**Employee Guidelines**

Business Name and Address HERE

Employer reserves the right to modify Employee Guidelines at times deemed necessary.

Employees will be given updated documents regularly as revisions are made.

Should a conflict arise, the employer will follow state or federal requirements.

**Professional Conduct**

Employees are expected to adhere to standard business principles in matters of personal and

business conduct, to accept responsibility for the appropriateness of their own conduct, and to

exhibit a high degree of personal integrity at all times. All employees shall observe professionalism wherever business is conducted including parents, students, and other staff. Gossip in the form of sharing personal information about children and their families to other families at the school is not allowed. All employees are expected to maintain positive relationships with the parents, students and staff at our school.

**Dress Code**

Teachers and staff at Name of program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should dress in clothing that allows them to move comfortably, and should dress appropriate to the weather conditions for recess duty. Any clothing that is too sexually revealing is discouraged. Staff is expected maintain a high standard of personal hygiene.

**Hours of Operation**

Program Hours are between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with one paid 15-minute break per 4 hour shift or one paid 30-minute break per 6 hour shift. We allow teachers to eat lunch with their students so that break time can be spent relaxing.

**Occupational Safety**

Employees are requested to maintain safe and healthful working conditions and practices that

are designed to prevent injuries and illnesses. Observation of all safety and health guidelines

while in the school is of critical importance, and includes handwashing, sanitizing of surfaces, wearing gloves if cleaning up blood, vomit or other bodily fluids, and avoiding lifting or picking up the children.

**Alcohol, Smoking and Drug Policy**

The use or possession of alcohol, controlled substances or illegal drugs is strictly prohibited at our facility and during school hours, and would result in an automatic dismissal from employment. Controlled substances are allowed with a doctor’s prescription and must be kept in a locked staff closet. Smoking and tobacco products are not allowed inside or outside the building.

**Equal Employment Opportunity**

Name of program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does not discriminate based on race, color, gender, marital sta-tus, sexual orientation, religion, age, or national origin, protected under local, state or federal law. All employees must be physically and mentally capable of carrying out their job responsibilities, including sitting on the floor, crouching down, stooping over, lifting up to 40 pounds, able to stay calm in stressful situations, and able to follow emergency protocol in a calm and rational manner.

**Confidentiality and Social Media**

Each employee is asked to abide by confidential conduct. The teachers hold the right to share sensitive information about students to other teachers at the school when it is pertinent to the care of that child. All staff must share sensitive information with the Administrator for approval before that information is shared with parents.

Employees are not allowed to take photos or video of the children on their own personal devices, or to post photos, videos or messages about students, families, or staff on social media. A school camera will be provided by the school for any content to be photographed or recorded to be for the sole ownership and use of the school.

All teachers are mandated reporters of child abuse and neglect. As mandated reporters, you do have the right to report anomously and without employer consent but you do not have the right to make accusations of abuse to parents or photograph physical wounds on children. Once the report is made to the department of human services, it is the responsibility of that department to investigate reports and verify incidents of abuse or neglect.

**Employee Contracts & Discipline**

All new employee contracts are at-will employment and are subject to 90-day trial basis. If an employee’s job performance is found to be unsatisfactory within their initial 90-day period, the contract will be terminated. After that trial period, employer reserves the right to terminate an employee at any time, for any reason. All employees are to sign an employment contract for the duration of the school term. We require at least 30 days notice from employees who wish to terminate their contract. If the contract is terminated prior to end date, any paid leave or benefits will be forfeited, and employees will be required to pay back any reimbursements for job trainings/courses.

We strive to guide and develop long-term, successful relationships with all staff. We emphasize

communication and counseling as ways to improve employee behavior and make positive

changes. Methods for dealing with discipline or performance issues will be explored on a case

by case basis in order to determine best possible solutions to a problem.

All discipline, performance issues, and complaints will be documented. As a final option,

Employer may find it necessary to suspend or terminate employment if desired improvement in

performance or behavior is not met.

**Acknowledgement**

My signature below acknowledges my receipt of a copy of Name of program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Guidelines. I am responsible for understanding and adhering to the policies outlined in this document.

Employee Date & Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_