



Emmaus Lutheran PRESCHOOL

Employee Handbook

Revision 1.23.11



**Emmaus Lutheran
PRESCHOOL**

Your signature below indicates that you have read, acknowledged receipt of the Employee Handbook and your agreement to abide by the policies and procedures set forth within.

Employee Signature

Employee Printed Name & Date

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1 INTRODUCTION

1.1 WELCOME!

Welcome to Emmaus Lutheran Preschool! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of the preschool, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Preschool's Mission Statement.

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

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

1.2 INTRODUCTORY STATEMENT

The following pages contain the procedures and policies established by the Emmaus Preschool Board for its employees. It is important that you read, understand and become familiar with the handbook and comply with the established standards. Please confer with the Director if you have any questions or need additional information.

If there is a conflict between the provisions, benefits, and policies in this manual and those set forth in the terms of a staff member's contract, the terms of the contract will prevail.

1.3 MISSION STATEMENT

"Train up a child in the way he should go; and when he is old, he will not depart from it."
Proverbs 22:6

2 EMPLOYMENT

2.1 YOUR EMPLOYMENT

Salaried employees are contracted. Hourly employees are employed at will. Employment at will is defined as, terminable by either employer or employee for any reason whatsoever.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

Emmaus Lutheran Preschool is an equal opportunity employer. Hiring, promotion, transfer, compensation, benefits, discipline, termination and all other employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship/immigration status, veteran status or any other protected status.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of the Evangelical Lutheran Church in America (ELCA). For such situations, it is necessary for us to seek out individuals with specific religious training and recognition. To the extent allowed by State Law, the preschool may give preference in hiring of persons who are members in good standing of an ELCA congregation.

2.3 IMMIGRATION REFORM AND CONTROL ACT OF 1986

The school is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, employees will be required to provide documentation verifying identity and legal authority to work in the United States, which includes the completion of Form I-9, Employment Eligibility Verification.

2.4 NEW HIRE ACT

By federal law, all employers are required to report newly hired employees to the designated state agency in the state where employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

2.5 SPECIAL EMPLOYMENT CONSIDERATIONS

2.5.1 EMPLOYMENT OF MINORS

It is the policy and practice of Emmaus Lutheran Preschool not to employ those under the age of 18.

2.5.2 FAMILY AND RELATIVES

It is the policy and practice of Emmaus Lutheran Preschool not to employ family members and relatives of current employees.

2.6 EMPLOYMENT CLASSIFICATION

There are three classifications of employees as follows:

Full-time – Any employee who works 30 hours or more per week.

Part-time – Any employee who works less than 30 hours per week.

Temporary – Any employee employed five months or less per year.

Employees may be asked to sign a statement recognizing their part-time or temporary status and therefore may not be eligible for certain benefits.

2.7 OVERTIME

The overtime compensation requirements of the Fair Labor Standards Act classify all employees as exempt or non-exempt according to the following definitions:

Salaried Exempt – Positions of managerial, administrative, or professional nature are exempt from mandatory overtime payments. Such positions will perform office work related to management operations, exercise discretion, latitude in judgment, assist managers, or perform specialized or technical work.

Salaried Non-Exempt – Positions of clerical, technical or service nature as defined by statute are covered by provisions for overtime payments.

2.8 JOB DESCRIPTIONS

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

Employees will be given a job description before they start work. A job description summarizes the employee's duties and responsibilities and provides important information about the position. Employees will be instructed to read and study the job description carefully and to discuss it with their supervisor, if there are any questions. The employee will sign a statement that he/she received and understands the job description during orientation.

The preschool reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

2.9 PERFORMANCE EVALUATIONS

All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of the performance; to assist in the development and fulfillment of professional and personal growth goals and to determine merit wage increases.

The employee will have the opportunity to discuss the performance evaluation with the supervisor, asking questions and clarifying points. The employee will sign the review form, indicating that the review has taken place and whether the employee agrees or disagrees with the contents.

Performance evaluations help the preschool make important decisions about job placement, training and development, and merit increases.

2.9.1 Initial Performance Review

In order for an employee to become acquainted with the new position and for the supervisor to be assured that the employee is meeting the requirements of the new position, all new employees will have an initial performance review during the first ninety days after commencing work.

2.9.2 Annual Performance Review

Based on actual work performance, a review will be conducted with the employee annually by the supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions with your supervisor will also be a part of your performance evaluation.

3 BENEFITS

3.1 INTRODUCTION

Emmaus Lutheran Preschool maintains the benefit program, which is designed to help meet the needs of its employees. The following information outlines employee benefits

3.1.1 General Provisions

The following general provisions apply to all leaves of absence:

1. All leaves of absence must be approved in advance, in writing, by the Preschool Director.
2. A request for an extension of a leave of absence, where possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
3. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered voluntary termination.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty days, unless otherwise provided by law.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with the preschool on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment, without the preschool's prior written approval, will be subject to disciplinary action up to and including termination.
8. Employees who falsify the reason for their leave of absence will be subject to disciplinary action up to and including termination.

3.2 VACATION

The preschool does not operate for the full calendar year, and therefore does not offer vacation time.

3.3 HOLIDAYS

The preschool observes the following holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, and Memorial Day.

These general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the preschool for observance.
2. Holiday pay is determined on the bases of the employee's regularly scheduled hours.
3. A holiday that falls on an employee's time off for sickness will be recorded as holiday time.

3.4 SICK LEAVE/PERSONAL LEAVE

Defined as a leave of absence for sickness of oneself or a member of the employee's immediate family, or for a compelling personal reason.

Paid sick/personal leave is not offered at this time.

3.5 BEREAVEMENT PAY

Time off with pay for employees may be approved in the event of a death in the family.

If a death should occur in the employee's immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to three days will be approved.

If there is a death of a close relative (grandparent, sibling, brother-in-law, sister-in-law), one day will be approved.

Additional time off without pay may be approved at the Director's discretion.

3.6 OTHER LEAVES

The preschool makes leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is approved by the Director. Written requests must state the reason for the leave, as well as the beginning and ending dates. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. In any situation regarding leaves of absence, the employee should notify the Director at the earliest possible date to discuss the leave.

3.6.1 Family and Medical Leave Act of 1993

The preschool does not employ more than 50 persons and is not required to comply with provisions of the Family and Medical Leave Act of 1993.

3.6.2 Jury Duty

Employees will be granted a leave of absence, with pay to serve on jury duty, as required by law. The amount paid to the employee for serving jury duty will be deducted from that time period's paycheck.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the preschool. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

3.6.3 Military Leave

The preschool complies with applicable state and federal law concerning leave for active or reserve military service.

3.6.4 Workers Compensation Leave

The preschool maintains Worker's Compensation coverage in compliance with applicable law and complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that work related injuries be reported to the Director as soon as they occur. The Preschool Board will review employees on worker's compensation leave on an individual basis.

3.7 UNEMPLOYMENT COMPENSATION

The preschool is exempt from state/federal unemployment tax; therefore employees involuntarily terminated are not eligible for state/federal unemployment compensation.

3.8 WAIVER OF TUITION FOR STAFF CHILD

Staff children are eligible for a waiver of tuition and/or wrap-around care fees.

3.9 CONTINUING EDUCATION

The Director must approve requests for reimbursement of continuing education expenses in advance. Continuing Education expenses per employee shall not exceed \$250.00 per year.

4 PERSONAL STATUS

4.1 TARDINESS AND ABSENCE

It is expected that employees are present at the start of their day to promptly begin work. Other staff and preschool members rely on employees being at their assigned tasks at scheduled times so that the work of the preschool can be carried out smoothly.

Employees must contact the Director or Lead Teacher as soon as it's determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the Director at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

A tardy or absence is considered "excused" only when the employee calls ahead of time and a tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitation, earliest contact is required. The Director shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non compelling reason, or failing to call the Director or Lead Teacher according to preschool policy, will be considered "unexcused."

Three (3) excused absences, in excess of the five (5) personal/sick leave days allowed, may lead to disciplinary action, up to and including termination.

An employee who fails to call in or report to the Director for three (3) consecutive days may be considered to have abandoned their job and will be terminated.

4.2 TERMINATION

4.2.1 Resignation

Generally, resignation will occur when the employee gives the Director notice of intent to vacate the position. The preschool requires a two (2) week notice. Failure to do so will result in ineligibility for rehire.

4.2.2 Layoff

When conditions dictate that the preschool must reduce staff through a layoff, the preschool, at its sole discretion, will determine which employees shall be laid off. Layoffs will be communicated to the affected employee(s) at the earliest reasonable time to allow for productive transition.

4.2.3 Termination

Termination is a discharge from employment. Employees who violate policies of Emmaus Lutheran Preschool will be subjected to disciplinary measures up to and including immediate termination.

4.3 TIME RECORDS

Employees will sign in and out on their time sheet and turn the record in to the Director on a bi-weekly basis. Only authorized hours are to be worked and reported. Employees are only to fill out their own time sheets.

Violation of this policy or the falsification of time sheets will result in disciplinary action, up to and including termination.

4.4 BREAKS

Employees who work more than six (6) hours a day may voluntarily waive their right to a meal period.

4.5 PERSONAL RECORDS

The preschool needs to have complete and accurate information on each of its employees. Personnel may review their records upon request. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision and/or retention of the individual employee.

It is important that the preschool always have current information about its employees. Employees should immediately notify the preschool of changes in name, address, phone number, marital status, etc. If, for some reason, there is a need to change a name and/or Social Security number, original documentation authorizing the change should be provided.

4.6 PROMOTION AND TRANSFER

The preschool's intent is to give qualified employees preferences over others when filling job openings within the preschool. Openings will be announced to existing staff, and one week will be allowed for existing staff to respond prior to advertising the opening to the general public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the preschool are not always possible.

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

5 COMPENSATION

5.1 PAYDAY

Pay periods shall be bi-weekly, ending on Sunday, and paychecks shall be issued on the following Tuesday. For salaried employees, pay may be extended over twelve (12) months.

Hourly employees are responsible for accurately completing their time sheets and giving them to the Director, who will report the hours so that they will be included in the payroll.

Checks may be distributed during the workday or mailed to the employee's home.

5.1.1 Advances

Salary advances are not permitted.

5.1.2 Final Paychecks

Final paychecks shall be released upon the return of all building keys and other preschool property which may have been entrusted to the care of the employee.

5.2 WAGE AND SALARY REVIEWS

The wage and salary structure for employees of the preschool is reviewed and approved by the Preschool Board.

Individual wage and salary review shall occur at least once each year for every employee. Wage and salary increases may or may not result from such reviews. Employee wage and salary reviews will be held in conjunction with performance reviews.

5.3 PAYROLL DEDUCTIONS

Employees must have various deductions taken from their pay. These deductions include federal income taxes, Social Security and Medicare taxes. The Internal Revenue Services publishes withholding tables annually, based on personal earnings and the number of exemptions claimed by each worker. The employee states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables by filling out a W-4 Form. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of earnings.

5.3.1 Garnishments

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, the employer must deduct the amount from the employee's pay and remit it to the designated entity.

5.4 CREDENTIAL INCREASES

Employees will receive a per hour wage increase for adding to their teaching credentials. These credentials include obtaining a CDA or relevant college degree. Employees are responsible for reporting this achievement to the Director and providing documentation.

5.5 OVERTIME

Overtime compensation will be paid to non-exempt employees for all authorized hours worked in excess of forty (40) in a seven (7) day workweek. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the Director.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

6 DISCIPLINARY ACTION POLICY

6.1 DISCIPLINARY PROCEDURES

These procedures and rules are designed for the purpose of creating a stable environment in which employees may pursue his or her livelihood in an atmosphere of cooperation and security. The goal of Emmaus Lutheran Preschool is to build a positive work environment and to minimize the need for disciplinary action. In accomplishing this goal, employees are encouraged to discuss any problems with the Director, particularly those problems with other employees or those that directly affect their work.

Enforcement of Rules

1. Re-instruction

This method is used when a clarification of existing rules or expectations will result in a positive behavioral change. Re-instruction is normally used to remedy misunderstanding, to clarify previously issued verbal instructions, and/or to ensure that employees know what is expected of them.

2. Verbal Warning

For minor offenses, the employee may be given a verbal warning. The purpose of a verbal warning is to explain what the employee did wrong and why it is important that the employee's behavior not be repeated. A written record of the verbal warning will be made noting the date, time, place, subject and plan of action to correct the issue.

3. Written Warning

Written warnings are to be issued in instances of repeated minor offenses when the employee has failed to heed a verbal warning and for more serious offenses, especially when the employee should know that the actions are not acceptable. The employee will be asked to sign the warning indicating the employee understands the problem. If the employee does not agree with the content, the employee may so indicate.

4. Final Written Warning/Disciplinary Suspension

Disciplinary suspension from work may be necessary in those instances when the employee will not adjust the behavior after a written warning has been issued or in instances of a very serious nature the first time they occur. The employee will be provided with a letter stating the reason and length of suspension. The employee will be asked to sign the letter.

A suspension may be with or without pay. In the event of a serious allegation, the Director will conduct a thorough investigation during which the employee will continue to be paid. If the allegation is unfounded, the employee will be fully reinstated. If the allegation is founded, the employee will be terminated.

5. Termination of Employment

Termination is the most serious form of discipline. The Director has the authority to suspend and to terminate an employee.

Depending on the Director's judgment or the seriousness of the offense, the Director reserves the right to depart from the above disciplinary progression depending on the relevant circumstances, including immediate termination of the employee.

6.2 GRIEVANCE PROCEDURE

The preschool recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The preschool encourages a quick and reasonable solution of any such situations, difficulties, or complaints. The following steps are suggested as guidelines for the employee to ensure that the situation, difficulty, or complaint is most effectively and efficiently handled.

1. Where possible, the employee is to first orally bring the matter to the Director's attention. A full discussion and understanding of the matter by both the employee and the Director is essential at this step. The matter should be put into writing at this time.
2. If the grievance is not resolved between the employee and the Director, the employee should then discuss the matter with the Pastor.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Preschool Board, which will convene a meeting with the employee, Director and Pastor.

6.3 NON-RENEWAL OF CONTRACT

Emmaus Lutheran Preschool reserves the right to not renew the contract of a contract employee due to unsatisfactory performance during a previous contract period. The preschool may also choose not to renew a contract for any reason at its sole discretion, including changes in fiscal and personal circumstances.

7 GENERAL INFORMATION

7.1 INTRODUCTION

At Emmaus Lutheran Preschool it is important that all employees work together as a team so that the rights and interests of both the preschool and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make Emmaus Lutheran Preschool a desirable place to work.

7.2 HARASSMENT

Harassment, whether intentional or not, has no place in the work environment. Harassment includes but is not limited to offensive language, jokes, or other verbal, graphic or physical conduct based on an individual's protected status. Sexual harassment and harassment that is based on an individual's race, color, religion, national origin, ancestry, disability, marital status, sex/gender, sexual orientation, military or veteran status, age, or any other category protected by federal or state law, are prohibited. This policy applies to all work related settings, including work related activities off of the preschool property. This policy prohibits retaliation or adverse employment action against any employee who exercises their rights under this policy.

7.2.1 Definition of Harassment

Harassment may include a wide range of physical, verbal (oral and written), and visual/nonverbal behaviors. "Sexual harassment" means unwelcome, unsolicited, uninvited, offensive, or undesirable conduct of a sexual nature directed at or affecting an employee. Other forms of harassment include conduct that is offensive or shows hostility towards an employee because of the individual's race, color, religion, national origin, ancestry, disability, marital status, sex/gender, sexual orientation, military or veteran status, age, or any other category protected by federal or state law.

Harassment is a violation of this policy in the following situations:

1. If the employee is promised or given some favorable employment action or benefit only if the employee will submit to or tolerate the harassing behavior in question.
2. If the employee is threatened with or suffers adverse employment action because they rejected or refused to tolerate the harassing behavior in question.
3. If the harassing behavior in question unreasonably interferes with the employee's work performance or creates an intimidating, hostile, abusive, or offensive work environment.

Impermissible harassment may take many forms, including, but not limited to, touching, leering, sexual, racial, or other inappropriate jokes or comments, displaying or circulating offensive materials, demeaning remarks, or profane language, etc. Each

situation depends on a number of factors (including severity, frequency, nature, presence or absence of tangible job consequences, etc.) and will be reviewed on a case-by-case basis. In some cases, one incident will be sufficient to constitute harassment, in others, a pattern or series of incidents may be necessary.

7.2.2 Reporting Violations

Each employee has the obligation to report the following: 1. if he/she has been harassed by an employee or non-employee; 2. if he/she has witnessed harassment of an employee or non-employee; 3. if harassment has been reported to an employee by another employee or a non-employee; and 4. if he/she has been retaliated against for reporting a violation or cooperating in an investigation.

7.2.2.1 When to Report

Any of the above situations are to be immediately reported. They should be reported as soon as they occur or immediately after an employee obtains knowledge that there has been a possible violation of this policy.

7.2.2.2 Where to Report

Any of the above situations may be reported to the Director, or if the Director is involved, the Pastor.

7.2.3 Investigation

Upon receipt of the report, the preschool will immediately undertake an objective and thorough investigation. The investigation will include a review of the credibility of the evidence and any individuals who have provided information. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

If the preschool determines that a violation has occurred, the preschool will take appropriate action as warranted under the circumstances. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. The preschool will undertake appropriate follow up investigations and take appropriate measures to ensure the conduct has stopped and will not reoccur.

7.2.3.1 Confidentiality

The preschool will keep complaints, information disclosed during investigations and the outcome of investigations confidential to the greatest extent practicable. This generally means that the information disclosed during an investigation will be held in confidence and will be disclosed to others on a need-to-know basis in order to investigate and

resolve the complaint. To the extent that it would be appropriate to do so, the preschool will inform the reporting employee and any others who have a legitimate need to know of the general outcome of the investigation.

7.2.4 No-Retaliation Policy

The preschool forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, participating in an investigation, filing a discrimination charge, or otherwise pursuing his/her rights under the law. Any employee who believes he or she has experienced or witnessed retaliatory conduct should follow the reporting procedures above. If investigation confirms that retaliation has occurred in violation of this policy, appropriate corrective action will be taken, up to and including termination.

7.3 ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on preschool property, or in preschool vehicles is prohibited. In addition, off duty conduct, which may adversely affect the reputation or interests of the preschool, is prohibited. “Under the influence” for the purposes of this policy is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates risk to the safety and well being of the affected employee, coworkers, the public, or preschool property, through the use of drugs or alcohol.

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

7.4 OUTSIDE ACTIVITIES

Employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on or create conflict of interest with Emmaus Lutheran Preschool. This would also include any actions or conduct, inside or outside of normal work hours, that do not represent good Christian values.

7.5 PERSONAL APPEARANCE

Personal appearance reflects not only on the employee as an individual but on the preschool as well. Employees are expected to be clean and well groomed and to strive to achieve a positive business-like image when representing the preschool.

The following items are unacceptable: sandals or open toed shoes, exposed tattoos, bare midsection, extreme jewelry, low cut or otherwise inappropriate tops, stained/frayed/torn clothing, shorts more than two inches above the knee, unauthorized badges, insignias, pins, inappropriate graphics, or other such items.

7.6 LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The preschool will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If an employee finds personal belonging that have been lost by another person, the employee must turn those items over to the Director.

7.7 SMOKING

Smoking is prohibited in the building and the areas immediately around all entrances. This policy is established to provide a smoke-free environment for the employees, children, and visitors.

7.8 ACCESS TO SCHOOL PROPERTY

It is important that the preschool have access at all times to the preschool property, as well as other records, documents and files. As a result, certain management employees and officers of the preschool reserve the right , but always respecting that information deemed to be of confidential nature, to access employee offices, work stations, filing cabinets, desks and any other preschool property at its discretion, with or without advance notice or consent.

7.9 REIMBURSABLE EXPENSE REPORTING

Employees will be reimbursed for all preapproved business related expenses, upon submission of accurate and receipted expense reports to the Director. Employees are requested to submit these reports within thirty (30) days to ensure proper accounting and prompt reimbursement.

7.10 SCHOOL TELEPHONES, CELL PHONES & ELECTRONIC MEDIA

From time to time, it may be necessary for employees to make and receive personal calls on preschool phones or personal cell phones. However, these calls should be limited to no more than five (5) minutes in length and should be made during a scheduled break and/or meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. All costs for long distance calls must be reimbursed by the employee to the preschool after receipt of bills.

The use of personal laptops, portable media devices and texting are prohibited during work hours. Accessing social networking sites is prohibited while on school grounds.

Employees who violate this policy may be subject to disciplinary action.

7.11 EMPLOYEE PARKING

Employees park their vehicles at their own risk and the preschool will not be responsible for theft or damage to any vehicles parked on or near school property. The preschool will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

7.12 PRESCHOOL BULLETIN BOARDS

Posted information on preschool bulletin boards is for the benefit of all employees. Bulletin boards will have posters that explain state and federal law, as well as updated information about school policy and procedures. Employees are responsible for checking preschool bulletin boards on a regular basis and for reading all posted materials. All postings must be approved by the Director.

7.13 REFERENCES

It is against the policy of Emmaus Lutheran Preschool to provide letters of recommendation for any employee. A neutral reference providing dates of employment and position title may be provided to a potential employer.