



***“Building the foundation for a lifetime of success  
through quality early childhood education.”***

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## STAFF HANDBOOK

August 2022 - December 31, 2023

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## **Section 1 - INTRODUCTION**

### **A. At Will Employment**

Your employment with Riverhouse Children's Center (RHCC) is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave RHCC at any time, with or without notice and with or without cause.

Nothing in the employee handbook should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with staff members in regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

### **B. Welcome to Riverhouse**

Welcome! Riverhouse Children's Center is a 501(c)(3) nonprofit organization dedicated to providing parents with reliable and quality childcare for children ages six weeks to five years of age. Riverhouse was created by a small group of parents in 2002; in 2013 a major capital campaign resulted in the current facility on Florida Avenue - a new building that expanded Riverhouse's capacity to serve 75 children a day. Riverhouse is run by a volunteer Board of Directors who hire the Executive Director to manage the center. The Board is primarily responsible for establishing and approving the annual budget, establishing long-term strategic plans, policy formation and amending bylaws, fundraising, and working with the Executive Director..

Please take the time to read this employee handbook carefully as it sets out the basic rules and guidelines concerning your employment. Sign the acknowledgement at the end to show that you have read, understood, and agree to the most important contents of this handbook. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. As state or federal laws change, or as Riverhouse's resources or needs change, there may be amendments to this document. These amendments will be communicated to all staff in written and verbal form at staff meetings (held at least once per month),

**This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.**

If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact your supervisor. Likewise, if you have any suggestions related to RHCC policies or procedures, please let us know.

We wish you success in your employment here at Riverhouse Children's Center!

***All the best,***

***Board of Directors of Riverhouse Children's Center***

## **C. Our Organization**

### **1. Our Mission & Vision**

**Mission:** Building the foundation for a lifetime of success through quality early childhood education.

**Vision:** We support all families by providing quality early childhood education in a center that supports healthier relationships for everyone, and provides trauma-informed care, in a fun and safe environment.

### **2. Leadership / Organizational Structure**

Riverhouse Children's Center is governed by a Board of Directors. The Executive Director reports directly to the Board of Directors. The Program Director, Assistant Director, caretaker, and kitchen staff report directly to the Executive Director. Aides report both to their Lead Teachers and the Program Director. Lead Teachers who have been in their positions for six months without a PIP report to the Program Director; otherwise they report to the Executive Director. The Executive Director has the discretion to create a Leadership Team to serve as a consulting body regarding Riverhouse's culture, pursuit of strategic plans, and successfully fulfilling its mission. Participation in the Leadership Team is by invitation, and is 100% voluntary; participation is compensated at the staff member's regular hourly wage.

### **3. Our Classrooms**

Riverhouse Children's Center serves children from six weeks to five years of age within six classrooms. These classroom make-ups can change according to customer demand and need.

- Infant/Chickadees (6 weeks to 10 months)
- Infant/Hummingbirds (10 months to 18 months)
- Toddler/Sparrows (18 months to 2.5 years)
- Older Toddlers/Blue Jays (2.5 years to 3.5 years)
- Pre-K/Falcons (3.5 years to 4.5 years)
- Pre-K/Eagles (4 years - 5 years)

### **4. Calendar**

Riverhouse is open year-round, but operates on a calendar that is mostly aligned with the local school district. During the summer Riverhouse is closed for everybody the week of July 4th for summer vacation, and closed for families - but not staff - for a week in August before the new school year. The August week is a Teacher Work Week to complete mandatory trainings, review policies and procedures, and prepare classrooms for both a new group of children and the fall semester.

### **5. Riverhouse - Curriculum:**

During the school year, each classroom utilizes The Creative Curriculum™ as a teaching tool which facilitates ongoing developmental tracking, individual child assessment, and curriculum planning. Employing a combination of teacher-directed and child-initiated learning, The Creative Curriculum™ emphasizes responding to children's learning styles and building on their strengths and interests. The Creative Curriculum™ aids teachers in assessing children's developmental progress, in creating quality lesson plans, and - for pre-K students - in developing concerted goals for kindergarten readiness.

In regard to classroom management, we utilize two philosophies and approaches: One is Conscious discipline - which cultivates emotional intelligence by teaching self-regulation, and the other is Trauma informed care which recognizes and responds to the signs, symptoms, and risks of trauma to better support both children and the staff members who care for them. Both of these approaches are part of a rich social-emotional curriculum.

## **D. Ethics Code**

## 1. High Standards

RHCC will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our directors and employees are expected to adhere to high standards of business and personal integrity.

## 2. Conflicts of Interest - General

We expect that officers, directors, and employees will not allow personal interests to conflict with the interests of RHCC, its clients, or affiliates, nor will they misrepresent RHCC or use their RHCC contacts to advance private or personal interests. The confidentiality of sensitive business information about RHCC or operations, or that of our customers or partners, is to be treated with discretion and only be disseminated on a need-to-know basis (see policies relating to privacy and conflict of interest).

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## Section II - Hiring and Orientation Policies

### A. Discrimination & Harassment Prohibition

1. **Equal Employment Opportunity.** There shall be no unlawful discrimination or harassment against employees or applicants for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.
2. **Definitions of Terms**
  - a) **“Age”** as used above refers to the age group of 40 years and above as specified by the Age Discrimination in Employment Act.
  - b) **“Sex”, “Gender” and “Sexual Orientation.”** Sex and Gender discrimination includes unlawful discrimination on the basis of sex, gender, pregnancy, and sexual harassment. Colorado law defines “sexual orientation” as “a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or an employer’s perception thereof.”
  - c) **“Genetic Information.”** Genetic information includes: 1) information about a person’s genetic tests; 2) information about the genetic tests of that person’s family members; 3) a person’s family medical history (i.e., the manifestation of a disease or disorder in a person’s family members, often used to determine if a person has an increased risk of getting a disorder, disease or condition in the future); 4) a person’s request for, and receipt of, genetic services
  - d) **“Sexual Harassment”** occurs when an Employee is subjected to **unwelcome conduct based on sex or gender that is severe or pervasive** and: (1) which conduct is either an explicit or implicit condition of an individual’s employment; (2) submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting the individual, e.g. salary increases; (3) or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. Unprofessional conduct may rise to the level of sexual harassment if it is unwelcome, based on sex, and severe or pervasive. Unprofessional conduct includes, but is not limited to, unwelcome sexual advances or propositioning, jokes of a sexual nature, unwelcome sexual comments about someone’s clothing or appearance, intimate stories about one’s sex life, sexually explicit photographs or drawings, unwelcome touching of a sexual nature, and adverse treatment based on gender. Unprofessional conduct may result in discipline or discharge, regardless whether it rises to the level of unlawful sexual harassment.

- e) **“Harassment”** on the basis of any protected status listed above is unlawful where it is unwelcome, severe or pervasive, and unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment. Slurs, derogatory statements or degrading treatment, jokes and stereotyping based on protected status are unprofessional and may result in discipline or discharge, regardless of whether they rise to the level of unlawful harassment.
3. **Treatment of Non-Employees.** Employees shall not in the course or scope of their employment, unlawfully discriminate against, or harass, or engage in unprofessional conduct toward non-Employees (parents, vendors, or others) based on the non-Employee’s race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age of 40 or over, physical or mental disability, genetic information, military or other protected status. Such conduct may result in discipline or discharge.
4. **Responding to Unwelcome Conduct.** If you find someone’s conduct sexually harassing, or harassing on another protected basis, do not encourage that person to continue by indicating that you like or approve of the conduct. Do not reciprocate by engaging in similar conduct. For example, don’t tell jokes that you wouldn’t want someone to tell you; don’t hug others if you don’t want them to hug you. Report any unwelcome conduct to your supervisor.
5. **Reporting Discrimination or Harassment.** Any Employee who is subjected to or who observes conduct that the Employee honestly believes is in violation of this policy must report it to a Riverhouse administrator. This includes conduct by co-workers, supervisors, management, officers or directors, clients, suppliers or others encountered during the course and scope of your employment. It is the Employer’s desire to maintain a professional working environment and to prevent any unlawful discrimination or harassment in employment. Employees are strongly advised that they should not quit employment because of conduct that violates this policy rather than reporting such conduct. Please give Employer a reasonable opportunity to investigate and correct any violations of this policy. Upon receiving a report of conduct that may violate this policy, Employer will investigate the circumstances and take appropriate action. Because of the need to investigate, Employer cannot promise confidentiality regarding a reported violation of this policy.
6. **Discipline/Discharge.** An Employee engaging in any unlawful discrimination or harassment against another Employee shall be subject to disciplinary action that may include termination, demotion, or suspension. Employees may be disciplined or discharged for unprofessional conduct in violation of this policy, even if the conduct is not so severe or pervasive that it is unlawful conduct.
7. **Cooperation/No Retaliation.** Employees must cooperate fully during an investigation and must provide the investigator with honest and complete responses. No Employee shall be retaliated against for making a report that the Employee honestly and reasonably believes is in violation of this policy or the law, or for participating in an investigation. Any retaliatory conduct against the Employee must be reported using the above procedure for reporting discrimination and harassment. Employer will investigate the circumstances and take appropriate action.

## **B. ACCOMMODATIONS**

RHCC will make reasonable accommodation for qualified individuals with known disabilities and Employees whose work requirements interfere with a religious belief, unless doing so would result in an undue hardship to RHCC or create a direct safety threat to the Employee or others in the workplace. Requests for reasonable accommodation must be directed to the Executive Director.



**1. Disability Accommodation.** RHCC complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform RHCC that they have a physical or mental disability, which requires accommodation in order for them to perform the essential functions of their jobs should inform their supervisor of this so that we can together discuss what accommodations are available and appropriate.

## **2. Religious Accommodation**

RHCC is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from RHCC's dress code, schedule, basic job duties, or other aspects of employment. RHCC will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Accommodations may include but are not limited to changes in current job conditions, a change in position, an exception to the dress code, paid/unpaid leave time, etc. RHCC will consider for example, cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will RHCC question the validity of a person's belief.

## **C. Conflicts of Interest**

### **1. Employment of friend and relatives**

We will sometimes employ staff members' friends or relatives, but will strive to minimize any actual or potential conflicts that could compromise supervision, safety, confidentiality, security, and morale at RHCC. It is your obligation to inform RHCC of any such potential conflict so RHCC can determine how best to respond to the particular situation.

### **3. Babysitting by staff**

As stated above, employees and directors should not have personal interests conflict with the interest of Riverhouse. It is a policy of this business that employees should not babysit, nanny, take care of, or moonlight for a client/family **during weekdays (Monday through Thursday)** when Riverhouse is in session. It is not fair to other families, the children we serve, or co-workers for a staff member to have to pace themselves for a full day's work at Riverhouse, then leave for another job, then be expected to show up rested for work the next day.

Effective September 1, 2022, if employees wish to supplement their income on weekends (Friday evenings through Sunday) or during breaks when Riverhouse is closed (to both children and staff), it is discouraged but not forbidden. Employees may babysit if:

- Both the employee and the family sign an agreement stating the following:
  - 1a) The family will not hold Riverhouse or its employees responsible for any problems or accidents that may result from the employee babysitting.
  - 2b) Both parties - the family and the employee - shall maintain confidentiality; the employee respecting the family's right to privacy, and the employee refraining from discussing **any** Riverhouse business with the family, including information about the employee's own opinions or grievances about their employment at Riverhouse.
  - 3c) Outside arrangements should be made between the family and staff member outside of work hours, so as to not interfere with Riverhouse work.
  - 4d) If a parent ends up recruiting one of Riverhouse's staff members as their own regular employee, and Riverhouse loses that employee, the parent/family must pay Riverhouse a \$1,000 fee.

## **D. Job Descriptions**

RHCC maintains a job description for each position. If you do not have a copy of a current job description you should request one from the Program Director or Executive Director. Job descriptions prepared by RHCC serve as an outline only. Due to the needs of business, you may be required to perform job duties not within your written job description. Furthermore, RHCC may have to revise, add to, or delete from your job duties according to organization needs. On occasion, RHCC may need to revise job descriptions with or without advance notice to the employee. Positions at RHCC are:

- Administrative: Executive Director, Program Director and Assistant Director
- Lead Teachers - responsible for one particular classroom and direct supervision of aides
- Teacher aides - help the Lead Teachers manage the classroom, teach students, and offer overall care. Aides may be assigned to a “regular classroom,” but are also available as floaters, serving as aides wherever the need may be.
- Substitute teachers or aides - float amongst classrooms and other duties as needed
- Kitchen Staff: Kitchen Manager and part-time Kitchen Aide(s)
- Caretaker - doing building and grounds maintenance, custodial work, and kitchen assistance.

## **E. Training Program**

### **Training in Early Childhood is offered in many ways:**

- 1) online trainings with the Colorado SHINES **Professional Development Information System (PDIS)** - these are mandatory for teachers and aides - with other online trainings for Lead Teacher certification;
- 2) trainings done during Employee Work Days through the Early Childhood Council, by Riverhouse staff or qualified parents, or other outside presenters (e.g., First Aid and CPR).
- 3) informal observations and feedback in-house from Lead Teachers, administrative staff, or outside consultants such as through the Early Childhood Council,
- 4) mini-trainings provided during staff meetings,
- 5) workshops or conferences for veteran staff,
- 6) Other: such as common staff readings, or a group video viewing and discussion

**Each new employee is required - by the state - to meet certain requirements to be qualified to work with children in a child care center. The following table (“Training List”) outlines the basic requirements - most of which are obtained through online PDIS courses. PDIS is the online state qualification program and stands for “Professional Development Information System.”**

The trainings done online with PDIS are the necessary **qualifications** required by Section 7.702 of Colorado’s Rules Regulating Child Care Centers. Through PDIS you verify that you meet the requirements, provide the documentation, and thus become a qualified child care teacher.

**Credentials** are voluntary designations for a variety of Early Childhood professionals. **There are three types of Credentials:**

1. **Early Childhood Professional Credential 3.0** - a voluntary system for all Colorado early childhood professionals to document and quantify their professional growth and accomplishments. It defines and advances the profession. A teacher provides information about four components of their professional background: Formal Education, Experience, Ongoing Professional Development, and Demonstrated Competencies. A certain number of points are assigned for each component. This system helps define and advance the profession.

2. **Coaching Credential** - recognizes coaches who have the skills needed for effective coaching in the early childhood field who engage in regular reflection.

3. **Trainer Credential** - strengthens Colorado's early childhood training system by establishing professional standards and required skills for early childhood trainers.

**A CDA (Child Development Associate Certificate)** is a credential that is honored in all 50 states. If you want to have a career in Early Childhood, but don't necessarily want to commit to taking college courses, this might be for you! A CDA takes about three to six months to complete, and involves the following:

- 120 hours of qualified professional development (online courses)
- 480 hours of work experience (about 3 months of full-time work)
- Passing a certificate exam
- Completing a Verification Visit

**Riverhouse Professional Development Training List**

<b>August</b> <i>(3rd or 4th week, in line with Teacher Work Week)</i>	<b>All Staff Required Trainings (prior to new school year)</b> <ul style="list-style-type: none"> <li>• First Aid &amp; CPR - all teaching staff</li> <li>• Med. Administration Training - all administration &amp; Lead teachers</li> <li>• Intro. to Conscious Discipline &amp; Trauma Informed Care - all teachers</li> </ul>
<b>Sept Staff Meeting</b>	1 hr. NAEYC Code of Ethics Training - with La Plata Early Childhood Council
<b>October Work Day</b>	2 hr - Colorado Early Learning and Developmental Guidelines with LP ECC
<b>Nov. Staff Meeting</b>	1 hr - Engagement Strategies -with LaPlata Early Childhood Council (LPECC)
<b>January Work Day</b>	<b>First Aid/CPR Training (repeated for new employees who weren't here in August) Other staff will do any other needed training</b>
<b>February Work Day</b>	Any of the trainings on this page, as needed, or continuing education on PDIS
<b>April Work Day</b>	Any of the trainings on this page, as needed, or continuing education on PDIS
<b>Ongoing</b>	2.5 hr - <b>Trauma Informed Practices</b> (offered through PDIS & other venues)
<b>As hired</b>	<b>10 hrs.of basic child care training online with PDIS. These include:</b> <ul style="list-style-type: none"> <li>- <i>Standard Precautions, Emergency &amp; Disaster Preparedness, Building &amp; Physical Premises Safety/Storage of Hazardous Materials &amp; Biocontaminants (all needed upon hiring)</i></li> <li>- <i>Recognition and Reporting of Child Abuse and Neglect</i></li> <li>- <i>Understanding the role of mandatory reporting of child abuse</i></li> <li>- <i>Recognizing the Impact of Bias, &amp; Introduction to the Early Intervention and Preschool Special Education Programs</i></li> </ul> <b>If caring for children under 1 year of age: Infant Safe Sleep</b> <b>If caring for children under 3 yrs of age: Prevention of Shaken Baby Syndrome and Abusive Head Trauma</b>

## **F. Required Documents**

### **1. Proof of citizenship and right to work**

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form W-9 on the first day of employment. This form and verification of employment eligibility should be completed during the first three days of employment. If you are currently employed and have not complied with this requirement, or if your status has changed, please inform your supervisor.

### **2. Onboarding: Background checks, fingerprinting, & wellness exam**

All new hires are required to undergo a background check and fingerprinting (which is done locally at the City of Durango's Rec Center). These are paid for by Riverhouse. New hires are also required to have a wellness exam which is called an "Adult Health Appraisal for Child Care." You may do these with your own doctor or clinic, or you may go - at no cost to you - to Durango Primary Care at 575

## **Section III - WAGE AND HOUR POLICIES**

**An employee's pay depends on several factors, including, but not limited to: pay scales (based on an employee's qualifying education and experience), performance, and needs of the center.** If you have any questions about your compensation, including matters such as paid time off, overtime, or paycheck deductions, please speak with the Assistant Director or Executive Director. If your performance reflects undesirable behaviors (being repeatedly late or absent, using unauthorized overtime, lack of supervision, etc.) you will receive notice through a Memorandum of Understanding (MOU). If the behavior continues, you will be placed on a Performance Improvement Plan (a PIP) that outlines the specific concerns with a plan to improve. Individuals who have received an MOU or PIP are not eligible for raises until an evaluation states that performance has improved to an acceptable level.

### **A. Paycheck Matters**

#### **1. Pay Period**

The work week is defined Sunday-Saturday. The standard pay period is semi-monthly for all employees. Pay dates are the 7th and 22nd. Should any pay period fall on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a paycheck date falls on a Sunday, paychecks may be issued on Monday. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire with your supervisor if this type of date arises. **All checks will be issued as direct deposit, so all employees and new hires need to ensure they have a bank account to receive paychecks.**

#### **2. Paycheck Deductions**

RHCC is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please contact the payroll office. Paychecks for part-time or temporary employees are typically mailed on distribution day or are available from your supervisor when pre-arranged. Deductions may also be taken for Aflac co-pays, as well as pension contributions. Any questions about your paycheck should be directed to the Program Director or the Assistant Director.

## **B. Work Schedules**

### **1. Posting of Work Schedules**

Staff schedules for the day - for each classroom - will be posted in the Program Director's office by 4:30 pm on the previous day. We strive to keep stable teams in each classroom but due to staff shortages, you may be asked to work in another classroom different from your usual role. Your work schedule includes required staff meetings and attendance on teacher work days.

### **2. Staff meetings**

Staff meetings are held once or twice per month from 5 to 6 pm either on a Tuesday, Wednesday, or Thursday. Staff meetings are mandatory for all teachers and administrators as they all involve both a mini-training, a time for teachers to provide feedback, and teambuilding. Staff meetings are compensated at a person's regular hourly rate. Missing a staff meeting may result in a disciplinary action.

### **3. Recording of Time Worked**

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. You should clock in when you start work and you should clock out when you stop work. Only PreK Lead Teachers may clock in 15 min before the start of the work day (at 7:15). All other Leads and teachers who are opening should not clock in before 7:25 am.

Every nonexempt employee of RHCC is required to enter his or her hours worked accurately, including all lunch periods and any rest periods of more than 10 minutes. Employees are required to notify the Program Director of any pay discrepancies, or unrecorded or misreported work hours. Do not enter time punches of any other employee or request that they do so for you. Any changes to your time punch must be approved by the Assistant Director. Time punches are finalized on the 1st and 15th of the month.

### **4. Overtime Authorization**

If you are a nonexempt employee (receiving an hourly wage), you may qualify for overtime pay. All overtime must be approved in advance, by the Executive Director. At certain times RHCC may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek. **PTO and training hours do not count as time worked for computing overtime.**

## **C. Attendance Policy**

### **1. Notifying supervisors regarding absences or lateness**

Teachers who know ahead of time that they will be absent or late to work, should notify the Program Director or Assistant Director as soon as possible. Those who report directly to the Executive Director should notify her or him as soon as possible. RHCC reserves the right to apply paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

**Absences or lateness are very serious at Riverhouse, due to the nature of our business. Repeated absences or lateness that demonstrate a pattern of unreliability may result in termination.**

## 2. Job Abandonment

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the organization. This does not restrict the employee's right to terminate their employment.

## 3. Terminating employment without notice

**If an employee walks out on the job without notice they are jeopardizing the safety of children in the center, and dramatically affecting the morale of the workplace as others are then needed to fill in for them without notice. An employee should never assume that he or she knows everyone else's schedule and assume that someone can just fill in for them.** If an employee does walk out on the job, they will be paid for hours worked and unused PTO. They will not be considered for rehire.

## **D. Rest and Meal Periods**

RHCC strives to provide a safe and healthy work environment and strives to comply with all federal and state regulations regarding rest and meal periods. **Staff who work over four hours are required to take a paid 10 minute break.** This will be provided by a coworker in the classroom or an administrator. Staff are not allowed to waive their rights for this break. It is possible that there will be times when a staff member does not get their 10 minute break because doing so would put child safety at Riverhouse in jeopardy; if this occurs, the staff member will be able to bank this time and take that break time - later in the day, the next day, or within one or two business days.

**State law requires a minimum of 30 minutes for a lunch break** (we provide 60 minute breaks when possible). Hourly employees are required to clock in and out for lunch breaks. It is requested that employees accurately observe meal and rest breaks. If you know in advance that you may not be able to take your scheduled break or meal period, please let your supervisor know; in addition, notify a supervisor as soon as possible if you were unable to, or prohibited from, taking a break.

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## **Section IV - PERFORMANCE, DISCIPLINE, LAYOFF AND DETERMINATION**

### **A. Performance Evaluations & General Information about Positions**

1. **Informal Evaluations.** Job performance evaluations do not have to be formal or in writing. We ask Employees to be receptive to their supervisors' input, instructions, and constructive criticism, whether verbal or in writing, on a day-to-day basis.
2. **Formal Evaluations.** Formal written evaluations of job performance are done regularly. Full-Time Employees will have a written evaluation at 30 days, six months, and then at a minimum of one per year. Changes in your level of compensation are not necessarily tied to the time of a formal evaluation and may be made at any time that Riverhouse directors deem appropriate as evaluations are sometimes pushed back due to the nature of our business.
3. **Promotions.** Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. Internal candidates may apply for any posted positions.
4. **Pay Raises.** Pay raises are based on four things: 1) an employee's level of education, 2) work experience, including time at Riverhouse, 3) performance, and 4) the needs of the center. Time teaching in early childhood education and education through online courses, college courses, or in-person trainings is credited through the state's PDIS (Professional Development Information System) system.

## **B. Riverhouse Children's Center Pay Scales**

The Steps on the y-axis (rows down the left side) reflect time teaching in early childhood education. People need to submit this to PDIS (Colorado's "Professional Development Information System") for it to be honored. (See Section 1E - Training Program for a PDIS explanation)

The x-axis (columns across the top) reflects education obtained. It may be obtained through one of the following three ways (although there are other programs as well) :

- 1) **Colorado's PDIS System.** PDIS is a one-stop online resource for training related to early childhood care and learning. A minimum of 10 hours of PDIS is needed to be in a classroom.
- 2) **A community college, a 4 year college, or an accredited university - online or in person**
- 3) **The Child Development Associate (CDA) Credential™** guides early child care professionals as they work toward becoming qualified teachers of young children. It takes 120 hours to complete one's CDA. It is valid in all 50 states. It is the common pathway to becoming a Lead Teacher.

### **How do I advance on the Riverhouse Pay Scale? - education, experience, & performance**

1. **PDIS** advancement is up to the individual. You automatically receive a PDIS account when you are hired by a licensed childcare center, as a minimum of 10 hours of PDIS must be completed before a person is allowed to work in a classroom. Once you have that account, **you are free to take additional coursework - there really is no limit!**  
**Employees are paid \$15 an hour for the work they do on PDIS.**
2. **Employees may apply for Riverhouse to pay for CDA certification.** We accept approximately four to six individuals per year for this program; eligible employees may pay for the training up front, or they pay \$50 per paycheck. Upon completion of the training Riverhouse compensates the employee for the cost of tuition three months after the training has been completed (and documentation of such has been provided).
3. Riverhouse will assist employees in receiving scholarships and/or tuition waivers for **Early Childhood Education college courses** through state community colleges; although these opportunities are frequently available, they are not guaranteed.
4. The rate of increase for educational attainment is higher than for job retention, to indicate the greater importance placed on achieving higher levels of education in order to develop a highly professional workforce.
5. **Increases in salary based on time on the job are calculated by hours worked rather than years**, as many positions are part-time, or less than 40 hours per week.
6. **Merit or quality of job performance** is recognized through employees receiving positive evaluations, and being invited to become Lead Teachers or Infant/Toddler/PreK Supervisors and then being assisted with the time and training to receive a CDA certification or PDIS Level 3 and thereby compensated at a higher pay level.

**Chart A - Teachers and Teacher Aides -**

HOURS worked at RHCC (vertical column)	PDIS Level 1	PDIS Level 2	PDIS Level 3	CDA certification Or PDIS Level 4	Assoc Degree Or PDIS 5	BA	BA + 10 hrs addt'l credits in EC
Step 1 (< 600 hrs) Approx 0-4 mo	\$16	\$16.50	\$17	\$17.50	\$18.50	\$19	\$20
Step 2 (601- 900 hrs) Approx 4-6 months	\$16.50	\$17	\$17.50	\$18.50	\$19	\$20	\$20.50
Step 3 (901-1,799 hrs) Approx 6 to 12 months)	\$17	\$17.50	\$18	\$19	\$19.50	\$20.50	\$21.00
Step 4 (1,800 - 2,999 hrs) Approx 1 - 2 yrs	\$17.50	\$18	\$19	\$19.50	\$20.50	\$21	\$21.50
Step 5 (> 3,000 hrs) Approx >2 yrs	\$18	\$19	\$20	\$20.50	\$21	\$21.50	\$22.00

**Chart B - Supervisor Roles (Infant, Toddler, or PreK Supervisors)**

HOURS Worked at RHCC	PDIS Level 3	CDA Or PDIS Level 4	Assoc Degree Or PDIS 5	BA	BA + 10 hrs addt'l credits in EC
Step 1 (< 600 hrs) Approx 0-4 mo	\$18	\$18.50	\$19	\$19.50	\$20.50
Step 2 (601- 900 hrs) Approx 4-6 mo	\$18.50	\$19	\$19.50	\$20.50	\$21
Step 3 (901-1,799 hrs) Approx 6 -12 mo	\$19	\$19.50	\$20	\$21	\$21.50
Step 4 (1,800 - 2,999 hrs) Approx 1 - 2 yrs	\$19.50	\$20	\$21	\$21.50	\$22
Step 5 (> 3,000 hrs) Approx >2 yrs	\$20.50	\$21	\$22	\$23	\$23.50



**CHART C - SUBSTITUTE PAY**

HOURS worked at RHCC	PDIS Level 1 Or 2	CDA or PDIS Level 3 or greater	Assoc degree in Education or Human Services	BA is Ed or Human Services	Master's Degree in Education or Human Services
Step 1 (< 500 hrs) Approx 0-4 mo	\$16	\$17	\$18	\$19	\$20
Step 2 (501- 725 hrs) Approx 4-6 months	\$17	\$18	\$19	\$20	\$20.50
Step 3 (726-1,200 hrs) Approx 6-12 months	\$18	\$19	\$20	\$20.50	\$21.
Step 4 (1,201 - 2,400 hrs) Approx 1 - 2 yrs	\$19	\$20	\$20.50	\$21.	\$21.50
Step 5 (> 2,400 hrs) Approx >2 yrs	\$20	\$20.50	\$21	\$21.50	\$22

**C. RHCC CODE OF CONDUCT**

**1. Child Supervision**

**a) Be visible at all times**

To protect RHCC staff and volunteers, and the children we serve, staff should avoid - if at all possible - being alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them. When there is only one child left to be picked up at the end of the day, that child should be taken to the upstairs office for supervision.

**b) Staff shall never leave a child unsupervised - in the building or outside.**

**c) Restroom supervision**

Downstairs, staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing the children to use the facilities. Staff will stand in the hallway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). No child, regardless of age, should ever enter a bathroom alone on a field trip or other off site location.

**d) Staff must comply with the state and RH's Health Consultant's infant safe sleep policy.**

Infants must be placed on their backs. If an infant moves to a different sleep position, they must be adjusted to a safe sleep position (on back). The staff must do crib checks every 10 minutes to ensure safe sleep. Our safe sleep policy is reviewed regularly by our Infant Teachers and Aides, including a signed copy acknowledging that they have read it and it has been discussed with a Supervisor.

## 2. Child Abuse -

Staff shall not abuse children in any way. The definitions of abuse are as follows, but are not limited to the following. Any deliberate or mindless harm, or neglect, to a child is not allowed.

- a. Physical abuse—striking, spanking, shaking, slapping, grabbing to discipline, pressing a child down (e.g. to lay on a cot), restraining and any other show of force
- b. Verbal abuse—humiliating, degrading, threatening, and so on;
- c. Sexual abuse—touching or speaking inappropriately
- d. Mental abuse—shaming, withholding kindness, threatening a child, and so on
- e. Neglect—withholding food, water or basic care including not changing a dirty diaper
- f. **Lack of mindful judgment** - this includes giving children access to adult items (water bottles, keys, staplers, etc.) just because they desire to be given an item, or feeding them food or ice cubes or beverages that are not on the Riverhouse menu for the day.

No type of abuse or neglect will be tolerated and may be cause for immediate dismissal. If a staff member is frustrated with a child it is expected that they will 1) walk away, asking another staff member to take over, 2) take a break, and 3) reflect with a supervisor on options for the future if a similar interaction were to happen again. Conscious Discipline is our philosophy.

## 3. Appropriate Guidance

Staff are to use appropriate guidance. Redirection, positive reinforcement, and encouragement rather than comparison and criticism. Staff are expected to help children name their feelings, and validate the feelings. Examples: Instead of “Why are you hitting?” say, “You’re angry and frustrated. But hands are for holding, not hitting. I’ll help.” Or, if a child doesn’t want to do an activity, say “You wish we weren’t going inside right now. I know you feel sad. Do you want to hold my hand, and we can do something together?” Reflect what they’re feeling. Be empathic. Re-direct. Stay positive!

Age-appropriate expectations, lessons, and environments minimize the need for discipline.

Physical restraint is used only when necessary to protect the child or other children from harm. It must then be immediately shared with administration, documented in writing, and shared with parents.

4. **Health checks** - Staff will conduct a visual health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a non threatening way. Staff will document any questionable marks or responses.
5. **Non Discrimination** - Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, and economic level of the family, and regardless of any physical or mental disability.
6. **Children’s Autonomy** - Staff will respect children’s rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered in a bathing suit.
7. **Transportation of children** - Staff are not to transport children in their own vehicles unless hired by a child’s parent in a caretaking capacity and the parent authorizes the staff member to transport the child.
8. **Prohibitions - Riverhouse staff are not allowed to do the following:**
  - a) Using, possessing, or being under the influence of alcohol or illegal drugs during working hours
  - b) Smoking or use of tobacco in the presence of children or parents during working hours
  - c) Possession or use of any type of weapon or explosive device
  - d) Using RHCC computers to access pornographic sites, send emails with sexual overtones or otherwise inappropriate messages,
  - e) Use profanity, make inappropriate jokes, or share intimate details of one’s personal life,
  - f) **Give gifts to children** that are not part of the classroom make-up (e.g., treasure box that is available to all students) or given to each and every child (e.g., ice-cream in the park).

9. **Staff shall do the following:**

- a) Be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
- b) Portray a positive role model for children by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
- c) Report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. Lead Teachers who fail to do this will be cited for failure to supervise staff and are at risk for termination.
- d) Read and sign all policies related to identifying, documenting, and reporting child abuse, and attend trainings on the subject as instructed by their supervisor.

10. **Release of children** - Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with RHCC, or to proper authorities as per court order.

11. **Unacceptable Conduct in the Workplace**

**Purpose.** The list below contains examples of conduct that are considered below minimum standards and unacceptable. **This list is not all inclusive and does not, in any way, change the fact that employment with Employer is at will.** This means that Employer has the right to terminate employment for reasons not listed or because of a reason not related to the Employee (such as a need to cut hours).

**Non-Exclusive List.** Unacceptable conduct includes, but is not limited to:

- a. **Rudeness, insolence, harassing, or offensive behavior toward a customer, client, supervisor or fellow Employee,** This includes raising one's voice, making accusations of ill intent, or other blaming comments. If you have a complaint or concern, write it down and make an appointment to discuss it with a Supervisor and/or Administrator.
- b. **Careless or shoddy work, as in cleaning a classroom;**
- c. **Taking unauthorized vacations** or other leave, or failing to return at the end of an authorized vacation or leave;
- d. **Refusal to work a different shift,** or to perform any reasonable work request;
- e. **Unexcused or excessive absenteeism or tardiness;**
- f. **Sleeping or loafing** on the job (being away from the children when you're supposed to be interacting or supervising children);
- g. **Being on your cell phone when you're supposed to be supervising children** (Riverhouse business is conducted through iPads);
- h. **Failure to meet job performance standards;**
- i. **Insubordination;** you are expected to speak respectfully to your supervisors;
- j. **Agitation** against Employer or other Employees that is, or may be, harmful to morale or work performance and is not protected concerted activity;
- k. **Speaking negatively about a supervisor while on the job;** employees are expected to take their dissatisfaction either to the supervisor in question, or to that supervisor's supervisor if they believe the supervisor is being unreasonable, unfair, or unethical;
- l. **Damage to Employer's or co-worker's property** or doing something that could endanger the life, health or well-being of anyone associated with Riverhouse;
- m. **Divulging of confidential information** that could or does damage the Employer's interests;
- n. **Failure to observe safety or other work rules;**
- o. **Falsification of records or reports**
- p. **Removal or attempted removal of Employer's property** from the premises without prior and proper authority;
- q. **Off-the-job use of non-medically prescribed intoxicating beverages to a degree resulting in interference with job performance** or the Employee smelling of alcohol on the job;

- r. **On-the-job use or possession of intoxicating beverages;**
- s. **Possessing or using illegal drugs** or controlled substances at any time while employed by Employer unless the use is in accordance with a prescription provided by a licensed medical provider to the Employee and the possession or use is otherwise legal;
- t. **Theft, fraud, or other act of dishonesty;**
- u. **Incarceration** after conviction of a violation of any law or incarceration that interferes with performance of job duties;
- v. **Loss of license, certification, credential, or other professional designation that is essential to job performance** or otherwise makes the Employee unqualified for the job;
- w. **Assaulting or threatening to assault another person;** engaging in horseplay on the job or on the premises; engaging in any act of violence or threat of violence toward any other Employee, supervisor, client or person that results in concerns about the Employee;
- x. **Possessing a firearm or other dangerous weapon** on Employer's premises or at anytime while on duty or while acting within the course or scope of employment;

## **12. Criminal Activity or Arrests**

Involvement in criminal activity, whether on or off RHCC property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, the intent of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court. Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

## **13. Use of RHCC Credit Cards**

Each employee in the possession of an RHCC issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Business purchases over \$25, by anyone other than the kitchen manager, must receive prior approval from the Executive Director.

All sales receipts generated by use of the RHCC credit card must be turned in to the Assistant Director immediately. Purchases are restricted to approved business related expenses. Any unauthorized purchases made with a RHCC issued credit card will be the cardholder's responsibility. Any such purchase will be reimbursed to RHCC by the employee within 3 days and may result in termination.

Lost or stolen RHCC issued cards should be reported immediately to the Executive Director.

## **Section V - WORKER'S COMPENSATION INSURANCE**

A. **Eligibility.** Employees who suffer job-related injuries or an occupational disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with State law. Occupational diseases are diseases caused by an unsafe environment (poor air quality, chemicals, etc.) or from repetitive stress injuries (such as carpal tunnel).

B. **Verbal Report.** Employees must verbally report the injury or disease to their Supervisor immediately. Alcohol and Drug testing may be required if the Employee's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in discipline or discharge.

C. **WARNING:**

IF YOU ARE INJURED ON THE JOB, WRITTEN NOTICE OF YOUR INJURY MUST BE GIVEN TO EMPLOYER WITHIN TEN WORKING DAYS AFTER THE ACCIDENT, PURSUANT TO SECTION 8-43-102(1), and HB22-112, COLORADO REVISED STATUTES. DELIVER THE NOTICE TO ONE OF RIVERHOUSE'S ADMINISTRATIVE STAFF: PROGRAM DIRECTOR, EXECUTIVE DIRECTOR, OR ASSISTANT DIRECTOR.

IF THE INJURY RESULTS FROM YOUR USE OF ALCOHOL OR CONTROLLED SUBSTANCES, YOUR WORKERS' COMPENSATION DISABILITY BENEFITS MAY BE REDUCED BY ONE-HALF IN ACCORDANCE WITH SECTION 8-42-112.5, COLORADO REVISED STATUTES.

- D. **Treatment.** Employer has the right to require that Employees are treated by a local treating physician selected from a list of physicians designated by Employer. Failure to use a physician from the designated list may result in loss of medical benefits. Contact one of the administrative staff to arrange an appointment with the designated treating physician.
- E. **Limited Duty:** The treating physician may recommend that an injured Employee return to work on limited duty. In such an event, Employer may require the Employee to return to work performing duties within the medical restrictions even if such work is different from the Employee's regular job duties. An Employee's refusal of limited duty may result in termination of temporary disability benefits and is a basis for discipline or discharge, except that if the Employee is entitled by law to FMLA (Family Medical Leave Act) leave, refusal of limited duty for FMLA leave will not be a basis for discipline or discharge.

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**Section VI - ALCOHOL AND DRUG FREE WORKPLACE POLICY**

**Purpose.** The use of controlled substances and the misuse of alcohol increase the risk of accidents and jeopardize the safe work environment for Employees, customers and the public in general. The goal of Employer is to provide a safe and healthy workplace. Therefore, Employer is committed to an alcohol and drug-free workplace to promote the safety and well-being of its Employees, customers and the public affected by the conduct of Employees during the course and scope of their employment.

**A. Alcohol and Controlled Substances Prohibited**

The following conduct by Employees is prohibited on any premises owned, leased or used by Employer for performing Employer's services, or any place while Employee is performing services for Employer:

- 1) alcohol possession or use,
- 2) the unlawful manufacture, distribution, possession, or use of a controlled substance,
- 3) having detectable amounts of alcohol or controlled substances in the Employee's system,
- or 4) smelling of alcohol on the job, regardless whether Employee is under the influence.

**B. Definitions**

"Drugs" or "controlled substances" means a controlled substance listed in Schedules I through V of 21 U.S.C. 812 and as further defined by federal regulations (21 CFR Section 1300.11 through 1300.15). This list includes but is not limited to cocaine, opiates, amphetamines, phencyclidine (PCP). It does not include over-the-counter medications taken in accordance with the manufacturer's instructions, or drugs prescribed by a physician for the Employee when taken in the manner, combination and quantity prescribed, unless possession or use is illegal, Employees who are using over-the-counter or medically prescribed drugs that could impair their ability to perform work in a safe manner must notify their Supervisor prior to starting work. The Employee may be required to provide a physician's certification that it is safe for the Employee to perform the essential job functions while using the medications as a condition of continuing to work.

### **C. WARNING ABOUT MARIJUANA:**

Although the Colorado Constitution has decriminalized use of marijuana, Colorado does not require employers to accommodate the use of marijuana by their employees. Further, use of marijuana is still illegal under federal law. Employer prohibits marijuana use by Employees on the job, prior to the job, or on breaks. Be responsible with recreational alcohol and drug use and don't let it affect your job..

### **D. Notification of Conviction**

Any Employee who is convicted of a drug-related crime for any violation occurring within the course or scope of employment by Employer, must notify Employer of the conviction no later than five (5) days after such conviction. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of federal or state criminal drug statutes. Notice of such conviction should be given to the Administrator.

Sanctions will be imposed on any Employee so convicted. Within thirty (30) days after receiving notice of the conviction, Employer will take appropriate disciplinary action against the Employee, up to, and including, termination. Sanctions may be imposed if Employer has reasonable suspicion of a violation of this policy, regardless of whether the Employee is convicted or criminally prosecuted.

### **E. Basis for Testing**

Testing will be required as a condition of employment under the following circumstances:

1. **Reasonable Suspicion Testing.** If Management has reasonable suspicion that an Employee is in violation of the drug/alcohol policy, the Employee may be required to submit to testing for alcohol and/or controlled substances. Some of the circumstances that might provoke reasonable-suspicion testing are: evidence of repeated errors on the job, sleeping on the job, slurred speech, uncharacteristic appearance or behavior, or unsatisfactory attendance patterns. Reasonable suspicion for testing may also exist if other individuals have first-hand knowledge relating to an Employee's violation of this policy and report this to the Employer.
2. **Consequence of Violation.** Any violation of this policy will likely result in immediate termination.
- 3 **Refusal to Submit to Testing.** The following behavior constitutes a "refusal" to take a test:
  - a. Express refusal to take the test.
  - b. Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation for the failure, or engaging in conduct that clearly obstructs the testing.
  - c. Tampering with, or attempting to adulterate, the specimen or collection procedure.
  - d. Not reporting to the collection site in the time allotted.
  - e. Leaving the scene of an accident without a valid reason and not submitting to the test as required in this policy.

Refusal to submit to required testing is considered a violation of this policy and the consequences will be the same as though there has been a positive test result.

3. **Testing Facility.** Testing will generally be by urinalysis. Results of blood tests or Breathalyzer (for alcohol) may also be relied upon by Employer. The testing will be performed by an approved lab and administered by a qualified testing facility.

4. **Employment at will.** Nothing in this policy changes the fact that all employment with Employer is at will and can be terminated at any time by the Employee or Employer, with or without cause, or prior notice. Nothing in this policy requires Employer to test before terminating an Employee for violation of this policy.

## **Section VII - GENERAL POLICIES**

### **A. Workplace Accommodations for Nursing Mothers**

1. **Reasonable Time.** Employer shall provide reasonable unpaid break time or permit an Employee to use paid break time, meal time, or both, each day to allow the Employee to express breast milk for her nursing child for up to two years after the child's birth.
2. **Space Accommodation.** Employer will provide a room or other location in close proximity to the work area, other than a toilet stall, where an Employee can express breast milk in privacy. At Riverhouse, there are choices such as the staff lounge (which can be locked), or the room off the Program Director's office, both of which have comfortable seating suitable for this purpose.

### **B. Cell Phone Policy**

Personal cell phone use at work is distracting, can be disruptive, and can compromise the safety of children. No teachers are allowed to have their cell phones with them on the playground or in the classroom for any reason. Lead Teachers are to use Riverhouse iPads for communication with administration and parents, and to take photos of children or activities. Leads and Aides should leave their cell phones in the room office or the staff office to be used at breaks. Violation of this policy will subject an employee to disciplinary action; repeated violation will result in termination of employment.

### **C. Problem Solving Procedure**

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, RHCC wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of RHCC, management, its employees, customers, or any other persons or entities related to RHCC, bring your concerns to the attention of your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if you believe your supervisor is the source of the problem, we request you present your concerns to the Executive Director. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have. There is a form for this available in the upstairs office.

### **D. Outside Employment (Moonlighting)**

Outside employment should not create a conflict of interest or affect the quality or value of your work performance or availability at RHCC. RHCC recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, scheduling, alertness on the job, or otherwise adversely affect the employment relationship. All regularly scheduled outside employment by Riverhouse full-time staff should be communicated to the administration. Failure to adhere to this policy may result in discipline up to, and including, termination. (See Section 1, C2 about babysitting).

### **E. Exit Interview**

You may be asked to participate in an exit interview when you leave RHCC. The purpose of the exit interview is to provide management with greater insight into employee relations and to improve Riverhouse for others. Your cooperation in the exit interview process is appreciated.

## **F. Personal Appearance / Dress Code**

Your personal appearance reflects on the reputation and integrity of RHCC. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

- Infant staff (Chickadee and Hummingbird rooms) are required to wear a scrub top over their clothing. \* \*
- \* Hair must be pulled back and out of your face

### **All Staff Dress Code**

*Please dress appropriately for your job. Make sure your clothing is comfortable and conducive to outdoor play, art projects, and floor activities while still maintaining a professional appearance.*

You are not allowed to wear the following:

- Tank tops that allow bra straps to show
- Low cut tops that expose cleavage
- Clothing with holes or ragged edges
- Shorts or skirts or dresses that are shorter than 3 inches above the knee.
- Any clothing that exposes underwear
- Flip - flops, as sandals should be sturdy and securely fastened
- Sweatpants or pajama pants
- Makeup should be kept to a minimum as it can transfer from your skin to a child's skin
- No perfume or oils as a child may be allergic to it.

## **G. Off Duty use of RHCC Property or Premises**

Employees may not use RHCC property for personal use, or RHCC property for use while off premises. The exception to this is exempt (salary) employees who may use computers and other technical equipment. If you need to make a personal copy, you may use the copy machine for 10 or fewer copies in a month's time, without permission. For anything larger, please check with the Executive Director.

## **H. Security**

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, offices, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. **We request that you immediately advise administration of any known or potential security risks and/or suspicious conduct of employees, ex-employees, customers, or guests of RHCC. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.**

## **I. Third Party Disclosures**

From time to time, RHCC may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit. If you receive such a contact, you should not discuss the matter with the caller but refer the call to the Executive Director, and then immediately advise the Executive Director that the contact was made. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the Executive Director.



#### **J. Personnel and Medical Records**

RHCC maintains a personnel file for every employee. Every effort will be made to keep your personnel confidential. Access is on a “need-to-know” basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

If an employee wishes to review his or her personnel she may do so after giving RHCC reasonable notice. Inspection must occur in the presence of the Executive Director. All requests by an outside party for information contained in your personnel file will be directed to the Executive Director, which is the only department authorized to give out such information.

#### **K. Employee Privacy and Right to Inspect**

RHCC property, including but not limited to, lockers, desks, phones, computers, tablets, iPads, desks, workplace areas, vehicles, or machinery, remains under the control of RHCC and is subject to inspection at any time, without notice to the employee, and without the employee’s presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on RHCC premises including that kept in offices or desks.

#### **L. Employee Suggestions**

We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job,, or meet customer needs. Discuss your ideas with your supervisor or another member of the management team, or submit a note in the suggestion box. We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to RHCC.

#### **M. RHCC Social Events**

RHCC holds social events for employees. Please be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties as an employee.

#### **N. Recycling/Energy Conservation Policy**

Please make an effort to turn off any lights, equipment, faucets, and other energy sources when not in use. We have recycling bins in the center for paper [cans, plastics, etc.] – please use them. All sensitive or confidential material should be shredded or otherwise destroyed before being discarded.

#### **O. Personal Data Changes**

It is your obligation to provide the RHCC with all of your current contact information, including current mailing address and telephone number. Please inform RHCC of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

#### **P. Child Care Workers as Mandatory Reporters of Child Abuse**

Public or private school employees are mandatory reporters of child abuse or neglect. This means that should you suspect that a child has been mistreated, harmed, or abused in any way, you are required by Colorado statute (Stat. § 19-3-304) to report it. If you report in good faith, you are immune from any civil or criminal penalties for making a report (Stat. § 19-3-309). To report child abuse in Colorado, the hot line is: 1-844-264-5437. You must also report any concerns about potential abuse to Riverhouse’s Executive Director immediately.

## **Section VIII - Email, Internet, & Social Media Use**

### **A. Email and Internet Policy**

This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using RHCC's system through onsite or remote terminals.

### **B. General Provisions**

The internet system, and all data transmitted or received through the system, are the exclusive property of RHCC. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to RHCC's system will be given an email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.

RHCC reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the RHCC will exercise this right periodically, without prior notice and without the prior consent of the employee.

RHCC's interests in monitoring and intercepting data include, but are not limited to: protection of RHCC proprietary and classified data; managing the use of RHCC's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the RHCC Email/Internet system.

### **C. Social Media**

RHCC understands that social media is widely used. However, use of social media also presents certain risks and carries with it certain responsibilities. As such, we have established the following guidelines for appropriate employee use of social media. .

#### **1. Social Media Definition**

In the world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with RHCC, as well as any other form of electronic communication.

#### **2. Guidelines**

**Carefully read these guidelines, the RHCC Ethics Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, slander, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in termination of employment.**

Always strive to be fair and courteous to fellow co-workers, parents, and any other people who work on behalf of RHCC. It is expected that you will deal with personal conflicts with co-workers with maturity and professionalism even if you're upset with them. If you are having a conflict with a co-worker that you feel you cannot resolve on your own, please report the conflict to your supervisors so they may assist you in resolving the matter. Failure to make a good faith effort to resolve a conflict (such as refusing to meet with a supervisor about an issue) could result in disciplinary action up to, and including, termination.

When posting online, avoid using statements, photographs, video or audio that reasonably could be viewed as unkind or threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, use of obscenities, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or RHCC policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors - true or not - about RHCC, fellow associates, members, customers, suppliers, or people working on behalf of RHCC or competitors.

Do not create a link from your blog, website or other social networking site to the RHCC's website.

Refrain from using social media while on work time or on RHCC-provided equipment unless it is work-related as authorized by your manager or consistent with the RHCC Internet Policy. In other words - you should never be on Facebook during work time unless you are posting a Riverhouse job, or are a Lead Teacher or administrator posting to Riverhouse's FB site. Do not use RHCC email addresses to register on social networks, blogs, or other online tools utilized for personal use.

RHCC prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy, or for cooperating in an investigation about a violation of this policy, will be subject to disciplinary action, up to and including termination of employment.

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## **Section IX - BENEFITS**

Benefits that are available to eligible employees include 1) Paid Sick Leave, as required by Colorado's Healthy Families and Workplaces Act, 2) Paid Vacation Leave, 3) School Closures Pay, 4) Health Care Benefit, 5) Dental Insurance, 6) Retirement Plan, 7) Employee Tuition Subsidy, and 8) End-of-Year Bonuses. All benefits are not available to all employees as there are differences of eligibility for full time vs part-time employees, and benefits that are dependent upon duration of time employed.

This section also discusses policies regarding unpaid sick leave and unpaid personal time off.

### **A. Definition of Exempt vs. Nonexempt Employees & Regular and Casual Employees**

**1. Regular Employee** – A "Regular" Employee is one who is hired to work for an indefinite period of time, on a regular basis, either full-time or part-time, and who is considered a regular member of the workforce.

**2. Casual Employee** – Employee hired for a limited period of time, a specific project, or on a fill-in or as-needed basis, or to work less than 20 hours per workweek. Casual Employees are not entitled to any benefits except those required by law (e.g. unemployment insurance, workers' compensation insurance, jury duty leave, voting leave).

**3. Exempt Employee** – An "Exempt" Employee is not entitled to overtime pay under the Fair Labor Standards Act. Exempt Employees are paid a guaranteed salary each pay period that covers all hours worked.

**4. Non-exempt Employee** – A "Non-exempt" Employee receives overtime premium for work hours in excess of: a) 40 per workweek, or b) 12 hours in a workday, or c) 12 consecutive hours of work. Most employees at Riverhouse are non-exempt employees.

**B. Paid Sick Leave (Sick PTO)**

**1. Riverhouse Paid Sick Leave**

State law requires that Employers provide, to all employees, 1 hour of paid sick time for every 30 hours worked, with a minimum of 48 hours (approx. 7 work-days) of Paid Sick Leave per year. Instead, Riverhouse provides to all employees, 1 hour of paid sick time for every 20 hours worked, with a minimum of 84 hours (approx. 12 work days or one day per month). The maximum number of hours that can be accrued is 96. Employees may not use more than 48 hours of Paid Sick Leave in a year.

This paid sick time is accrued on an ongoing basis starting with the Employee's first 30 hours of work (approximately one week). After the first 30 hours, the Employee accrues sick PTO at the rate of one hour of leave for every 20 hours of work. Employees may use Paid Sick Leave for the reasons identified in Section 3 below.

**2. Public Health Emergency Leave (PHE)**

The federal government's and state of Colorado's public health emergency declarations for COVID-19 expired on May 11, 2023. These changes represent the last public health declarations applicable for the use of Emergency Sick Leave under Colorado law.

**3. REASONS TO USE ACCRUED SICK LEAVE:**

**a) Regular Paid Sick Leave (Sick PTO).**

Pursuant to Colorado 18-13.3-401, Riverhouse permits Employees to use accrued PTO when:

**1. The Employee:**

- a) has a mental or physical illness, injury, or health condition that prevents the Employee from working,
- b) Needs to obtain a medical diagnosis, care or treatment of a mental or physical injury or health condition; or,
- c) needs to obtain preventative medical care.

**2. The Employee needs to care for a sick family member who:**

- a) has a mental or physical illness, injury, or health condition;
- b) needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or,
- c) needs to obtain preventative medical care.

**3. The Employee or Employee's family member has been the victim of domestic abuse, sexual assault, or harassment, and the use of leave is to:**

- a) seek medical attention for the employee or the Employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
- b) obtain services from a victim services organization;
- c) obtain mental health or other counseling;
- d) seek relocation due to the domestic abuse, sexual assault, or harassment; or,
- e) seek legal services, including preparation for, or participation in, a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.

**Note:** Family members are considered to be partners, children, or parents - but not in-laws, siblings, or other family members.

**Chart to show accrual of Paid Sick Leave hours:**

30 hours of work	1 hour of paid sick leave
50 hours of work	2 hours of paid sick leave
70 hours (approx 2 weeks for ft staff)	3 hours of paid sick leave
140 hours (approx 1 month of ft work)	6.5 hours of paid sick leave (about 1 day)
12 months of work at 35 hrs/wk	about 12 days (1 per month) of paid sick leave

**4. Caring for Yourself**

It is expected that you will get sick. Riverhouse is a childcare center. Sickness abounds with children, especially during the winter months. We ask that you prioritize self-care in this job. Get enough sleep. Eat well. Wash your hands often.

If you have a fever, a sore throat, cough, cold, or similar symptoms indicating an illness or an infection, we ask that you alert the Program Director as soon as possible. For the time you are off work, assuming you have worked for Riverhouse for one month, and 120 hours, you will have 5.5 hours of paid sick leave. If you are absent for more time than you have accrued (see chart above), the additional time will be unpaid time off due to sickness. It is recommended that you save your Sick PTO hours for when you absolutely need it.

**5. Use, Cashing in, & Maximum Accrual of Sick Paid Leave**

You may not accrue more than 96 hours of sick paid leave. If you have paid sick leave remaining in December, you are allowed to “cash it in” as of December 15th of each year or you may carry it over to the next year, up to 96 hours, if desired. However, your balance will remain capped at 96 hours until you use it down. You may not “cash-in” paid sick leave for other holidays or closures prior to December 15th.

An employee may not use more paid sick leave than the employee has accrued.

An employee may not trade, sell, donate, or transfer their paid sick leave balance to another employee. A separated employee receives pay for their accrued, but unused, paid sick leave on their last regular paycheck at their hourly rate of pay or as soon as the payroll department can process our request.

**C. Unpaid Sick Leave**

If you are sick with a regular illness (not a public emergency illness such as covid),, your absence will be paid as long as you have accrued enough sick leave. After you have used the hours you have accrued, your sick leave will be unpaid, assuming that such leave is approved by a Riverhouse administrator.

**D. Paid Personal Time Off (PPTO) aka “Vacation Time”**

Paid time off for the purposes of personal time or vacation time is different for exempt vs non-exempt (hourly) employees. Exempt employees are on salary as their work is executive, or administrative. They do not qualify for overtime pay as they are not paid by the hour. They are exempt from receiving overtime. Non-exempt means you are eligible to receive overtime - see page 23.

## 1. PPTO - Exempt Employees

Exempt (salary) Employees - accrue PPTO once they begin full time employment. Accrual rates increase after being with the organization for certain periods of time. If an exempt employee does not work full-time (40 hours or more per week), then the accrual will be in proportion to the amount of time they do work - e.g. a 30 hour salaried job would accrue at 75% of the rate below.

### Full-time Salaried Accrual Bracket

0 - 12 months	3 hrs per pay period = 3 hrs/2 wks. Max 80 hrs/yr (approx 2 weeks)/year
13 - 48 months	5 hrs per pay period = 5 hrs/2 wks. Max 120 hrs (approx 3 wks) / year
49 + months	5 hrs per pay period = 6 hrs/2 wks. Max 160 hrs (approx 4 wks) / year

## 2. PPTO - Non Exempt (Regular Hourly) Employees

A full time hourly employee is one who is hired to work 30 or more hours per week for an indefinite period of time, on a regular basis, and is considered a regular member of the workforce. Such employees accrue PPTO as follows:

### Full-time Regular Hourly Employees Accrual Bracket

0 - 3 months	2 hrs per pay period = 2 hrs/2 wks. Max 13 hrs after 3 mo (1 ½ days)
4 - 12 months	3 hrs per pay period = 3 hrs/2 wks (about 1 day per month & maximum of 9 days off per year)
13 - 48 months	5 hrs per pay period = 5 hrs/2 wks. Max 120 hrs (approx 2 wks) / year
49 + months	6 hrs per pay period = 6 hrs/2 wks. Max 160 hrs (approx 3 wks) / year

**After the first full 3 months of employment (90 days) with Riverhouse, all full-time employees are accruing PTO (personal time) at the rate of about 1 day per month (see above).**

## E. Unpaid Time Off

What do you do if you want to take more time off than what you have accrued?

Each request will be considered on a case-by-case basis, depending on our level of staffing, the time of year, and our ability to cover your shifts. However, the expectation is that the staff member will:

1. Give at least 1 week notice if it is an emergency that is not involving the hospitalization, impending death, or death of an immediate family member.

2. **Do not request non-urgent time off the last two weeks in August or the first two weeks in September** (when the new rooms have just been formed), or just before or after one of our weeks in which the Center is closed. **These should be considered BLACK OUT periods and require the permission of the Executive Director.**

3. **When requesting time off**, your request should not be for more than a week at a time. These can be before or after one of the five weeks Riverhouse is closed to allow for longer vacations. Periods longer than one week are difficult both for the children we care for and for your Riverhouse co-workers. Exceptions will be made for emergencies or very rare events, but the following criteria needs to be met:

- employed for at least 12 months
- give at least 4 weeks notice of the impending trip or leave so coverage may be arranged
- Riverhouse needs to have adequate sub coverage

4. **All employees have the essential job duty of reliable attendance.**

**F. School Closures -**

Riverhouse Children’s Center is closed for five full weeks out of the year due to alignment with the local school district calendar - one week for Spring Break, one week over the 4th of July for Summer Break, one week for Thanksgiving, and two weeks at Christmas and New Year’s.

1. **Exempt Employees (Salaried) and/or Administrative Staff:**

All salaried or administrative employees are expected to perform the necessary duties needed to keep the center operating smoothly through the breaks including, but not limited to: upkeep of the facility, hiring of new employees, managing staff schedules, and depositing funds. All duties for each break must be designated in writing and the designation of duties agreed to by the Executive Director by the last working day before the break. A copy of this agreement will be shared with the President of the Riverhouse Board of Directors.

2. **Salary and Wages Paid During Scheduled Breaks:**

All full-time, regular staff who have worked at Riverhouse for six weeks prior to each of the five scheduled week-long breaks are eligible to be reimbursed at the rate of 50% of their regular pay. Thus, if an employee typically is scheduled to work 36 hours a week, he or she would be reimbursed for 18 hours of work. If an employee is hired in September, he or she must have worked six full weeks to be eligible for the Thanksgiving Break closure pay. In addition, if an employee puts in their resignation notice, they will not be paid for a week that Riverhouse is closed, unless they return and work at least one full week after the break week.

3. **Snow Day Closures**

Riverhouse does not reimburse staff for snow day closures. Snow days are announced as early as possible on the day of the closure. Please note there are days that the Durango School District will have a snow day, and Riverhouse may have only a two hour delay, or vice versa. We do not have the bus routes of public school, but we do take staff safety into account, so we may open with a two hour delay in order to allow roads to be cleared or to warm up.

**G. Health Care Benefit**

Riverhouse Children’s Center has a contract with Durango Primary Care, and offers free healthcare to full-time employees who do not have their own primary physician. Direct primary care offers adult preventative visits, sick and urgent care visits, as well as management of chronic conditions such as diabetes or high blood pressure. **Direct Primary Care is not a replacement for health insurance** that covers more serious, or catastrophic, healthcare needs. It is typical for people to have both health insurance and to utilize direct primary care. Durango Primary Care also offers wellness visits that are required for teaching staff within their first 30 days of employment. DPC is located at 575 Rivergate Lane, Suite 95, and they provide services in Spanish as well as English.

## **H. Dental Insurance**

Full-time employees are eligible for free dental insurance starting the first of the month, after they have completed the four-week onboarding period. Part-time employees may agree to pay 50% of the monthly premiums to receive dental insurance, and are also eligible starting the first of the month, after they have completed the four-week onboarding period.

## **I. Retirement Plan**

The state of Colorado requires all businesses with 15 or more employees to offer a retirement plan. Starting in July 2023 Riverhouse will offer a retirement plan to all employees. Those who earned \$5,000 with us in 2022 will be eligible to sign up immediately. Those who didn't will be eligible during the annual enrollment period: November 1 - December 31st, to start on January 1st, 2024. Thus, all new hires in 2023 will be eligible starting January 1, 2024. This plan is optional for all employees, and is not required.

The retirement plan is a Simple IRA offered through American Funds/Capital Group. It is a matching fund; Riverhouse will match up to 3% of the employee's wages. In addition, there is an annual fee per participant, of \$25 per year, and a one-time setup fee of \$25 per person - both of which are paid for by the employee. An advisor fee is .005, or 50 cents on every \$100 accrued.

Each summer an American Funds representative will speak at a Riverhouse staff meeting to explain, and answer questions, about the plan. They will also be available by phone or email for any employee who wishes to contact them at any other time with questions.

Riverhouse contracts with a payroll department, and all deductions related to this plan will be done through the payroll department. When an employee leaves Riverhouse, they will be able to transfer their retirement account

## **J. Continuing Education Policy and Tuition Assistance**

We believe in the continuing education of our employees. We especially pride ourselves in helping employees attain Lead Teacher status by obtaining their CDA credential.

The **Child Development Associate** (CDA) Credential™ is a widely recognized credential in early childhood education administered by the Council for Professional Development. The CDA Credential guides early child care professionals as they work toward becoming qualified teachers of young children.

If you are interested in attending an outside class and having RHCC pay for your attendance, RHCC will pay for some or all of the fees if approved by both the Program Director and the Executive Director. A written agreement will be drawn up stating that Riverhouse agrees to reimburse the Employee for the cost of the training and/or classes three months after the completion of the training.

If a staff member requires, and submits a written request, that the training is paid for up-front by Riverhouse, this can be arranged as long as the Employee agrees that \$50 will be taken out of each paycheck until the training has been paid for. Then again, three months after the completion of the training, the Employee will be reimbursed in full. This protects Riverhouse from paying for staff development for which they receive little to no benefit.

## **K. Employee Child Care Tuition Assistance**

Full-time employees (30 hours a week or more) are eligible for 50% off of the cost of child care tuition for one child. For two or more children, an employee is eligible for a tuition subsidy benefit of up to \$1,200 per month. Any tuition costs beyond \$1,200 a month are the responsibility of the employee.



**L. Bonuses** - Bonuses to full-time regular employees and regular part-time employees may be given at the end of the year provided that Riverhouse finances allow for this benefit. Amount of bonuses will be determined according to time employed, full-time vs part-time, and an Employee's position at the center.

## **Section X - Statutory (Required) Leaves of Absence**

**A. Purpose.** The following leaves are required by law. This policy is intended to comply with the legal requirements. Therefore, if the laws upon which these policies are based are changed, the policies are automatically changed to comply with the revised laws.

**B. Jury Duty.** If you are served with a summons to jury duty, you must inform the Program Director by the next regular work day and provide a copy of the summons. You will receive leave for jury duty. Non-exempt Employees will be paid their regular wages, up to \$50 per day, for the first three days of jury duty that they would otherwise have been scheduled to work. Thereafter, any pay they receive for jury duty is paid by the governmental entity. The Employer has no obligation to pay wages for jury duty unless the Employee provides the Employer with a juror service certificate confirming that the Employee was on jury duty during that period. Employees are expected to return to work on any day or for a portion of a day they are released from jury duty.

**C. Voting Leave.** Employees who are registered, eligible electors entitled to vote in an election shall be entitled to two hours off, with pay, for the purpose of voting on the day of the election during the time the polls are open, if they apply for the leave of absence prior to the day of election and if they have less than three hours between the time of opening and the time of closing of the polls during which they are not required to be on the job for Employer. Employer may specify the hours during which the Employee may be absent.

**D. Military Duty.** Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for Non-Exempt Employees is without pay. Exempt Employees will be paid their salary, unless no work is performed for Employer during the pay period, and subject to reduction for wages received from the Military for the same period.

**E. Civil Air Patrol Mission Leave.** Any Employee (except Casual Employees hired only on a temporary basis), who is a member of the Civil Air Patrol, Colorado Wing, and who is called to duty for a Civil Air Patrol Mission is entitled to an unpaid leave of absence for the time when the Employee is engaged in the mission, not to exceed a total of 15 work days in any calendar year. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from service for the Civil Air Patrol Mission. The Employee satisfying these and all statutory requirements set forth in CRS §28-1-102 through §28-1-106 shall be entitled to return to the same or a similar position.

**F. Emergency Volunteer Service Leave.** Any Employee (except Casual Employees hired only on a temporary basis), who is a "Qualified Volunteer" called to service by a "Volunteer Organization" for the purpose of assisting in a "Disaster" as these terms are defined by CRS §24-32-2202 through §24-32-2228, is entitled to an unpaid leave of absence for the time spent assisting, not to exceed a total of fifteen work days in any calendar year. In order to be eligible for this leave, the Employee must comply with all requirements of these statutes, including, without limitation, providing Employer with proof that he or she is a Qualified Volunteer. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from Emergency Volunteer Service.

## **Section XI - Safety & Loss Prevention**

### **A. General Safety Policy**

It is the responsibility of every employee of RHCC to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow RHCC's health and safety rules can result in disciplinary action, up to and including termination of employment.

### **B. Smoking**

1. **Smoking Prohibited by Statute.** The Colorado Clean Indoor Air Act prohibits smoking inside any place of employment and in any entryway. In compliance with this Act, Employer prohibits Employees from smoking inside the Employer's facilities and outside the facilities within 20 feet of any entryway to the facilities. Riverhouse, however, actually requires smoking to be done at least 40 feet from any entrance, due to the vulnerable nature of our clientele.
2. **Outside Smoking.** Any Employee who smokes outside shall not leave debris (cigarette butts, wrapping paper, matches, etc.) on Employer's property or adjacent properties.

### **C. A Safe & Peaceful Workplace (Policy against Violence)**

The safety and security of our employees, residents, vendors, contractors, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on RHCC property is prohibited.

1. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.
- Weapons: No staff shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on RHCC property.

2. The following acts are prohibited:

- a) Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
- b) Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
- c) Use or possession of a weapon on the RHCC's premises.

3. Need to Report

It is a requirement that employees report to their administrative supervisor, in accordance with this policy, any behavior that compromises RHCC's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

#### **D. Confidentiality**

As a condition of employment, RHCC employees are required to protect confidential information. Employees may come into contact with customer lists, financial information, or other confidential information. Access to this information should be limited to a “need to know” basis and should not be used for personal benefit, disclosed, or released without prior authorization from an administrator.

Unauthorized disclosure of other confidential information, may result in the discipline or termination of any employee, as well as subject the employee to civil liability. ***Employees may not disclose or communicate, in any manner, directly or indirectly, information about the RHCC, its operations, clientele, or any other information, that relates to the business of RHCC, including, but not limited to, the names of its customers or clients, its marketing strategies, operations, or any other information which would be deemed confidential, information about another employee, a customer or client list, or other form of proprietary information of RHCC.*** If you believe you must disclose confidential information, you may do so only after obtaining prior authorization from the Executive Director. Any breach of this provision, or of any other confidentiality and nondisclosure obligation, is a material breach of the terms of employment.

#### **E. Positive Client Relations**

We strive to provide the best services possible to our families and to the community. You are expected to treat every parent and visitor with the utmost respect and courtesy. You should never argue or act in a disrespectful manner towards a visitor or parent. If you are having problems with someone, please notify your supervisor immediately. If a parent or visitor voices a suggestion, complaint, or concern regarding our services, please inform your supervisor. Lastly, please make every effort to be prompt in following up on parent’s questions. Positive relations will go a long way to establishing RHCC as a leader in its field.

## **Section XII - Summary of Key Critical Things to Know**

<b><u>At Will</u></b>	<i>Your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave RHCC at any time, with or without notice and with or without cause.</i>
<b><u>Organizational Structure</u></b>	The Executive Director is accountable to the Board of Directors. The Program Director and Assistant Director are accountable to the Executive Director. Lead teachers are accountable to all admin personnel. Aides are accountable to their immediate supervisors (lead teachers) and admin staff. The Ex Director directly supervises the kitchen staff and caretaker.
<b><u>Attendance</u></b>	All employees have the essential job duty of reliable attendance. Your attendance is expected unless you are truly ill, or have asked for time off in advance. Riverhouse relies so heavily on attendance because repeated absences are a serious problem for the children and your co-workers. If you do not come to work without a prior request, or have repeated personal matters that interfere with your ability to be reliable at work, your job will most likely be terminated out of necessity to fill staffing requirements/needs.
<b><u>New Hire</u></b>	<p>All 10 L2 hours and required yearly trainings on PDIS must be finished within the first 2 weeks of hire. If they are not, you will not be scheduled for work.</p> <p>When new hire paperwork is turned in, background checks are scheduled. Wellness checks must be completed within the first 30 days of employment.</p> <p>Payday is twice a month, on the 7th and 22nd unless these days are weekend days or holidays, then payday is usually the day prior.</p>
<b><u>Workmen's Comp</u></b>	If you are injured on the job, please tell your supervisor immediately. It is a requirement that you inform administration within 10 days of the injury.
<b><u>Overtime</u></b>	You are entitled to overtime pay if you work more than 40 hours a week. If you wish to work overtime it must be approved (there's a form) in advance. It is your responsibility to ensure that you do not work more than 40 hours a week or to notify administration about the possibility.
<b><u>Breaks</u></b>	You are required by state law to take at least a 30 minute lunch break each day, and 10 minute breaks every four hours.
<b><u>Cell Phone Use</u></b>	Cell phones are expressly forbidden during the hours that children are in the room with you. Refrain from using them except during breaks and lunch hour. If you are waiting for children to show up in the morning, please work on cleaning, arranging classroom materials, or planning lessons.
<b><u>Time Off</u></b>	Employees have both paid sick time off (Sick PTO) and paid personal time off (PPTO). Please keep your sick PTO for times when you are actually sick. You are allowed to cash in any PTO at the end of the year.
<b><u>Babysitting</u></b>	<p>You are allowed to babysit for Riverhouse families if the following criteria are met:</p> <ol style="list-style-type: none"> <li>1. Not on weekdays that you are working at Riverhouse when the next day is also a work day.</li> <li>2. Both the family and RH employee sign an agreement stating that you are not representing RH when you are doing private babysitting.</li> </ol>
<b><u>Safety</u></b>	It is your responsibility to understand both the definitions of child abuse, and the steps to take if you are frustrated or angry with a child. (see page 14)

	You are also a mandatory reporter of child abuse (see page 21, Section P).
<b>Dress Code</b>	Please dress comfortably, but professionally. See the dress code for details, but - in summary - refrain from wearing: clothes with holes, or shorts or tops that are too revealing. We want to be treated as professionals, and dress is a factor in this.

**ACKNOWLEDGMENT OF RECEIPT AND REVIEW of Riverhouse Employee Handbook**

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the policies outlined in this Employee Handbook are management guidelines which, in a developing business, will require changes from time to time. I understand that RHCC retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to RHCC in general. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements made by any staff member, including supervisors and administration.

I understand that except for the policy of at-will employment, which can only be changed by the Board President of RHCC, RHCC reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by RHCC and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling. I understand that if I have questions about the content of this Handbook, I will ask the Executive Director.

I acknowledge that one of the Riverhouse administrative staff has verbally gone over the Summary sheet of the handbook. In no way is this to be interpreted as a replacement for reading the entire handbook, but it is a way to ensure that the Riverhouse administration knows, without any doubt, that certain key policies and procedures are known to the employee, whether or not they have read the entire handbook.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Employee Printed Name

and

\_\_\_\_\_  
Signature of Riverhouse Administrator (Printed Name) Date