

Preschool of the Arts, Inc.

Employee Handbook

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REVISED 5/29/2012, 8/5/2014, 12/22/2016, 2/26/2019



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WELCOME MESSAGE

Dear Employee,

Welcome to Preschool of the Arts, Inc.!

We are excited to have you as part of our educational team! You were hired because we believe you will share our commitment to our mission, contribute to our overall success, and help us achieve our goals.

Preschool of the Arts, Inc. is committed to providing superior quality and unparalleled customer service in all aspects of our business. As part of our team, you will discover that our collective pursuit of excellence is truly a rewarding aspect of your career with Preschool of the Arts, Inc..

This employee handbook contains information on the policies, benefits, and mutual expectations you will need as part of the Preschool of the Arts, Inc. team.

The success of Preschool of the Arts, Inc. is dependent upon how well we operate as a unified team. We must earn the trust and respect of the families (our customers) every day to prove ourselves worthy of their business.

We believe that our greatest assets are creative, productive employees empowered to make suggestions and think "outside the box." Your job, and the jobs of your colleagues, is to make decisions that align with our values and will lead to the realization of our mission - to nurture the children in our care as though we are their "parents in abstentia".

Our primary goal at Preschool of the Arts, Inc. is to live our mission statement and continue to perform as an industry leader. We believe that the only way to achieve this is through hard work and commitment at all levels.

This handbook will be a valuable reference throughout your career with Preschool of the Arts, Inc.. Additionally, the policies contained herein are intended to ensure consistent management and fair treatment of all employees. From time to time, you may have questions that are not answered by this handbook. If so, please feel free to discuss them with your supervisor or Owners. At Preschool of the Arts, Inc., we strive develop our team and recognize the contributions of all employees.

Welcome aboard. We look forward to working with you! Sincerely,

Susan and John Leavitt, Owners

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Nature of Employment

Employment with Preschool of the Arts, Inc. is considered "at-will." The employment relationship is entered into voluntarily and any employee is free to resign at any time, with or without cause. Similarly, Preschool of the Arts, Inc. may terminate the at-will employment relationship with an employee at any time, with or without cause and with or without notice, in cases in which there is no violation of applicable federal or state law.

This policy of employment-at-will may not be modified by any officer, manager, or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of Owners.

Policies set forth in this employee handbook are not intended to create any type of contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Preschool of the Arts, Inc. and any of its employees.

The policies herein have been developed at the discretion of Management and - excluding this employment-at-will policy - may be amended or cancelled at any time, at the sole discretion of Preschool of the Arts, Inc..

Changes in Policy

This employee handbook supersedes all previous memos, employee handbooks, and other written communication that may have been issued at any time on subjects covered in this employee handbook.

Company change is inevitable and, as such, we reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time. Changes will be effective on the dates determined by Preschool of the Arts, Inc., and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter policies in any way. Any employee who is unclear on any policy or procedure should consult a supervisor or Owners.

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Company History

Preschool of the Arts, Inc. was founded in 1988 in Ellington with the vision of educating the young child through the arts. Music and Art were taught every day in an effort to enhance other aspects of children's learning. The following year, the second location in Tolland was opened using the same philosophy. The school has undergone several transformations and since 2007 has been under the ownership of the Leavitts who support a child care facility which is educational in scope, focusing on the whole child. In 2011, the Leavitts undertook a third location also located in Tolland, serving children from 6 weeks old through age 12.

Mission

The mission of Preschool of the Arts, Inc. is to provide a quality early childhood education using a diverse curriculum with flexible hours. Our experienced, nurturing staff uses the arts to guide all children to their own level of academic excellence.

Philosophy

The philosophy of the Preschool of the Arts, Inc. is to create an atmosphere where students, parents, and staff are comfortable expressing themselves in a positive manner, where they feel affirmed for who they are and what they have to say. We will provide an environment that fosters integrity and honesty at every level. We believe that children learn best through play and the discovery of concepts that are a result of their own curiosity.

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Company Goals, Values, and Beliefs

Our goal at Preschool of the Arts, Inc. is simple: extraordinary early childhood education and customer service. We accomplish this by observing a common set of values and by partnering with organizations that have the finest reputation for quality. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every employee.

Our values and beliefs require that we:

- Treat each employee fairly, providing opportunities to enhance the means by which we improve our service.
- Treat employees and colleagues with respect. Preschool of the Arts, Inc. does not tolerate discrimination of any kind.
- Encourage directors to involve employees in creative problem solving. When problems arise, an important part of dealing with them is understanding how to avoid them in the future.
- Provide consistent leadership and competent on-the-job training.
- Maintain an open-door policy that encourages interaction and discussion; encourage ideas to improve the workplace and increase productivity.
- Provide effective communication with families who use our services to ensure complete customer satisfaction.
- Deliver competitive, outstanding service to our customers and partner with outside agencies who share that goal.
- Make "Do It Right the First Time" our team attitude to ensure customer satisfaction

GENERAL POLICIES

Non-Discrimination and Anti-Harassment Policies

The Preschool of the Arts, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Preschool of the Arts, Inc. expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. The Preschool of the Arts prohibits and will not tolerate any such discrimination or harassment.

Equal Employment Opportunity

Preschool of the Arts, Inc. is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard for race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, veteran status, sexual orientation, gender identity and expression, marital status, genetic information, and /or any other protected characteristics as established by law. This policy affirms Preschool of the Arts, Inc.'s commitment to the principles of fair employment and the elimination of all existing vestiges of discriminatory practices

In order to provide equal employment and development opportunities to all individuals, employment decisions at Preschool of the Arts, Inc. will be based on job qualifications, abilities, and performance. Preschool of the Arts, Inc. does not base such employment decisions upon race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, veteran status, sexual orientation, gender identity and expression, marital status, or genetic information.

Preschool of the Arts' policy of Non-discrimination and Equal Employment Opportunity governs all aspects of employment, including recruitment, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of Owners. Employees may raise concerns and make reports without fear of reprisal or retaliation.

Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

Americans with Disabilities Act

Preschool of the Arts will not discriminate against qualified individuals with disabilities with regard to any aspect of employment. Preschool of the Arts recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you are encouraged to contact a Director or the Owners to discuss reasonable accommodations that may enable you to perform the essential functions of your job. Preschool of the Arts, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Immigration Reform and Control Act Compliance

Preschool of the Arts, Inc. employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present sufficient documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed an I-9 with Preschool of the Arts, Inc. within the past three years, if their employment eligibility status has changed, or if their previous I-9 is no longer retained or valid.

Sexual and Other Unlawful Harassment

Preschool of the Arts, Inc. will not, under any circumstances, condone, tolerate, or allow conduct which may constitute sexual harassment on the part of its management, supervisors or non-management employees. It is our policy that all employees have the right to work in an environment free from unlawful harassment of any kind.

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or 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 such individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The types of behaviors that may constitute sexual harassment include, but are not limited to:

- Conditioning employment upon employee's submission to unwelcome sexual advances or requests for sexual favors;
- Basing an employment decision upon an employee's submission or rejection of unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature; or
- Creating an intimidating, hostile or offensive working environment or atmosphere through:
 - unwelcome sexual flirtations, advances or propositions;
 - direct or subtle pressure or requests for dates or sexual activities;
 - derogatory, vulgar or graphic written or oral statements regarding one's sexuality, gender, body or sexual experience;
 - unnecessary or unwelcome touching, or attention to an individual's body;
 - physical assaults of a sexual nature;
 - unwelcome sexual compliments, innuendoes, suggestions or jokes; or the display of sexually suggestive pictures or objects; or
 - Verbal conduct, including calling employees by terms of endearment; using vulgar, kidding or demeaning language.

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Any employees who believe that they, or any other employee, have been the victim of harassment should immediately bring the matter to the attention of a director or Owners. Employees may raise concerns and make reports without fear of reprisal.

Actions taken to investigate and resolve sexual harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved.

It is expressly prohibited for any employee to retaliate against another employee(s) who brings sexual harassment charges or assists in investigating charges, regardless of the outcome of the investigation process. Any form of retaliation is considered a direct violation of this policy and may result in disciplinary action, up to and including termination of employment. No employee will be discriminated against, or discharged, for incurring or assisting in the investigation of a complaint of sexual harassment.

Any employee found to be engaged in any form of sexual harassment may be subject to disciplinary action, up to and including termination of employment.

Disciplinary action, up to and including immediate termination, may also be taken against individuals who knowingly make false or frivolous accusations, including those complaints made maliciously or recklessly.

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Drug and Alcohol Abuse

Preschool of the Arts, Inc. considers drug and alcohol abuse a very serious problem, and is committed to maintaining a work place free of substance abuse. This policy applies to all employees of Preschool of the Arts, Inc. without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell, or purchase any alcoholic beverage on any property owned by or leased on behalf of Preschool of the Arts, Inc., or in any vehicle owned or leased on behalf of Preschool of the Arts, Inc.. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity in any way. Exceptions are aspirin or ibuprofen based products, as well as legal drugs which have been prescribed to that employee and are being used in the manner prescribed.

Preschool of the Arts, Inc. will not tolerate employees who report for duty while impaired by use of alcohol or drugs.

All employees should report evidence of alcohol or drug abuse to their supervisor or The Directors and the Owners immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required by Preschool of the Arts, Inc. to report the violation. Failure to do so may result in disciplinary action.

Employees found in violation of Preschool of the Arts, Inc.'s Drug and Alcohol Abuse Policy will be subject to disciplinary action, up to and including termination. It is our policy at Preschool of the Arts, Inc. to assist employees and family members who suffer from drug or alcohol abuse. Employees may be eligible for a leave of absence, and are encouraged to contact Owners for details.

As a part of our effort to maintain a workplace free of substance abuse, Preschool of the Arts, Inc. employees may be asked to submit to a medical examination and/or clinically testing for the presence of alcohol and/or drugs. Within the limits of state and federal laws, we reserve the right to examine and test for drugs and alcohol at our discretion. Such situations may include, but are not limited to, the following:

- The screening of all employees being considered for employment with Preschool of the Arts.
- Cases in which there are reasonable grounds for believing an employee is under the influence of alcohol or drugs.
- As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs were involved.
- On a random basis, where allowed by statute.
- As a follow-up to a rehabilitation program, where allowed by statute.

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- As deemed necessary to maintain the safety of employees, customers, clients or the public at large, where allowed by statute.
- When an employee returns to duty following an absence other than that resulting from accrued time off, such as vacation or sick leave.

As a condition of your employment with Preschool of the Arts, Inc., employees must comply with the Drug and Alcohol Abuse Policy. Be advised that no part of the Drug and Alcohol Abuse Policy shall be construed to alter or amend the at-will employment relationship between Preschool of the Arts, Inc. and its employees.

Workplace Violence Prevention

Preschool of the Arts, Inc. does not tolerate any type of workplace violence or aggressive behavior committed by or against employees; and, strictly prohibits workplace violence, including any acts of intimidation, harassment, violence, verbal abuse, aggression or coercion. Additionally, fighting, “horseplay”, making threats, engaging in violent activities or other conduct that may be dangerous to others will not be tolerated. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Due to the sensitivity of the issue, all threats or acts of violence should be reported immediately to the local Police Department so that trained professionals can appropriately take care of the situation.

Any potentially dangerous situations must be reported immediately to a supervisor, Center Directors, or Owners. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Company will actively intervene at any indication of a possibly hostile or violent situation. Employees found to have engaged in violence will be subject to immediate termination.

Anyone determined to be responsible for threats of or actual violent or aggressive conduct that is a violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

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Open Door Policy & Employee Grievance Resolution Process

Preschool of the Arts, Inc. maintains an open-door policy that encourages interaction and discussion and encourages ideas to improve the workplace and increase productivity. Any employee may speak with any member of management.

Preschool of the Arts, Inc. provides a positive procedure to assist employees in resolving problems. Employees wishing to resolve a problem should do so by first attempting to resolve it with their supervisor and then with the Director or the Owners.

Whistleblower Protection

This policy is designed to protect employees and address Preschool of the Arts, Inc. commitment to integrity and ethical behavior.

Any employee knowing of an illegal act of the company or any of its employees is encouraged to bring it to Owner's attention. At any time and instead of bringing such information to the attention of Owners, the employee may contact federal, state, or local authorities with the information.

In accordance with Whistleblower Protection regulations, Preschool of the Arts, Inc. will not tolerate harassment, retaliation, or any type of discrimination against an employee who:

- Makes a good faith complaint regarding suspected Company or employee violations of the law
- Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting
- Provides information to assist in an investigation regarding violations of the law; or Files, testifies, or participates in a proceeding in relation to alleged violations of the law.

Negative employment sanctions, such as demotion or termination, as a result of an employee's decision to provide good-faith information regarding violations of the law, will not be tolerated. In addition, discrimination, threats, and harassment are prohibited.

Anyone violating this policy will be subject to discipline, up to and including termination of employment.

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Nondisclosure / Confidentiality

Preschool of the Arts, Inc. requires all employees to sign a confidentiality agreement as a condition of employment due to employees' potential access to information that is confidential and/or intended for company use only. All employees are required to maintain such information in strict confidence. This policy benefits employees by protecting the interests of Preschool of the Arts, Inc. and protecting confidential, unique and valuable information from competitors or others.

Should an occasion arise in which an employee is unsure of his or her obligations under this policy, he or she must consult Owners. Failure to comply with this policy could result in disciplinary action, up to and including termination of employment.

The protection of confidential business information and trade secrets is vital to the success of Preschool of the Arts, Inc.. Such confidential information includes, but is not limited to, the following examples:

- Any material developed using company resources and/or time
- Compensation data
- Computer programs and codes
- Conversations between any persons associated with the company where there is expectation of privacy and confidentiality (e.g., parent/teacher consultations)
- Customer lists
- Customer preferences
- Financial information
- Marketing strategies
- Personnel/payroll records
- Technological data
- Technological prototypes

Employees who improperly use or disclose any type of confidential business information that is not otherwise available to persons or firms outside Preschool of the Arts, Inc. will be subject to disciplinary action and/or legal action, even if they do not personally benefit from the disclosure of such information.

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Cell Phone Policy

It is crucial that every employee's full attention remains on the children enrolled at Preschool of the Arts and Early Beginnings at all times, for both educational and safety reasons.

For this reason, personal cell phones are not permitted in any classroom. Cell phones should remain turned off, put away, and stored with other personal belongings (such as coats and purses) while employees are clocked in.

The use of personal cell phones during the school day is permitted only: a) during approved breaks, b) outside the classroom, and c) outside the presence of the children at the center. Employees may not use their personal cell phones—for talking, texting, checking voicemail, or any other purpose—in the presence of children enrolled at the center.

When classes leave the center for any reason (walk, field trip, playground, etc.), only the designated employee(s) may carry a personal cell phone to be used only in the event of an emergency.

If an urgent personal situation may arise that necessitates an employee's immediate access to his or her cell phone, the employee must obtain permission from the center's Director or Assistant Director before bringing the cell phone into the classroom for this specific situation only. The cell phone must be set to "vibrate." Calls may be answered only after a substitute has arrived to replace the employee, and only outside of the classroom.

Violations of the Cell Phone usage policy may result in disciplinary action up to and including immediate termination of the employee.

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Social Media Policy

Preschool of the Arts, Inc. takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, Instagram, snap chat, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Preschool of the Arts. In no way does Preschool of the Arts, Inc. wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations.

However, it is the right and duty of the company to protect itself from unauthorized disclosure of confidential information. Employees are expected to protect the privacy of Preschool of the Arts and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information and strategic business plans.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Preschool of the Arts. The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Center's website/Facebook page, etc.)

The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren) and their child(ren)'s work or activities, and it is expected that all employees will be aware of and abide by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, snap chat etc.) is strictly prohibited.

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

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Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. An employee's postings can be reviewed by anyone, including Preschool of the Arts. Preschool of the Arts reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. Preschool of the Arts may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Preschool of the Arts reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

Reporting Violations

Preschool of the Arts requests and strongly urges employees to report any violations or possible or perceived violations to Owners. Violations include discussions of Preschool of the Arts and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

Preschool of the Arts investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. Preschool of the Arts reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

EMPLOYMENT

Employment Classifications

It is the intent of Preschool of the Arts, Inc. to clarify the definitions of employment classifications so that employees may understand their employment status and benefit eligibility. Placement in any of these classifications does not guarantee employment in any way.

Under the Fair Labor Standards Act (FLSA), each employee is designated as either non- exempt or exempt from federal and state wage and hour laws.

Nonexempt: Nonexempt employees are subject to all provisions of the Fair Labor Standards Act (FLSA) and state wage and hour laws. These employees receive overtime pay for hours worked beyond 40 hours in any workweek at one and a half times their regular hourly rate.

Exempt: Exempt employees (such as executive, professional, administrative, outside sales and some computer professional employees) are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and state wage and hour laws. These employees do not receive overtime pay for hours worked over 40 hours in any workweek.

An employee's exempt or nonexempt classification may be changed only upon written notification by Preschool of the Arts, Inc.

In addition to the above classifications, each employee will belong to one other employment classification:

Full-Time: Full-time employees are those who are regularly scheduled to work 30 or more hours per week. Generally, they are eligible for Preschool of the Arts, Inc.'s benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Part-time employees are those who are regularly scheduled to work less than 30 hours per week. Regular part-time employees may be eligible for some benefits sponsored by Preschool of the Arts, Inc. if they regularly work 20 hours per week, subject to the terms, conditions, and limitations of each benefit program.

Temporary: Temporary employees are those employees whose service is intended to be of limited duration and include those hired as interim replacements to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain temporary status unless and until they are notified, by Preschool of the Arts, Inc. Management, of a change. They are not eligible for any of the Preschool of the Arts, Inc.'s benefit programs. Interns are classified as Temporary employees.

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Background Checks

In order to protect the welfare of the children, families, employees, and resources of Preschool of the Arts, Inc., it is the policy of Preschool of the Arts, Inc. to conduct background checks on those applicants and employees with a job-related need. Background checks may include, but are not limited to: reference checks, credit history checks, driving record checks, criminal record checks, and education and credential verification.

Applicants and current employees seeking promotional opportunities or otherwise qualifying for a background investigation must consent to and pass a background check prior to any final appointment or promotion decisions relating to full-time, part-time, and temporary positions. All employees are required to submit fingerprint information required by State of Connecticut Child Care Licensing within 5 days of commencement of employment.

If any individual found, at any time in their application process or during the course of their employment with Preschool of the Arts, Inc., if hired, to have falsified or misrepresented any information regarding his or her prior education and credentials, experience, employment history, credit history, criminal record and conviction history, the applicant or employee will not be considered for employment or continuation of employment, as applicable.

Employment Applications

Preschool of the Arts, Inc. relies upon the accuracy of information contained in the employment application and the accuracy of other data presented during the hiring process and throughout employment.

Any misrepresentations, falsifications, or material omissions in any of this information may result in exclusion of an individual from further consideration for employment or - if the person has been hired - disciplinary action, up to and including immediate termination of employment.

Employee Orientation

Preschool of the Arts, Inc.'s Employee Orientation Program is our way of welcoming and educating new employees. Our goal is to make new employees feel comfortable, informed about the company, and prepared to perform well in their position. Employee orientation is conducted by The Directors and the Owners or other designees.

The program includes an overview of our company history, as well as an explanation of our core values, vision, and mission. Our intention is to provide new employees with a clear understanding of our goals and objectives. In addition, the program will address benefits, company programs, and standards and provide employees with the opportunity to complete any necessary paperwork.

Employees may be presented with security and access codes, keys, and procedural information for use in performing their jobs. New employees will be introduced to staff throughout the company and acquainted with their personal workspace. During orientation, Management may

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meet with new employees to review their position scope, explain the Preschool of the Arts, Inc. performance evaluation system, and answer any specific questions.

Performance Evaluations

Performance evaluations are normally conducted annually from the date of hire. All performance evaluations are based on merit, achievement, and performance measured against job objectives.

Wage increases will be based upon this review, as well as past performance and degree of improvement; dependability; attitude; cooperation; need for disciplinary action; adherence to all employment policies; and employee status within a given pay range. If promoted, employees may be eligible for an increase as dictated by the pay range of the new position.

Supervisors will conduct performance evaluations and planning sessions with all full-time and part-time employees. Supervisors may conduct informal performance meetings and planning sessions more often if they choose.

Performance evaluations and planning sessions are designed for the supervisors and employees to discuss current job tasks; encourage and recognize achievement; and discuss positive, purposeful approaches for meeting professional goals. Together, supervisors and employees create action plans to improve performance and develop skills.

Corrective Action

We strongly believe that the most effective approach to performance management involves setting clear expectations for behavior, thus preventing performance problems. However, when performance or conduct issues do occur, our collective best interest lies in ensuring fair treatment of all employees and in making certain that, when needed, disciplinary actions are prompt, consistent, and impartial. The main purpose of any disciplinary action is to correct the problem, prevent recurrence, and provide the employee with the resources and opportunity to improve in the future.

Corrective action may involve the use of four steps - verbal warning, written warning, suspension with or without pay, and termination of employment. Depending on the severity of the problem and the frequency of occurrence, there may be circumstances under which one or more steps are bypassed altogether.

Generally, a first offense may warrant a verbal warning; a second offense may warrant a written warning; a third offense may warrant termination of employment.

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Though committed to a progressive approach to corrective action, Preschool of the Arts, Inc. considers certain rule infractions and violations of standards as grounds for immediate suspension or termination of employment.

These situations include but are not limited to:

- Workplace violence
- Sexual or other harassment
- Unsafe care of children
- Not complying with the teacher to student ratio (1:4 under 3, 1:10 over 3)
- Abuse of children, verbally or physically
- Insubordinate behavior
- Indiscretion regarding personal work history, skills, or training
- Divulging Preschool of the Arts, Inc. business practices or any other confidential information
- Any misrepresentation of Preschool of the Arts, Inc. to a customer, a prospective customer, the general public, or an employee
- Violation of state licensing requirements

Under some circumstances, an employee may be placed on an investigatory or administrative leave, with or without notice, and with or without pay, at the discretion of Owners, to permit Preschool of the Arts to review or investigate actions, including, but not limited to dishonesty, theft or misappropriation of company funds and/or property, violence on the job, gross safety negligence or acts endangering others, insubordination or any other conduct which warrants removing the employee from the work site. Upon conclusion of the investigation or administrative review, the employee shall be informed of the actual dates and pay status of the leave.

Although employment with Preschool of the Arts, Inc. is on an at-will basis and both the employee and Preschool of the Arts, Inc. have the right to terminate employment at any time, with or without cause, Preschool of the Arts, Inc. may take corrective action at its sole discretion. Be advised that no part of the Corrective Action Policy shall be construed to alter or amend the at-will employment relationship between Preschool of the Arts, Inc. and its employees.

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Nepotism/Employment of Relatives

Preschool of the Arts, Inc. wants to ensure that employment practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as: Husband, Wife, Father, Mother, Father-in-Law, Mother-in Law, Grandfather, Grandmother, Son, Son-in-Law, Daughter, Daughter-in Law, Uncle, Aunt, Nephew, Niece, Brother, Sister, Brother-in-Law, Sister Sister-in-Law, Step relatives and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in Preschool of the Arts, Inc. policy. If employees begin a dating relationship or become relatives, partners or members of the same household and one party is in a supervisory position, that person is required to inform Owners of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means such as a transfer or employment outside of the company, the employee's supervisors will work with Owners to determine the most appropriate action for the specific situation. This may include transfer or if necessary, termination of one of the employees.

If there is a situation where an action of Preschool of the Arts, Inc., such as reduction in force, results in an involuntary circumstance where two relatives, partners or members of the same household may be reporting to each other one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

Preschool of the Arts, Inc. reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, Preschool of the Arts, Inc. will reassign one of the employees within 60 days.

Preschool of the Arts, Inc. prefers enrolled children of parents who are employed by Preschool of the Arts, Inc. are not located in the same school as their parents. Preschool of the Arts, Inc. reserves the right to assign children to a different school from their parents; or, if it is not possible to assign the children to a different location, to assign the child to a different classroom or teacher at the same school.

Any exceptions to this policy must be approved by the department director and Owners. Written justification for the exception must be submitted to Owners prior to any employment decisions.

Training and Professional Development

Preschool of the Arts, Inc. recognizes the value of employees' professional development and personal growth. Therefore, Preschool of the Arts, Inc. encourages employees interested in job-specific training and continuing education opportunities to research such programs and consult The Owners. Management approval must be obtained, in writing, prior to registering for the seminars or courses.

PSA may provide some professional development for CEU's during monthly staff meetings. It is the employee's responsibility to acquire and maintain necessary training and documentation.

Educational Assistance

Preschool of the Arts, Inc. management firmly believes that the personal and professional development offered by higher education benefits both employees and the company. As such, we encourage employees to pursue their educational goals in hopes of preparing them for greater responsibility with Preschool of the Arts, Inc.

Under Preschool of the Arts, Inc.'s Educational Assistance Program, we will assist employees in paying for workshops that are directly related to their present jobs or which will better prepare them for advancement within the company. All workshops and other educational expenses must be approved by a direct supervisor and Owners, who can provide more specific information on courses covered by this plan.

For detailed information regarding employee eligibility, percentages of costs covered, and employee responsibilities, employees may consult their supervisor or Owners.

Internal Communication

Effective and ongoing communication within Preschool of the Arts, Inc. is essential. As such, the company maintains systems through which important information can be shared among employees and management to facilitate communication and share access to documents.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

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Employee Suggestion Program

To involve employees at all levels in the quest to improve operations and results, Preschool of the Arts, Inc. uses an Employee Suggestion Program. Suggestions are evaluated regularly by the owners and considered for implementation. For more information on the Employee Suggestion Program, employees may consult Owners.

Suggestions may be presented by any employee to Center Directors or Owners.

Employee Referral Program

For eligible job openings, Preschool of the Arts, Inc. encourages employees to recommend candidates for consideration.

Under the Employee Referral Program of Preschool of the Arts, Inc., if the referred candidate is hired and successfully completes 90 days of employment, the referring employee will be eligible for a referral reward.

If the referred employee does not successfully complete the 90 days of employment for any reason, the referring employee will not receive a referral reward.

Employees may consult Owners with questions on the Employee Referral Program.

Outside Employment

Employees may hold outside jobs (including babysitting) as long as the employee meets the performance standards of their position with Preschool of the Arts, Inc. Activity related to outside employment may not take place during the employee's regular hours unless an alternative work schedule has been approved by Preschool of the Arts, Inc.

Employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Preschool of the Arts does not encourage, nor support, staff accepting babysitting jobs from Preschool of the Arts families. If an employee chooses to do so, this cannot infringe upon any responsibilities of the employee's position (including disclosure of confidential information). Preschool of the Arts accepts no responsibility for any employee when he or she is not at work or participating in Preschool of the Arts activities.

Preschool of the Arts, Inc.'s office space, equipment, and materials are not to be used for purposes related to outside employment.

WORK SCHEDULES AND PAID TIME OFF

Company Hours

Preschool of the Arts, Inc. is open for business from 6:45 am to 5:45 pm, Monday through Friday; except for holidays recognized by Preschool of the Arts, Inc. Early Beginnings at Preschool of the Arts is open for business from 6:30 am to 5:45 pm.

The standard workweek for full-time employees is 40 hours of work, and less than 40 hours for part-time employees. For the purposes of calculating employee benefits and pay periods, the workweek is considered Monday at 12:00 a.m. through Sunday at 11:59 p.m.

Attendance and Punctuality

Preschool of the Arts, Inc. considers excellent attendance to be the foundation of great performance. Each employee's adherence to established work schedules and timely requests for scheduling time away from work is important to the efficient operations of Preschool of the Arts, Inc. Absenteeism and tardiness place an undue burden on other employees and on the company itself and may affect the quality of service we provide to our customers. Preschool of the Arts, Inc. expects regular attendance and punctuality from all employees.

An employee is considered absent if he or she is not present for work as scheduled, regardless of cause. Employees are considered tardy if they fail to report to their assigned workplace at the scheduled time including promptly arriving for the start of their shift as well as returning from meal/rest periods, and may be subject to loss of pay for the time loss. All unapproved absences will be documented in employee personnel files and, as such, attendance is assessed during performance appraisals. Should occurrences of absence or tardiness become regular or excessive, disciplinary action may be taken, up to and including termination of employment.

Any employee who is absent from work for three (3) consecutive days without notification to or authorization from his/her supervisor will be considered to have voluntarily terminated his or her employment with Preschool of the Arts, Inc.

Employees are expected to start work at their prescribed times and be present at their work areas during their scheduled work hours, except as authorized by their supervisor or authorized designee. All time off must be requested in writing, in advance, as outlined in the Preschool of the Arts, Inc. Paid Time Off (PTO) policy.

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Employees unable to report for work for any reason must notify their supervisor as early as possible, but always before their scheduled start time. Employees are responsible for notifying Director directly of absence or tardiness. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. It is never acceptable to not notify the Director of an absence. An employee who does not follow proper call out procedures may be subject to disciplinary action up to and including termination.

Requests for special work hours will be considered on a case-by-case basis, depending on both the needs of the employee and of Preschool of the Arts, Inc.

Meal Periods

Full-time employees are provided one as designated on an individual basis, a minimum of 30 minutes meal period each workday. Supervisors will schedule meal periods to accommodate business needs. Employees will be relieved of all active responsibilities and restrictions during meal periods and, as such, will not be compensated for that time. Meal periods at Preschool of the Arts, Inc. are unpaid.

Rest Periods

Preschool of the Arts, Inc. provides a fifteen minute break for employees who are scheduled to work four hours to be scheduled at the discretion of the supervisor to ensure adequate staffing coverage

Preschool of the Arts, Inc. will make a reasonable effort to provide a private location for any employee to breast feed or express milk during their regular rest period and/or meal break or during another mutually agreed upon break period of reasonable length for this purpose. An employee should discuss their need for such an accommodation with their supervisor as soon as possible to allow for proper planning.

Paid Sick Leave

1. Eligible Part-time non-exempt employees, as defined under CT Public Act 11-52 who work **less than twenty (20) hours** per week shall accrue one (1) hour of paid sick leave for each forty (40) hours worked up to a maximum of 40 hours of accrued sick leave per year. Sick leave may be used solely for the purposes noted below once the employee has accumulated 680 hours of employment, provided that the employee worked an average of at least 10 hours per week in the most recently completed calendar quarter.
2. Temporary employees, contract employees, and interns are not eligible to accrue or utilize Paid Sick Leave. Full time or part-time employees who work more than twenty (20) hours per week, refer to Paid Time Off section below.
3. On December 31, up to (40) hours of unused accrued sick leave may be carried forward from one calendar year into the next; however, the employee shall not be able to use more than the forty (40) hours of paid sick leave in any one (1) calendar year.
4. Paid sick leave may be utilized solely for the following purpose:
 - Employee's own illness, injury, or health condition; medical diagnosis, care or treatment of the employee's own mental illness or physical illness, injury, or health condition; or for preventive medical care for the employee; or,
 - To care for the employee's child's or spouse's illness, injury, or health condition; the medical diagnosis, care or treatment of the employee's child's or spouse's mental illness or physical illness, injury, or health condition, or preventive medical care for the employee's child or spouse; or,
 - For the employee's treatment or services related to the employee's status as a victim of family violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to a family violence or sexual assault, or to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.
5. Sick leave will be paid at the employee's normal hourly rate at the time the leave is taken and is subject to the same withholding elections
6. Termination of Employment
 - All unused accrued Paid Sick Leave shall be forfeited and not paid out upon an employee's termination of employment, whether voluntary or involuntary.

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7. Rehires

- Should an eligible service worker as defined under CT law (Public Act 11-52) be rehired by Preschool of the Arts, Inc. into a paid sick leave eligible position, following his or her break in service, the employee shall begin to accrue paid sick leave in accordance with the schedule above taking into account any hours previously worked toward the 680 hours of employment requirement noted above.
- Additionally, in order to be eligible to use any accrued Paid Sick Leave, the rehired employee must have worked an average of ten (10) hours per week in the most recent completed calendar quarter upon completion of 680 hours of employment.

Paid Time Off (PTO)

The purpose of the Paid Time Off (PTO) benefit is to provide eligible employees flexible paid time off from work to be used for vacation, personal or family illness, injury, or any other personal need. Pay for paid time off shall be based on the employee's regular rate of pay at the time the PTO is taken and is subject to the same withholding elections.

1. Effective January 1, 2017, eligible full-time or part-time employees, including non-exempt service workers as defined under CT Public Act 11-52, who work twenty (20) hours or more per week shall accrue PTO according to the schedule below; and must have successfully completed 180 days of service before using PTO.
2. Part-time employees, including non-exempt service workers as defined under CT Public Act 11-52, who work less than twenty (20) hours per week, temporary employees, contract employees, and interns are not eligible to accrue or utilize PTO.
3. Accrued time will be based on the average number of hours worked per week.
4. Payment for a day equals no more than 8 hours for full-time employees and for part-time employees based on hours the employee is regularly scheduled to work on that day, not to exceed 8 hours.
5. PTO may be used by an eligible non-exempt service worker only if the employee has worked an average of 10 hours per week in the most recent completed calendar quarter.
6. PTO utilized for the purposes noted above under Paid Sick Leave may be used in a minimum of one hour increments (for up to forty hours in the benefit year) or in a minimum of half- day increments for any other purpose such as vacation or any other personal business.
7. Effective December 31, 2016, on December 31, up to (40) hours of unused accrued PTO may be carried forward from one calendar year into the next. The amount of unused accrued PTO carried forward will be reduced by the number of PTO hours used throughout the year for purposes noted above under Paid Sick Leave. When combined with any additionally

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awarded PTO for the benefit year, the employee’s PTO benefit may not exceed the maximum PTO bank as set forth in the schedule below.

8. Upon mutual consent of the Owners and an eligible employee, the eligible employee may borrow against future PTO accruals up to their annual allotment. An employee allowed to borrow PTO must first authorize Preschool of the Arts, Inc. to deduct hours from the employee’s PTO future accruals until such time as the total hours of PTO advanced to the employee have been reimbursed. The form also authorizes Preschool of the Arts, Inc., upon termination of the employee’s termination, to deduct from the employee’s final paycheck any remaining PTO advance that has not been repaid to the company.

ELIGIBLE FULL-TIME & PART-TIME (20 or more hours) EMPLOYEES

Years of Service (continuous employment)	PTO Accrual until annual allotment reached	Maximum PTO bank eligibility including any prior year carry over
0 to 1 year service	one (1) hour of PTO for every forty (40) hours actually worked	40 hours accrued and limited to specific usage
After 1 year service	One (1) day per month	7 days
After 2 years’ service	One (1) day per month	8 days
Each additional year of service from 3 years’ to 8 years’ service	One (1) day per month	Gain an additional day per year up to a maximum of 14 days per year
9 years’ service or greater	1.25 days of PTO per month	15 days

Termination of Employment & Rehires

- All unused accrued PTO shall be forfeited and not paid out upon an employee’s termination of employment, whether voluntary or involuntary.
- Should an eligible service worker as defined under CT law (Public Act 11-52) be rehired by Preschool of the Arts, Inc. into a PTO eligible position, following his or her break in service, the employee shall begin to accrue PTO in accordance with the schedule above taking into account any hours previously worked toward the 680 hours of employment requirement under the law.

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- Additionally, in order to be eligible to use any accrued PTO, the rehired employee must have worked an average of ten (10) hours per week in the most recent completed calendar quarter upon completion of 680 hours of employment.

Time Off Notice and Documentation Requirements

Requests for time off (PTO or Paid Sick Leave) must be made in writing (forms in the office) at least two (2) weeks prior to requested day or days or at least seven (7) days' notice for uses applicable to CT law (Public Act 11-52) noted under the Paid Sick Leave section above.

Employees unable to report for work due to illness or emergency must notify their supervisor as early as possible, but always before their scheduled start time; and, the request must be documented in writing immediately upon return to work. There will be a limit placed on the number of staff members that may be out for staffing purposes. These numbers are dependent upon the staffing of the center at the time of this writing and may be modified at any time going forward.

Early Beginnings - 3 employees per day
Ellington - 2 employees per day
Tolland PSA - 1 employee per day

If an employee is denied a request for time-off and then calls out, the employee will be expected to return with a written documentation of the reason for their absence.

Employees must contact their direct supervisor on each additional day of absence for an unexpected need. An employee may be denied the use of PTO or Paid Sick Leave if required notice is not provided in a timely fashion and/or based on business needs.

For absences of three or more consecutive workdays (or any part thereof), the employee may be required to provide documentation of the need for PTO or Paid Sick Leave for the purpose indicated.

Upon mutual consent of the Owners and an eligible employee, the employee may be allowed to work additional hours (or shifts) during the same or following pay period in lieu of using accrued paid time off to cover hours/shifts missed.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Preschool of the Arts, Inc. operates. The PTO or Paid Sick Leave policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

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Holidays

Due to the nature of our business, Preschool of the Arts, Inc. may require employees to work on designated holidays. These employees will be paid at their regular rate of pay.

Employees of Preschool of the Arts, Inc. who work more than twenty (20) hours per week will be paid for their scheduled work hours up to a maximum of eight (8) hours on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas

Additionally, the Employee's birthday is recognized as a day off, but must be scheduled with permission of the Center director.

If a holiday falls on a nonscheduled workday (Saturday or Sunday), Preschool of the Arts may elect to celebrate the holiday on either the day immediately preceding or following a regularly scheduled workday.

Emergency Closing

On occasion, emergency situations - such as severe weather, power failure, or natural disaster - may disrupt company operations. The decision to close or delay regular operations will be made by Preschool of the Arts, Inc. If a decision is made to close or delay regular operations, employees will receive notification from Preschool of the Arts, Inc. Unless notified, employees are expected to report for work at their normal scheduled starting time on any scheduled workday.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees wish to use paid time off (PTO), they may be permitted to do so, if eligible.

LEAVES OF ABSENCE

Family and Medical Leave Act

Preschool of the Arts, Inc. complies with all requirements of the Family and Medical Leave Act of 1993, as amended (FMLA).

A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for an employee's own serious health condition, to care for an employee's family member with a serious health condition, birth or adoption, or leaves related to certain military services reasons. (Also refer to Military Leave section for active duty, and Personal Leave section for leaves not covered under this provision.)

Employees who have at least 12 months of service, have worked at least 1,250 hours in the last consecutive 12 months, and have not exhausted their protected leave in the prior 12 months are eligible.

The FMLA provides up to 12 weeks of unpaid leave in a rolling 12 month period (measured backward from the date of request) for eligible employees to care for the employee's child after birth or placement for adoption or foster care, to care for the employee's spouse, son, daughter or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform his or her job.

The FMLA also provides for two types of leave relating to military service: (1) exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty; and (2) military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

The provisions of the FMLA have been incorporated into the LOA policies below. If an employee finds that he/she must be out of work for one of the reasons stated above, he or she should contact Owners or authorized designee to determine if a LOA may be necessary and if FMLA leave is available under the circumstances.

Required Documentation: All requests for a LOA must be submitted in writing to the Owners. An employee should generally provide 30 days' advance notice when the need for the leave of absence is foreseeable, or for emergency situations, as soon as practicable.

Physician certifications supporting the need for a LOA may be required within 15 days of the date of request or as soon as practicable for LOAs. Recertification may also be required in other circumstances. "Certification of Health Care Provider" forms can be obtained from the Owners. (Medical certification may also be required if the leave of absence is for the purpose of caring for a family member.)

Upon making a request for a LOA related to birth or adoption, the employee may be required to provide documentation to support the birth or legal placement of a child.

If an employee is on a leave of absence due to medical reasons, a physician's statement completed by the attending health care provider indicating fitness for duty may be required prior to the employee returning to work.

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Approval: Owners will review the request and notify the employee as to whether the request was approved and if the leave is being designated as FMLA leave. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on LOA, except military reserve duty, are considered to have quit voluntarily.

Job Benefits: While on FMLA leave, an employee is required to use any accrued (earned) PTO benefits until returning to work or the PTO bank has been exhausted.

No benefits will be accrued while an employee is on LOA. Except as otherwise provided by law, time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

Job Protection and Returning to Work after a FMLA Leave: Eligible employees will be returned to the same or equivalent position with equivalent pay, benefits and other employment terms provided that medical documentation requirements have been met and the employee returns prior to the expiration of protected time. Any employee who fails to return to work upon the expiration of a LOA or refuses an offer of reinstatement to comparable position will be considered to have voluntarily resigned from employment with Preschool of the Arts.

Military Leave

Preschool of the Arts, Inc. proudly grants employees time off of work for military service. All employees requesting time off for military service must provide a copy of their report orders to their immediate supervisor as early as possible.

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees on military leave from employment are subject to the following conditions: no break in employment is considered to have occurred; no benefits will be forfeited; and no re-qualification for participation in a pension plan is necessary.

Length of service continues to accrue during military leaves of absence. If active employment is not re-established, length of service is calculated with respect to the last day worked.

In accordance with USERRA, employees are eligible for re-employment for up to five (5) years from the date their military leave began. A leave of absence for long-term active duty guarantees re-employment if the employee applies for re-employment within 90 days of their release from active duty. Employees who qualify will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service.

Questions regarding this policy should be directed to the Owners.

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Personal Leave:

Preschool of the Arts, Inc. may grant a personal leave of absence for unique or extraordinary reasons that may not apply to the other types of LOA provided that, as with all other types of LOA, the maximum amount of LOA time has not been used. The maximum amount of time that can be granted for a personal leave is six (6) weeks in any 12-month period (calculated by using the rolling method). The decision to grant a personal LOA, including whether paid or unpaid and duration of leave, is solely at the discretion of the owners and will be based on the business needs of the Company and the employee.

Eligibility: Employees who have at least three months of consecutive service as regular, full-time employees.

Job Protection and Returning to Work after a Personal LOA: Upon the expiration of the leave, the employee may be returned to his or her former position if available. If the employee's position is not available, the employee may be offered another available position for which he/she is qualified. If no position is available when the employee is able to return to work, the employee will be terminated and may apply for the next available position.

Questions regarding this policy should be directed to the Owners.

Bereavement Leave

Employees who work twenty (20) hours or more per week, may be paid at their regular rate of pay for up to three days' absence for a death in the immediate family. Immediate family is defined as spouse, parent, child or sibling.

Bereavement leave for a death outside of an employee's immediate family must be approved by his or her immediate supervisor and Preschool of the Arts, Inc. management.

Jury Duty

Employees who are called to serve as a juror or summoned to court shall be eligible for jury duty leave in accordance with state law.

Preschool of the Arts, Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. However, either Preschool of the Arts, Inc. or the employee may request to be excused from jury duty if it is determined that the employee's absence would create serious operational difficulties. Employees must provide an immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees are required to report to work as permitted by the court schedule. If an employee is released from jury duty with at least four (4) hours remaining in his/her work day, he/she should return to work for the remainder of the day.

Benefit accruals such as paid time off, or holiday benefits will be suspended during jury duty leave and will resume upon return to active employment.

WORK ENVIRONMENT AND SAFETY

Standards of Conduct

Workplace rules and standards of conduct observed by Preschool of the Arts, Inc. are essential to a healthful and productive workplace. All employees are urged to familiarize themselves with these rules and standards, as they will be held accountable for upholding them. Please be aware that any employee who disregards, or deviates, from any of these rules or standards will be subject to disciplinary action, up to and including immediate termination of employment.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other misconduct, may result in disciplinary action, up to and including termination of employment.

- Violation of any State of Connecticut Child Care licensing requirements
- Unsafe care of children
- Not complying with the teacher to student ratio (1:4 under 3, 1:10 over 3)
- Abuse of children, verbally or physically
- Unauthorized disclosure of any confidential information
- Personal texting, emailing, and phone calls while working
- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illicit drugs
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of workplace violence prevention, safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Fraudulent use or misrepresentation of sick leave, leaves of absence, or workers compensation benefits
- Soliciting or conducting any outside business during paid working time
- Unauthorized use of telephones, computers, or other company-owned equipment

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Personal Appearance and Dress Code

Employees of Preschool of the Arts, Inc. are to present a clean and professional appearance at all times when representing the company. Employees are to wear shirts with company logo and employee name or appropriate clothing with name tag every day. Management, sales personnel and those employees who have regular contact with our clients and the public are expected to dress in accepted corporate attire. Employees should always be well groomed and observe high standards of personal hygiene.

While not intended as an all-inclusive list, the examples below are considered inappropriate dress in the workplace:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short skirts, shorts
- Pajama pants, sweat pants, jeans or other clothing with holes or tears
- Tight fitting, body revealing (e.g., cropped tops or belly shirts), sheer or other revealing clothing
- Visible undergarments
- T-shirts with inappropriate or offensive images or advertising
- Tattoos may be exposed unless indicated otherwise by director or supervisor
- Excessive body piercing, facial piercing
- Flip Flops, high-heeled shoes

Appropriate casual clothing may be worn during the summer season.

Under special circumstances (i.e. client meetings, conferences, etc.), employees may be required to dress in a more professional manner, including comfortable clothing that presents a professional appearance, business footwear, etc.

If management occasionally designates "casual days," your supervisor will inform you of what type of dress will be considered casual.

Supervisors or managers will determine whether or not an employee is groomed and dressed appropriately for their particular job. Employees whose dress and appearance does not meet PSA's standards may be sent home to change clothes or to improve his/her appearance.

Non-exempt employees will not be paid for the time absent from work to correct their appearance.

Employees who have been found to violate this policy may be subject to the appropriate disciplinary action up to and including termination.

Any questions regarding what is considered appropriate attire should be directed to a supervisor or member of company management.

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Smoking

Preschool of the Arts, Inc. endeavors to provide a healthy environment and therefore prohibits smoking and tobacco use in company buildings.

The use of tobacco products is not permitted anywhere on Preschool of the Arts, Inc. premises.

Parking

Preschool of the Arts, Inc. does not maintain private parking facilities for all employees. Employees who must park in municipal or private parking facilities are responsible for any related costs. Preschool of the Arts, Inc. employees are expected to comply with all local parking regulations and will be responsible for any fines incurred for violations.

Personal Property

Preschool of the Arts, Inc. assumes no responsibility for personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the workplace, and do so at their own risk. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Preschool of the Arts, Inc. premises.

Security

All employees who are issued keys are solely responsible for their safekeeping. These employees may be required to sign a Key Disbursement Form upon receiving the key. The last employee, or a pre-designated employee, to leave the premises at the end of the business day assumes responsibility for ensuring that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of lights regularly left on for security purposes.

Employees are not permitted on Preschool of the Arts, Inc. property after hours without prior authorization from Director or owners. These employees must demonstrate a legitimate need to be on the premises.

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Safety

Preschool of the Arts, Inc. strives to provide a clean, hazard-free, and safe environment for employees in accordance with the Occupational Safety and Health Act of 1970. Each employee is expected to take an active role in maintaining this safe environment. Employees must observe all posted safety rules, adhere to all safety instructions, and properly use safety equipment when required. Workspaces must be kept neat, clean and organized.

It is the responsibility of employees to familiarize themselves with the location of all facility exits, safety and emergency equipment, as well as safety contact phone numbers. All safety equipment will be provided by Preschool of the Arts, Inc., and employees are responsible for the reasonable upkeep of this equipment. Any problems with, or defects in, equipment should be reported immediately to a supervisor.

Each employee is required to comply with all safety rules observed by Preschool of the Arts, Inc., assist in maintaining a hazard-free environment, immediately inform management of any accidents or injuries, and report any unsafe equipment, working conditions, processes, procedures, or potential breach of safety to a supervisor.

Any employee may report safety violations or injuries anonymously to a supervisor, if he or she is not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards.

Any deliberate or ongoing safety violation, or creation of a safety hazard by an employee, will be dealt with through disciplinary action by Preschool of the Arts, Inc., up to and including suspension or termination.

Work-related accidents are covered by Workers' Compensation Insurance, pursuant to all applicable state and local laws.

Preschool of the Arts, Inc. provides information and assistance to employees on workplace safety and health issues via internal communication, such as:

- Team meetings
- Memorandums
- Miscellaneous written communication

Employees are expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or - if appropriate - remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of an accident that results in injury, regardless of how minor the injury may appear, employees must notify their supervisor.

Visitors in the Workplace and Solicitation

In the interest of maintaining a productive work environment and to ensure the safety and security of employees, visitors, and property of Preschool of the Arts, Inc., only authorized visitors are allowed in the workplace.

All visitors must enter through the main reception area, and sign in with the Director.

These visits should not disrupt workflow and must be accompanied by an employee at all times.

Preschool of the Arts, Inc. prohibits the solicitation, distribution and posting of materials on or at company property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable, community or other such activities supported by the Owners and company-sponsored programs related to Preschool of the Arts products and services.

Employees may not solicit other employees during work times, except in connection with a company approved or sponsored event.

Non-employees may not solicit employees or distribute literature of any kind on Preschool of the Arts premises at any time.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a company-sponsored event

The posting of materials or electronic announcements are permitted only with approval of Owners

Medical Emergencies

In the event that an employee requires medical attention due to injury or illness while at work, the employee's emergency contact (usually a family member) will be contacted to transport the employee to the appropriate facility.

If an emergency arises that requires an emergency medical service to evaluate the injury/ illness of an employee on-site, the employee will be responsible for any charges incurred for an ambulance, etc. Furthermore, no other Preschool of the Arts, Inc. employee will be responsible for transporting another employee to an emergency facility, due to safety and liability issues.

A physician's "permission to work" notice may be required prior to the employee's return to work.

WORKERS' COMPENSATION

Employees who are injured on the job at Preschool of the Arts, Inc. are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so they can receive appropriate initial treatment and so that Preschool of the Arts, Inc. can notify the workers' compensation insurance carrier as soon as possible. Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Preschool of the Arts, Inc. No premium is charged for this coverage and no individual enrollment is required. Preschool of the Arts, Inc. will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Owners to obtain the required claim forms and instructions.

Return to Work Policy

The Return to Work Policy is to return workers to employment at the earliest possible date following an injury or illness. The policy applies to all eligible workers and will be followed whenever appropriate.

Preschool of the Arts, Inc. defines transitional work as temporary, modified work assignments within the worker's physical abilities, knowledge and skills. Where possible, transitional positions will be made available to injured workers to minimize or eliminate time lost. For any business reason, at any time, we may elect to change the position such as working shift, location, etc. based on the needs of the company. Preschool of the Arts, Inc. cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement.

This policy is not intended to instruct the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to Owners.

Applicability:

The policy only applies to regular full-time and part-time employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits. In the event an employee refuses transitional work (outside the employees' FMLA benefits period) and are within the restrictions and ability to perform the transitional position, Preschool of the Arts, Inc. is not obligated to provide an alternative position. In such cases, Preschool of the Arts, Inc. will notify the insurance carrier.

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Procedure:

To obtain a transitional assignment the employee must request from Owners a Return to Work Form and a Job Description Form to provide to the attending physician for completion.

If the attending physician releases the worker to return to work on modified duty and has completed the Return to Work Form and Job Description Form, the forms must be returned to Owners within 24 hours following the medical treatment for assessment of transitional work. The employee cannot return to work without the release of the attending physician.

Owners will review the Return to Work Form and determine a transitional position if appropriate and within business needs. A transitional position job description including physical requirements will be prepared for review and approval by the attending physician.

Transitional positions are developed based on the physical capability of the worker, the business needs of the company and availability of transitional work. Preschool of the Arts, Inc. will determine appropriate work hours, shifts, duration and locations of all work assignments. Preschool of the Arts, Inc. reserves the right to determine availability, appropriateness and continuation of all transitional work assignments and job offers.

It is the responsibility of the employee to provide Owners with a current telephone number and address so the employee may be contacted. The employee must notify Owners within 24 hours of any and all changes in medical conditions.

It is the responsibility of the worker and/or supervisor to immediately notify Owners of any work-related injuries, if the employee is missing time from work or of any changes to transitional work assignments. Owners will communicate with the insurance carrier or attending physician as necessary.

Job Offer:

Upon completion of Return to Work form and attending physician's approval of the transitional position, a written job offer letter will be prepared by the employer and handed to or mailed to the employee's last known address. The letter will note the doctor's approval, start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the bottom of the letter indicating acceptance or refusal of the job offer and to return the letter to Owners. Copies of the Job Description, Work Releases and Job Offer Letter will be forwarded to the insurance carrier.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must notify their supervisor immediately and provide the supervisor a copy of the new medical release. Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician. Employees willfully or consistently exceeding the duties of the position or go beyond the doctor's restriction will be subject to disciplinary action up to and including termination.

COMPANY EQUIPMENT, SUPPLIES, AND INTERNET USE

Use of Company Property

Preschool of the Arts, Inc. provides employees with the equipment necessary to perform their jobs. This equipment may be used for personal use, if approved by Preschool of the Arts, Inc. Management.

Computer equipment, including laptops, may be used for personal use in most cases. Programs may be installed to a company computer only with the express written permission of Preschool of the Arts, Inc. Management. The copying of programs from company computers may be permitted in some cases.

Telephone Usage

Preschool of the Arts, Inc. telephones are intended for the business purposes only.

Personal calls during business hours are discouraged except in cases of emergency. All personal telephone calls should be kept brief. Cell phone use (and text messaging) is permitted only in case of emergency.

In an effort to respect the rights of all employees and avoid disruption in the workplace, employees must inform family members and friends to limit personal telephone calls during working hours. No long distance calls are to be made on company phones which are not strictly business related.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination.

Company Supplies

Only authorized persons may purchase supplies in the name of Preschool of the Arts, Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Preschool of the Arts, Inc. or bind Preschool of the Arts, Inc. by any promise or representation without express written approval.

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Computer Usage

Computer equipment, including laptops, may be used for personal use in most cases. Programs may be installed to a company computer only with the express written permission of Preschool of the Arts, Inc. management. The copying of programs from company computers may be permitted in some cases.

Internet Usage

Internet access to global electronic information resources such as on the World Wide Web is provided by Preschool of the Arts, Inc. to assist employees in obtaining work-related data and technology. The guidelines in this policy have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered Preschool of the Arts, Inc. property and, as such, is subject to disclosure to law enforcement agencies or other appropriate third parties. Consequently, employees must always ensure that the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Preschool of the Arts, Inc. As such, Preschool of the Arts, Inc. reserves the right to monitor Internet usage, retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Employees should have no expectation of privacy while using the Internet at work or on company equipment.

Data that is composed, transmitted, accessed, or received via the Internet may not contain content that may be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Employees using Preschool of the Arts, Inc. equipment are forbidden to access any restricted services or websites. These include, but are not limited to, those that promote or relate to pornography, gambling, illegal activity, racism, promotion of violence, or gender degradation. Violation of these terms may result in disciplinary action, up to and including termination of employment.

Abuse of Internet access provided by Preschool of the Arts, Inc. in violation of law or Preschool of the Arts, Inc. policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

EMPLOYEE COMPENSATION AND BENEFITS

Wages and Salary

Each employee's hourly wage or annual salary will be reviewed at least annually. The employee review date may be generally on, or about, the anniversary of employment or date of the previous review or during a certain period of the year when all employees are reviewed. Such reviews may be conducted more frequently under some circumstances (i.e. for a newly created position or following a recent promotion).

Any wage or salary increase will be determined on the basis of employee performance, attendance, Preschool of the Arts, Inc. established salary matrix, or Preschool of the Arts, Inc. business performance.

For more information on performance appraisals, employees may refer to the Preschool of the Arts, Inc. Performance Evaluations policy in this handbook.

PAYROLL, PERSONNEL, AND TIMEKEEPING

Paydays

Preschool of the Arts, Inc. employees are paid on a semimonthly basis. As required by law, Preschool of the Arts, Inc. will deduct Federal Social Security and Income Tax from an employee's paycheck each pay period. Applicable group insurance premiums for eligible employee and dependent family members will also be deducted each pay period, upon completion of appropriate authorization forms.

Preschool of the Arts, Inc. encourages its employees to take advantage of Direct Deposit of semimonthly pay which is available to all employees; this service saves time and provides added security. With Direct Deposit, each paycheck will be automatically deposited to employees' checking or savings account per their instruction. Each payday, employees will receive a pay stub for their records.

For the purposes of calculating employee benefits and pay periods, the workweek is considered Monday at 12:00 a.m. through Sunday at 11:59 p.m.. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will be paid on the previous business day. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

Pay periods close on the 9th and 24th of each month. Pay days are on the 15th and last day of each month or on the last business day prior if these dates fall on a weekend or holiday.

An employee's paycheck will not, under any circumstances, be given to any person other than that employee without appropriate written authorization. Paychecks may also be mailed to the employee's listed address upon request.

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Employee Withholdings – Income Tax, Social Security / Medicare

Preschool of the Arts, Inc. withholds income tax from all employees' earnings and participates in social security and Medicare withholding and matching programs as outlined in the Federal Income Insurance Contribution Act (FICA).

Old Age and Survivors' Insurance, commonly referred to as social security, became effective January 1, 1937, and provides benefits for employees after they retire or otherwise qualify under the provisions of the Act. The plan is designed to protect the future security of employees and their dependents.

In accordance with FICA, a required percentage of each employee's salary is deducted from their paycheck; the company matches employees' deductions dollar for dollar.

Employees are encouraged to contact their local Social Security office to find out more about their Social Security benefits, including a record of your past wages that were subject to Social Security taxes.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job performing assigned duties. In some cases, employees may be responsible for accurately documenting time spent on individual jobs or customer accounts.

Please note that Preschool of the Arts, Inc. does not include time spent on personal matters or extended breaks when calculating hours worked.

Timekeeping is a legal matter. Altering, falsifying, or tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically noted on employee time records on the days on which they occur.

Non-exempt employees will be responsible for recording their time manually on Preschool of the Arts, Inc. timesheets. Under no circumstances may any employee alter, in any way, a timesheet which does not belong to him/her. Timekeeping is subject to review, correction and approval by a direct supervisor.

Overtime hours are permitted on an as needed basis, and must be approved in advance by a direct supervisor. Employees are expected to work necessary overtime when requested to do so, and non-exempt employees will be paid for time worked in excess of 40 hours per week. Exempt employees are not entitled to overtime pay.

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Personnel Data Changes

It is important that the personnel records of Preschool of the Arts, Inc. be accurate and current. To avoid issues with benefit eligibility or legal compliance, Preschool of the Arts, Inc. expects that all employees will promptly notify Director of any change in name, home address, telephone number, preferred email address, or any other pertinent information subject to change.

Personnel Files

Employee personnel files maintained by Preschool of the Arts, Inc. include, but are not limited to, the following:

- job application
- resume
- record of professional licensures, if applicable
- salary history
- disciplinary reports, warnings, and other records
- performance evaluation documentation
- records of coaching and/or mentoring
- record of Continuing Education Units

Personnel files are the sole property of Preschool of the Arts, Inc. and access to information contained therein is restricted. The company philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the company will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Only Management or other authorized personnel of Preschool of the Arts, Inc. with a legitimate reason to view the file will be permitted to do so.

Employees who wish to view their own files should contact Owners. With reasonable advance notice, employees may view their own personnel files on Preschool of the Arts, Inc. premises and in the presence of Owners.

Confidentiality of Personal Health Information

The company has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the company's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to Owners (Designated Privacy Officers) for resolution.

Annually or as necessary, the company performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the Owners. General rules follow:

- Disclosures that do not **qualify** as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel record and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future in accordance with the company record destruction policy.

Expense Reimbursement

Employees must be granted prior approval before incurring any company expenses. Any reimbursement amount will be processed as an invoice. All completed reimbursement request forms should be submitted in a timely manner to Owners.

Verification of Employment

Prospective employers, financial institutions, and residential property managers routinely contact employers requesting information on a former or current employee's work history and salary. All such requests of this type shall be referred to and completed by Owners or authorized designees. For written requests, information will be provided on the form provided only when it is accompanied by a former or current employee's signed authorization to release information form. The written form will be returned directly to the requesting party. Telephone requests will be limited to confirming information stated by the external party.

TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any company. Below are some examples of the most common circumstances under which employment is terminated:

- Resignation - Voluntary termination of employment initiated by an employee.
- Discharge - Involuntary termination of employment initiated by Preschool of the Arts, Inc..
- Layoff - Involuntary employment termination initiated by Preschool of the Arts, Inc. for non-disciplinary reasons
- Retirement - Voluntary termination of employment by an employee upon eligibility for retirement.

Non-exempt and exempt employees who intend to terminate their employment with Preschool of the Arts, Inc. are requested to give Preschool of the Arts, Inc. a minimum of two (2) weeks' written notice. However, since employment with Preschool of the Arts, Inc. is on an at-will basis, both the employee and Preschool of the Arts, Inc. have the right to terminate employment, with or without cause.

Any employee whose employment with Preschool of the Arts, Inc. is terminated for any reason shall resolve any outstanding financial obligations owed to Preschool of the Arts and return all files, records, keys, Everything Book and Staff Handbook, and any other materials that are property of Preschool of the Arts, Inc.. Terminating employees will be responsible for the cost of replacing items which are not returned.

Employee benefits will be affected by termination of employment as follows: All accrued vested benefits due to the employee and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.