



# C.H.I.L.D., Inc.

## PERSONNEL POLICIES

Rev. July 2024

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## **ARTICLE I Purpose**

CHILD, Inc.'s ability to provide quality comprehensive child development services to low-income families is dependent upon a competent and dedicated staff. CHILD, Inc. seeks employees who are not afraid of hard work and unusual assignments, are willing to improve their knowledge and skills, are committed to the principles of family engagement, and who find satisfaction and pride in the contribution their work makes to their community.

These policies are constituted for the purpose of:

- a. Providing the Board of Directors and Policy Council with a clear understanding of their mutual responsibilities and privileges.
- b. Providing the employees with a written statement of the policies and conditions that govern their employment.
- c. Creating for the agency a procedure that will ensure fair and equitable treatment in selection of employees, in working conditions during their employment, and in their termination from employment.

## **ARTICLE II General Policies and Conditions Governing Employment**

### **SECTION 1. Equal Opportunity**

CHILD, Inc. shall provide equal opportunity to all persons without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity in all matters of employment including recruitment, hiring, wages and other compensations, lay-offs and terminations, and personal and career development advancement.

CHILD, Inc. recognizes its responsibility to go beyond the mere announcement of an equal opportunity policy and will adhere to both the spirit and the letter of all legislation designed to eliminate discrimination in employment.

To ensure the implementation of this policy, an Equal Opportunity Officer will be jointly designated by the Board of Directors and the Policy Council. The Equal Opportunity Officer shall receive and attempt to resolve complaints on an informal basis, shall provide aggrieved persons with information and advice on equal opportunity procedures including local, state and federal redress, and shall assist in preparing any formal complaint or alleged discrimination.

### **SECTION 2. Low Income Persons**

Hiring preference will be given to low-income applicants, especially parents of children enrolled in the early care and education programs, who may have been denied the benefit of formal education and are willing to learn to perform new functions.

### **SECTION 3. Service Area Residents**

Service area residents will be given first consideration for employment whenever possible.

#### **SECTION 4. Political Activities**

Employment by CHILD, Inc. may not be offered as a consideration or reward for the support or defeat of a political party or candidate, nor may any employee engage in partisan political activity on work time.

Employees are encouraged to participate in political activities on their own time, but may not invoke CHILD, Inc., its logos, or funded programs in doing so.

#### **SECTION 5. Nepotism**

CHILD, Inc. shall not employ any person with an immediate family member employed in an administrative or supervisory capacity, or who is a member of the Board of Directors or Policy Council. The immediate family shall be limited to parents, spouse/partner, children, sisters, brothers, grandparents and grandchildren of an employee or the employee's spouse.

#### **SECTION 6. Gifts and Gratuities**

Employees of CHILD, Inc. are prohibited from accepting gifts, money and gratuities from persons receiving benefits or services from CHILD, Inc., from persons performing services under contract, or from persons otherwise in a position to benefit from any employee action.

#### **SECTION 7. Health Examinations**

All CHILD, Inc. employees shall present evidence of a physician's exam and general good health at the time of employment. Employees having direct contact with children and/or food service must also present evidence of recent testing and freedom from tuberculosis. Employees must continue to provide evidence of annual physician's exam and general good health.

In addition, CHILD, Inc. will require compliance to all immunization mandates and recommendations from DCYF Licensing and the Rhode Island Department of Health.

CHILD, Inc. shall provide for immunization against Hepatitis B infection for all employees having direct contact with children. Employees may elect to be vaccinated as a precaution at any time, or within twenty-four hours of exposure.

#### **SECTION 8. Conformity To Federal Regulations**

CHILD, Inc. shall conform to all existing Federal Regulations in the selection of employees, in working conditions during their employment, in their termination from employment, and in the administering of these Personnel Policies.

### **ARTICLE III Hiring**

#### **SECTION 1. Job Posting**

Advertising for positions will be extensive utilizing local press, state employment agencies, colleges, and on-line employment job boards.

All positions will be posted in agency facilities and parent newsletters, as appropriate. There will be a minimum of two (2) weeks between the first notice of a position and the close of applications.

## **SECTION 2. Administrative Staff**

The positions of Chief Executive Officer, Financial Officer, Deputy Director and Program Service Manager shall be filled by the Board of Directors and Policy Council. Initial screening and interviewing sessions will be conducted by the Personnel Committee of the Board of Directors and the Policy Council, who will submit the qualified candidates to the full Board of Directors and the full Policy Council for the final selection. These positions can only be filled by mutual agreement of the Board of Directors and the Policy Council.

## **SECTION 3. Program Staff**

The final authority for hiring all program staff rests with the Policy Council. The initial screening and interview sessions will be conducted by the Policy Council Personnel Committee and the Chief Executive Officer, who will submit the qualified candidates to the full Policy Council for the final selection.

## **SECTION 4. Temporary Staff**

The Chief Executive Officer has the authority to hire temporary staff of limited duration. Such staff shall be entitled to holiday pay when the agency is closed, but shall not accrue sick leave or vacation days, nor be eligible for discretionary benefits.

# **ARTICLE IV Required Documents and Records**

## **SECTION 1. Agency Documents**

Each employee of CHILD, Inc. will receive at the time of hiring the agency Personnel Policies, appropriate job description, wage scale, and the name and means of access to the Equal Opportunity Officer. Employees shall be notified of any changes in the above within ten (10) work days of said change.

## **SECTION 2. Personnel Records**

A confidential personnel file shall be maintained for all CHILD, Inc. employees in the custody of the Chief Executive Officer. These files shall include the following:

- Application, References, confirmation of hiring
- Evidence of education, required credentials
- Health and safety clearances
- Performance evaluations
- Disciplinary actions, communications
- Other information required by state and federal law

The Finance Director shall maintain a confidential file for all employees limited to:

- Tax exemption forms
- Beneficiary and emergency contacts
- Voluntary payroll deductions
- Pay rate changes
- Evidence of car, health and dental insurance
- Necessary banking information



- Computerized payroll records

ChildPlus Data System shall include necessary documents for Child Care Licensing.

- Personnel Data Sheet
- DCYF Clearances and fingerprints
- Evidence of Physician's exam
- Evidence of required immunizations
- Evidence of CPR/First Aide Training

## **ARTICLE V Staff Development**

### **SECTION 1. Policy Statement**

CHILD, Inc. recognizes its responsibility to promote and support staff efforts that will improve their knowledge and skills in providing quality services to low income children and their families. Although all staff can benefit from in-service and supplementary training, agency resources must be invested so as to ensure maximum benefits to program services.

### **SECTION 2. Orientation**

Each employee shall receive an orientation to CHILD, Inc. policies, procedures, and program services at the time of employment.

### **SECTION 3. Professional Development and Responsibilities**

CHILD, Inc. shall provide or ensure the provision of on-going and periodic professional development opportunities for all staff. Activities may include in-service training, workshops, conferences, webinars, technical assistance, consultation, coaching, communities of practice, and peer monitoring.

CHILD, Inc. is committed to assisting employees in obtaining degrees from institutions of higher education and/or professional credentials necessary for high quality service delivery. All college courses paid in part or full by CHILD, Inc. require submission of registration documentation and final grades to the CEO. Failure to successfully complete coursework may necessitate reimbursement to the agency.

CHILD, Inc. expects all employees to participate in the minimum required hours of approved professional development respective of their disciplines. CHILD, Inc. further expects all employees to maintain the professional credentials required of their positions. Failure to do so could jeopardize their continued employment.

## **ARTICLE VI Compensation and Benefits**

### **SECTION 1. Wages**

CHILD, Inc. shall maintain an equitable Wage Scale that shall consist of minimum and maximum rates of pay for each position, and such intermediate ranges as are considered necessary. The wage ranges shall be consistent with the requirements, the degree of difficulty, and responsibilities of the positions.

New employees shall start at the minimum rate of the position unless there is a promotion within the agency that requires a higher rate of compensation in order to fairly upgrade the employee, or the hiring authority determines it necessary and appropriate to start a new employee at a higher rate.

Employees shall participate in a performance evaluation prior to consideration for a merit wage increase.

The Longevity Merit Schedule shall be applied to those employees who have not had opportunity for wage increases through career advancement or promotion, at the discretion of the CHILD, Inc. Administration.

## **SECTION 2. Health and Dental Insurance**

All full-time permanent employees shall be eligible for individual health and dental insurance as of their first full month of employment. Employees with alternative coverage will be paid the annual equivalent in additional compensation in the month of March. Proof of alternative coverage must be provided to the central office prior to payment.

## **SECTION 3. Group Term Life and Accidental Death Insurance**

CHILD, Inc. shall maintain group term life and accidental death and dismemberment insurance for all eligible employees having completed six full calendar months of employment. This plan shall provide benefits for accidental death and dismemberment, based upon planned annual earnings.

## **SECTION 4. Group Long-Term Disability Insurance**

CHILD, Inc. shall maintain Group Long-Term Disability Insurance for all eligible employees successfully completing three full calendar months of employment. This insurance provides compensation after six months of continuous disability and is reduced by benefits from other sources including but not limited to Social Security and Workmen's Compensation.

## **SECTION 5. Group Retirement Annuity Plan**

CHILD, Inc. shall maintain a Group Retirement Annuity Plan, administered by a funding sponsor approved by the Board of Directors, for all eligible employees after three full calendar months of employment.

Each year at the time of budget approval, the Board of Directors and Policy Council shall determine the agency contribution based upon percentage of gross earnings.

Employees must complete four years of employment to become fully vested, three years to become seventy-five percent (75%) vested, and two years to become fifty percent (50%) vested.

This plan allows employee investment decisions, and limits access to contributions and investment earnings until age 59½ years.

## **SECTION 6. Pre-Tax Savings Plan**

In addition to the group retirement annuity plan, CHILD, Inc. shall make available an Individual Supplemental Retirement Annuity Program, administered by a funding sponsor approved by the Board of Directors, to all eligible employees at the time of employment or any time thereafter. In accordance

with the Internal Revenue Service (IRS) Code, Section 403(b), employees may elect to reduce regular earnings, and/or flexible fringe benefit accruals, for tax deferred investment.

#### **SECTION 7. Worker's Compensation**

All CHILD, Inc. employees are covered by this Rhode Island regulated program which provides for the medical costs of job related illness or injury and a time loss benefit based on days away from the job.

#### **SECTION 8. Employment Security**

This is a form of wage insurance that CHILD, Inc. shall pay for all employees who meet the eligibility rules determined by the Rhode Island Department of Labor and Training.

#### **SECTION 9. Temporary Disability and Caregivers Insurance**

This insurance program is paid in full by employees who are eligible for Employment Security. It pays weekly benefits to employees absent from work for an extended period of time, due to their own illness or that of a close family member.

#### **SECTION 10. Paid Time Off**

Full year employees shall accrue time for each month worked for use as vacation, sick, family, or personal business days:

- less than 5 years employment: 1 ¼ month (15 days)
- completed 5 years employment: 1 ½ month (18 days)
- completed 10 years employment: 1 ¾ month (21 days)
- completed 15 years employment: 2 month (24 days)
- completed 20 years employment 2 ¼ month (27 days)
- completed 25 years employment 2 ½ month (30 days)

School year employees (those employed from September through June) shall accrue one day per month up to a total of ten days per school year, to be used as vacation, sick, family or personal business days. Unless otherwise determined by the CHILD, Inc. administration, a minimum of five days shall be taken at the time of the Christmas season.

- No full year employee shall accrue Paid Time Off of more than 20 days unless necessitated by agency limitations. No school year employee shall accrue Paid Time Off of more than 10 days.
- The CHILD, Inc. Administration shall approve Paid Time Off requests fairly and equitably in the best interest of early care and education programs.
- If employed prior to July 2018, sick leave accruals shall be maintained. However, the first five days of sick leave in any twelve month period shall be charged to Paid Time Off. Subsequently, sick leave accruals may be utilized for personal illness beyond five days, or family illness to the extent that the accrual exceeds twenty weeks.
- An employee forfeits all accrued Paid Time Off in the event his/her resignation does not conform to the requirements of Article X Section V of these policies.

## **SECTION 11. Holidays**

The following shall be general paid holidays for CHILD, Inc. employees on active duty:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Eve
Victory Day	Christmas Day

Whenever any of the above holidays fall on a Saturday or Sunday, State and/or Municipal observations shall dictate CHILD, Inc. closings and/or observances.

On general paid holidays, only those employees shall be on duty whose services are necessary.

To be eligible for holiday pay, an employee shall have worked the day immediately before and immediately following the holiday or be on approved leave.

## **SECTION 12. Bereavement**

In case of death in the immediate family of an employee, time off with pay will be allowed from the time the employee has been notified of the death, through the day of burial of the deceased, up to a maximum of three days. Accrued Paid Time Off may be used if additional time is warranted.

The immediate family shall be limited to parents, spouse/partner, children, sisters, brothers, grandparents and grandchildren of an employee.

In case of the death of additional family members, immediate family of spouse/partner, or close personal friends, the CHILD, Inc. Administration may grant time for attendance at the services up to one and one half (1½) days.

## **SECTION 13. Military Leave**

An employee who is a member of a reserve component of the United States armed forces shall be granted, in accordance with applicable federal and state law, leave of absence with pay during the time of his annual tour of duty as a member of such reserve component provided, however, that such leave shall not exceed ten (10) work days. In such cases, the employee shall receive the difference between his regular pay and compensation received for military training during the same period.

## **SECTION 14. Jury Duty**

Employees who are ordered by appropriate authorities to report for Jury Duty shall be granted leaves of absences from work during the actual duration of such duty. In such cases, the employee shall receive the difference between his regular pay and the compensation received for this legal obligation.

## **SECTION 15. Family and Medical Leave**

CHILD, Inc. is committed to assisting employees to balance their work and family life by granting reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse/partner, or parent who has a serious health condition.

After twelve (12) months of employment and 1,250 hours of work during the previous twelve month period, an employee is entitled to thirteen (13) weeks of Family and Medical Leave.

Employees are entitled to leave for:

- the birth or adoption of a child
- the placement of a child for foster care
- their own serious health condition that makes it impossible to perform essential job functions
- the care of the employee's child, spouse/partner, or parent with a serious health condition.

Leave for employees' own serious health condition is paid to the extent of Paid Time Off. Employees with accrued time beyond thirteen weeks are entitled to equivalent extension of medical leave.

Leave to care for family members shall be unpaid. However, CHILD, Inc. reserves the right to discharge accrued Paid Time off.

Long-term employees having sick leave accrual in excess of twenty (20) weeks may utilize sick leave for serious family illnesses.

All requests for Family or Medical Leave must be in writing to the Chief Executive Officer thirty (30) days prior to commencement, and be accompanied by a certificate from a health care provider that describes the medical necessity for such leave and the expected duration. In the event of an emergency, the request should be submitted as soon as possible.

After twelve (12) months of employment, an employee shall be entitled to a total of ten (10) hours of leave during any twelve month period to attend school conferences or other school-related activities for children of whom the employee is the parent, foster parent, or guardian. Such leave shall be without pay, unless utilizing accrued Paid Time Off .

## **SECTION 16. Travel Reimbursement**

- a. All employees who use their own automobiles for official business of CHILD, Inc. shall be reimbursed at the per mile rate authorized by the Internal Revenue Service. In addition, reimbursement for tolls and/or parking expenses shall be made to such employees, provided that receipts are attached to appropriate mileage vouchers.
- b. Employees traveling out of state on official CHILD, Inc. business shall be reimbursed for the actual cost of transportation, plus a per diem rate per day for lodging and meals, not to exceed the maximum federal government allowance, as agency funds allow. Receipts of expenditures

may be required upon return of the employees.

## **ARTICLE VII Employee Conduct**

CHILD, Inc. expects that all employees shall work to their maximum ability in a professional manner that supports the purpose and integrity of the child care programs.

Employees are entitled to retain their positions on the basis of good job performance, efficiency, and honesty. CHILD, Inc. shall have the right to discipline or discharge any employee who fails to meet the foregoing conditions, in addition to the use of intoxicating liquors or drugs during working hours, violation of safety rules, absence without leave, excessive absenteeism or tardiness, insubordination, or habitual neglect or carelessness resulting in damage of property or equipment.

CHILD, Inc. also holds all employees responsible for the following agency regulations, violation of which may result in disciplinary action or termination.

### **SECTION 1. Conformity to Philosophy and Goals**

Employees are expected to exercise job responsibilities in a manner that is consistent with the philosophy and goals of CHILD, Inc. including parents' role in governance, best practices of teaching and learning, and continuous quality improvement.

### **SECTION 2. Family Engagement**

Employees are expected to work proactively to create an environment that is welcoming and supportive of all families, respecting both family diversity and the importance of family participation in program activities.

### **SECTION 3. Health and Nutrition**

Employees are expected to model good health and nutrition habits at all times in the classrooms and in areas specifically designated for children and families. Employees are further expected to exhibit moderation and limit non-nutritional snacks and desserts to special occasions, while in agency facilities.

### **SECTION 4. Dress Code**

Employees are expected to dress in a casual professional manner appropriate to their job responsibilities, avoiding immodest and ill-fitting clothing.

### **SECTION 5. Use of Agency and Personal Communication Property**

Employees' undivided attention to agency business is expected during work hours. Any use of personal communications property, or agency communication property for personal use, should be strictly limited to break times. Personal communications are strictly forbidden in classrooms, outdoor space, on agency vehicles, or in any area utilized by children.

All agency property including telephones, iPads, computers, and fax machines are intended for the exclusive use of program and business activities of CHILd, Inc. Although incidental and infrequent use of agency communications property may be permitted, users waive any rights to privacy.

#### **SECTION 6. Use of Technology and Social Media**

Although the benefits of all forms of technology are recognized, staff must respect and adhere to professional boundaries at all times.

All staff must proceed with extreme caution in the utilization of any social media that could negatively impact the reputation of the agency or its ability to protect the privacy of its consumers and staff. Any activity that compromises confidentiality or reputation will result in disciplinary action up to and including termination.

#### **SECTION 7. Confidentiality**

Employees shall exercise discretion and tact in regards to matters of confidential information. Employees may not communicate to any person, or post on social media, information known to them through the performance of their job responsibility, except as is permitted or required by said responsibilities.

Employees must further refrain from sharing information known to them outside of work that could be deemed detrimental to families or staff. At all times the privacy of families and staff is the most important consideration.

## **ARTICLE VIII Drug Free Work Place Policy**

#### **SECTION 1. Policy Statement**

CHILd, Inc. recognizes that many people in the nation are afflicted with alcoholism or drug problems, that they rank high among the country's major health problems, and that both are now acknowledged to be diseases as well as social problems, subject to successful treatment.

CHILd, Inc. further recognizes that these problems are not foreign to any organization, having left their mark in employee suffering, anguish to family and co-workers, as well as other immeasurable costs.

Accordingly, CHILd, Inc. is establishing a policy based on the long-standing concept that regards each employee as an individual as well as a worker. The objective of the policy is to retain valued employees who are developing drinking or drug problems by helping them treat and arrest its further advance before they become unemployable. More important, though, is the possibility that they may serve to motivate troubled employees to seek assistance. With this concept as the foundation of its policy CHILd, Inc. establishes the following precepts:

- That alcoholism and drug addiction are illnesses and that employees so afflicted shall be regarded as sick and deserving of understanding and help as would an employee with any other illness.
- That CHILd, Inc. shall provide troubled employees with assistance in contacting

local resources for the evaluation and treatment of their substance abuse.

- That the decision to undertake treatment is the responsibility of the employee and that no employee will be forced to accept assistance.
- That CHILD, Inc.'s concern as an employer regarding the individual drinking or drug using practices of its employees begins when an employee's drug using behavior results in unsatisfactory job performance.
- That it is in the interest of the employee as well as CHILD, Inc. that the problem be identified and treated at the earliest possible time.
- That if it is determined prior to employment that the applicant is a rehabilitated drug or alcohol abuser, he or she may still be considered for employment if it can be known that abstention from the use of such alcohol or drugs has continued for two or more years.
- That all information relative to the substance abuse problems of employees who seek help shall be kept completely confidential.

## **SECTION 2. Awareness Program**

A drug free awareness program will be provided to inform all employees of:

- a) the dangers of drug abuse in the work place,
- b) the CHILD, Inc. policy of maintaining a drug free work place,
- c) the availability of counseling, rehabilitation and employee assistance programs, and
- d) the penalties that may be imposed upon employees for drug abuse violations in the work place.

## **SECTION 3. Unacceptable Behavior and Consequences**

That an employee who engages in the unlawful manufacture, distribution or dispensation of a controlled substance on a work site shall be deemed in violation of CHILD, Inc.'s policy of maintaining a drug free workplace, shall be terminated immediately, and notification shall be made to the appropriate law enforcement authority.

That an employee at any work site who is found to be in possession of any quantity of an unlawful and/or unauthorized substance, drug or alcohol, shall be deemed in violation of the CHILD Inc. policy of maintaining a drug free workplace and shall be subject to disciplinary action, up to and including discharge.

That CHILD, Inc. reserves the right to request physical examinations relating to drug and alcohol problem situations. Because the physical examination is an important factor in identifying the need for treatment or rehabilitation, refusal may result in termination if work performance is substandard.

That an employee who reports for work or is found to be working impaired by a substance, drug or



alcohol, except prescribed medications which management had knowledge of and has authorized shall be deemed in violation of CHILD, Inc.'s policy of maintaining a drug free workplace and shall be subject to disciplinary action, up to and including discharge.

#### **SECTION 4. Drug Testing**

As required by Federal and State regulations, protocols have been established for the pre-assignment and on-going random drug and alcohol testing for employees transporting children in agency vehicles. Such employees shall be provided the protocols upon eligibility for pre-assignment and/or on-going random testing.

## **ARTICLE IX Sexual Harassment**

#### **SECTION 1. Policy Statement**

CHILD, Inc. is committed to a work environment that is free from all forms of sexual harassment, intimidation, and coercion. Sexual harassment is prohibited by state and federal law, and as such will not be tolerated in the workplace.

This policy is intended to foster a productive, positive work environment in which every individual is treated with respect and dignity; and where there is freedom from any form of sexual discrimination including but not limited to sexual harassment.

#### **SECTION 2. Applicability**

This policy is applicable to all employees in their conduct towards each other, and additionally in their conduct towards agency consumers, vendors, and community partners.

#### **SECTION 3. Prohibited Conduct**

Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made whether explicitly or implicitly a term or condition of one's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individuals, or;
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, offensive, or hostile work environment.

Examples of sexual harassment include but are not limited to:

- Unwelcome sexual flirtation, advances, or sexual propositions
- Unwanted physical contact
- Suggestive or lewd remarks
- Jokes of a sexual or suggestive nature
- Graphic or suggestive comments about an individual's dress or body

- Sexually degrading words used to describe an individual
- The display of sexually suggestive materials, objects, or pictures
- Inquiries into one's sexual activities or gossip regarding one's sex life

#### **SECTION 4. Disciplinary Action**

Employees found to have engaged in sexual harassment will be subject to disciplinary action ranging from verbal warning up to and including termination of employment.

#### **SECTION 5. Complaint Process**

An employee who feels subjected to sexual harassment may seek relief through her/his supervisors. Any continuing harassment, or sexual harassment of most serious consequences, should be reported directly to the Chief Executive Officer, who is responsible to ensure prompt investigation and resolution. The Chief Executive Officer is further responsible to ensure that any employee issuing a complaint about sexual harassment or co-operating with an investigation is protected from retaliation.

Employees may seek relief beyond the Chief Executive Officer by following STEP 3 of the agency Grievance Procedure (See Article XI, page 18).

#### **SECTION 6. State and Federal Remedies**

In addition to the internal complaint process, employees may file a formal complaint with either or both of the government agencies set forth below.

The United States Equal Employment Opportunity Commission  
J.F. Kennedy Federal Building  
Boston, Massachusetts 02203  
(617) 565-3200

Rhode Island Commission on Human Rights  
10 Abbott Place Park  
Providence, RI 02903  
(401) 277-2661

## **ARTICLE X Discipline and Separation**

#### **SECTION 1. Warning**

If CHILD, Inc. has any reason to warn or reprimand an employee, it shall be done in a manner that is respectful of the employee's individual rights and privacy. Any serious warnings will be in writing and recorded in the employee's personnel file for a specified period of time.

#### **SECTION 2. Suspension**

The Chief Executive Officer may suspend without pay any employee in serious violation of these Personnel Policies for a period not to exceed ten (10) work days.

#### **SECTION 3. Involuntary Dismissal**

The Chief Executive Officer may only be terminated by mutual agreement of the Board of Directors and

the Policy Council.

The Financial Officer, Deputy Directors, and Program Service Managers may be terminated by the Chief Executive Officer, with approval of the Board of Directors and Policy Council.

All other CHILD, Inc. staff may be terminated by the Chief Executive Officer, with the approval of the Policy Council.

#### **SECTION 4. Lay Off**

Whenever it becomes necessary to lay off employees due to a shortage of work or lack of funds, seniority will dictate the order of lay off and re-employment when conditions allow, provided it is in the best interest of the child care programs.

#### **SECTION 5. Resignation**

The Chief Executive Officer shall be required to submit a written resignation to the Policy Council and the Board of Directors a minimum of one (1) month prior to the resignation date. All other CHILD, Inc. employees shall be required to submit written resignation to the Chief Executive Officer a minimum of two (2) weeks prior to their resignation date.

#### **SECTION 6. Agency Property**

At the time of separation from employment by CHILD, Inc. all records, materials, equipment or property belonging to or issued by CHILD, Inc. shall be surrendered immediately to the CHILD, Inc. Administration. Managers shall have a formal transfer of agency property with the CEO or his/her designee.

### **ARTICLE XI Grievance Procedure**

An employee who is of the opinion that the CHILD, Inc. procedures or policies have been improperly or inequitably applied, or who feels in some way aggrieved, may proceed in the following manner:

**Step 1.** The employee shall verbally state grievance to and discuss it with her/his immediate supervisor in an earnest effort to reach a settlement. If necessary the employee may follow the chain of command up to and including the appropriate Program Service Manager.

**Step 2.** If it is not in the power of the immediate supervisor and/or the Program Service Manager to adjust the problem, or the employee is not satisfied with the decision, the employee may reduce the grievance to writing and will be granted a meeting with the Chief Executive Officer within three (3) work days to further air the grievance. After reviewing all pertinent information and materials including any recommendations from the immediate supervisor and/or the Program Service Manager, the Chief Executive Officer will render a decision in writing within five (5) work days of the meeting.

**Step 3.** If it is not in the power of the Chief Executive Officer to adjust the

problem, or the employee is still not satisfied with the decision, a written request for a hearing must be submitted within five (5) work days to the Chairperson of the CHILD, Inc. Board of Directors.

The Chairperson will establish a Grievance Committee that will hold a hearing for the employee within two (2) weeks of the request date. The Grievance committee shall consist of equal representation from the Board of Directors and the Policy Council, proportionately reflecting their compositions.

After hearing all statements and arguments, the Committee prepares and presents in writing its findings and recommendations to the Board of Directors and the Policy Council, who must render a joint decision in writing within two (2) weeks of receipt of the committee report.

The Chief Executive Officer shall be responsible for implementing the decision and notifying all appropriate parties.

## **ARTICLE XII Safety in the Workplace**

### **SECTION 1. Policy Statement**

CHILD, Inc. is committed to a work environment that is safe and free from any risk to the physical or emotional well being of its employees, and therefore strictly prohibits smoking, firearms, or any other significant hazards that pose risks to children or adults.

### **SECTION 2. Staff Responsibilities**

The CHILD, Inc. Administration is responsible to promote and maintain a work environment that enables staff to perform their work responsibilities without threat to their safety, both real and implied. Any threat to the safety of CHILD, Inc. staff will be taken seriously and reported immediately to law enforcement authorities. Staff will not be required to perform duties in potentially unsafe situations without the accompaniment of an additional staff member.

All employees are responsible to provide immediate notification to the central office of any real or implied threat to their safety, or to the safety of their coworkers. All employees are required to fully cooperate with law enforcement agencies in the investigation and/or resolution of any threats to the safety of CHILD, Inc. staff.

## **ARTICLE XIII Affirmative Action Plan**

### **SECTION 1. Policy Statement**

CHILD, Inc. shall provide equal opportunity to all persons without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity in all matters of employment including recruitment, hiring, wages and other compensations, lay-offs and terminations and personal and career development advancement.

CHILD, Inc., recognizes its responsibility to go beyond the mere announcement of an equal opportunity policy and will adhere to both the spirit and the letter of all legislation designed to eliminate discrimination in employment.

## **SECTION 2. Purpose and Objectives**

This Affirmative Action Plan is constituted for the purpose of creating a procedure that will ensure fair and equitable treatment in the selection of employees, in working conditions during their employment, and in their termination of employment.

CHILD, Inc. shall actively seek to attain the following objectives:

1. Promote a clear understanding among the Board of Directors and Policy Council in the area of equal employment opportunity and affirmative action.
2. Afford all employees the opportunity to influence the policies governing their employment, enabling them to perform at their fullest potential and to receive compensation and promotion based solely on their performance.
3. Facilitate community awareness of CHILD, Inc.'s employment policies and opportunities.

## **SECTION 3. Equal Employment Opportunity Officer**

To ensure the implementation of this policy, an Equal Employment Opportunity (EEO) Officer shall be jointly designated by the Board of Directors and the Policy Council. The EEO Officer shall receive and attempt to resolve complaints on an informal basis, shall provide aggrieved persons with information and advice on equal opportunity procedures including local, state and federal redress, and shall assist in preparing any formal complaint of alleged discrimination.

## **SECTION 4. Complaint Process**

Any person who believes he/she has encountered discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, of gender identity is encouraged to proceed in the following manner:

1. The person verbally states complaint to EEO Officer, who provides information and advice on equal opportunity procedures, including local, state and federal redress. The EEO Officer may take necessary steps to assist in the resolution of the problem prior to filing a formal complaint.

The EEO Officer has twenty (20) days to attempt to resolve the problem. She/he shall prepare a report of her/his efforts summarizing the problem, her/his investigation, her/his disposition of the problem and the basis for that disposition. The report shall be submitted to the Chief Executive Officer and the Chairperson of CHILD, Inc.'s Board of Directors.

2. If the aggrieved person is not satisfied with the disposition of the EEO Officer, she/he may submit a written formal complaint to the Chairperson of CHILD, Inc. Board of Directors. The Chairperson shall determine the necessity of convening a meeting of the Board of Directors, who shall serve as the agency's Human Rights Commission, in an effort to resolve the alleged discrimination. This meeting shall take place within twenty (20) days of the written complaint.
3. If the aggrieved person remains unsatisfied after the efforts of the Board of Directors, the Equal Opportunity Officer shall be available to assist in preparing a formal complaint to any local,

state, or federal commissions for Human Rights.

This complaint process represents CHILD, Inc.'s sincere desire to avoid discrimination in any of its programs, and to resolve as soon as possible any complaints that may occur. It is in no way intended to discourage any person from seeking immediate assistance on the local, state, or federal level.

## **ARTICLE XIV Policy For The Reporting of Child Abuse and Neglect**

### **SECTION 1. General Statements**

CHILD, Inc. is not a child abuse and neglect treatment agency. Staff will not undertake, on their own, to treat cases of child abuse and neglect. However, the prevention, identification, and reporting of child abuse and neglect is a part of the social services of CHILD, Inc. Staff will cooperate fully with the State Child Protective Agency in assisting families with abuse or neglect problems.

Federal and State laws will be carefully adhered to in the reporting of known or suspected child abuse and neglect to the State Child Protective Agency (Federal Head Start Policy Manual N-30-356-1 and Rhode Island, Chapter 11: Abused and Neglected Children).

In recognition of the importance of maintaining a trust relationship with parents, it is imperative that all staff maintain a helpful rather than punitive attitude. At all times, the protection of the child and the well being of the family shall be the most important considerations.

### **SECTION 2. Staff Responsibilities**

The Deputy Director for Family Services has the operating responsibility for the overall implementation of state law and federal policy regarding abused and neglected children. The Deputy Director for Family Services shall:

1. Keep abreast of all amendments to state law and federal policy issuances by attending appropriate conferences and workshops.
2. Establish and maintain a cooperative working relationship with the State Child Protective Agency.
3. Provide leadership, and provide and/or arrange for training for all staff in identification and reporting of child abuse and neglect.
4. Maintain central file of all agency reporting and follow-up activities.

### **Designated Mental Health Manager**

Each center and home base program is assigned a Mental Health Manager to conduct case management and staff supervisory activities. The designated Mental Health Manager shall:

- (1) Provide guidance and support to assigned staff in the implementation of state law and federal policy, accompanying staff to parent conferences when appropriate
- (2) Supervise referrals by assigned staff to the State Child Protective Agency.

### **Staff**

Staff members shall regularly communicate to parents any concerns they may have regarding the physical or emotional well being of children in their care. Appropriate anecdotal records shall be kept of any such contacts.

Any staff member who has reasonable cause to know or suspect that any child has been abused or neglected shall within twenty-four hours complete the following:

(1) Notify the Designated Mental Health Manager, requesting assistance if necessary. If the Designated Mental Health Manager is unavailable and assistance is required, contact the Chief Executive Officer for guidance.

(2) Communicate concern, and information to be reported, to parent or guardian. Offer support and/or assistance, including meeting with the State Protective Worker if requested (Note: If there is cause for concern for a child's safety, the Designated Mental Health Manager may authorize exception to this responsibility).

(3) Provide verbal report to the Rhode Island Department for Children, Youth and Families at 1-800-742-4453.

The above activities are listed in preferred order of completion. However, inability to perform in sequential order does not negate responsibility to complete all activities.

Staff are further required to complete the CHILD, Inc. Internal CANTS Report, forward it to the designated Mental Health Manager, and ensure that action taken is recorded in the social service file.

## **ARTICLE XV Whistleblower Policy**

### **SECTION 1. Policy Statement**

All employees are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. They must also practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

This policy is intended to direct the receipt, retention, and treatment of complaints related to employee dishonesty or unprofessional behavior; as well as accounting, internal controls, or auditing matters on behalf of CHILD, Inc. It is further intended to encourage and enable employees to raise concerns within CHILD, Inc. for investigation and appropriate action. Therefore, an employee who in good faith reports a concern shall not be subject to retaliation or adverse employment consequences.

### **SECTION 2. Applicability**

This policy is applicable to all employees and establishes both the procedure and expectation of registering concerns that may adversely impact the safeguarding of agency assets, compliance to federal and state standards, or well being of program recipients.

### **SECTION 3. Prohibited Conduct**

Any employee conduct that jeopardizes the reputation of CHILD, Inc. or its ability to comply with federal or state regulations, or compromises services to children and families is prohibited. Mistreatment

or bullying of staff is not to be tolerated.

Examples of prohibited conduct include but are not limited to:

- Misappropriation of cash, supplies, equipment or other assets of CHILD, Inc.
- Disclosing confidential information to outside parties without proper consent.
- Endangering the well-being of children and/or employees through unsafe practices or activities.
- Falsification or unauthorized alteration of time and expense records.
- Accepting or seeking anything of material value from contractors, vendors or persons providing goods or services to CHILD, Inc.
- Inappropriate use of records, equipment or CHILD Inc.'s technology (i.e. email and internet use).
- Public berating or humiliation of staff

#### **SECTION 4. Complaint Process**

Any employee who has reasonable cause to know or suspect employee dishonesty, or irregularity in agency accounting, internal controls or auditing, or willful noncompliance with federal or state regulations shall proceed in a timely manner as follows:

**Step 1.** The employee shall verbally state concern and discuss it with his/her immediate supervisor. If after discussion the employee continues to have reasonable grounds to believe the concern is valid, or the supervisor is the subject of the concern, the employee may follow the chain of command up to and including the appropriate Program Service Manager.

**Step 2.** If it is not in the power of the Program Service Manager to adjust the problem, or the employee continues to have reasonable grounds to believe the concern is valid, or the Program Service Manager is the subject of the concern, the employee shall reduce the concern to writing, addressed to the Chief Executive Officer. The Chief Executive Officer shall investigate the concern, ensure whatever corrective action may be necessary, and respond in writing to the complaining employee. The Chief Executive Officer shall submit both written complaint and written response to the CHILD, Inc. Finance Committee at its next scheduled meeting.

**Step 3.** If the employee is not satisfied with the response of the Chief Executive Officer, or continues to have reasonable grounds to believe the concern is valid, or the Chief Executive Officer is the subject of the concern, the employee may provide written documentation to, or request a meeting with, the CHILD, Inc. Finance Committee. The Finance Committee shall investigate the concern and report its findings to the CHILD, Inc. Board of Directors, who shall order whatever corrective action may be necessary.

#### **SECTION 6. Acting in Good Faith**

An employee reporting a concern must have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of state or federal regulations. The act of making allegations that prove to be unsubstantiated and made maliciously, recklessly, or with the fore knowledge that the allegations are false, will be viewed as a serious offense and will result in



disciplinary action up to and including termination.

Employees shall exercise discretion in registering concerns and avoid disclosure of confidential information to individuals not involved in investigation. Failure to do so may also result in disciplinary action.

#### **SECTION 6. Anonymous Reporting**

Employees have the option of reporting concerns securely and anonymously to an outside system, Red Flag Reporting.

[www.RedFlagReporting.com](http://www.RedFlagReporting.com)  
1-877-64-RedFlag (1-877-647-3335)  
Code: child

Although the Board of Directors will be informed of any reports, they will be unable to respond to anonymous individuals.

Staff are encouraged to seek support and/or guidance from a Mental Health Manager, as needed.

## **ARTICLE XVI Review and Revision of Policies**

#### **SECTION 1. Procedure**

These policies may only be amended by mutual agreement of the Board of Directors and Policy Council.

#### **SECTION 2. Staff Input**

CHILD, Inc. is committed to developing, maintaining, and improving the quality of staff performance at all levels and within all program service areas. To ensure the inclusion of staff input into the policies and procedures that govern their employment, the CHILD, Inc. Administration shall host twice yearly evening staff gatherings. Agenda items may include but not be limited to personnel policies, wages, benefits, job descriptions, career advancement opportunities, performance evaluation procedures, and staff training.

Unless otherwise indicated, the gatherings will be in the months of March and October.

#### **SECTION 3. Amendments**

Amendments may be proposed by the Board of Directors, the Policy Council, the employees themselves or the Chief Executive Officer. The proposals to amend must be posted in all job stations at least ten (10) work days prior to the date of action to allow for employee response. Proposals to amend and any employee recommendations must be in the hands of the Board of Directors and the Policy Council members no less than five calendar days prior to their meeting dates.