

EMPLOYEE HANDBOOK



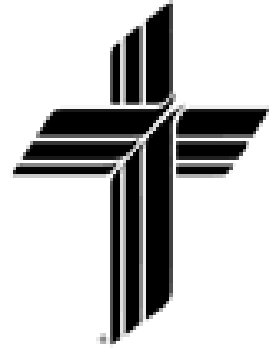
***“I can do all things through Christ
who gives me strength.”***

Phil. 4:13

Faith Lutheran School and Day Care

290 E. Merritt Avenue
Merritt Island, FL 32953
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Revised: August 2009



August 10, 2009

Dear Employees,

The following information provides an overview of policies, procedures, and benefits established for individuals employed by Faith Lutheran School and Day Care.

We ask you to please read this information carefully. We hope it will provide you guidance in your employment with Faith Lutheran School and Daycare.

Questions about this information should be directed to Faith Lutheran School and Daycare Director, Assistant Director, or Faith Lutheran School Board Chairperson.

May God bless you in all you do in caring for, and teaching our children.

Sincerely,
Faith Lutheran School Board

FAITH LUTHERAN SCHOOL AND DAYCARE EMPLOYEE HANDBOOK

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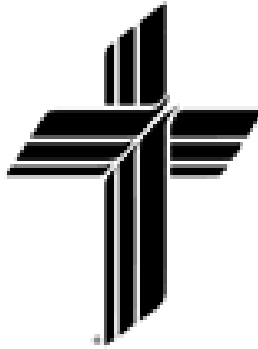
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Welcome to Faith Lutheran Church and School!

We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents, which you bring to your position, are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of Faith Lutheran School and Daycare (FLSDC), you represent the ministry of our church and school in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in our school's Mission Statement and Philosophy Statement.

We pray that you will look to your Lord daily, as you are about your work, in a way that is suggested in this portion of a prayer from "The Lutheran Book of Prayer."

"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor, sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen

FOREWORD

Important Notice to All Employees:

The following pages contain a general overview of policies, procedures, and a benefit established by the Faith Lutheran School Board for the employees of Faith Lutheran School and Daycare; and is designed to answer many of the questions you may have about your employment. The information in this handbook is intended only for informational purposes and does not constitute an expressed or implied employment contract.

Because it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question, the school board reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision at any time and without prior notice, as it deems necessary or appropriate; except the policy of at-will-employment. Changes to this handbook can only be made, in writing, by the Faith Lutheran School Board. This handbook supersedes and replaces any previous handbook or unwritten policies.

We hope you find your handbook useful and informative. It is important you read, understand, and become familiar with the handbook and comply with the standards, which have been established. If you have any questions or need any additional information, please speak with the Faith Lutheran School and Daycare Director, Assistant Director, or Faith Lutheran School Board Chairperson.



Our Mission Statement

“God loves all people so much that He sent Jesus to be the Savior of the world.” ~*John 3:16*

We love the Lord and people so much that we:

1. Share God’s saving Grace with all people (witness).
2. Minister to people’s needs in Jesus name (service).
3. Help all people grow in the Christian faith (nurture).

Our Philosophy Statement

“Train up a child in the way he should go and when he is old he will not depart from it.” ~*Proverbs 22:6*

At FLSDC we affirm that everyone is created by God with unique worth. We believe we are called by God to provide a Christian foundation where each child, family and staff member may learn and grow.

We help each child develop physically, emotionally, cognitively, socially and spiritually. We do this by presenting Christ in our curriculum while providing a safe, nurturing, challenging and fun environment.

We provide ongoing educational opportunities and work to build positive relationships between staff members, families and the church.

Our ministry at FLSDC is to encourage the children to love the Lord as they learn to love themselves, their families and others.

Our Code of Ethics

All employees of Faith Lutheran School and Day Care are expected to:

1. Uphold the policies, procedures and guidelines of Faith Lutheran School and Day Care and never be a party to their evasion;
2. Give a full day of labor for a full day of pay, giving earnest effort and best thought to the performance of duties;
3. Seek to find and employ more efficient and economical ways of getting tasks accomplished;
4. Put loyalty to the highest moral principles;
5. Never discriminate unfairly by dispensing of special favors or privileges to anyone, whether for remuneration or not;
6. Keep confidential information about any individual, enrollee, parent, group, or community confidential.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is a fundamental principle at Faith Lutheran School and Daycare where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, marital status, age, national origin, disability, veterans or other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to the recruitment and hiring, compensation, benefits, termination and all other terms and conditions regarding employment.

EMPLOYMENT AT WILL

Faith Lutheran School and Daycare hopes you find your work experience enjoyable and rewarding. We believe in treating our employees with dignity and respect and the employment relationship is one of mutual consent. In keeping with those ideals, FLSDC follows an Employment-At-Will policy permitting the employee or FLSDC to end the employment relationship at any time with or without prior notice, at the option of the employee or FLSDC.

Employment-At-Will means that you have the right to resign at any time. Conversely, FLSDC may end the employment relationship at any time for any reason, except when prohibited by law.

ANTI-HARASSMENT POLICY

Faith Lutheran School and Daycare is committed to a work environment in which all individuals are treated with respect and dignity. Harassment, either intentional or unintentional, has no place in our work place. Accordingly, FLSDC strictly prohibits and will not tolerate any form of harassment, including sexual harassment.

The term "harassment" includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, offensive language, jokes, innuendos, quid-pro-quo, or any other verbal visual or physical conduct based on a person's race, sex, religion, color, national origin, age, disability, or any other protected group status (as provided for by law) which would make the person experiencing such harassment uncomfortable in the work environment, or which could interfere with the person's job performance.

FLSDC strongly encourages the reporting of all incidents of harassment. If you believe you have experienced or witnessed conduct that might be contrary to the anti-harassment policy or you have a concern about such matters, you should file a complaint directly with the School Director. You

should not feel obligated to file your concern with your immediate supervisor before bringing it to the attention of the School Director, followed by the School Board Chairperson as necessary or appropriate. All reported allegations will be discreetly investigated thoroughly and promptly. If a report is found to have merit, appropriate corrective action shall take place, commensurate with the seriousness of the offense, up to and including termination.

Violation of the anti-harassment policy may result in disciplinary action, up to and including termination.

All employees of FLSDC will be required to attend a sexual misconduct training session.

CONFIDENTIALITY

In the course of your work, you may be exposed to or have access to confidential information regarding individuals, enrollees, parents, groups or communities, etc. All records and information relating to FLSDC's business practices and customers shall be considered privileged and shall be respected with regard to confidentiality. Business conducted by the school is to remain confidential and shall not be discussed outside of the work environment. Inappropriately discussing sensitive or confidential information is strictly prohibited.

Information regarding employee compensation and benefits is considered confidential. Discussing matters pertaining to salary and benefits with anyone other than your immediate supervisor, the School Director, or School Board Chairperson is strictly prohibited.

The Faith Lutheran School Board includes a representative member of the staff. This staff member may, at times, be exposed to sensitive information that is considered confidential. Inappropriately discussing this sensitive or confidential information is strictly prohibited. Violation of confidentiality will result in the dismissal from the school board, as well disciplinary action.

Violation of confidentiality may result in disciplinary action, up to and including termination.

EMPLOYMENT

INITIAL EMPLOYMENT PERIOD

As a new employee, you will go through an initial employment period in order to become acquainted with FLSDC and your job. During this time you will have an opportunity to determine if you are suited to, and enjoy your new position. Additionally, the initial employment period gives your supervisor a reasonable amount of time to evaluate your performance. The initial employment period is usually 90 days.

During this time, you will be provided training and guidance. FLSDC reserves the right to discharge you at anytime during this period if you are not progressing or performing satisfactorily. Under appropriate circumstances, your initial employment period may be extended.

At the end of the initial employment period, your supervisor may discuss your performance with you. Provided your job performance is “satisfactory” at the end of your initial employment period, you will continue as an at-will employee.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Faith Lutheran School and Daycare is committed to full compliance with federal immigration laws, including the Immigration Reform and Control Act of 1986. We will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, each new employee will be required to provide documentation verifying their identity and legal eligibility to work in the United States and complete an Employment Eligibility Verification Form I-9. Employment eligibility must be verified with in 3 days of beginning work.

NEW HIRE ACT

In accordance with federal law, the employment status of our newly hired employees will be reported to the designated state agency within 20 days of their hire date. This requirement is the result of legislation designed to improve child support enforcement.

EMPLOYMENT OF MINORS

Employees of Faith Lutheran School and Daycare who are considered minors as defined by federal, state, and county labor requirements will be subject to the regulations required by federal and state laws as well as Brevard County licensing requirements with regard to hours of employment and working conditions.

EMPLOYMENT CLASSIFICATION

To assist in understanding Faith Lutheran School and Daycare's employee classifications, the following descriptions are established:

Exempt Employees: are classified as such if their job duties are exempt from the premium overtime provisions of the Fair Labor Standard Act, or similar state laws.

Non-Exempt Employees: receive premium overtime pay in accordance with our overtime policy and their pay is calculated on an hourly basis.

Based on the conditions of employment, employees fall into one of the following classifications:

Regular Full-Time: An employee who consistently works more than 30 hours per week on a year-round basis. Regular full-time employees are eligible for health, disability, retirement, paid time-off, TSA, and discount childcare benefits.

Regular Part-Time: An employee who consistently works more than 20 hours per week on a year-round basis. Regular part-time employees are eligible for disability, retirement, paid time-off, and discount childcare benefits.

Because our healthcare, disability, and retirement programs are employer paid with only a very minimal cost to the employee, employees classified as regular full-time and regular part-time are strictly required to work a specified number of hours per week. Regular full-time employees are required to work 35 hours per week. Regular part-time employees are required to work a minimum of 21 hours per week. When an employee does not work the minimum specified hours, vacation or personal time must be used to meet the minimum requirement. Leave without pay is not permitted. If an employee is unable to meet their minimum requirement with a combination of work hours, vacation or sick time; their benefit eligibility becomes at risk. Corrective course of action will be: first offense - employee will receive a verbal warning and an option to change classifications; second offense - written warning advising benefit eligibility is in jeopardy; third offense - benefit eligibility reviewed by the school board.

Seasonal Part-Time: An employee who works an unspecified amount of hours on a seasonal basis. Employees classified as seasonal part-time will typically be scheduled for 20 hours or less per week. Seasonal part-time employees are not eligible for benefits.

Seasonal part-time employees may, in certain periods of the year, work more than 20 hours per week; but they may not work more than 20 hours per week for more than a 3-month consecutive period of time.

JOB DESCRIPTIONS

In order to mutually understand what is expected of our employees and what an employee will be held accountable for, a job description is utilized.

Employees will be provided a current job description for their specified position. The job description summarizes your duties and responsibilities and gives you important information about your job, but it may not be inclusive. Please read and familiarize yourself with the job description. Discuss any questions with your supervisor.

The Faith Lutheran School Board reserves the right to revise job descriptions as it deems necessary and appropriate. In the event this occurs, you will be provided an updated description.

Although you have been hired for a particular position and have been provided a job description, you may be asked to perform any duties deemed appropriate by the School Director. Your job description is not intended to be a limit on the duties you perform; rather it is intended to be a summary of the most common duties.

EVALUATING JOB PERFORMANCE

Performance evaluation allows for employees to receive constructive performance reviews designed to address performance and skill developmental needs, and discuss goals and interests.

Ongoing, informal discussions about your job performance are the most effective way to manage your job performance. Employees are encouraged not to wait for annual formal reviews to talk about job performance or clarify points of concern as they arise.

All employees will participate in a performance review session, at least annually, with their supervisor. This is a formal documented review, scheduled on a pre-determined date typically on or about the annual anniversary date of hire. Additional reviews may be conducted if performance is unsatisfactory. This review is intended to provide support for the employee; to improve the employee's performance by providing meaningful, constructive feedback; and to assist in the development and fulfillment of professional and personal growth goals. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The written evaluations will be signed by both the reviewing supervisor and the employee. An employee's signature

only serves as documentation the review session has occurred, not their agreement with the contents of the evaluation.

Performance review sessions help the School Director make important decisions about job placement, training and development needs, and salary increases. Salary increases are subject to school board approval, as well as budgetary and economic situations. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship. Employees who receive an unsatisfactory performance evaluation will be provided with a corrective plan of action, may be placed on a probationary status, and may not be eligible for salary increases.

PROMOTION AND TRANSFER

Faith Lutheran School and Daycare's intent is to give qualified employees preference over outside applicants when filling job openings within the school. When possible, job openings should be announced to existing employees and sufficient time provided to respond prior to advertising the opening to the church-at-large or the general public. However, because of the experience, skills, and educational requirements of some positions, internal promotions may not always be possible.

An employee's past job performance, experience, qualifications, and potential are all-important factors, which will be considered in making promotion and transfer decisions. The employee's personnel records shall be the official source of information.

TERMINATION OF EMPLOYMENT

The employment relationship between the school and its employees is of an at-will nature. This means that the employee is hired for an unspecified period of time. Thus, the employee is free to resign from employment at any. Similarly, FLSDC may also terminate the employment relationship whenever it deems necessary or appropriate. Termination of employment is classified in two main categories:

Voluntary Termination includes, but is not limited to:

- An oral or written notification of your intent to resign voluntarily
A two-week notice of an employee's intent to leave employment is customarily provided. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and should be signed and dated by the employee.
- Unexcused or unreported absences of more than 3 consecutive workdays
- Failure to return within 3 days from an approved leave of absence
- Retirement

Involuntary Termination includes, but is not limited to:

- Mutually agreed upon separation
- Reduction in workforce or layoff
When budgetary or economic conditions dictate, FLSDC with approval of the Faith Lutheran School Board will determine which employees shall be laid off. Termination of employment will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.
- Discharge due to misconduct or unimproved unsatisfactory performance
This an immediate termination of employment, usually for violation of FLSDC standards of conduct, the congregation's constitution or by-laws, LCMS by-laws; or federal, state, or local laws.

TERMINATION PROCEDURES

Exit Interview

An exit interview shall be conducted with all employees on or near their last day of employment. The exit interview will be conducted by the Faith Lutheran School and Daycare Director and the Faith Lutheran School Board Chairperson. During this time, you will be required to return all FLSDC property including:

- Picture Identification Card and/or Employee Badge
- Class Rosters
- Facility or Vehicle Keys
- FLSDC Handbooks or other materials
- Any other FLSDC owned or issued property

Final Paycheck

Final paychecks will be released for disbursement, as soon as reasonably possible, and only following an inventory of the assigned employee's classroom. Any reimbursements due to FLSDC from an employee will be deducted from the final paycheck or the vacation time payment, if applicable. Final paychecks and vacation time payments may be mailed to the employee's home at the discretion of the School Director.

Termination of Benefits

Employee and dependent coverage through the Concordia Plans will end on the last day of the month in which you terminate your employment. Information about extension of coverage on a direct basis will be mailed to you by Concordia Plan Services.

Unemployment Compensation

Faith Lutheran School and Day Care does NOT participate in the State Unemployment Tax Program. Claims for unemployment compensation will be denied.

PERSONNEL RECORDS

Faith Lutheran School and Daycare is required to have complete and accurate information on each of our employees, regardless of employment classification. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision and/or retention of the individual employee. FLSDC will not release information to anyone who does not have a right or need to know. Personnel records are the property of FLSDC.

To keep all required personnel information current and accurate, employees are required to notify the School Director in writing of any changes name, address, phone number, or marital status, W-4 tax deductions, emergency contact, etc. When changing a name and/or Social Security number, original documentation authorizing the change will be required.

Personnel files are regularly reviewed to ensure the following requirements are current for all employees:

1. employment application
2. fingerprints
3. background screen / local law check
4. affidavit good moral character
5. TB survey
6. supplement survey
7. W-4 form
8. I-9
9. 40 hours of training from Brevard Child Care Association is required
10. annual OSHA training and test
11. First Aid and CPR training
12. Any other paperwork required by the Environmental Health Department
13. Sexual Misconduct Training
14. 10 hours of continuing education completed in July 1st – June 30 annually
15. Any medication taken on a regular basis by an employee must be reported to the Director if it could affect the individual's role in the center or if it would be relevant in the event of an emergency (insulin, heart medication etc.).

COMPENSATION

PAY POLICY

It is Faith Lutheran School and Daycare's policy to pay wages that are comparable to those for similar jobs and services in our local area. The salary structure for employees is reviewed and approved by the Faith Lutheran School Board; and is based on comparable local salaries, as well as budgetary and economic factors.

Your starting salary is based on the type of work you are employed to do, your qualifications, and experience. Salary adjustments will be determined by the local market value of the job and employee performance; which will be evaluated at least once on an annual basis.

Salary increases are subject to school board approval, as well as budgetary and economic situations. A satisfactory performance evaluation does not guarantee a salary increase. Employees who receive an unsatisfactory performance evaluation may not be eligible for salary increases.

Salary information is confidential. Employees are prohibited from discussing their individual salary's with anyone other than their immediate supervisor, the School Director, or the School Board Chairperson. Doing so may result in disciplinary action, up to and including termination.

PAY PERIODS

Faith Lutheran School and Daycare has a bi-weekly payroll schedule, meaning employees are paid every 2 weeks on alternating Fridays. Checks are available after 2:00 PM. If the normal payday is a facility closed holiday, paychecks will be distributed one day prior.

OVERTIME

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours per week that you actually work. If, during that week, you were away from the job (because of vacation, paid holiday, jury duty, paid sick time, etc.) those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay, if any. In most cases, you would be paid for those hours at your regular rate of pay.

The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime rate on established holidays is double the regular hourly rate of pay.

All overtime must be approved in advance by the School Director and will not be routinely authorized.

PAYROLL DEDUCTIONS

Faith Lutheran School and Daycare is required by law to make certain deductions from your paycheck. These deductions include federal income tax, Social Security tax, and Medicare taxes. The amount of deductions may depend on your earnings and your information you provide on your W-4 form.

PAYROLL ADMINISTRATION

An employee's pay record will be recorded under the name shown on the employee's social security card. A name change will not be made until a social security card with the name change is provided and verified. Employee's social security numbers will be recorded as it appears on the employee's social security card and will not be changed without authorization from the Social Security Administration.

Any change in name, marital status, or number of exemptions must be reported immediately to the School Director. A W-2 form will be received for each year indicating your earnings and deductions.

GARNISHMENT

Garnishments are court ordered deductions to be taken from your paycheck. Any mandatory deductions to be taken from your paycheck will be explained whenever FLSDC is ordered to make such a deduction. According to the Federal Wage Garnishment Act, multiple garnishments may be cause for termination.

PAY ADVANCE

Faith Lutheran School and Daycare does not grant pay advances or make loans from petty cash, or any other source. If you have a specific need, please feel free to speak with the School Director.

TIME RECORDS

By law, FLSDC is required to keep accurate records of all time worked by non-exempt (hourly) employees. This is done through the use of time sheets. All employees are responsible for completing and signing the time sheet upon the start and end of their scheduled work day; at the start and end of their scheduled lunch break or other approved break. Employees may not sign in or begin work early, sign out or work late, skip a scheduled break unless prior approval has been given for purposes of pay. Time sheets will be filled out noting the hours of service for each day. Sign in/out using the nearest quarter hour. A change or correction made to a time record should be initialed by both the employee and their supervisor.

Violations of this policy may result in disciplinary action, up to and including termination.

WORK SCHEDULE & ATTENDANCE

WORKING HOURS

Faith Lutheran School and Daycare operating hours are 6:30 AM to 6:00 PM, Monday through Friday. The school's designated hours are intended to accommodate the needs of working parents. An employee's scheduled work week can vary and is determined by the School Director based on shifting staffing needs. Your success at FLSDC will depend, in part, on your ability to be available to work on the days and hours determined by the School Director. Changes to your work schedule may occur at any time.

Any deviation from an assigned such scheduled hours, MUST have prior approval from the School Director.

MINIMUM WORK HOUR REQUIREMENTS

Due to the high cost of our employer-paid benefits, employees classified as regular full-time and regular part-time are strictly required to work a specified number of hours per week. Regular full-time employees are required to work 35 hours per week. Regular part-time employees are required to work a minimum of 21 hours per week. When an employee does not work the minimum specified hours, vacation or personal time must be used to meet the minimum requirement.

If daily student attendance allows, a maximum of 5 hours per week may be allowed at the discretion of the School Director. If enrollment requires an employee to work their scheduled hours, then leave without pay may not be granted and usual attendance and paid time off guidelines apply.

ATTENDANCE

Regular attendance is expected of every FLSDC employee. This means you should be on the job and in your scheduled area at the scheduled time. Employees are also expected to remain at work for their entire work schedule, except for approved breaks or when excused early by the School Director. Employees are expected to report to work on time, sign in on time, and start work at their scheduled time. Attendance is one of the factors that are considered when evaluating job performance.

ABSENTEEISM & TARDINESS

Employees are expected to make every reasonable effort to report to work as scheduled. An employee is considered late if, for whatever reason, they fail to sign-in for their scheduled shift past the scheduled start time. If you are unable to report to work, or will arrive late, contact the School Director with

as much notice as possible; at least 2 hours before you scheduled start time is preferred. In the case of an employee with an early start time before 10:00 AM, it is appropriate for the employee to contact the School Director at home the night prior to allow adequate time to adjust early morning staffing.

When calling in to notify of an unexpected absence or a late arrival, contact the School Director directly. If you leave a message, a return phone number where you can be reached must be provided. Leaving a message with a fellow employee or voice mail without return contact information is not acceptable. Failure to follow call-in procedure properly may result in the absence being considered a no-call, no-show and may result in disciplinary action, up to and including termination.

If you know in advance that you will need to be absent or arrive late, you are required to make the request in advance with the School Director. A scheduled absence or schedule adjustment will be approved based on staffing needs.

The use of accrued paid time-off does not relieve employees of their obligations to maintain satisfactory attendance. An unsatisfactory attendance record may result in disciplinary action, up to and including termination.

An employee who is absent from work for a period of 3 consecutive days without following proper notification procedures, will be considered as having voluntarily resigned from their employment with FLSDC and will be terminated. If an employee is hospitalized or encounters an emergency that prevents them from following proper notification procedure, the employee must have a family member call to update the School Director.

RECORD OF ATTENDANCE

If you are absent because of an illness or doctor's appointment, you may be required to submit written documentation from your doctor. You may also be required to provide written documentation from a doctor that you are able to resume work duties before you will be allowed to return to work.

Absences for a period of 3 or more consecutive days due to illness requires written documentation of approval to return to your job duties before you will be allowed to return to work.

You will be responsible for any charges incurred from your doctor to provide this documentation.

Absences and tardiness will be noted in employee personnel records and will be considered during performance evaluation reviews; as well as when evaluating for promotions, approved time off, and other employment decisions.

BENEFITS

To help meet the needs of its employees, Faith Lutheran School and Church has established a benefits plan. The established benefits are reviewed and approved by the Faith Lutheran School Board; and are often dictated by budgetary and economic factors. The Faith Lutheran School Board reserves the right to amend or discontinue any benefits described as it deems necessary or appropriate.

The following sections will describe the benefits that are currently established. Should any of the following information be inconsistent with the official plan documents, the provisions of the official documents will govern.

ELIGIBILITY

Regular full-time employees are eligible to receive complete benefits to include healthcare, disability, retirement, paid time-off, TSA, and discount childcare benefits.

Regular part-time employees are eligible to receive partial benefits to include disability, retirement, paid time-off, and discount childcare benefits.

Seasonal part-time employees are not eligible for benefits.

An employee's benefit eligibility is subject to school board and budget approval.

Because our healthcare, disability, and retirement benefits are employer-paid programs with only a very minimal cost to the employee, employees classified as regular full-time and regular part-time are strictly required to work a specified number of hours per week. Regular full-time employees are required to work 35 hours per week. Regular part-time employees are required to work a minimum of 21 hours per week. When an employee does not work the minimum specified hours, vacation or personal time must be used to meet the minimum requirement. Leave without pay is not permitted. If an employee is unable to meet their minimum requirement with a combination of work hours, vacation or sick time; their benefit eligibility becomes at risk. Corrective course of action will be: first offense - employee will receive a verbal warning and an option to change classifications; second offense - written warning advising benefit eligibility is in jeopardy; third offense - benefit eligibility reviewed by the school board.

PAID TIME OFF

Vacation Time

Vacation time is available to regular full-time employees and is based on an employee's length of uninterrupted service. Regular part-time and seasonal part-time employees are not eligible for paid vacation time.

In the first eligible year, vacation time begins to accrue on the first day of regular full-time status; but accrued hours are not available for use until 30 days of full-time employment has passed. In subsequent years, vacation time will begin accruing at the new accrual rate on the first day after your full-time status date. Vacation time accrues on a per-pay-period basis at the following rate, based on years of service:

VACATION TIME-OFF ACCRUAL RATES					
Service Years	Annual Accrual	Pay Period Accrual	Max Annual Roll-Over	Max Payment	Max Accrual
1 st year	40 hours	1.54 hours	40 hours	None	40 hours
2 – 4 years	80 hours	3.08 hours	80 hours	80 hours	210 hours
5 – 9 years	120 hours	4.62 hours	120 hours	120 hours	440 hours
10+ years	160 hours	6.15 hours	160 hours	160 hours	520 hours

Employees will not accrue vacation time while on a leave of absence or during the last pay period worked, in the event of employment separation.

At the end of each calendar year, unused, accrued vacation time will roll-over to the following year subject to maximum annual roll-over limits. Unused, accrued vacation time will not be paid to an employee at the end of a calendar year.

Once an employee's vacation accrual reaches its maximum, no additional vacation time will be earned until the employee uses accrued time.

As a general rule, vacation hours used can not exceed vacations hours accrued. In the event of an unexpected emergency, exceptions may be approved at the discretion of the School Director, and School Board Chairperson as appropriate.

Vacation requests MUST be submitted in writing to the School Director in advance. A minimum of 2 weeks advance notice is preferred. Vacation requests are approved based on operational staffing needs, on a first come-first serve basis. A vacation request is not a guarantee of approved time off and accrued vacation does not entitle an employee to take paid time off with out notice or on a call-in basis.

Vacation time is intended to be used for full or half days scheduled in advance; however, vacation time may be used in .25 hour (15 minute) increments in certain cases.

Upon a voluntary termination of employment of a resignation or retirement nature, unused, accrued vacation time may be paid to the employee in a lump sum subject to pay-out maximums defined in the vacation time accrual rate chart. Vacation payments will be made in a separate check and is subject to termination of employment guidelines. Payment of unused, accrued vacation upon employment separation is subject to an employee providing proper notice of separation of employment and requires an employee to be in good status with a satisfactory performance evaluation. Determination of payment is at the discretion of the School Director, with guidance from the School Board Chairperson as appropriate.

Sick/Personal Time

Sick/Personal time is available to regular full-time employees and regular part-time employees; and is based on an employee’s length of uninterrupted service. Seasonal part-time employees are not eligible for paid sick/personal time.

In the first eligible year, sick/personal time begins to accrue on the first day of regular full-time status; but accrued hours are not available for use until 30 days of full-time employment has passed. In subsequent years, sick/personal time will begin accruing at the new accrual rate on the first day after your full-time status date. Sick/personal time accrues on a per-pay-period basis at the following rate, based on years of service:

SICK/PERSONAL TIME-OFF ACCRUAL RATES - REGULAR FULL-TIME			
Service Years	Annual Accrual	Pay Period Accrual	Max Accrual
1 st year	40 hours	1.54 hours	40 hours
2 – 4 years	80 hours	3.08 hours	80 hours
5 – 9 years	120 hours	4.62 hours	120 hours
10+ years	160 hours	6.15 hours	160 hours

SICK/PERSONAL TIME-OFF ACCRUAL RATES - REGULAR PART-TIME			
Service Years	Annual Accrual	Pay Period Accrual	Max Accrual
1 st year	20 hours	.77 hours	20 hours
2 – 4 years	40 hours	1.54 hours	40 hours
5 – 9 years	60 hours	2.31 hours	60 hours
10+ years	80 hours	3.08 hours	80 hours

Employees will not accrue sick/personal time while on a leave of absence or during the last pay period worked, in the event of employment separation.

At the end of each calendar year, unused, accrued sick/personal time will roll-over to the following year.

Once an employee's sick/personal accrual reaches its maximum, no additional sick/personal time will be earned or rolled over until the employee uses accrued time.

Unused, accrued sick/personal time will not be paid to an employee at the end of a calendar year or upon employment separation.

As a general rule, sick/personal hours used can not exceed sick/personal hours accrued. In the event of an unexpected emergency, exceptions may be approved at the discretion of the School Director, and School Board Chairperson as appropriate.

Sick/personal time is intended to be used in the event of an illness that prohibits you from reporting to work, healthcare appointments, or occasional personal business and should be scheduled in advance when possible. Advance requests are approved based on operational staffing needs, on a first come-first serve basis.

Sick/personal time may be used in .25 hour (15 minute) increments in certain cases.

Paid Holidays

Our school facility will be closed on the following holidays: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving (2), Christmas (2). Regular full-time employees will be paid 8 hours of regular pay for these days. Regular part-time and seasonal part-time are not eligible for holiday pay.

Bereavement Leave

Regular full-time employees are eligible for up to 3 days (24 hours) of paid time off in the event of a death to a family member. Bereavement leave is subject to approval by the School Director and proof of death may be required upon request.

Family members that qualify for bereavement leave include: spouse, child, parent, sibling, grandparent, parent-in-law, and sibling-in-law.

Additional time off will require the use of employee's available vacation time.

Jury Duty

Employees will be granted a leave of absence to serve jury duty, as required by law. Regular full-time employees will receive pay, for up to 5 days per calendar year. Regular part-time and seasonal part-time will not receive pay while on a leave of absence for jury duty.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the School Director. Employees are required to notify the School Director once they are released from duty to coordinate their return to work.

LEAVE OF ABSENCE

Faith Lutheran School and Daycare recognizes that a leave of absence from active employment may be necessary for personal, medical, or family reasons. The following section provides guidelines for leaves of absence.

Employees who have completed one year of continuous service as a regular full-time employee or regular part-time employee are eligible to request a leave of absence. Seasonal part-time employees are not eligible for leaves of absence.

Personal Leave of Absence

If an employee expects to be absent from work for more than 5 consecutive days for personal reasons, the employee may request a personal leave of absence. The employee must submit a written request to the School Director giving the specific reason for the leave at least 1 month in advance, unless necessitated by an emergency, in which case oral notification should be followed by a written request for personal leave. The maximum duration of a personal leave is 30 days, beginning on the initial date of the leave of absence. Personal leave may be approved for a justifiable reason, based on operational staffing needs. Approval of personal leave is at the discretion of the School Director, and School Board Chairperson as appropriate.

Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act (FMLA), eligible employees may be granted (with-in a 12 month period) up to a maximum of 12 weeks of unpaid leave for the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- The care of a child, spouse, or parent ("family member") who has a serious health condition; or
- The serious health condition of the employee.

In order to be eligible to receive leave under the FMLA, an employee must:
be one of 50 employees within a 75 mile radius;
have been employed for at least 12 months; and
have worked at least 1,250 hours during the previous 12-month period.

Medical Leave of Absence (when not eligible for FMLA)

If an employee expects to be absent from work for more than 5 consecutive days as a result of a personal illness, injury, or medical condition, the employee may qualify for a medical leave of absence. In all situations, the employee's request for medical leave must be supported by a physician's certification of the need for medical leave. The maximum duration of a medical leave of absence is 12 weeks, beginning on the initial date of the leave of absence.

Maternity Leave

A Maternity Leave of Absence may be approved for the birth of the employee's child. The employee's request for maternity leave must be supported by a physician's certification of the need for medical leave. The maximum duration of a maternity leave of absence is 12 weeks, beginning on the initial date of the leave of absence.

Workers' Compensation Leave

All school employees are covered under the Workers' Compensation Policy held by Faith Lutheran Church. If it is determined that an employee is unable to work due to a work-related injury sustained at FLSDC, the employee should be placed on a Workers' Compensation leave of absence. The requirements and limitations of the leave will be subject to the details of the church's policy.

While on Leave

Unused, accrued vacation and sick/personal time may be used or coordinated with other benefits during a leave of absence. A request to use accrued paid time must be made in writing prior to going out on leave; otherwise the leave will be unpaid. Coordination of benefits will occur as follows: if eligible, a claim for disability benefits must be filed. An employee may not utilize accrued paid time off while receiving disability benefits. If an employee is not eligible for disability benefits, accrued paid time off may be used. When an employee does not have accrued paid time off, or exhausts paid time off while on leave, the leave or remainder of the leave will be unpaid.

Employees will not accrue vacation or sick/personal time for the duration of an approved leave of absence.

Insurance coverage may continue while on a leave of absence as long as any premiums for which the employee is responsible for are paid to FLSDC on a timely basis. If premiums are not paid, coverage may be terminated.

An employee who does not return at the end of a leave will be required to repay all insurance premiums paid by the employer during the leave.

During the leave, FLSDC may periodically inquire as to the employee's intent to return to work.

Returning to Work

An employee returning from any formally approved leave of absence is required to present a written release to work from his or her physician. No employee may return to work without such a release. This is to protect the employee and to inform the employer of any restrictions which must be placed on his or her work activities.

Upon returning to work, FLSDC will make every effort to place the employee in their former job or a comparable job, subject to budgetary restrictions and the need to fill position vacancies.

If an employee is unable to return to work at the end of an authorized leave, their employment may be terminated.

CONCORDIA PLANS

Because of its Christian concern for its employees, Faith Lutheran Church and School provides benefit programs in order to help its employees with expenses related to illness, injury, or death, as well as to provide retirement income. FLSDC participates in health, disability, and retirement plans offered by Concordia Plan Services, the LCMS benefits provider.

Eligibility

On the first day of regular full-time status, employees are eligible to participate in the Concordia Health Plan, Concordia Disability and Survivor Plan, and Concordia Retirement Plan.

On the first day of regular part-time status, employees are eligible to participate in the Concordia Disability and Survivor Plan, and Concordia Retirement Plan.

Refer to the Employment section of this handbook for definitions of regular full-time and regular part-time employment.

An eligible regular full-time employee can choose to opt-out of the Concordia Health Plan. Employees who opt-out will not receive further compensation in-lieu of the health benefit.

Enrollment

When eligible, employees will be enrolled in the eligible Concordia Plans. Employees will be asked to complete an Enrollment Form and Beneficiary Form. These will be Concordia Plan Services for processing, who will mail the employee a letter confirming enrollment as well as detailed benefit plan information and materials.

Cost

Because of our Christian concern for our employees, Faith Lutheran School and Daycare's Concordia Plans are an employer-paid program; with only a very minimal cost to our employees for the healthcare.

Eligible, enrolled employees are responsible to pay only a \$600.00 annual contribution towards their Concordia Health Plan coverage. This contribution is paid by the employee through a payroll deduction of \$25.00 per pay period, with two pay periods in a calendar year not requiring a contribution.

Eligible, enrolled employees incur no cost for their coverage in the Concordia Disability and Survivor Plan or the Concordia Retirement Plan. Faith Lutheran School and Daycare pays 100% of the cost of these benefits on behalf of their employees.

Eligible employees may also choose to participate in dependent health plan coverage. The cost of this coverage is the responsibility of the employee and must be paid by payroll deduction.

Because of our cost to provide these valuable benefits a very minimal cost to our employees, employees classified as regular full-time and regular part-time are strictly required to work a specified number of hours per week as outlined in this handbook. Employees who do not meet the defined minimum requirements may lose their benefit eligibility.

TSA SAVINGS PROGRAM

Full-time employees are eligible to participate in the Thrivent Financial for Lutherans Salary Reduction Program. For more information, ask to speak with our representative.

DISCOUNT CHILDCARE

Staff member's children may be enrolled in any of the programs offered by FLSDC. The cost of childcare for a full-time staff member's child shall be a discounted flat rate of \$33.00 per child for extended programs and \$13.00 per child for part-time programs. Part-time employees are eligible for a 50% discount of the current program rate as of their child's enrollment date.

Staff members are required to keep their accounts current. Accounts not paid on a timely basis as defined in the tuition & fee schedule, are subject to a late fees as follows: full-time employees will be charged \$5.00 per child for extended programs & \$2.00 per week for part-time programs; part-time employees will be charged \$25.00 per child for extended programs & \$10.00 per week for part-time programs. Employees may choose to have their discounted tuition fees payroll deducted to avoid late fees.

Any unpaid childcare fees due to FLSDC at the time of separation of employment will be deducted from their final paycheck.

Staff members may not be assigned to work in rooms where their children are in attendance. Staff member's children **MUST** be signed in, at the time the employee signs in.

Childcare offered at this significantly discounted rate is intended for use only during an employee's scheduled working hours. Exceptions must be approved by the School Director and repeated exceptions may be subject to an increased fee to be determined by the School Board.

REIMBURSEMENT OF EDUCATIONAL FEES

Employees may be reimbursed for fees incurred for completing the required certifications defined by our licensing requirements. Fees for coursework and tests are eligible for reimbursement. Employees are encouraged to complete the required certifications within 90 days of beginning work. Certifications obtained within 90 days of beginning work are eligible for 100% reimbursement. Certifications completed after 90 days but within 9 months of beginning work will be eligible for 50% reimbursement. Certifications obtained after 9 months of beginning work are not eligible for reimbursement. FLSDC will reimburse employees for only one attempt of obtaining certifications; repeat attempts are not eligible for reimbursement.

To receive reimbursement, the obtained certificates and original receipt of payment must be submitted to the School Director for approval. An employee whose employment is terminated, either voluntarily or involuntarily, before completing 2 years of employment after receiving reimbursement for certification requirements will be required to reimburse

FLSDC for all funds previously reimbursed to the employee by FLSDC for any certification coursework and tests. Any reimbursement due to FLSDC upon separation of employment will be deducted from the employee's final paycheck in the full amount.

In certain situations, additional educational fees may be eligible for reimbursement with approval of the Faith Lutheran School Board.

STANDARDS OF CONDUCT

OVERVIEW

Our school is part of our local community and we represent Faith Lutheran Church and the LCMS organization in all that we do. We are here to serve our community by meeting the needs of the needs our children and families. The success of our image in the community depends on maintaining very high standards of ethics and conduct at all times. Each of us must take responsibility for our own behavior and for the way we interact with our children, our parents, our fellow employees, our church members, and our community. The following sections provide guidelines for standards of conduct, professional behavior, and corrective action.

In general, the use of good judgment and common sense, based on high ethical principles, will guide employees to acceptable conduct and make FLSDC a desirable place to work. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with the School Director. At FLSDC, it is important that all employees work together as a team so that the rights and interests of the children, their families and employees are assured.

Employees, who engage in conduct that violates FLSDC policies, or whose performance is unsatisfactory, will be subject to corrective/disciplinary action, up to and including termination. Corrective action is intended to help the employee meet standards, avoid further difficulties, and encourage open communication.

CORRECTIVE ACTION

The below disciplinary/corrective action options are intended to be a guide. When a violation of FLSDC standard occurs, the severity of the circumstances will be considered. FLSDC reserves the option to deviate the order of corrective action options, skip steps, or repeat steps of corrective action when circumstances dictate. Depending on the violation, corrective action steps may be repeated or not utilized. Documented verbal warnings may be repeated or the immediate termination step could be taken as the initial step. Correct action options include:

1. Verbal Counseling

Minor violations will be addressed with a verbal counseling about the issue with the intent of clarifying any misunderstanding and establishing behavior expected in the future. Verbal counseling will be documented by your supervisor, noting that the discussion took place, the date, and the subject. Continued violations will result in escalated corrective action, up to and including termination.

2. Written Warning

Written warnings are a tool used to help the School Director communicate more effectively with you about major violations or repeated violations. It may be used to advise, warn, or otherwise notify you of performance or conduct that is not acceptable. A corrective action plan will be provided in written warnings and employees are encouraged to take advantage of the opportunity to improve, in order to avoid escalated corrective action, up to and including termination. Written warnings will be signed by both the School Director and the employee as documentation that the discussion occurred. Employees may provide written comments on a written warning if desired. Written warnings are maintained in employee personnel records for the duration of their employment, but are not considered when evaluating performance after one year from the date the written warning was issued.

3. Probation

In certain circumstances, an employee may be placed on a probationary period of continued employment. Any unsatisfactory performance during a probationary period may result in immediate termination. Written documentation of probation will be provided and will include the action(s) causing the probation, the corrective action required to continue employment, and the length of the probation period. Written probationary documentation will be signed by both the School Director and the employee as documentation of the employee's understanding of their probationary period. Employees may provide written comments if desired. Probationary letters are maintained in employee personnel records for the duration of their employment, but are not considered when evaluating performance after one year from the date the probationary period is satisfactorily completed.

3. Termination

The most severe corrective action is immediate termination of employment, which may occur in the event of a severe violation(s) or failure to improve after other corrective action steps have been utilized and documented.

It is important to note that the severity of the offense may warrant not following the typically understood order of reminder-warning-reprimand-penalty, and that the corrective/disciplinary action taken may begin with any of the options. For example, a written warning could be given for a first offense in the case of significant acts of misconduct; or immediate termination could occur without prior warning in the case of serious negligence or misconduct.

GRIEVANCE PROCEDURE

Faith Lutheran School Board recognizes that employees may occasionally become dissatisfied with its practices, policies, or other work situations. The School Board encourages a quick and reasonable resolution of any such situations, difficulties, or concerns. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or concerns are effectively and efficiently addressed.

1. Employee should first speak to their supervisor or School Director about the matter. An open discussion and understanding of the matter by both the employee and supervisor is essential at this step. The matter and the discussion should be documented in writing for the interest of both the employee and the supervisor.
2. If the matter is not resolved by this discussion, or if the employee is not comfortable speaking directly to their supervisor or School Director, the employee should discuss the matter with the Staff Member Representative of the School Board, who will present the matter to the School Board Chairperson. The employee will be required to provide a written explanation of the matter to be reviewed by the School Board Chairperson. The School Board Chairperson will confidentially investigate the matter and will respond directly to the employee either verbally or in writing as appropriate.
3. If the matter remains unresolved after discussion with the School Board Chairperson, the chairperson may convene a meeting with the employee, appropriate staff member, an appropriate school board member, or other committee chairperson to help facilitate a resolution. In some cases, the matter may be reviewed by the School Board or the Church Council. Confidentiality will be maintained as possible in determining a resolution.

ON-THE-JOB: POLICIES, PROCEDURES & STANDARDS

STANDARD OF PROFESSIONAL CONDUCT

Employees are expected to conduct themselves on the job in a manner that contributes to the best interest of the school and its children. Employees who do not meet the expectations of performance or professional conduct may be subject to corrective disciplinary action, up to and including termination. Off duty conduct, which may adversely affect the reputation or interests of FLSDC or FLC is also prohibited.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or any other controlled substances when on church or school property, or in church vehicles is strictly prohibited. In addition, off duty conduct, which may adversely affect the reputation or interests of FLSDC is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the school children, affected employee, other co-workers, the public, or school or church property.

Violation of this policy may result in disciplinary action, up to and including termination.

SMOKING

As childcare providers and teachers, it is important that we are positive role models for our children and maintain a healthy environment in our facility. As such, employees of FLSDC are not permitted to smoke on church or school premises at any time.

EMPLOYEE IDENTIFICATION

All teaching staff are required to wear identification badges while on duty, either on or off school premises.

SEXUAL MISCONDUCT TRAINING

All employees of FLSDC will be required to attend a sexual misconduct training session on an annual basis.

HANDLING OF FUNDS

Employees are responsible to strictly adhere to appropriate funds handling procedures. An employee who demonstrates an inability to properly handle funds or maintain funds with balance in their control may be subject to corrective disciplinary action, up to and including termination as outlined in the corrective action policy.

PERSONAL APPEARANCE

Your appearance is a not only a reflection of you, but a reflection on the school. Professional appearance and grooming are important in representing our school. We expect employees to take pride in your appearance and strive to achieve an appropriate, professional image when representing the school. Faith Lutheran School and Daycare will strictly enforce the following appearance standards.

Employees are expected to dress in a neat and conservative manner at all times. Employees who work directly with the children must wear comfortable attire in which they will be able to climb, run, stoop, play, jump and perform daily tasks with ease and with out hazard to children.

The following guidelines for appearance are provided:

- a. Overall appearance **MUST** be neat and clean with regard to both dress and grooming
- b. Employees are required to where identification badges while on duty
- c. Faith Lutheran logo-shirts are suggested and preferred
- d. In general, clothing should not be overly form fitting, should display a professional image, and should not be revealing or suggestive
- e. Halter or strapless style tops, or other revealing attire are **NOT** permitted
- f. Tank tops are permitted, but **MUST** have a wide strap of about 2 inches
- g. Shorts are permitted, but **MUST** be mid-thigh in length; “short” shorts are **NOT** permitted.
- h. Appropriate undergarments **MUST** be worn; visible undergarments are **NOT** permitted
- i. Closed, athletic or walking style shoes are preferred for those employees who work directly with children for safety and appearance concerns
- j. Sandals are permitted, but are not preferred for employees who work directly with children for safety and appearance concerns
- k. Flip-flop style shoes are **NOT** permitted for those employees who work directly with children for safety and appearance concerns
- l. Jewelry is permitted, but should generally be kept to a minimum and may not pose a hazard to children

If an employee reports to work not in violation of the appearance policy, they will be asked to return to work with the violation corrected. Time away from work will be with out pay. Repeated incidents of violation will be subject to corrective/disciplinary action, up to and including termination as outlined in the corrective action policy.

REQUIRED CERTIFICATIONS

Employees are responsible for completing and maintaining all required childcare employment certifications as determined by our licensing requirements. Employees are encouraged to complete said certifications as soon as reasonably possibly after employment begins, but must complete all required certifications within one year of their initial hire date. Employees who do not meet this requirement may be subject to immediate termination of employment in accordance with our licensing requirements. Employees may be eligible for reimbursement of fees for required certification as outlined in the Benefits section of this handbook.

CONTINUING EDUCATION

All employees must complete 10 hours of continuing education on a yearly basis from July 1 - June 30 of each year. Continuing education may include First Aid and CPR, discipline classes, nutrition, curriculum writing etc. It is the responsibility of the employee to make sure they fulfill the requirement of 10 continuing education hours per year and that the required paperwork is submitted to be maintained in their personnel record. Continuing education programs for childcare workers is offered by several local childcare agencies; many are complimentary. Any fees incurred for continuing education are the responsibility of the employee and will not be paid for or reimbursed by FLSDC.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all pre-approved business-related expenses, upon submission of accurate expense reports and original, itemized receipts of purchase to the School Director. Employees are required to submit expense reports in a timely manner to ensure proper accounting and prompt reimbursement. It is the responsibility of the employee to obtain approval for reimbursement before a purchase is made.

DRIVER LICENSE & RECORD

Employee's whose job duties include the operation of a motor vehicle will be required to present and maintain a valid driver's license and acceptable driving record. Employees are expected to immediately notify the School Director of any changes in their driving record. Employees are also required to complete all necessary training and follow all procedures related to vehicle operation.

PROHIBITION OF CELLULAR PHONE USE WHILE DRIVING

Employees are prohibited from using cellular phones or other electronic devices while operating a church or school vehicle, whether passengers are in the vehicle or not; and a personal vehicle if enrolled school or daycare children are passengers in the vehicle. If an employee needs to make a business or urgent call, the employee is required to safely stop and pull over

to a safe location prior to placing the call.

VISITORS

Due to the nature of our childcare environment, any visitors to our school facility must check-in to the school office and are not allowed in daycare or classroom areas without approval from the School Director. Visitors may not be unescorted at any time, for any reason in daycare or classroom areas.

Visitors of a personal nature can be distracting to an employee's job duties, and should be kept to minimum for emergency purposes only. Off-duty employees should only visit the school on business matters, such as obtaining a paycheck.

BULLETIN BOARDS

An employee who wishes to share information on one of the "public" bulletin boards must submit the desired posting to the School Director for approval.

COMMUNICATION WITH PARENTS

Parents are informed of school activities through notes and newsletters. The School Director **MUST** approve all memos, notes and newsletters, before being distributed to parents.

Parents are encouraged to visit our school facility at any time, without prior notice. They are to be treated as welcomed guests and encouraged to provide in-put on their interests and needs related to their child's program. Parents should also be encouraged to provide special treats for birthday, holiday, or other celebrations.

STAFF MEETINGS

All employees are required to attend the annual staff meeting held in August, to coincide with the start of the new school year. All employees are encouraged to attend staff meetings throughout the school year. Attendance at staff meetings will be taken and will be noted in employee personnel files.

Staff meetings will be held monthly at a pre-determined day and time. Staff meetings will consist of a variety of topics, some of which include devotion time, announcements, team building, training opportunities, planning time, discussion topics, and prayer.

INAPPROPRIATE DISCUSSION

Employees are expected to exhibit professional behavior while at work. It is expected that employees will refrain from gossip, rumors, hearsay, derogatory or hurtful comments, speaking negatively, spreading or sharing conversations about others personal lives, beliefs, habits, patterns, etc. or

about Faith Lutheran School and Daycare, Faith Lutheran School Board, or Faith Lutheran Church to include it staff and congregation members. Off duty behavior, which may adversely affect the reputation or interests of FLSDC or FLC is also prohibited.

EMPLOYEE PARKING

Employees should consider the needs of parents dropping off or picking up children when parking. Employees should utilize parking that is farthest from drop-off and pick-up areas.

Employees park at their own risk. Neither the church, nor the school is responsible for theft or damage to any vehicles parked on or near church or school property. Neither the church, nor the school is responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The school will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please immediately forward them to your supervisor or School Director.

FLSDC PROPERTY

Materials, information, or equipment may not be removed from the school premises or used for reasons other than business purposes without the approval of the School Director.

ACCESS TO CHURCH PROPERTY

It is important that the church staff and council have access to church property at all times. This includes the physical property, as well as records, documents, and files. As such, specified church leaders and officers reserve the right to access classrooms, school offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent; with respect of information deemed to be of a confidential nature.

UNFORESEEN FACILITY CLOSING

Faith Lutheran School and Daycare follows the lead of our local Brevard County Public Schools with regard to school closures due to severe weather or other such unforeseen incidents.

In the event that the School should be closed due to unforeseen reasons, the School Board will evaluate the circumstances of the incident and will determine the appropriate course of action related to the payment of

employees during the closure. The school's financial condition and the circumstances of the incident will be evaluated in this decision-making process. In the event that employees are not paid for their scheduled hours during the closure, regular full-time and regular part-time employees may choose to utilize available accrued vacation or personal time if desired.

Once the school has re-opened, employees are expected to exercise caution and good judgment as required by weather conditions and to make every effort to report to work as scheduled. If an employee can not report to work due to weather or road conditions, normal absentee call-in procedures must be followed.

USE OF SCHOOL & CELLULAR TELEPHONES

FLSDC understands that, on occasion, it may be necessary for employees to make and receive personal calls on the school's phones.

These calls should be limited to urgent circumstances, no more than 5 minutes in length, and should be made during scheduled break as possible. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Any costs incurred for an employee's personal long distance call must be reimbursed, by the employee, to the school upon receipt of the bill.

Employees may have their personal cellular phones during work hours; however, the above policy is to be applied.

Employees are not permitted to contact parents from their classrooms on their personal cellular phones. Any contact with parents **MUST** be coordinated and approved by the School Director and made in the school office.

CARING FOR CHILDREN

Supervision of Children

An adult will be with the children at all times, based on established adult/child ratios by age group. This includes the classroom, playground, bathroom, snack, lunch and nap.

Only persons authorized, in writing by the parent/guardian, may pick up a child. Upon pick-up by a non-parent/guardian, employees are required to question and check the authorization and confirm identity with a driver license. If the person is not authorized by the parent/guardian, the child will **NOT** be allowed to go with the person. If the person's name is on the list, however they do **NOT** have their driver's license with them and no other

employee can verify their identity, they will NOT be allowed to take the child. The employee would then need to contact the parent. Verbal authorization is not permitted.

Discipline

In dealing with discipline, utilize the guidelines outlined by age group. Be firm, but gentle. Employees are expected to be patient, loving, and nurturing; and are not permitted to yell at children or use inappropriate negative language or tone towards a child. Major discipline concerns should be brought to the attention of the School Director for guidance and/or parent discussion as appropriate.

Fire Drills

Fire drills for the entire school facility, including all age groups, are required on a monthly basis in accordance with our licensing requirements. A written record of these fire drills MUST be maintained and is located in School Office display case.

Evacuation plans must be posted in each daycare room, classroom, or common area room.

Medication Administration

No medication will be administered to any child without an official medication form signed by the parent. Medication must be in the original container.

First Aid

Every employee working directly with the children is recommended to keep a valid certificate of completion of a Red Cross First Aid Course. A First Aid Kit is kept in a visible designated place for easy access. A First Aid manual is also accessible.

If someone is hurt:

1. Attend to the child, provide first aid
2. Record the incident. Complete an accident/incident form as thoroughly as possible. Accident/Incident reports must be signed by the School Director before be given to parents.
3. Notify the School Director or school office of any major injuries, or visible injuries. Appropriate course of action, such as notifying parents or medical services will be determined by the School Director.

Nutrition, Food and Handling Formula

Parents generally provide information on the child's usual feeding schedule and habits after admission. For infants and younger children, the information should be updated when changes are made in the home

routine. It is the responsibility of the worker to communicate regularly with the parents about the child's nutritional needs.

Foods are to be maintained at a safe temperature in accordance with environmental health regulations. It is the parents' responsibility to protect perishable food items brought to school at various times of the year.

Nutrition Education is incorporated into classroom activities for children.

Snacks

School provided snacks are provided for enrolled children, not school employees. Snacks are provided under the Environmental Health guidelines concerning quality and quantity and snack-size portions should be provided. Teacher Aides will prepare and serve the snack. Afternoon caretakers will prepare and serve the snacks to their respective classrooms. A monthly menu is posted in the kitchen.

Appearance of School Facility

It is understood that when children are playing or eating, toys or food will be scattered about; however, employees are required to keep their assigned areas/rooms as neat and presentable as possible. During nap time, playground time, and lunch/snack times, the rooms/areas should be in order.

The appearance of our school facility is observed by parents, potential parents, and licensing inspection agencies without prior notice. All employees are expected to be concerned with the appearance of our facility and help in cleaning and disinfecting all areas.

Supplies

Pre-school supplies are stored in the women's bathroom in Myer's Hall. Replenish areas when needed. Daycare supplies are located in the men's bathroom and the laundry room in the daycare building. Replenish areas when needed. Classroom supplies are located in the laundry room in the daycare building. When supplies are running low in the day care, notify the School Office.

Specific craft items may be ordered from the school office, please allow 1-2 weeks for delivery.

Playground toys are checked and replaced periodically.

Damage Reports

Damage to toys and equipment should be reported to the school office as soon as damage is noticed. Repairs or replacement will be undertaken as budget permits.

Personal Illness during Working Hours

If an employee has a fever or develops a contagious condition during their working hours, it is necessary for the employee to leave work. Notify the School Director or school office so staffing can be adjusted before you leave. This is to protect the children and other staff workers from infection, especially in the day care as younger children's immune systems are not fully developed.

Use of Substitute Staff

The use of a paid substitute staff is at the sole discretion of the School Director. Volunteers or other staff may be used to replace an absent staff person. The absence of a staff member is not sufficient reason for obtaining a substitute. A careful assessment must be made to establish a need for having a substitute, such as, number of children in attendance, number of hours substitute will be needed, rearranging duties for a given period, etc.

Field Trips

Field Trips MUST be planned in advance and should be planned in connection with in-class activities. Parents should be encouraged to assist and participate in field trip activities for their children.

Use of private vehicles for field trips should be limited. Any parent driving an enrolled child in their private vehicle MUST complete out a proof of insurance coverage form that will remain on file in the school office.

Any parent who is in the presence of children for a field trip, either by driving or chaperoning, must complete a sexual misconduct training session and questionnaire to remain on file in the school office.

OPEN DOOR POLICY

Faith Lutheran School and Daycare and Faith Lutheran School Board promote an atmosphere to encourage employees to speak freely with the school's leaders. You are encouraged to openly discuss with the School Director or School Board Chairperson about any issues, concerns or questions you may have.

We are interested in your success and happiness as an employee of FLSDC and welcome the opportunity to assist when possible.

Faith Lutheran School and Day Care
290 E. Merritt Avenue
Merritt Island, FL 32953
321-452-4143

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

Employee Printed Name: _____

Employee Social Security #: _____

I have received a copy of the Faith Lutheran School and Daycare Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I understand that at any time I may ask for and receive a copy of the Employee Handbook from the School Director.

Further, I understand all matters set forth in the Employee Handbook and agree to abide by and adhere to Faith Lutheran School and Daycare policies, procedures, and standards during my employment. I also understand that except for employment-at-will-status, any and all policies or practices are subject to change at any time without prior notice.

I understand that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment, and that my employment is not for a specified length of time. Rather, I understand and agree that my employment is employment-at-will; employment that may be terminated at the will of either the employer or the employee. Both Faith Lutheran School and Daycare and I remain free to choose to end our work relationship at any time, with or without cause.

My signature certifies that I received the Employee Handbook and that I understand the entire foregoing agreement.

Employee Signature: _____ Date: _____

EMPLOYEE HANDBOOK REVISION RECORD

Date	Policy or Guideline Revised	Handbook Pages Revised	School Board Approval
Dec. 10, 2009	Unforeseen Facility Closure	32 & 33	Motion carried at December School Board Meeting
Dec. 10, 2009	Minimum Work Hour Requirement	14 (also 7 & 16)	Motion carried at December School Board Meeting
Dec. 10, 2009	Discount Childcare	25	Motion carried at December School Board Meeting
Dec. 10, 2009	Table of Contents	i, ii, iii	Based on Dec. 10, 2009 revisions