



H. READ, INC.  
Mansfield Children's Center

**PERSONNEL POLICY**

November 2016

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POLICY REGARDING BACKGROUND CHECKS

## WELCOME LETTER

Welcome to H. Read, Inc. /dba/ Mansfield Children's Center (also referred to as MCC).

We are pleased to have you as an employee. In accepting employment at MCC you are agreeing to the best of your ability to embrace and effectuate the MCC mission and program goals as outlined on our website and other reference and teaching materials.

We want your employment experience to be rewarding and beneficial for you and the MCC community. To help achieve that goal, we have implemented this Personnel Policy, which will acquaint you with some policies affecting your employment.

The Personnel Policy is not intended as a contract per se. It is our policy that the employment relationship between MCC and our employees is "at-will". This means our relationship can be terminated with or without cause at any time at the option of either the employer or the employee.

We wish to apply our policies consistently and without discrimination so that all similarly situated employees receive uniform treatment. A situation may arise that requires us to deviate from our normal procedures. While we attempt to minimize those situations, we must reserve the right to consider each case separately and make appropriate decisions. Only the owners have the authority to approve changes to the policies.

It is impossible to anticipate every situation that could arise, so the Personnel Policy highlights our general policies and employee benefits. Other existing policies and practices appear in other handbooks and documents including the Parents' Package, the Staff Handbook, the Health Policy, and Safety Guidelines. If you are not sure about any written or unwritten policy or need further information, please ask a director, office manager, or mentor.

Our needs may change from time to time and new governmental regulations may take effect. Therefore, to the fullest extent permitted by law, we reserve the right to amend, rescind, or modify any of our policies, practices, and benefits at any time, with or without prior notice. If any provision in the Personnel Policy becomes invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect. If any policy conflicts with the state or federal law, the law controls and the policy or portion of the policy that conflicts with law will be considered inapplicable to the employees to the extent of the conflict.

This Personnel Policy applies to all new and existing employees. It applies to full-time, part-time, temporary, and, where applicable, trainees and volunteers. This Personnel Policy supersedes all previous editions.

You have been provided with your own copy of the Personnel Policy. Please review it and refer to it whenever you have questions about our policies, practices, or benefits. The policies are effective immediately and you are expected to know and comply with them. As this information is revised, updated pages will be distributed to you. Please keep this readily available and insert the updated materials promptly so that it is current at all times.

Thank-you.

## EQUAL OPPORTUNITY

H. Read, Inc. is an Equal Opportunity Employer and considers all applicants based on their competence and qualifications and not on the basis of their gender, race, national origin, religious beliefs, age, marital status, disability, or sexual orientation.

## NOTICE OF NON-DISCRIMINATION

H. Read, Inc. d/b/a Mansfield Children's Center does not discriminate on the basis of race color, sex, religion, age, national origin, qualified mental or physical disability, sexual orientation, genetic carrier status, or status as a Vietnam Era or disabled veteran, any military service, active military service, gender identity or expression, or any other category or class protected by federal, state or local law and its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jeanne Fallon, 1100 School St., Mansfield, MA 02048, (508) 339-4111.

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## EMPLOYEE CLASSIFICATION

H. Read, Inc. employs persons to work in the area of early education as consultants, teachers, and aides or as administrative support staff. Work hours, schedules, documentation methods, employee classification and benefits are determined by the particular contract, grant or service for which the person is hired to be a part of. The specifics of the above will be defined in each employee's written work agreement at the time of hiring. Generally, employees will fall within the following classifications.

1. Regular Full-Time Staff: A staff member employed for a minimum forty-hour week. Employees in this category are entitled to all benefits offered by H. Read, Inc.
2. Regular Part-Time Staff: A staff member regularly employed for less than forty hours a week. Employees who are scheduled for less than forty hours per week generally receive no fringe benefits.
3. Temporary Full-Time or Part-Time Staff: A person who is hired to fulfill an assistant or substitute position on a per day basis or for a period of three months or less is considered "temporary." Employees in this classification are not entitled to any benefits.
4. Consultants: Employees fulfilling specialty services are generally paid on an hourly basis and are not entitled to any benefits.

NOTE: The classification of "professionals" is in keeping with those accepted by the Department of Labor and is primarily defined by the degree held and the level of responsibility and supervision. Each position will be classified individually as will the over-time and compensation-time arrangements on that classification basis.

## COMPENSATION

H. Read, Inc. offers employees competitive wages based on position, experience, education and years of service.

## MINORS

Federal and State Labor laws have regulations governing the employment of minors. In order to comply with these regulations, all minors employed (persons under eighteen years of age) must present a working permit. No one under sixteen will be employed.

## ANNIVERSARY DATE

The date of employment is the date on which an employee begins work. Benefits begin accruing on the employee's anniversary date.

## SCHOOL YEAR CONTRACT

Regardless of an employee's Anniversary Date, a work commitment is required for the Public School Calendar Year. To ensure high quality educational standards for young children, it is imperative that teachers change employment only at the beginning (Labor Day) or ending (end of the June) of the school year.

## PHYSICAL EXAMINATION

All employees must provide the Center with a physical and a statement that he or she is free from any communicable disease. The physician's report should also indicate any limitations the employee may have in working with young children due to health problems, if applicable. Physician's report must be updated every 2 years. The records must also show evidence of immunity to Measles, Mumps and Rubella either by 2 shot dates or by a lab test.

## PROBATIONARY PERIOD

The first three months of employment are considered a probationary period. During these months an employee's work will be assessed to determine the person's ability to perform those functions hired for and the employee's satisfaction with the job. Where the assessment is satisfactory regular full-time and regular part-time employees can expect to be retained on a permanent basis.

## ADDITIONAL WORK HOURS

Some program demands may require staff work additional hours on occasion beyond their regular schedule. The expectations for additional hours will be made clear at the time of hiring. Employees must document the additional hours worked on the PART-TIME EMPLOYEE/ ADDITIONAL HOURS FORM.

## OVERTIME PAY

Employees who work over 40 hours in a given week will be paid time and a half for those hours worked over the 40 hours.

Employees who work in the evening or weekend at parent meetings will be paid time and a half for those hours worked. Employees working after 6:00pm to close the Center will be paid double time for those hours worked.

## ATTENDANCE

To give the best service to our families and children, we depend on each employee. All employees are required to call the Center between 6:30 - 7:00 AM if they become ill and cannot come to work on a day scheduled to work. You must speak directly with an MCC staff member to report your unexpected absence. Leaving messages on the office voice mail is NOT acceptable. Electronic messages are not acceptable. Notification of absences must be made on each day of a prolonged absence.

All employees must begin work immediately at their assigned time.

## VACATION REQUESTS AND TIME OFF

Employees may request time off using the MCC Vacation Requests and Time Off Form. MCC limits the number of employees who will be approved for time off on any given day. Consult the office calendar prior to making a request to maximize the probability that the request will be approved.

## PAY DAY

There are 26 pay periods occurring on alternate Thursdays. The payroll schedule may be changed to facilitate payment. In the event that this occurs, employees will be given written notice and a revised annual schedule of the paydays. Salary advances are not made.

## NO PAY

An employee who is late for work must complete a form in the office that indicates time lost due to tardiness. Lost time due to tardiness will not be paid. Unexcused absences will not be paid, including, but not limited to, failure to work when a Time-Off Request has been denied.

Employees who do not give a 2-week notice when resigning or who leave prior to their last day will lose any accrued benefits.

## PAYROLL DEDUCTIONS

Federal Income Tax and State Income Tax are calculated on the basis of deductions specified by the employee on the W4 forms. It is the employee's responsibility to notify H. Read, Inc. of any changes in these deductions.

H. Read, Inc. employees are covered by the Federal Social Security Program (FICA) and Medicare Tax. Deductions are withheld and contributions are made to FICA and Medicare. Employees choosing the Health Insurance Benefit option will have their payment portion withheld from the bi-weekly paycheck or may elect to have their portion paid through the Sec. 125 benefit option. The Health Care Benefit may be elected after 3 months employment.

Employees choosing the Child Care Benefit option will have their payment portion withheld from the bi-weekly paycheck.

Employees electing to join the IRA retirement plan will have contributions withheld through payroll.

## PERFORMANCE EVALUATION, WARNINGS, AND DISMISSAL

Your performance will be periodically evaluated during the entire tenure of your employment by the project director or by his or her designee(s). The designee(s) may routinely consist of the employee's co-worker(s). These evaluations may be in writing, and will always be discussed with you. You will have the opportunity to reply in writing if you choose. The written evaluations and replies will become part of your personnel record after they have been discussed. A copy of your written evaluation and the response will be given to you.

It is H. Read, Inc.'s belief that all persons can improve their work in some way. These evaluations are designed to give you a focus and targets for improving or expanding your skills.

Evaluations will be given after the third month and around each anniversary date. At least every two months a supervising staff member will observe in the classroom and provide the employee with written feedback. The observations may focus on specific MCC curriculum (e.g. Natural Science, Social-Emotional Independence, Drawing) or may be part of the NAEYC accreditation process. All staff are required to engage in self-evaluation as part of the process and must be

prepared to discuss ways to improve their performance. An employee can request that any informal verbal evaluation be put in written form. In cases of notable slippage of work standards, a written evaluation with suggestions for change will be given the employee at any time. The employee may be warned that not correcting these problems will lead to his or her termination. If there is no improvement after a reasonable time, such time being established in the evaluation, then the employee will be given written notification of release listing the reason(s) for dismissal.

It should be understood that in an unusual case (or cases) of severe problems with your work (such as instances where the employee has wittingly violated the rules established within the program he or she is working in, and particularly when placing a child at risk), you may be released without following the above procedure. However, prior to termination, you will be given a written evaluation including a list of the reasons for dismissal.

## GRIEVANCES

Cooperation and good communication are highly valued by H. Read, Inc. Every effort is made to provide clear expectations, thorough training and ample support. There are many opportunities to bring concerns to the attention of others and vehicles such as meeting should regularly be utilized. Any complaint should be addressed to the appropriate person whether co-worker, supervisor or director.

Concerns, if not satisfactorily resolved through regular work channels, should be brought to the attention of a supervisor or director at the earliest possible date and a means for responding to it will be outlined.

## RESIGNATIONS

In order to better understand why employees leave the organization, it is important that we learn the reasons for departure. Therefore, we ask that employees meet with their supervisor and share their reasons for leaving. In addition, a resignation letter is required. Employees are expected to inform parents and children in a timely and positive manner in keeping with our philosophy. We ask that employees make every effort to provide resignations with a three-month notice and have leave dates correspond with the beginning or end of the Public School Calendar. Unless there are extenuating circumstances, an employee who resigns without giving a proper written notice will forfeit his or her accrued vacation and will not be eligible for re-employment.

## HEALTH INSURANCE BENEFIT OPTION

Regular full-time employees are eligible to participate in the organization's health insurance package after 3 full months of employment. A portion of the single member's rate will be paid by H. Read, Inc. as specified in the employee's work agreement. Employees may elect to participate in the Sec. 125 Plan which allows health premiums to be paid with pre-tax dollars. Employees choosing this benefit are not eligible for the Child Care Benefit Option. Employees who do not choose to participate in the program at the end of their probationary period may elect to join during the September Annual open enrollment time frame.

## COBRA - HEALTH INSURANCE COVERAGE

Upon termination of employment from the Center, an employee may elect to continue on the health plan at a cost of 102% of the premium for up to 18 months. All payments must be made to MCC by the 25th of the month before the coverage period (e.g. March 25th for April).

## CHILD CARE BENEFIT OPTION

Regular full-time employees are eligible to place children in MCC's child care programs. A portion of the first child's tuition will be paid by the organization unless the family is eligible for

other tuition support. Employees may elect to participate in the Sec. 125 Plan which allows some child costs to be paid with pre-tax dollars. Employees choosing this benefit are not eligible for the Health Insurance Benefit Option.

#### EMPLOYEE IRA CONTRIBUTION

Employees may elect to make contributions to an IRA plan through payroll deductions. Information is available upon request.

#### WORKMEN'S COMPENSATION

In the event of an injury or sickness which occurs or is contracted during work hours you may be eligible for compensation or services under State Workmen's Compensation Law. The employee is required by law to formally report the accident and nature of injury or sickness within 7 calendar days of its occurrence or initial onset. If this is not done in a timely manner, the agency does not assume responsibility for compensation coverage.

#### HOLIDAYS

Regular full-time employees are entitled to the following 9 paid holidays the 1st year and 12 each following year: New Year's Day, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and a specified Christmas holiday. The employer may pay holidays when earned or when they occur at employer's discretion as long as all days earned are paid within the total employment period of each employee. An employee will only be paid earned Holidays

Paid holidays are earned at the following rate:

1 <sup>st</sup> Year	.039/hr worked with a 72 hour cap
2 <sup>nd</sup> Year	.053/hr worked with a 96 hour cap
3 <sup>rd</sup> Year	.054/hr worked with a 96 hour cap
4 <sup>th</sup> (+) Year	.058/hr worked with a 96 hour cap

An employee who is scheduled to work the day before and/or the day after a holiday and has an unexcused absence will lose his or her holiday pay.

#### VACATIONS

H. Read Inc. offers employees a generous vacation package.

Employees must plan vacations in advance and in coordination with other employees such that continuity of services are not disrupted.

Accrued vacation must be taken within one year and two months of being earned. It will generally not accumulate past that time. In the event that an employee has not taken his or her vacation by their anniversary date, they may elect to be reimbursed for up to 5 days.

Paid vacations are earned at the following rate:

1 <sup>st</sup> Year	.039/hr worked with a 72 hour cap
2 <sup>nd</sup> Year	.053/hr worked with a 96 hour cap
3 <sup>rd</sup> Year	.067/hr worked with a 120 hour cap
4 <sup>th</sup> (+) Year	.092/hr worked with a 160 hour cap

#### EST (EARNED SICK TIME)

EST may run concurrently with time off provided under the FMLA, SNLA, Massachusetts Parental Leave Act, Massachusetts Domestic Violence Leave Act and other leave laws. Employees may

choose to use paid EST to receive pay when taking other statutorily-authorized leaves that would otherwise be unpaid.

### ACCRUAL OF SICK TIME

All part-time and temporary full-time employees are eligible to accrue and use paid sick time. Sick time accrues at the rate of one hour for every thirty hours worked per year, up to a maximum of 40 hours.

All regular full-time employees are eligible to accrue and use paid sick time. Paid sick time is earned at the following rate:

- 1<sup>st</sup> Year .033/hr worked with a 40 hour cap
- 2<sup>nd</sup> Year .045/hr worked with an 80 hour cap
- 3<sup>rd</sup> Year .045/hr worked with an 80 hour cap
- 4<sup>th</sup> (+) Year .046/hr worked with an 80 hour cap

Employees will only be paid sick time that is accrued.

### USE OF SICK TIME

All first year part-time, temporary full-time, regular full-time employees' accrual of sick time begins on the employee's date of hire. Employees may begin using earned sick time 90 days after their start date.

Sick time is provided to allow employees to:

1. care for their own physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
2. care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
3. attend routine medical and dental appointments for themselves, their child, parent, spouse, or parent of a spouse; and
4. address the psychological, physical, or legal effects of domestic violence.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

Employees may not use sick time for times they are not scheduled to work.

Earned sick time may be used for full or partial day absences. The first use of sick time must minimally be one hour. Subsequently, smaller blocks of time use are permitted.

### ABSENCE NOTIFICATION PROCEDURES

Employees must follow the required planning, communicating and reporting policies. (See ATTENDANCE and VACATION REQUESTS AND TIME OFF.

### VERIFICATION OF USE OF SICK TIME

An employee must submit a doctor's note or other documentation to support the use of sick time if the absence:

1. exceeds 24 consecutively scheduled work hours or three consecutive days on which the employee is scheduled to work;
2. occurs within two weeks prior to an employee's final scheduled day of work; or
3. is the fourth unforeseeable and undocumented absence that occurs within a three month period.



Required documentation must be submitted within seven days of the absence. Additional time may be granted for good cause shown.

Failure to comply with the documentation requirement may result in sick time paid being recouped from future wages.

#### EXPECTATIONS REGARDING ATTENDANCE

Regular, reliable attendance and timeliness is expected. If an employee is repeatedly absent, late or leaves work early for reasons not covered by earned sick time, is absent or tardy for more than the hours earned in a year, commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time or exhibits a clear pattern of taking sick time on days just before or after a weekend, vacation or holiday, the employee may be subject to disciplinary action or termination.

#### PAYOUT OF SICK TIME

Sick time is not payable on termination of employment.

Part-time employees may carry over up to 40 hours of unused sick time at the end of their benefit year.

Regular full-time employees may cash out up to 40 hours of unused sick time at the end of their benefit year.

#### BEREAVEMENT LEAVE

Regular full-time employees may request up to two days of paid bereavement leave in relation to the passing of an immediate family member, defined as the employee's parent, spouse, child, or sibling; or the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. A bereavement leave may constitute all or part of a work day.

We will of course make every effort to fully and reasonably accommodate a request for bereavement leave. However, our staffing requirements make it necessary for us to condition approval on our ability to meet our staffing requirements. As soon as you know of a need for bereavement leave, please notify your supervisor or the owners so we can begin taking the steps necessary to cover your hours.

Although this is paid time off, it is not considered work time for purposes of benefits. Therefore, employees do not earn benefits during a bereavement leave.

#### LEAVE OF ABSENCE

A leave of absence will be granted to employees for reasonable causes (such as maternity, extended illnesses, job related educational programs). Each request will be handled on an individual basis. A leave of absence must be applied for in writing and approved through your immediate supervisor with reasonable advance notice (2 months, except in the case of illness). An extended absence of more than 3 days and no more than 12 months constitutes a leave of absence. An employee is not paid during a leave of absence. Employees do not accrue benefits during the leave period. Employees on the health insurance plan are responsible for their health insurance premiums, paying the full cost of their health insurance premium based on the Cobra laws during the leave period. The employee's anniversary date is re-set based on the length of the absence. The employee's work or classroom assignment may change upon return based on MCC's needs at that time.

## PAY RAISES

Employees are eligible for a raise on their anniversary date. Raises are not given automatically. Raises are based on the individual's attendance, past performance, ability to assume responsibilities and overall commitment to the program, as well as the financial health of the organization.

## PROMOTIONS AND TRANSFERS

H. Read, Inc. encourages its employees to apply for new positions and assume new responsibilities as they arise. Committed, competent employees are an asset which the organization values and wishes to reward.

## JURY DUTY

Employees may serve on juries as required by law. When you receive a notice to serve, you must check the time off calendar to see if that date is available. If our time off calendar is full for the day in question, we urge you to submit to the courts an available day that we can accommodate. H. Read, Inc. will compensate an employee for up to three days and for the actual time served for those days. In order to be paid by H. Read, Inc. written documentation must be presented which verifies the date and specific hours served, and any compensation received. The difference between your pay and the pay received for jury duty will be paid by H. Read, Inc. You may ask for a written statement from your supervisor exempting you from jury duty if your job responsibilities so warrant.

Employees released by the courts are expected to return to work if their normally assigned work day is not over.

## CONFIDENTIALITY

All children's files and information is considered confidential. Good professional judgment should always be used in sharing information regarding children and their families with appropriate persons involved with the children and families served. Employee personnel files and H. Read, Inc.'s organizational files are considered confidential.

## CHILD GUIDANCE

Employees who are hired to work at the Mansfield Children's Center are required to be fully knowledgeable of H. Read, Inc.'s guidelines regarding the discipline of children served. Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child. The employee shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Discipline shall be administered in such a way as to help the individual child develop responsibility for his or her own actions. In any case:

1. No child shall be subject to abuse, neglect, confinement, or corporal punishment of any kind.
2. No child shall be subject to cruel or severe punishment, humiliation, verbal abuse, or excessive time-out.
3. No child shall be denied food, rest, or outdoor time. No child will be force-fed, nor punished for eating or not eating nor will food be used as a consequence.
4. No child shall be punished for soiling, wetting, or not using the toilet, nor be subject to excessive practices for toileting.

5. No child shall be confined to a swing, high chair, crib or any piece of equipment for an extended period of time in lieu of supervision.

## SUSPENSION

An employee may be suspended if in the course of their job performance it is suspected that he or she has harmed a child in any way. This includes suspected incidents of institutional child abuse. In any case, the directors will review any incident brought to their attention and any suspected cases will immediately be reported to DCF followed by a written report within 48 hours. EEC will also be immediately notified. During the period of investigation the employee will be suspended and any contact with the children will not be allowed. Based on findings, appropriate action will be taken whether reinstating the employee with or without warnings, or dismissing the employee.

## SMOKE FREE

Smoking is not permitted in any MCC facilities or on any outdoor property. MCC is entirely smoke free.

## STAFF MEETINGS

The staff of each team or department will meet every week. All staff meetings will be documented as per the plan outlined at the beginning of the meeting notebooks. Additional staff meetings will be scheduled as needed to facilitate the objectives of any project or service, including meetings with supervisors and task groups.

## BREAKS

Full-time staff will have a one hour break daily. All part-time employees working 4 hours or more are entitled to a break.

## STAFF DAY

MCC schedules four professional days each year. All staff are scheduled to work 8:00-4:00 on those days. Each Staff Day begins with an all staff meeting. An agenda is distributed at the meetings which outlines the remainder of the day and which includes training, special meetings, projects, and classroom maintenance.

## LOSSES AND DAMAGES

H. Read, Inc. assumes no responsibility for personal property or effects or for damages or losses to personal property unless prior written arrangements have been approved by one's immediate supervisor.

## HIRING

H. Read, Inc. will indicate through public notice of positions and openings available. Job descriptions will be included. Applicants should send a resume and a cover letter indicating the reasons for their interest to the project director. Based on the resumes and letters received, a number of applicants will be invited for an interview with the project director. Based on the initial interview, a select number of persons will be invited for a second interview with other staff members or members of the corporation. In some cases an applicant may be requested to demonstrate their skills or show evidence of their skills by demonstration or by providing (a copy of) material they have developed.

## OUTSIDE EMPLOYMENT

As a matter of policy H. Read, Inc. requests that full-time employees do not hold another job. It is extremely difficult to do a competent job in two positions simultaneously. Employees are subject to regulations regarding conflict of interest governing the particular contract or service under which they are hired.

## TRAINING

Employees are required to participate in the orientation and training programs as they are offered by H. Read, Inc. Additionally, all staff are required to complete 20 hours of training annually as mandated by EEC. Aide qualified employees are strongly urged to become teacher qualified which requires the passing of Child Development or an equivalent course at the college level. Each employee will participate in outlining his or her training plan annually.

## TRAINING STIPEND

H. Read Inc. provides a stipend for training for all employees. Part-time employees may use up to \$100.00 and full-time employees may use up to \$200.00 each calendar year. Unused funds may be accrued up to \$250.00 for part-time employees and \$500.00 for full-time employees.

## LEGAL FORCE OF THE PERSONNEL POLICY

All contracts signed between H. Read, Inc. and their employees are legal documents. If there is a conflict between what is stated or implied within any contract and the Personnel Policy or any revisions of the Personnel Policy then the contract will serve as the primary document. Other than those exceptions, every employee is responsible to keep the standards and practices written and implied within the Personnel Policy. Employees are invited and requested to make suggestions where they believe policy changes will improve the products and services offered by H. Read, Inc. or enhance employee involvement and satisfaction with their roles and contributions.