciation for employee contributions.
 - c. Employee Self-Appraisal form.
 - d. Providing constructive feedback on employee's performance.
 - e. Setting future expectations and goals.
 - f. Identifying employee training needs and professional development opportunities.
6. The employee may submit comments or statements on the performance appraisal form.
7. The Manager shall sign the completed form. The employee shall sign the completed review acknowledging that they have read and understand it, although may not necessarily agree with the appraisal. A refusal to sign should be documented by the Manager.
8. The Manager 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
 - e. Comments from peers, clients
9. Performance appraisals shall be placed in the employee's personnel file and may be used for such actions as transfers, promotions, pay adjustments, and salary considerations.
10. Leaves of absence and breaks in service may affect the timing of performance appraisals.

SECTION 3

EMPLOYEE BENEFITS PROCEDURES

HOLIDAYS

PURPOSE / POLICY

Holidays are recognized as non-work days for employees. Iowa AEYC provides regular full-time and regular part-time employees the benefit of paid holidays.

PROCEDURE

1. The following are recognized by Iowa AEYC as a holiday:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Day after Thanksgiving
 - h. Christmas Eve
 - i. Christmas Day
2. A recognized holiday that falls on Saturday will be observed on the preceeding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.
3. Holiday pay will be calculated based on the employee's regular rate of pay multiplied by the number of hours the employee was regularly scheduled to work. (One-fifth total hours for week per holiday off.)
4. An employee who has an unauthorized absence, no call, no show, the working day prior to and/or following a holiday will not be paid for that holiday. An authorized absence includes only emergency sick time, pre-approved PTO, bereavement leave, and jury duty.
5. If a paid holiday falls during an employee's scheduled vacation period, holiday pay will be provided and they will still have a PTO day to use.
6. If an approved leave of absence is not paid, the employee is not eligible for holiday pay.
7. An employee on short-term disability is not eligible for holiday pay.
8. Holiday pay will not be counted as hours worked for the purposes of determining overtime.

PAID TIME OFF (PTO)

PURPOSE / POLICY

It is the policy of Iowa AEYC that all regular full-time and regular part-time employees earn paid time off (PTO) in accordance with the guidelines outlined below. PTO is time earned to be used for vacation, illness and/or other personal time off.

PROCEDURE

1. PTO provides employees with time for rest, relaxation, and rejuvenation. In addition to rest and relaxation, PTO is the benefit used for illnesses (your own or a family member) or attending to personal business that cannot be handled outside of regular work hours (appointments, family matters, emergencies, etc.).
2. PTO is based on the fiscal year (July-June) and accrues upon employment.
3. Regular full-time employees are eligible to use PTO after accruing PTO. Regular part-time employees earn a pro-rated amount of PTO based upon their regularly scheduled hours.
4. PTO is based on the following schedule:

| <u>Years of Eligible Service</u> | <u>Paid Time Off (PTO)</u> |
|-------------------------------------|--------------------------------|
| Years 0-3 rd anniversary | 15 Days |
| Years 4-6 th anniversary | 18 Days |
| Years 7-9 th anniversary | 21.5 Days |
| Years 10+ | 25 Days |

***This change to go in effect for anniversary dates beginning January 1, 2020.**

The maximum number of days an employee can accrue within one year is 25 PTO days. After 10 years of service employees continue to accrue PTO at the 10-year rate.

5. If a paid holiday falls during scheduled PTO, holiday pay will be provided and the employee will still have the PTO day to use.
6. All PTO is paid at the employee's regular rate of pay at the time and is not used in the calculation of overtime.
7. All PTO must be used in full before requesting additional time off without pay.
8. All requests for planned PTO must be requested in advance and approved prior to leave. A PTO request form must be completed and forwarded to the Program Manager or Executive Director. Iowa AEYC has the discretion to approve or not approve paid time off requests based upon the needs of the Association. Multiple time-off requests for the same date(s) will be granted in an equitable manner. It is possible, because of potential shortages, that not all requests will be honored.
9. An employee must use all except three weeks of PTO by the last pay period in June. Up to three weeks (based on the average number of hours the employee works in a week)

may be carried over into July, but the carryover days/weeks must be used by the last pay period in December. Unused PTO over that amount will be forfeited.

10. All earned but unused PTO will be paid out at the time of termination provided an appropriate notice of at least 14 calendar days is given.
11. Employees cannot use PTO before it is earned. Unpaid time off can be approved by a Program Manager with the Executive Director's approval.

Editor's Note: At Iowa AEYC, PTO replaces the combination of vacation, sick and/or personal time off.

VOLUNTEERISM

PURPOSE / POLICY

Iowa AEYC encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

PROCEDURE

All Iowa AEYC Employees receive eight (8) hours per fiscal year of paid time to use for volunteer opportunities.

1. All employees are eligible.
2. Time off to volunteer must be approved in advance by the Manager.
3. Volunteer hours must be used to support activities that align to the mission and vision of Iowa AEYC.
4. Volunteer time should not conflict with the peak work schedule and other work-related responsibilities.
5. Volunteer hours cannot be used to support events political in nature

PERSONAL LEAVE OF ABSENCE

PURPOSE / POLICY

Personal leaves of absence are authorized, without pay, to full-time or salaried employees with one or more years of continuous service, for up to 90 days.

PROCEDURE

1. Only the Executive Director may authorize personal leaves of absence.

2. Employees who wish to continue benefits coverage during their leave of absence must bear the full cost of those benefits.
3. Employees on extended personal leave of absence will be informed prior to the leave as to whether or not they are guaranteed that his, her, or that a similar position will be available when he/she returns from his/her absence. If a comparable position is not available at the time the employee returns to work, the employee may be offered a lesser position. If no acceptable position is available at the time the leave expires, the employee's employment with Iowa AEYC shall be terminated.
4. If an employee needs to be out of work, due to injury, illness, or care of an immediate family member, we will provide leave (PTO and unpaid) for up to 12 weeks. To be eligible, employees need to have been full-time or regular-part-time with Iowa AEYC for at least 12 months.
5. Iowa AEYC will continue all required benefits, at no cost to the employee, for the initial 12 work weeks of disability leave or approved family medical leave (per calendar year). These benefits will be paid at the average level paid during the previous 12 months. Also, Iowa AEYC will hold said employee's position open for their return within and no later than the required 12 weeks.
6. Following the 12-week leave time, the employee's position may need to be filled by another employee, or with a new hire. All benefits that may be earned following the 12-week period are to be charged and re-paid to Iowa AEYC by the employee.
7. Benefit accruals (such as paid time off and holiday pay) will not accumulate during unpaid leave time.
8. Iowa AEYC may request documentation of medical need following the first 30 days, which, if requested, must be provided in order to hold job open. The employee is asked to provide a two-week notice of intention to return to work. Documentation from a medical provider of eligibility to return to work may be required.
9. If the employee on leave is a member of the senior staff (such as the Executive Director), any decision about continuation of the position following 12-weeks out of the office will be at the discretion of the Iowa AEYC Governing Board.
10. Iowa AEYC's short-term disability insurance policy provides six-months of coverage through short-term disability insurance to full-time or part-time regular eligible employees, with benefits for reduced compensation payments provided directly to disabled/ill employees.

MILITARY SERVICE

PURPOSE / POLICY

It is the policy of the Association to comply with all applicable statutes that require reservists and National Guard personnel to be given leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

PROCEDURE

1. It is the employee's responsibility to inform the Executive Director 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.
2. Employees will continue to receive full pay while on leave for those military related absences that are two weeks or less. The portion of any military leave of absence in excess of two weeks will be unpaid. Employees may use any available paid time off for the absence.
3. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.
4. Benefit accruals, such as vacation, illness leave, and holiday benefits will be suspended during the USERRA leave and will resume upon the employee's return to active employment.
5. 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.

JURY DUTY

PURPOSE / POLICY

The policy of Iowa AEYC is to accommodate all employees who are called to serve on jury duty.

PROCEDURE

1. All regular full-time and regular part-time employees are eligible for jury duty pay up to 30 days per year. Additional required days off will be granted without pay.
2. When an employee receives a summons for jury duty, he or she must present a copy of the summons to the Executive Director.
3. Employees are expected to report for work whenever the court schedule permits.
4. Employees must present a copy of all fees, except travel, received for serving on the jury to the Executive Director. The employee will receive the difference between the fees received and the wages missed during the regular payroll cycle for all paid jury time. To receive full pay from Iowa AEYC for any hours missed for jury duty, the employee must turn over any payment received, other than for travel, to Iowa AEYC.
5. Jury duty pay is calculated based on employee rate of pay at the time of the absence and the number of hours the employee would have been scheduled to work. If an employee was not scheduled to work, they will not be paid.

6. Jury duty pay is not used in the calculation of overtime.
7. Employees will continue to receive and accrue benefits during jury duty including vacation, illness leave, holiday pay, and health insurance coverage.

BEREAVEMENT LEAVE

PURPOSE / POLICY

To provide compensation for regular full-time and regular part-time employees who must be off work during a period of bereavement as defined in this policy.

Employees will be paid their regular straight-time wages for eight hours per day (or the hours they were scheduled to work) up to 3 work days due to the death of an immediate family member as defined in this policy. The bereavement leave may be taken to make funeral arrangements, attend a funeral and/or to take care of personal affairs normally associated with a death.

The term "immediate family" means wife, husband, son, daughter, grandparent, grandchild, mother, father, brother, sister, or a relative by marriage of comparable degree, or significant other.

Bereavement leave will not be paid for Saturday or Sunday, or any day on which holiday pay is paid.

PROCEDURE

1. Employees who need to take time off due to a death of an immediate family member should notify the Executive Director as soon as possible and shall inform them of the expected date of return.
2. The Executive Director may allow employees to use any available paid leave for additional time as necessary.
3. Employees will continue to accrue vacation and illness leave time during the bereavement leave.
4. 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.
5. Bereavement pay is not used in the calculation of overtime.

BENEFIT PLANS

PURPOSE / POLICY

To provide a brief summary of medical insurance, dental insurance, life insurance, short-term disability (STD) insurance, medical and dependent care flex plans, and retirement benefits

provided by Iowa AEYC. Employees should refer to their Benefits Summary Plan Description (SPD) for plan details. In the event of any discrepancy between this document and the SPD, the latter will prevail. The following section provides a summary of benefits provided by the Association's current insurance provider.

Benefits are provided using a cafeteria (flexible) method. To some extent, eligible employees may choose the benefits that fit their personal needs. After enrolling in required benefits, an employee may choose from the other group benefits offered, or may choose to take some of the benefits dollars as wages. This will not provide a tax benefit for the employee, as it will be subject to taxes.

PROCEDURE

Medical Insurance

1. After 60 days of employment, regular full-time and regular part-time employees at least 30 hours per week on a regular basis become eligible for all offered health insurance.
2. Any eligible employee not currently covered by another group health insurance is required to use their benefit dollars for health coverage.
3. All employees are required to show proof of current health coverage by providing the Executive Director with a copy of their current coverage, which will be kept in their confidential personnel file.
4. The 60 days of employment is calculated based on the 1st of the month following date of hire.

Dental Plan

1. After 60 days of employment, regular full-time and regular part-time employees at least 30 hours per week become eligible for the dental plan.

Life Insurance

1. After 60 days of employment, regular full-time and regular part-time employees at least 30 hours per week become eligible for our life and dependent life insurance coverage.

Short-Term Disability Insurance

1. After 60 days of employment, regular full-time and regular part-time employees at least 30 hours per week become eligible for short-term disability insurance.

Simple IRA Savings Plan

1. After 60 days of employment, regular full-time and regular part-time employees meeting the hour eligibility are eligible to participate in employee elective deferrals to a simple IRA plan.
2. The Association will contribute 1% for every dollar the eligible employee has earned to the simple IRA plan that has been set up for the employee. If the employees wishes,

he/she may contribute additional amounts from their earnings as a payroll deduction into the retirement plan. Should he/she choose to make this additional contribution, Iowa AEYC will match up to 3% of the employee's contribution, rather than the 1%. Employees will personally manage their plans and will not be charged an administrative fee.

3. Information will be provided to eligible employees in advance of enrollment.

WORKERS' COMPENSATION

PURPOSE / POLICY

Employees hurt on the job, regardless of fault, may be entitled to benefits under Workers' Compensation.

PROCEDURE

Employee Responsibilities

1. Inform the Executive Director of the injury or accident as soon as possible. The employee should immediately fill out (DOL) form which shall include the following:
 - a. Date, time, and place of injury or accident;
 - b. Brief description of and conditions that caused the injury or accident; and
 - c. Description of injured parts of the body or disease resulting from the injury or accident.
2. Request doctor to promptly provide information requested by the employer about the condition of the employee.
3. Keep records of all bills, dates of treatment, compensation payment dates worked and not worked, to whom the injury or accident was reported and any other information relating to the employee's injury or accident.

Manager Responsibilities

1. Promptly conduct a thorough investigation to determine if the injury or accident was caused by a work-related injury or accident.
2. Notify the Executive Director of the accident or injury and work with them to resolve or correct the cause of the accident or injury.
3. Fill out a First Report of Injury form.

TRAINING AND DEVELOPMENT

PURPOSE / POLICY

Iowa AEYC supports the development of employee skills through both in-house and outside training opportunities.

PROCEDURE

1. It is a joint responsibility between management and employees to identify training opportunities and needs.
2. Safety and emergency training and employee orientation will be provided to all employees.
3. Other training courses are offered on an “as needed” basis and may include, but not limited to, the following:
 - a. Computer training
 - b. Diversity training
 - c. Harassment training
 - d. First aid and CPR
 - e. Mandatory Reporting of Child and Dependent Adult Abuse
 - f. Relevant conferences and other professional development
4. It is the responsibility of management to assign employees to the training sessions to ensure they receive the required training on a regular basis.

EDUCATION ASSISTANCE

PURPOSE / POLICY

Iowa AEYC recognizes that the skills and knowledge of its employees are critical to the success of the Association. The Education Assistance Program encourages personal development through formal education so employees can elect to maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within Iowa AEYC.

PROCEDURE

1. Eligible employees include:
 - a. Those who have completed one full year of service as a regular full-time employee and have received an above average rating on performance appraisals;
 - b. Those who remain on the active payroll and are performing their job satisfactorily through completion of each course;
 - c. Those who have completed and submitted a written request and obtained prior approval from the Executive Director; and
 - d. Those who submit receipts for reimbursement. Courses submitted for reimbursement shall not exceed more than two per semester or quarter unless otherwise approved by the Executive Director; or

- e. Those whose training is explicitly authorized by Iowa AEYC or a funding agency.

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.

2. Approval for education assistance will depend on availability of funds in the program budget as determined by the Program Manager and the Executive Director. Education assistance will not exceed \$500 per year per employee.
3. Individual courses or classes that are part of a degree, licensing, or certification program must be related to the employee’s current job duties or a foreseeable future position in the Association in order to be eligible for educational assistance.
4. While educational assistance is expected to enhance employee performance and professional abilities, Iowa AEYC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or any pay increase.
5. If an employee voluntarily separates from Iowa AEYC employment within one year, the employee will be required to repay up to 100% of the original educational assistance payment.
6. Tuition will be reimbursed only for accredited, academic institutions.
7. Costs of additional education, at an undergraduate or postgraduate college level, including that provided at the Association'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. Training materials.
 - b. Textbooks.
 - c. Fee charged by the educational institution.
 - d. Tuition charged by the educational institution or, in lieu of tuition, instructors' salaries, and the related share of indirect costs of the educational institution to the extent that the sum thereof is not in excess of the tuition which would have been paid to the participating educational institution.

EMPLOYEE PARTICIPATION IN PROGRAM SERVICES

PURPOSE / POLICY

Employees are not prohibited from participation in programs or service operated by the Association. Employees must meet all economic and all other program eligibility requirements. Employees are not given priority or preferential treatment over other applicants.

PROCEDURE

1. Employees should be advised to consult with the Executive Director prior to participation in a particular program.

2. All employees shall pay fees if a program requires a fee for services, unless they are providing staff support to the event.
3. Employees are not eligible for grants or scholarships from Iowa AEYC.

SECTION 4

TIMEKEEPING AND PAYROLL

HOURS OF WORK

PURPOSE / POLICY

Iowa AEYC maintains work hours in accordance with Federal and state regulations and in accordance with workload, program participants' requirements, and the efficient management of personnel resources.

PROCEDURE

1. The workweek of the Association begins 12:00 a.m. Monday and ends 11:59 p.m. Sunday. Employees may be required to work hours different from their regular schedule such as evenings or weekends, depending on the needs of the Association.
2. Standard working hours are set with your Manager generally between 7:30 a.m. and 5:00 p.m. Monday through Friday.
3. Employees working more than six hours per day will receive a paid meal break up to 30 minutes.
4. During the meal break, employees are relieved from duty and free from interruptions except when an emergency arises. If a non-exempt (hourly) employee is unable to take an uninterrupted meal break during their shift, the employee should notify the Executive Director who will assign relief so the meal break can be taken or authorize the additional time.
5. The Manager must approve any deviations from regularly scheduled work hours in advance. The Executive Director must approve all overtime hours in advance 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.
6. Non-exempt (hourly) employees scheduled to attend a meeting, training class, workshop, or seminar at the request of the Association will be paid for the hours of the meeting or seminar and the travel time to and from the work site.
7. The Association retains the option to determine the mode of transportation for which it will pay travel time for any given trip. An employee will not be paid for travel time exceeding the time required for selected mode of transportation.
8. Travel time to and from home is not considered work time.
9. Exempt employees that attend a meeting or class will not receive additional compensation or time off; as such training is considered part of their job.
10. Iowa AEYC does not allow working from home except in situations pre-approved by the Manager.

TIMEKEEPING

PURPOSE / POLICY

Federal and state law regulations require Iowa AEYC to maintain accurate records of all time worked by employees. Employees must record all time actually spent on the job performing assigned duties or other work-related projects.

PROCEDURE

1. New employees will receive training during orientation on procedures for completing time sheets.
2. All employees must accurately record the following daily:
 - Beginning and ending work time.
 - Beginning and ending time of any split shift or other personal departures from work.
 - Approved time-off (PTO, holiday, jury, etc.).
3. Employees are responsible for recording and verifying their own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action, up to and including termination. Under no circumstances, is an employee allowed to record time for another employee.
4. Employees who are late to work should record the time they actually started work. Lateness may be reflected in paychecks. Excessive tardiness may be cause for disciplinary action (see Policy on Attendance).
5. Time sheets/activity reports must be submitted to the Manager by the Monday at 9:00 a.m. in the day following the end of the pay period. It is the responsibility of the employee to submit the time sheet/activity report on schedule. Failure to do so may result in not receiving a check for time worked until the next pay period.
6. It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. The Manager will review and initial the time records before they are submitted and processed for payroll. In addition, if corrections or modifications are made to the time record, both the employee and the Manager must verify the accuracy of the changes by initialing the time record.
7. Any exceptions to the above procedures must be approved by the Executive Director.

PAYCHECK DISTRIBUTION

PURPOSE / POLICY

Iowa AEYC is committed to maintaining appropriate control regarding the security and distribution of employee paychecks.

PROCEDURE

1. The pay period runs from Monday to Sunday.
2. Employees will receive direct deposit vouchers on a biweekly basis.
3. Payroll checks may be electronically deposited to an account at a financial institution that the employee designates. Employees are responsible for notifying the Executive Director or Accounting Specialist of any change in banks or bank accounts to ensure the proper direct deposit of payroll to the employee's account.

WAGE AND SALARY ADMINISTRATION

PURPOSE / PURPOSE

Being responsive to market influences with consideration for internal equity, Iowa AEYC strives to recruit and retain highly qualified individuals. Equitable wage and salary administration not only recognizes different performance levels among employees, but also provides financial incentive for employees at all levels of the Association.

PROCEDURE

1. Employees will receive fair and equitable compensation not to exceed salaries for similar positions in the community, and will not receive less than minimum wage. Iowa AEYC must have an established pay schedule as part of an approved salary plan. A related college degree in excess of what the position requires will be rewarded with a higher pay grade, as funds allow.
2. Any increase in salary must be able to be sustained by the funding source on a long-term basis.
3. Employees may receive wage/salary adjustment based on the following situations:
 - a. Workload or job responsibilities adjustment
 - Adjustment for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with the Executive Director.
 - b. Change in position
 - An employee who moves from one position to another with a higher pay grade must be paid at least the minimum of the new pay range.
 - Employees whose current salary is already within the pay range for the higher-level position may be granted a salary increase dependent upon the availability of funds, internal equity, and other pertinent factors.
 - Change to a position in the same pay grade is not eligible for an increase and change to a lower pay grade may be subject to a corresponding salary reduction.
 - c. Merit Increases

- Increases are based on level of performance identified through documentation, including an outstanding appraisal.
 - d. Incentive compensation may be available (see regulation referenced below) as part of a plan approved by Executive Director and the Board of Directors.
4. All salaries including any adjustments will be recorded in a wage compensation schedule and updated accordingly.

PAYROLL DEDUCTIONS

PURPOSE / POLICY

Paycheck deductions are made from employee paychecks according to various laws and to pay for elected benefits, where necessary. Various Federal and state laws requires Iowa AEYC to make deductions for Federal, state, and local income taxes and payments, as well as social security. In addition, eligible employees may voluntarily authorize deductions from their paychecks to cover contributions to the pension plan, health insurance, etc.

PROCEDURE

1. Mandatory deductions and wage attachments that are required by law will automatically be made from all paychecks issued by Iowa AEYC. These deductions may change as they are affected by changes in the amount earned, by legislation, and by the number of dependents declared.
2. Employees desiring to change the amount withheld for taxes may submit a revised form to the Executive Director no later than two weeks prior to the pay period when you wish it to go into effect.
3. Additional deductions the Association is authorized to make, or which is required by law (e.g., garnishments, child support) are automatically deducted and will not be stopped until proper documentation has been received.
4. Court orders, wage deduction summonses, tax levies and other similar orders against an employee should be immediately forwarded to the Executive Director.

The Executive Director will:

- a. Notify the employee of the legal action being taken against him or her;
- b. Provide the employee with a copy of the official court order or tax levy;
- c. Inform the employee of the dates the garnishment will be deducted from the employee's paycheck;
- d. Advise the employee of his or her rights under the Consumer Credit Protection Act (CCPA); and

In the event that garnishment or similar proceedings are instituted against an employee, the Association will deduct and remit the required amount from the employee's paycheck in accordance with CCPA guidelines.

5. An employee may not be terminated for having a garnishment served against him or her for filing a petition for bankruptcy.

EXPENSE REIMBURSEMENT

PURPOSE / POLICY

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

PROCEDURE

1. Employees required to travel for business must obtain advance approval from the Executive Director.
2. Iowa AEYC will reimburse employees for reasonable meal, transportation, lodging, and incidental expenses actually incurred (or per diem rates) while traveling for business purposes. Employees are expected to limit expenses to reasonable amounts and within the standard, approved rates as stated. Meals are not reimbursed unless an employee is also incurring pre-approved overnight expenses for travel more than 100 miles from the Iowa AEYC offices, unless these meals are included in the cost of an approved training registration fee.
3. Iowa AEYC does not reimburse for personal activities while traveling or other expenses such as entertainment, liquor, and dry cleaning.
4. Employees should submit a travel expense report containing receipts for any overnight or conference-related travel within 7 days of completion of travel. Mileage reimbursements must be submitted monthly, or before the end of current funding cycle, whichever is sooner. Expenses will be reimbursed to the employee within 14 days following receipt of the request.
5. Mileage will be reimbursed at the prevailing state reimbursement rate (which encompasses expenses for general maintenance, insurance, gas, oil, etc.) for travel other than to and from the employee's residence and regular work site and includes:
 - a. If an employee travels from his or her residence to a different meeting site (or returns), further than the regular work site, 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 site of official business and subsequent return to the regular work site is reimbursable for the mileage in both directions.
6. Iowa AEYC requires employees to provide proof of a current driver's license each year in January and proof the employee is insurable and has adequate (as defined by Iowa AEYC) liability and comprehensive insurance before driving any vehicle on Iowa AEYC business.

7. An employee who is involved in an accident while traveling on business must promptly report the incident to the Executive Director. Vehicles owned by the Association, leased, or rented while traveling on business for Iowa AEYC may not be used for personal use.
8. Employees driving or riding in any vehicle on Association time are expected to observe area traffic laws, wear seatbelts, and refrain from using cellular telephones or texting while driving. Iowa AEYC does not reimburse employees for tickets, fines, bail bonds, etc., incurred by the employee.
9. Prior approval must be obtained from Executive Director before expensing any items not listed here.
10. The Association will use current General Services Administration (GSA) per diem rates as guidelines, and will not reimburse expenses over per diem. When appropriate, employees will be asked to share a hotel room with a coworker to ensure hotel per diem rates may be met. Employees will not be asked to share a bed and will not be asked to share a room with a board member, or with a Manager. In-state mileage will be incurred at the state mileage rate. No meals will be reimbursed for in-state travel, unless an overnight stay is required.

SECTION 5

EMPLOYEE CONDUCT

SAFETY

PURPOSE / POLICY

To provide employees with a safe place to work, Iowa AEYC operates as safely as possible in accordance with the Occupational Safety and Health Administration (OSHA) and other applicable Federal and state laws and regulations.

PROCEDURE

1. The Executive Director is responsible for establishing and communicating all safety policies and procedures including but not limited to:
 - a. Inspecting work areas;
 - b. Training employees in health and safety matters, and ensuring that all employees and volunteers can demonstrate safety practices;
 - c. Maintaining safe practices in work areas;
 - d. Identifying unsafe conditions and eliminating any possible hazards present; and
 - e. Investigating all accidents immediately.
2. All safety and/or health related inspections, accidents, or incidents shall be reported to the Manager immediately.
3. Each employee, as a condition of continuing employment, is required to work safely, to observe all safety rules and regulations, to wear required safety equipment, and to perform his or her job in a manner to avoid accidents and injury to others.
4. Each location will post a list of emergency telephone numbers that are readily accessible to employees.
5. The Manager shall complete, submit, and maintain records and reports in accordance with established OSHA and the Department of Labor requirements including:
 - a. A log of all recordable occupational injuries
 - b. Information and services with the insurance carrier

SECURITY / INSPECTION

PURPOSE / POLICY

This policy establishes the use and the right to inspect all Iowa AEYC equipment and property.

PROCEDURE

1. Operations often require others to have access to work areas, desks, files, or computers. There is **no** guarantee of privacy. Authorized individuals may have access and business needs to retrieve information on personal voicemail and e-mail.
2. Keep all passwords confidential.
3. All equipment and property are here for business purposes. Management has the right to access and inspect them.
4. Security concerns may warrant inspection of a facility and any personal property on the premises, including vehicles, purses, backpacks, lunch containers, and other items.

WORKPLACE ACTIVITY MONITORING

PURPOSE / POLICY

Iowa AEYC maintains the right to conduct workplace monitoring for the purposes of quality control, employee safety, security, and the satisfaction of those serviced by Iowa AEYC. Iowa AEYC is sensitive to the legitimate privacy rights of employees, volunteers, and those served. Every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

PROCEDURE

1. Employees who regularly communicate with those served by Iowa AEYC may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify positive interactions, and to collect and correct performance problems through targeted training.
2. Iowa AEYC may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
3. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

WORKPLACE VIOLENCE

PURPOSE / POLICY

To prevent workplace violence and to maintain a safe work environment, Iowa AEYC does not tolerate acts of workplace violence committed by or against employees and/or all persons involved in the Iowa AEYC's operation. Employees are prohibited from making threats or engaging in violent acts.

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 others.
2. All threats of violence, or violence acts, whether direct or indirect, should be reported immediately to the Executive Director. This includes threats by employees, community members, vendors, solicitors, or other members of the public. The Executive Director should attempt to obtain the most specific and detailed information as possible from the affected individual.
3. All suspicious individuals or activities should also be reported as soon as possible to the Executive Director.
4. 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 (refer to Harassment Policy).
5. Iowa AEYC will thoroughly and promptly investigate all reports of threats of violence, actual violence, or suspicious individuals and activities.
6. Anyone determined to be responsible for threats of or actual violence or other conduct is in violation of these guidelines and will be subject to prompt disciplinary actions up to and including termination and/or legal action as appropriate.
7. There will be a thorough and prompt investigations of disputes or differences, among employees, and brought to the attention of the Executive Director before the situation escalates into potential violence. Iowa AEYC is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.
8. Dangerous or hazardous devices or substances are prohibited on the premises.

WEAPONS

PURPOSE / POLICY

To prevent violence and to maintain a safe work environment Iowa AEYC prohibits all unauthorized persons who enter its premises from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

This policy does not pertain to authorized security or law enforcement personnel.

PROCEDURE

1. Any individuals in violation of this policy will be subject to disciplinary action, up to and including termination and/or legal action as appropriate.
2. All individuals are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Executive Director.

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 persons in the Iowa AEYC's facilities.

PROCEDURE

1. No one may smoke anywhere on Iowa AEYC's premises at any time.
2. Employees who want to smoke during work hours must leave the premises during designated breaks.
3. Employees may not smoke while on duty at an Iowa AEYC event, even if not on the Association office premises, unless on a break in a designated smoking area.
4. Responsibility for compliance with this policy is the Executive Director.
5. Complaints for violation to this policy should be submitted to the Executive Director.

FIRE SAFETY / PREVENTION

PURPOSE / POLICY

To prevent fires and to communicate appropriate procedures for all persons to follow in case a fire should occur within Iowa AEYC buildings, all persons involved in Iowa AEYC should follow outlined fire prevention and evacuation procedures as specified below.

PROCEDURES

Fire Prevention:

1. Know the location of the nearest fire extinguisher(s) and ensure they are kept accessible at all times.
2. Notify the Executive Director if an extinguisher is used or if the seal is broken. Extinguishers rated A, B, or C can be used for paper, wood, or electrical fires.
3. All flammable liquids must be stored in approved and appropriately labeled safety cans and not exposed to any ignition source.

In Case of Fire:

1. If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.

2. Dial 911 or the local fire department if necessary.
3. If possible, immediately contact the Executive Director. Evacuate all people from the area.
4. If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
5. Proceed, in an orderly fashion to the far south end of the parking lot as it approaches Meredith Drive. Stay out of the way of emergency vehicles. Be present and accounted for during roll call. Do not leave the premises until you have been recorded in the roll call.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation:

1. Stop all work immediately.
2. Contact outside emergency response agencies, if needed.
3. Shut off all electrical equipment and machines, if possible.
4. Walk to the nearest exit, including emergency exit doors.
5. Exit quickly, but do not run. Do not stop for personal belongings.
6. Proceed, in an orderly fashion to the south end of the parking lot near Meredith Drive. Be present and accounted for during roll call.
7. Do not re-enter the building until instructed to do so.

DRUG AND ALCOHOL USE

PURPOSE / POLICY

Iowa AEYC ensures the health and safety of others in accordance with the Drug Free Workplace Act of 1988. Accordingly, the unlawful manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance, including cannabis and alcohol, are prohibited on Iowa AEYC premises or while on official Iowa AEYC duty.

Any employee that has engaged in drug abuse violations occurring in the workplace will be suspended/terminated immediately.

PROCEDURE

1. Employees are required to notify their Manager of any criminal conviction under a drug or alcohol statute for a violation occurring in the workplace no later than five days after such conviction.
2. 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 a 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 their health provider. Participation in the rehabilitation program is confidential and is encouraged by Iowa AEYC; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.
3. 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 time off to participate in a rehabilitation or treatment program under Iowa AEYC's health insurance benefit coverage or another legitimately recognized rehabilitation program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules and prohibitions relating to conduct in the workplace; and provided that such leave will not cause Iowa AEYC undue hardship.
4. The legal use of controlled substances prescribed by a licensed medical physician is permitted and will not be considered a violation of this policy so long as it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger persons involved at Iowa AEYC. We encourage employees to volunteer this information to the Executive Director to ensure that all health and safety precautions are taken for all persons involved.
5. Iowa AEYC has the right to require blood and/or urine samples in any of the following situations:
 - a. All candidates for employment may be required to submit blood and/or urine samples as a condition of an employment offer. This testing will be done at the same time and in conjunction with the employment physical examination, if required. In the event that the drug test is positive, the employment offer will immediately be rescinded.
 - b. Each prospective employee will be informed of our drug free workplace policy at the time of the interview and again at the time of the employment offer.
 - c. A current employee involved in any accident involving injury or Association property damage at the work site or while on duty.
 - d. Iowa AEYC has reasonable suspicion that an employee's behavior is being influenced by one or more illegal drugs, alcohol, or misuse of a controlled substance.
6. Employees refusing to submit to a test or testing positive for drugs or alcohol will be subject to disciplinary action up to and including termination. Iowa AEYC will determine, on a case-by-case basis, whether first-time offenders will be allowed to seek counseling/rehabilitation as an alternative to termination.
7. Any employee testing positive has the right to appeal the results and have the original sample re-tested at his/her own expense. If the test again indicates a positive result, Iowa AEYC may take disciplinary action up to and including immediate termination.

ELECTRONIC MEDIA USE

PURPOSE / POLICY

All persons with access to Internet, intranet, and e-mail systems are responsible for seeing that they are used properly and in accordance with the following policy. Questions concerning the policy should be directed to the Executive Director.

Social Media Policy – New policy, approved by Iowa AEYC Board in April 2012.

Iowa Association for the Education of Young Children (Iowa AEYC) expects its employees to model responsible and appropriate conduct, both while at work as well as away from work. Employees' use of social media forms, including social networking websites such as Facebook, personal web pages or blogs, and electronic messaging, are subject to the normal requirements of legal and ethical behavior within the Iowa AEYC community. Employees should be guided by applicable laws, Iowa AEYC policies, and sound professional judgment when using social media.

Iowa AEYC recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, Iowa AEYC may regulate the personal use of social media by an employee in other circumstances, such as when the personal use of social media interferes with the employee's ability to perform his or her duties or affects Iowa AEYC's ability to efficiently provide services. Accordingly, it is essential that an employee conducts himself or herself in such a way that his or her personal use of social media does not adversely affect his or her position with Iowa AEYC.

The following are guidelines for the use of social media:

6. Do not post any confidential or legally protected information about Iowa AEYC, our clients and members, employees and past employees, past clients or other providers. Employees must follow the applicable federal requirements such as FERPA and HIPPA regulations.
7. Do not post any information which would be in violation of laws concerning copyright. When posting, be mindful of the copyright and intellectual property rights of others and of Iowa AEYC. Do not post any confidential information, trade secrets, or intellectual property of Iowa AEYC obtained during your employment, including information relating to our members, finances, research, development, marketing, clients and customers, operational methods, plans and policies.
8. Employees are not permitted to use the Iowa AEYC or T.E.A.C.H Iowa logo or any other Iowa AEYC images on personal social media sites. Employees shall not be permitted to use Iowa AEYC's name, logo, website address or Iowa AEYC email address, or other Iowa AEYC images to promote a product, cause, or political party or candidate.
9. Do not engage in slanderous remarks, name-calling, harassment, or other disrespectful behavior about current, former, or future clients, partners, employees and past employees, members, and competitors. Such behavior may reflect negatively on your reputation and/or the reputation of Iowa AEYC and could adversely affect the working relationship among coworkers.

10. The "iowaaeyc.org" address attached to your name and/or email implies that you are acting on behalf of Iowa AEYC and, as such, you are expected to conduct yourself in a professional manner.
11. Any information shared via social media regarding the business of Iowa AEYC, whether using personal or program equipment, may be considered a public record. Keep in mind that, by their very nature, social media forms such as social networking websites and web pages or blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if you delete a post.
12. If you are participating on a social networking website, web page, and/or blog for personal use, you may identify yourself as an employee of Iowa AEYC. However, you must state that you are expressing your own opinion, not that of Iowa AEYC. You will be held fully responsible for your activities.
13. If you identify yourself as an Iowa AEYC employee, remember that your actions will reflect not only on you but on Iowa AEYC as well.
14. Never pretend to be someone else and submit or post information concerning Iowa AEYC.
15. Do not link any personal page on a social networking website or other personal web page to any Iowa AEYC website or material.
16. If you submit or post information or comments that are not related to Iowa AEYC, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs, video content, or information which violates federal or state law and regulations and/or Iowa AEYC policies and rules.
17. If you see unfavorable opinions, negative comments or criticism about yourself or about Iowa AEYC, we request that you forward this information immediately to the Executive Director.

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. Disciplinary action may include a verbal warning, written warning, loss of computer rights, suspension from employment, and/or termination from employment. In some circumstances, violators may also be subject to criminal charges. Questions regarding the interpretation of this procedure may be directed to the Executive Director or your immediate Manager. All employees will be asked to sign this policy upon employment with Iowa AEYC.

DRESS POLICY AND APPEARANCE

PURPOSE

All employees are required to present a positive image to the public and clients. Accordingly, each employee is required to wear appropriate attire while conducting business. Appropriate dress is defined below, although job and work location should be taken into account as well.

PROCEDURE

1. At all times appearance shall be neat and professional. Individuals with community and client contact will be expected to wear appropriate attire. Some days may require very professional attire.
2. The Executive Director is responsible for monitoring the dress policy.

3. Employee hygiene is critical in a close workplace. Employees are expected to bathe daily, keep hair and body clean and groomed.
4. Business casual dress is routinely expected, and includes items such as:
 - Blazers and sport coats
 - Casual dresses (appropriate cut and length for the Association environment)
 - Skirts (appropriate cut and length for our business environment)
 - Shirts (oxford, polo, blouses, button-down, turtleneck)
 - Sweaters
 - Slacks
5. Dress which is not acceptable includes items such as:
 - Jeans, sweat pants/sweat suits/jogging suits/warm-up suits, t-shirts and sweatshirts, except on casual days
 - Tank tops/halter tops/low-cut tops/cropped tops/shorts
6. Clothing that contains extensive and/or offensive graphics or messages are not permitted in the workplace or outside the workplace while conducting business.
7. If it is determined that an employee/volunteer is inappropriately dressed or groomed, he/she will be instructed to go home, make necessary changes, and to return to work in a reasonable amount of time. This time will not be compensated.
8. Any questions regarding what is or is not appropriate attire at our Association, consult with the Executive Director.

PERSONAL PHONE CALLS, MAIL, AND SUPPLIES

PURPOSE / POLICY

Use of telephone and mail facilities shall be available during working hours for effective communication with the Association's service recipients and business associates. Iowa AEYC's facilities should not be used for personal telephone calls or personal mail except in cases of emergency or for limited use to arrange logistical needs.

PROCEDURE

1. Use of the Association's telephone lines should be confined to business calls. Incoming and outgoing personal telephone calls should be limited to those that are absolutely necessary and should be as brief as possible.
2. Office supplies are not for personal use. Association stationery/letterhead may not be used for personal correspondence as any communication sent out on Association stationery might be considered official communication.

SOLICITATION

PURPOSE / POLICY

Solicitation of products and services during work time by both employees and non-employees is prohibited.

PROCEDURE

1. Solicitation includes, but is not limited to asking employees for funds or contributions, offering goods for sale, asking employees to sign a petition, requesting employees to join a group, or otherwise requesting employees' support or commitment with respect to causes, groups, or interests.
2. During regular work hours, employees are prohibited from soliciting or distributing literature for any purpose. Regular working hours refers to any portion of the workday in which an employee is expected to be performing job duties. Regular work hours do not include such times as lunch, break time or before and/or after work. Materials left in the lunchroom may be considered to be distributed during a break period. Offensive materials may be disposed of without the owner's consent.
3. An employee who is not working may not solicit, or distribute literature to, an employee who is working.

ASSOCIATION BULLETIN BOARDS

PURPOSE / POLICY

Concerning bulletin boards and their use for communicating with all persons involved in the Iowa AEYC, only authorized Association bulletin boards may be displayed. Bulletin boards are placed in key locations to be used to communicate employment information to employees. This also applies to postings in the kitchen, conference room, or other common areas.

PROCEDURE

1. Information on those boards must be approved in advance by the Executive Director.
2. The Executive Director is responsible for authorizing and maintaining communication posted on display boards.
3. The Executive Director must approve and supervise the posting of all materials on authorized boards. Postings will be limited to Association related matters.
4. The Executive Director will place job postings on bulletin boards in order to give current employees the opportunity to apply.

STANDARDS OF CONDUCT

PURPOSE / POLICY

Iowa AEYC expects all persons involved in the Association 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. Iowa AEYC expects all employees to follow the NAEYC Code of Ethics for professional behavior.

PROCEDURE

1. All persons involved in Iowa AEYC must abide by these standards of conduct.
2. Contact the Executive Director with any questions concerning any standard of conduct or the unacceptable activities listed.

Unacceptable Activities

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

1. Violation of any Association rule or policy; any action that Iowa AEYC 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 Association 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.
5. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Iowa AEYC premises or when representing the Association, disorderly conduct, fighting, or provoking a fight on Association property.
6. Insubordination or refusing to obey instructions issued by the Manager pertaining to job responsibilities and performance.
7. Threatening, intimidating, or coercing fellow employees at any time, for any purpose.
8. Engaging in an act of sabotage, negligently causing the destruction or damage of Association property, or the property of all persons involved in Iowa AEYC in any manner.
9. Theft or unauthorized possession of Association property or the property of fellow employees; removal of any Association property, including documents, from the premises without prior permission from management; unauthorized use of Iowa AEYC equipment or property for personal reasons; using Association equipment for profit.
10. Dishonesty, falsification, misrepresentation, or material omission on your application for employment or other work records; lying about medical or personal leave; falsifying

reason for a leave of absence or other data requested by the Association; alteration of Association records or other Association documents.

11. Violating confidentiality policy; giving confidential or proprietary information of the Iowa AEYC to competitors or other Associations or individuals or to unauthorized Association employees; working for a competing business while an Association employee; breach of confidentiality of 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 workday or not being ready to work at the start of a workday without approval of the Manager; stopping work before time specified for such purposes.
15. Sleeping or loitering during working hours.
16. Excessive use of Iowa AEYC telephone for personal calls.
17. Creating or contributing to unsanitary conditions.
18. Failure to report an absence or late arrival; excessive absence or lateness.
19. Obscene or abusive language toward any person; any disorderly/antagonistic conduct on Association premises.
20. Failure to immediately report damage to, or an accident involving, Association equipment.
21. Leaving the premises during working hours without the Managers knowledge or permission.

Manager shall notify Employer of observed infringements of these policies, which may be grounds for dismissal.

DISCIPLINE PROCEDURE

PURPOSE / POLICY

To be effective, disciplinary action should emphasize correcting the problem rather than punishing the offender. Iowa AEYC's policy provides for progressive disciplinary action to change an employee's performance or behavior from unacceptable to acceptable. This policy in no way alters the policy of employment-at-will.

PROCEDURE

1. Progressive discipline may not be followed in all cases.

2. Depending on the circumstances involved, discipline issued may be a verbal warning, a written warning, suspension without pay, or termination.
3. Depending on the nature of the violation and other circumstances including, but not limited to, the employee's past conduct, one or more "steps" may be repeated or skipped.
4. In some circumstances, immediate termination may result.

TERMINATION

PURPOSE / POLICY

Either the employer or employee may terminate the employment relationship at any time for any reason or no reason at all. (Employment at will)

Voluntary terminations are those initiated by the employee and include:

- Resignation
- Retirement
- Death
- Failing to report to work as scheduled
- Failing to return from an approved extended leave of absence
- Failing to provide notification and obtain approval for absences of three or more consecutive days

Involuntary terminations are those initiated by the Association and may include:

- Exhaustion of approved leave of absence
- Inability or failure to perform duties or to meet prescribed standards on the job
- Conduct not in the best interest of the Association
- Layoff resulting from changes in services, funding resources, or qualification requirements for designated programs or projects

PROCEDURE

1. In the event unsatisfactory performance continues, the entire matter will be reviewed by the Executive Director. If the Executive Director is satisfied the employee has been given sufficient guidance and time to improve, termination will be approved.
2. Termination must be approved by the Executive Director.
3. An exit interview is conducted by the Executive Director, documented, and made a part of the personnel record. See the Exit Interview policy for more information.

EXIT INTERVIEWS

PURPOSE / POLICY

Exit interviews may be conducted for employees leaving Iowa AEYC who are willing to be interviewed.

PROCEDURE

1. The Executive Director utilizes the standard exit interview form to conduct an exit interview with the terminating employee.
2. The Executive Director is responsible for tracking and analyzing exit interview data and following up on issues identified in exit interviews to ensure resolution.