

Employee Handbook



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Updated

This manual is updated annually

<http://www.wowchildcare.org>

<http://www.wowstaff.org> (password: WOW123)

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A note from our Executive Director

As a new employee at WOW, you are joining an amazing team that has created a program that provides high quality, individualized, early education program for young children in Union County, Ohio. Each employee in our organization is viewed as having an active role in creating the program for the children and families we serve.

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our organization and answer many of your initial questions. However, at any time if you have any questions make sure you talk to an administrator or one of your co-workers. We are always ready to help.

As an employee of World of Wonders Childcare & Learning Center, each person is very important! Your contribution cannot be overstated. Our goal is to provide the best care to our families at a higher standard than our competitors. By meeting the needs of each of our families, we ensure they will continue to do business with us and will recommend us to others. You are an important part of this process because your work directly influences our organization's reputation.

We are glad you have joined us, and we hope you will find your work to be rewarding.



Lauren Brown

Executive Director

Meet the Employee



My name is Lauren and I have been working in the field of early education since 2000. I am a mom of 4 and I have too many pets to count (dogs, chickens, ducks, turtles, fish, snake...).

I love working at WOW because it is fun! Our team likes to laugh, joke around, and make the culture amusing. I am always waiting for the next chance to wear a new costume to work!

A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the organization. It is to be used with the Staff Handbook, which contains information about your job functions and teaching at WOW.

Although this handbook may reflect a lot of dry legal language, we expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the organization. We are aware that there are many policies, some longer, in this handbook, so please reach out to the administration at any time if you have any questions.

The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The organization complies with federal and state law and this handbook generally reflects those laws. The organization also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be approved by the executive director of the organization. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the executive director of the organization.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied, or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

This Employee Handbook refers to current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

OUR ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE ORGANIZATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT- EXPRESS OR IMPLIED-WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR OF THE ORGANIZATION.

Employee Philosophy

Managerial Approach

As a non-profit organization, we rely on regular feedback and open communication with our families and staff to create a program based on continuous improvement and excellence. All employees are encouraged to come to management, at any time, with ideas and/or constructive criticism. We support an open-door policy for management at WOW.

If you ever have a question or need to talk to an administrator, please see the office. If for some reason we are not able to help you at that moment, we will meet with you as soon as possible. Employees may also request a meeting with an administrator on our staffing website at www.wowstaff.org (Password WOW123) or by emailing info@wowchildcare.org



Each time an employee brings a piece of feedback to the administrative team, we review it and make sure that it fits with all legal requirements of the business and childcare as well as our philosophy. If needed the feedback is also reviewed by our Board of Trustees. If we do not accept your idea, you are welcome to come and talk to administration about the reasons behind our decision. Sometimes it is a budgetary or other reason, and it must be placed on the "back burner" for now, sometimes there is a legal or philosophy related reason. Again, we are more than happy to talk to you at any time!

WOW Values

During your time at WOW, you will frequently hear about our values. They are Kindness, Education, Excellence and Partnerships. We uphold these values during daily activities, customer service interactions and interactions between staff.



K-Kindness, be kind to your coworkers, the children in our care, the families of WOW and outside of the program



E-Education, education is our primary goal for all children, but we also work hard to help educate our families, the communities, and our coworkers



E-Excellence, we strive every day for excellence to create a program that surpasses all other programs in our area in terms of education, family involvement and many other areas.



P-Partnerships, we work hard to create partnerships and relationships with our families, between coworkers and the community. Make sure you are representing the company well with your daily interactions

Meet the Employee



Hello! I am Heidi! I am the Childcare Director at WOW. I have three children and have worked in childcare since 2004. I love working at WOW because it is a non-profit and the employees and families help create policy. I really feel like my voice is heard at WOW.

WOW Structure

Working at a non-profit is a bit different than working at privately owned companies. We hope the information below will help you understand each person's role in the company. If you ever have any questions about what each person does, please see a member of the administrative team.



Board of Trustees

The Board of Trustees oversees the entire program, they are elected into their positions. Each year they set goals and check on progress of goals. They approve many of our policies, such as pay, program policies, curriculum, employment policies, etc.

Employees are always welcome to contact the Board of Trustees at Board@wowchildcare.org or attend meetings. You can also [see pictures of the Trustees!](#)



Executive Director

The executive director is the senior operating officer or manager of an organization or corporation, usually at a nonprofit. Similar in many ways to the CEO role in a for-profit corporation, executive directors are responsible for steering the organization and managing its operations.



Childcare Director

The Childcare Director makes sure the program is maintaining licensing compliance. They work directly with teaching staff, handle day to day staffing, do licensing paperwork, etc.



Curriculum Director

Our program is unique by having this position. Our Curriculum Director works with teachers on behavior concerns, lesson plans, individualized education plans, training and more.

Team Leads

Team Leads are individuals who provide additional mentoring in classrooms. They will train you and work side by side with you and are available to help in classrooms.



Teaching Staff

Teaching staff are the most important part of their team as they provide the direct care for all children while maintaining licensing standards.

Lead Teachers

Lead Teachers are responsible for making sure their classroom is following all compliance regulations. They delegate tasks and make sure that each child is receiving a high-quality early education.

Assistant Teachers

Assistant teacher work as part of the classroom teaching team. They have a primary care group they are responsible for and help to make the classroom successful.

Support Staff

Support staff are the backbone of our program. They substitute for everyone, work with children that have additional needs and help all around the building to make the program run.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We passionately believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship. All employees should bring any concerns they have directly to the administration and not to their co-workers. We work hard to avoid a workplace full of gossip and we hope to immediately address concerns in a way that improves the performance of all employees through mentoring and open communication.

Board of Trustees Meeting Attendance Requirement

In order for employees to understand the operations of the center, and the governing board, employees are required to attend one Board of Trustees meeting a calendar year. Employees must clock in and out for this meeting. Attending this meeting will count as work hours for the week. Employees may attend as many meetings as they would like, but only the first attended meeting of the year will be paid. Please note. Employees hired after September 1st of each year are not required to attend a meeting until the following year.

Handbooks

This handbook covers your employee policies, but there are several other handbooks you will receive while at WOW. These handbooks are required reading (sorry) and contain information that is necessary for your job. These handbooks are updated at least twice a year. If small updates occur, you will be informed by email of any policies that have been changed.

These include:

- World of Wonders Emergency Response Handbook
- World of Wonders Licensing Compliance Handbook
- World of Wonders Communicable Disease Response
- World of Wonders Job Descriptions Handbook
- World of Wonders Teacher Resource
- Combined World of Wonders Staff and Parent Policies Handbook



No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including harassment based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex and gender identity); pregnancy, childbirth, or related medical conditions; age; disability; gender identity; sexual orientation; or any other category protected under federal, state, or local law ("protected class"). All other harassment, of any kind, is not tolerated at WOW this includes in person, online, and in any other way.

In Ohio, the following also are a protected class: race; color; religion; sex; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth, or related medical conditions; national origin; disability; age (40 or over), military status and ancestry.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes threatening an individual or taking any adverse action against an individual for

(1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, families, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination, and retaliation, you must report your concerns to (one of) the individual(s) listed below:

Lauren Brown, Executive Director at (937)707-1038 or 1200 Columbus Ave, Marysville, OH 43040-0729. Email: Lauren@wowchildcare.org

President of the Board of Trustees at (937)707-1038 or 1200 Columbus Ave; Marysville, OH 43040-0729. Email: Board@wowchildcare.org

If an employee makes a report to any person listed above, and that person either does not respond or does not respond in a manner the employee deems satisfactory, or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The organization will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other organization policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to administration so that we can take appropriate actions to address your concerns.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the president of the Board of Trustees by email: Board@wowchildcare.org. Please note the Board of Trustees will ask if the proper chain of command has been followed prior to answering your concerns-this includes approaching a member of administration prior to contacting the Board of Trustees. The Board of Trustees can also be contacted by visiting our website www.wowchildcare.org, going to the page devoted to the Board of Trustees and filling in the contact form.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.



Basic Employment Policies

Equal Employment Opportunity

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; gender identity; sexual orientation or any other protected class under federal, state, or local law.

In Ohio, the following are a protected class: race; color; religion; sex; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth, or related medical conditions; national origin; disability; age [40 or over], military status and ancestry.

You may discuss equal employment opportunity related questions with the executive director or any other designated member of management.

Americans with Disabilities Act

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the executive director of the need for accommodation. Upon doing so, the executive director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, or as required by Ohio law, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The organization will not seek genetic information in connection with requests for accommodation. All medical information received by the organization in connection with a request for accommodation will be treated as confidential.

Standards of Conduct

Each employee has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. Failure to adhere to the organization's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; failing to work in a cooperative manner with management, co-workers, families and others who do business with the organization; unauthorized or illegal possession, use, being under the influence, or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the organization's EEO and No Harassment policies; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is designed to modify our employment-at-will policy.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our organization is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9

and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

Religious Accommodation Policy

World of Wonders will reasonably accommodate the religious needs, observances, and practices of our employees upon request. An individual's request must be reasonable religious accommodations, including requests for time off work, must not fundamentally alter our work, program and/or mission. All requests should be submitted in writing to the executive director.

Meet the Employee	
	<p>I am Miranda! I am the Curriculum Director at WOW. I have worked at WOW since 2014. I love working at WOW because I work near my children. WOW is a welcoming environment and my children love coming!</p>

Basic Employee Information

Introductory Period

All employees are considered in their introductory period during their first 90 days. During this time, you will be able to determine if your new job is suitable for you and the executive director or director will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

During your first 90 days, you will be trained in a variety of classrooms, will pick a classroom that fits your interests and program needs, complete several state and program required trainings and participate in mentoring sessions with all members of the administrative team.

During your time at WOW if you are ever unhappy with your classroom choice, or have any other concerns or questions, please do not hesitate to contact the administrative team as we will be able to help you.

Categories of Employment

For purposes of this handbook, Full time employees regularly work at least 25-hour work weeks. For other purposes, such as eligibility for benefits, the definition of Full-time employees may be different.

- Full time employee-Works an average of 30+ hours a week (determined from a 120 day period)
- Part time employee- Works an average of under 30 hours a week (determined from a 120-day period)

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt." Non-Exempt Employees are entitled to overtime pay as required by applicable federal and state law.

Exempt Employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws. Administration and team leads are the only employees that fall into this category at this time.

Upon hire, your supervisor will notify you of your employment classification.

Anniversary Date

The first day you report to work will be recorded in organization records as your anniversary date. This date may be used to calculate many different benefits as well as your training calendar. If you have any questions regarding your anniversary date, please see the executive director.



Training Requirements

Throughout your time at WOW, you will be required to complete ongoing training. During your first month at WOW this will include state mandated orientation training, child abuse, and SUTQ (Step Up To Quality) training. You will also receive one on one training with the Curriculum Director and other members of the administrative team in order to learn how we teach, assess, approach behavior/classroom management, and how lesson plan. Each member of the WOW team is CPR certified, has child abuse-recognition and reporting training, first aid training and possibly communicable disease training. All trainings will be paid for by our program and your time will be compensated.

Ongoing trainings-15 hours per year-are required to work at our program. Our childcare director will help you sign up for these trainings, and all of the training above. It is up to each employee to make sure these training courses are completed within the given timeline. If you choose not to complete these training courses within the required timeline, due to ODJFS (Ohio Department of Job and Family Services) licensing laws and regulations, you will not be able to stay employed at the company. Please make sure all assigned training is completed promptly.

We also offer a variety of trainings on our staff website (www.wowstaff.org password: WOW123) that you may take. If the training pertains to your age group, and you have not yet taken it, you will be paid for taking any trainings on your own time.

Performance evaluations

Each year employees at WOW receive an employee evaluation. This includes the following components:

- Employee evaluation- completed by the Executive Director with feedback from members of the administrative and team lead committees. This portion of your evaluation reviews items like paperwork, cleaning, coming to work on time, and how much unpaid time off you have taken. (Completed in January and within your first 90 days)
- Teaching observations-this portion of your evaluation will be done through camera footage and in classroom observations by a member of the administrative team and/or your team lead. (Completed in January and within your first 90 days)
- Licensing evaluation-this is done by the childcare director who will check on licensing requirements throughout the year on a regular basis. (Done quarterly)
- Self-evaluation/goal completion-our goal with all evaluations is to 1) make better teachers and 2) set goals and help you set small steps to achieve your goals. (Done prior to other observations/reviews)

Job Descriptions

The organization maintains a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the executive director.

New Employee Orientation

Upon joining our organization, you were given this copy of our Employee Handbook and Teacher/Parent Handbook. After reading these handbooks, please sign the receipt page and return it to the executive director.

If you lose your copy of the Employee Handbook, or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

The operations of your department are the responsibility of your supervisor. (S)he is a good source of information about the organization and your job.

Additionally, state requirements determine a training schedule during your employee orientation. You will be given time to fulfill these requirements and will be paid for all state orientation training.

Promotions

We believe that career advancement is rewarding for both the employee and the organization. We will promote qualified employees to new or vacated positions whenever possible.

Job openings may be posted in-house. If you are interested in applying for one of these positions, notify the executive director and speak to the person indicated on the notice.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation, first, to a director or the executive director so that the problem can be settled by examination and discussion of the facts. We hope that administration will be able to satisfactorily resolve most matters.



On the Job

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 5:15 a.m. to 6:00 p.m., Monday through Friday. Check with the director if you have questions about your hours of work.

Work Assignments

Work assignments will be distributed by a member of the administrative team. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to the executive director or director for all matters relating to its completion.

Confidentiality of Family Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling family matters.

To maintain this professional confidence, no employee shall disclose family information to other families, friends, or members of one's own family. Additionally, employees may not disclose information pertaining to customers of the center with other customers, including the names of children.

Questions concerning family confidentiality may be addressed to the executive director or director.

Discussions with Families

Discussions with families may be completed in the classroom or in other areas of the school. We ask that employees do not have work related conversations with customers on personal time, over social media, or using personal email addresses.

All employees are reminded that when working in a classroom their first priority is the children in their care. If an extended conversation with a family is needed, please send the customer to the office to schedule a time to meet.

Employees are free to give advice and feedback to customers and families within the boundaries of the WOW teaching philosophy. Prior to discussing any suggestions with a family, your recommendations must first be approved by the executive director or director.

Care of Family Records

The impression that families have of our organization is based, in part, on the way we care for their records. If we are careless with their files and records, families may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that family files are handled with care.

When possible, obtain all material from family files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for family material be fulfilled unless prior written permission is received from the executive director or director.



Family and Public Relations

Our organization's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that families have toward our organization may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a family for granted, but if we do, we run the risk of losing not only that family, but his or her associates, friends or family who may also be families or prospective families.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Non-Solicitation

The organization believes employees should have a work environment free from interruptions of a non-work-related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g., selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the organization's Acceptable Use of Electronic Communications policy and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on organization premises at any time. Literature that violates the organization's EEO and No Harassment policies, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.



Care of Equipment

You are expected to demonstrate proper care when using the organization's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the executive director or director at once.

Company Vehicles

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle.

- Accidents involving an organization vehicle must be reported to the executive director or director immediately.
- Vehicles may only be used for company purposes. You may not use company vehicles for personal use.
- Employees are responsible for any moving and/or parking violations and fines that may result when operating an organization vehicle.
- Organization vehicles are to be operated by authorized personnel only. Organization vehicles may only be used for job-related travel.
- Smoking, including use of e-cigarettes, is prohibited in organization vehicles.
- The use of seat belts is mandatory for operators and passengers of organization vehicles.
- Employees must maintain their own private vehicle insurance, although company insurance is also used for coverage.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone. The use of handheld cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws, including the use of cellular telephones.

No employee will have use of an organizational vehicle prior to receiving training set forth by ODJFS and the organization. Failure to complete this training or keep it updated will result in the loss of driving privileges for organizational vehicles.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license, insurance information, and acceptable driving record to our insurer. Changes in your driving record must be reported to the executive director immediately. Violations of this policy may result in immediate termination of your employment.

Employment of Relatives

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

Visitors

If you are expecting a visitor, please notify the executive director or director. All visitors must first check in at the office. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Personal Property

The organization is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Personal property may not be kept in the classrooms at any time or in reach of children. Lifesaving medication is exempt from this rule but must be kept out of sight and out of reach of children at all times.

Personal Telephone Calls

Your responsibility for the care and safety of the children will leave you no time for personal business and personal telephone calls in the classroom. Telephone calls made from the Center should be limited to emergency/urgent calls only.

Outgoing phones are located in each classroom. Outgoing calls may never be made from the classroom, unless it is to emergency services, or an Administrator on duty has given permission for staff to use the phone. Teachers may never call other classrooms unless it is for work related reasons: example: If you are trying to locate the belongings of a child.

As teachers are expected to be counted in ratio, and observant of children, at all times when in a classroom; cell phones may not be kept in classrooms during school hours. Employees are not permitted to store cellphones in the classroom even if phones are turned off. Employees may not have their cell phones at any time when they are counted in ratio with the children.

Employees may also not wear or be in possession of smart watches (watches that can make/receive phone calls/texts) in the classroom. Exemptions to this rule apply if the smart watch cannot make or receive calls. To receive an exemption to this rule a smart watch exemption form may be filled out in the office.

There are three exceptions to this rule. 1) When the Administrative Staff appoints a staff member to carry their cell phone to the playground. This staff member may not store their cell phone in their room during classroom time unless they have permission from the administrative staff. They should retrieve their cell phone prior to going out to the playground from the office. 2) Administrative staff may occasionally assign a teacher to carry a cell phone on the playground in the case of severe allergies. In these cases, the cell phone should be kept in the medication emergency bag and only taken out in case a call needs to be made to emergency services. 3) Administration may carry cell phones in the room as they are expected to stay in contact with other members of administration at all times.

All staff members are required to carry their cell phones, or the center cell phones, when driving children on field trips. This cell phone may never be used except to make emergency calls. If staff need directions or navigational help, they should ask the office for paper maps and/or directions. If staff need to find an alternative route on their trip to avoid accidents/construction or become lost, they must stop the bus in a safe location and turn off the bus prior to using cell phone.

Should an employee need to receive a phone call during work hours, the caller should call the center directly at (937)707-1038. Calls should only be made to the center in case of an urgent matter or emergency.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our organization. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Dress Code Policy

(Office and Teaching Staff) Employee's personal appearance and hygiene are important to both Employees and the Company. Employees are expected to maintain a good personal appearance and to consider neatness and cleanliness. Employees should always dress in a manner befitting the job, with due consideration to the needs of the company, other Employees, and safety.

Clothing Requirements. (Teaching Staff)

- As teachers are actively involved and interacting with both children and parents, it is important that teachers dress modestly and comfortably. Children at WOW go outside in most types of weather. Staff should dress appropriately for going outside each day and bring outerwear.
- Jeans, shorts, and skirts are acceptable classroom attire. Shorts and skirts may not be shorter than 3 inches above the knee. If the items of clothing are shorter than 3 inches above the knee, stretch pants or tights must be worn.
- All clothing should be in good repair with no rips or tears, even if clothing has been manufactured this way. Cut-off pants are not acceptable attire. Clothing with tears that are purposely made on the clothing is not acceptable attire.
- Prohibited Clothing: halter tops, spaghetti straps, short shorts/skirts, torn jeans, yoga pants, warm up suits, sweatpants, or jogging pants are not suitable work attire.
- Acceptable attire includes jeans and slacks.
- Clothing with advertisements, vulgarity or political statements are not permitted.
- "Dress up days" such as Pajama Day are not required for staff, however they are encouraged. Teachers are reminded to wear tasteful and appropriate clothing on these days.
- All shoes must have adequate tread to prevent slips and falls. No flip flops or shoes without a backstrap may be worn by staff. The only exception to this rule regarding backstraps is during water days when classes are outside, or field trips to destinations that contain water.
- Underclothing must be covered at all times and care should be taken to keep bottoms covered. Underclothing lines should not be visible through pants at any time.

Clothing Requirements. (Office Staff)

- Office staff must follow all teaching staff dress code rules in addition to the following rules.
- Clothing attire must be business casual.
- Office staff may wear jeans if they are in good condition and not "washed" in regard to color.
- Office staff should not wear shorts (except for 3/4 length shorts), sweatpants, exercise pants, or overalls.
- Office staff may also observe "fun" days for the school, such as pajama day.
- Should the office staff be recruiting out in the community outside of regular business hours they must follow business casual dress code.

Jewelry/Tattoos/Piercings

For safety reasons jewelry should be kept to a minimum. Facial piercing should be kept to a small or simple stud. Safety should be considered in terms of loose or dangling piercings. Tattoos may be visible but must be tasteful and inoffensive

Section 5. Accommodation

In the event that the above policy causes religious concerns or concerns based upon any other legally protected class, please contact the Executive Director to discuss appropriate religious accommodation.

**If you have a question about proper dress code, please see the office.

Employee Identification Policies

All employees must wear an identifying while in the building. This can be either in the form of a branded shirt or an identification badge. This must be worn at all times, including in the classroom.

New employees will be given a name badge until they have obtained World of Wonders clothing. Clothing will be ordered for new employees after they have been at WOW for 10 working days.

Each employee will be given 3 shirts at no cost to them. Additionally, employees will be given a name badge, a cover for the badge, and a lanyard or clip for their badge. Employees may get up to 2 replacement badges each year. Additional badge replacements will be charged at \$5 per badge. Badges will be printed and updated after picture day each year.

Additional products for employees to wear will be available for purchase (at cost) at: <https://wow-employee-store.printify.me/products>

At times, employees will be gifted other WOW clothing items. These may also be used to fulfil this requirement.

Employees who do not have an identifying shirt or badge on will be given a replacement badge for the day. These must be checked in and out from the front desk. Employees who do not wear an identifying item 4 or more times during the month will begin the disciplinary process.

Fragrance Sensitivity Policies

As children are often sensitive to different smells, or may experience sensory concerns based on different smells, we work to avoid strong scents in the work place. This includes:

- Strong perfumes, after shaves, or hand lotions
- Use of any spray scents on site (except air fresheners used in adult bathrooms)
- The smell of cigarette or any other type of smoke or substances
- Strong smells of personal body odor
- Please note that due to employee allergies, popcorn may not be cooked on site

WOW Staff Camera Policy

WOW is committed to the safety and privacy of every child enrolled. Cameras are located in each classroom in order for administration to review events and provide more security within our facility. These cameras are on all the time, unless there is a technology error. There is voice recording capability with these cameras. They are not placed in areas where there is diaper changing or bathrooms.

As we prioritize the privacy of each child in our program, this footage from these cameras is not available publicly in any form. This footage will only be available for viewing by administration and will only be reviewed on an as needed basis.

Although parents are not able to watch live footage of the classrooms, we will make footage available to parents upon request and approval from the Executive Director. To request footage from your child's classroom a written request can be made in the office. We will respond to you within 24 hours. This footage may only be viewed in the office by the requesting parties. Please note that the release of footage is at the discretion of the Executive Director and footage will not be released to parents if another child's privacy may be infringed upon.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at our organization. Each employee, supervisor and team lead must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the executive director or director of any emergency situation or incidents that result in injury. If you are injured or become sick at work, no matter how slightly, you must inform the executive director or director immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects and children.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the executive director or director.
6. Know the locations, contents and use of first aid and fire-fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Safety Trainings

All employees will be given free training on the following safety topics:

- First aid
- CPR
- Communicable disease management
- Disaster preparedness
- Bloodborne pathogens
- Cleaning and sanitizing
- Child abuse recognition and reporting.
- Incident reporting

Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our organization has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Exposure Control Plan, which is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from the executive director or direct

Hepatitis B Vaccine

As required by OSHA regulations and for your protection, our practice provides the hepatitis B vaccine to all employees who have the potential to be exposed to human blood or bodily fluids. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, the benefits of being vaccinated and the no-cost provision.

Employees will be eligible for the vaccine within ten working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

If you choose not to be vaccinated, you must sign a Hepatitis B Vaccination Declination form. The vaccine will be made available to those employees who initially decline, but later decide to accept the vaccine.

Safety Drills

Fire, intruder, lock down, tornado and other safety drills are scheduled periodically throughout the year. These drills are an important aspect of employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the executive director or director.

Workplace Violence

Violence, or threat of violence, by an employee or anyone else against an employee, customer, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to organization property in the event someone, for whatever reason, may be unhappy with an organization decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the executive director or director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action, up to and including discharge.



Workplace Searches

To protect the property and to ensure the safety of all employees, families and the organization, the organization reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the organization's property. In addition, the organization reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the organization, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the organization.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the organization's security procedures or any other organization rules and regulations.

Hazard Communication

Our organization may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SOS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the organization or bringing them on to our premises. For additional information, please refer to our organization's written Hazard Communication Program. If you have any questions, ask the executive director or director or the safety coordinator.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. All cleaning must be done in accordance, and on schedule, with state licensing requirements. Report anything that needs repair or replacement to the executive director or director.

Smoking in the Workplace

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is not permitted. Any devices containing nicotine may not be taken into the classrooms under any circumstances. Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession use or sale of weapons, ammunition, firearms or explosives on work premises, while operating organization machinery, equipment or vehicles for work-related purposes or while engaged in organization business off premises is forbidden except where expressly authorized by the organization and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the executive director or director immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

In an Emergency

The executive director or director should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke/methane gas. In the absence of the executive director or director, contact the nearest organization official.

Should an emergency result in the need to communicate information to employees outside of business hours, the executive director or director will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the executive director or director when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the executive director or director or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the executive director or director to await further instructions or information.

Please direct any questions you may have about the organization's emergency procedures to the executive director or director.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as PTO. For more information on emergency procedures please see office for full emergency disaster plan.

If extreme weather conditions require closing of the building, you will be notified by the executive director or director.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods, super volcanoes, zombie apocalypse and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as PTO or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by the executive director or director.

A handbook with natural disaster protocol is located in the office and on our employee website.



Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the families we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the organization is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the organization maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The organization will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the organization's policies and applicable federal, state or local laws.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Although the state has legalized marijuana, the organization is not required to allow the medicinal or recreational use of marijuana in the workplace. Use is strictly prohibited on organization property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the executive director or director.

Employment Policies

Initial Schedule

All new employees at WOW work from 9:00am to 6:00pm. This is a necessary schedule for training. As you approach the end of your training period, you will pick a classroom that fits your interests and program needs. After this is picked you will be placed in a time slot that fits program needs. Most employees start with a later shift and will be able to start working an earlier shift as soon as one opens up.

Weekly Schedules

Weekly schedules are posted online. You will receive an invitation to join the Homebased app once starting at the program. To receive your schedule, you must sign up for this application. All employees are required to sign up for this application in order to maintain communication about schedules.

Schedules may change weekly due to program needs-we must always have enough teachers on site for the number of children we have on site in order to comply with state regulations.

All employees are asked about their availability during their interview. Please note that unless it has previously been discussed with administration, we are not able to accommodate different scheduling needs. If you need to change shifts at any time-either for a day or long term-please talk to administration. We will do our best to accommodate your scheduling needs. At times we cannot accommodate all scheduling needs. If this were the case, we would work with you to discuss the situation. Priority on shifts is given to those who have been at WOW longer and who have outside obligations that have been pre- discussed with the administrative team.

On Call

It may be necessary for individuals in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are required to be on call will be compensated in accordance with applicable state and federal wage and hour laws.

Recording Your Time

All employees are required to clock in and out each day on the tablet located in the staff room. This includes administrative staff. Accurately recording all your time is required in order to be sure that you are paid for all hours worked.

Time must be recorded as follows:

- Immediately before starting your shift-once clocked in you should be able to start working immediately (please use the restroom prior to clocking in and drop off your children)
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work (before picking up your children).
- Immediately before and after any other time away from work.

If you make a mistake with clocking in and out, immediately inform a member of the administrative team so we can correct your timecard. Your time card will be available for review on the Homebased app. Please review it on Friday of each week. If there is a mistake in it, please see a member of the administrative team.

Timecards must be corrected by Tuesday at noon. Any changes that are not made by Tuesday at noon will be applied to the next pay cycle.



Pay Periods

Each pay cycle runs from Monday through Sunday. Each Friday you will be paid for the previous week's pay period. If payday is scheduled on a holiday, you will normally be paid on the last working day before the holiday.

All employees are paid using direct deposit. WOW is not responsible for any delays from your banking institution. All employees are required to give accurate banking information to the Executive Director on their first day of work. If your banking information changes, this change must be reported to the Executive Director by Tuesday at noon. If you need a paper check, for any reason, please see the Executive Director before noon on Tuesday.

If you find any errors with your paycheck, please talk to the Executive Director, immediately. The Executive Director will assist you in correcting all errors by the following pay day.

Paychex

All time cards, pay information, personal information for taxes, etc. are updated and stored in Paychex flex. All employees are required to sign into your account to monitor your pay stubs, retirement accounts, and tax information. To sign into this service, go to www.paychex.com and click on the Paychex flex log in link. It will ask for your personal information, and you will sign up for an account. If you have any issues signing into this account, please see administration.

Paycheck Deductions

WOW is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes and Social Security (FICA) taxes.

Depending on the state/county in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

WOW will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

Please note that all employees who have childcare at WOW will have their tuition deducted from their paycheck unless alternate arrangements have been set with the Executive Director. All changes to tuition deductions must take place before Tuesday at close of business for that week's pay.

If questions or concerns about any pay deductions arise, discuss, and resolve them with the Executive Director.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment which will be paid no later than your next regular payday.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. WOW will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Final Paychecks

After leaving employment at WOW all paychecks will be paid by direct deposit. If for some reason the check cannot be processed by direct deposit, one will be sent to you by postal mail to the address on file. All supplementary benefits will be cancelled on the last day of your paycheck. To access your retirement information, you must sign into www.paychex.com. For more information about your supplementary benefits please contact the executive director.

As tax information is sent out at the beginning of each year, if your address changes, please let the company know so our system can be updated. If you do not receive your tax statement it can be accessed through www.paychex.com

Pay Raises

Depending upon your performance and our organization's profitability, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

Pay raises are typically made companywide in January. Employees may also take advantage of the CDA- Child Development Associates (see administration for details) program or additional higher education opportunities to receive additional raises and seek promotion within the company.

Pay Advances

Pay advances will not be granted to employees for any reason.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our families. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all unnecessary overtime approved in advance by administration.

Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a work week, unless state law provides a greater benefit in which case, we will comply with the state law.

Exempt employees do not receive overtime pay.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the executive director.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our company. We work as a team, and this requires that each person be in the right place at the right time.

If you are going to be late for work (over 10 minutes) or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your shift.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

Please note that excessive punctuality infractions may result in being scheduled a later shift or starting the disciplinary process.

Employee Benefits

Our organization has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees. This Employee Handbook describes the current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The organization reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Holidays closures are planned annually. Please see the current school calendar for holiday closures. Our typical schedule for holidays includes New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve, Christmas day, New Year's Eve, and New Year's Day. If one of the mentioned holidays falls on a weekend, the center will typically be closed either the Friday prior to the holiday or the Monday after the holiday. Please review the school calendar for days that the center is closed.

To receive holiday pay, employees must successfully pass their 90-day probationary period. Any employee who is scheduled to work the day before or after a holiday must report to their shift unless they are able to provide a note, written by a medical professional, that excuses them from work that day. Pre-approved time off will not impact pay for the holiday. Personal time or sick time may not be used for this day if employee has not been pre-approved for leave.

Employee Positions in relation to Time off policies

Exempt employees are those that are paid on a salary basis: When requesting time off, it must be done in an 8-hour block of time (full day). For availability changes request through the homebased app. Partial day absences must be approved through the Childcare director.

Substitute employees are those that do not have a fixed weekly schedule-i.e., their schedule can change weekly based on their availability. This is also the classification for employees that do not work a full 20 hours a week (based on a 120 history)

All other classified employees are considered to be full or part-time employees. Full-time employees are classified as those that work 35+ hours a week.

Requesting Paid or Unpaid Leave

Staff should schedule time off as early as possible to avoid conflicts. No more than 3 employees may ask for time off on any given day. At times the Executive Director may grant an exception to this rule, but employees should not plan on this exception being made.

Additionally, only one teacher per classroom may request off the same day/time. Employees will know this maximum is met if they request time off and it is not approved in the system. If over 3 employees are off on a day, a doctor's note will need to be used for any absences.

The administration has complete discretion to grant or deny the request for time off. Requests will be reviewed based on staffing requirements and business needs.

Requests are granted on a first come, first served basis. In the case of multiple requests for the same period administration will consider the requests that have been submitted and if the employee has gained enough

Paid Personal Leave to allocate towards missing hours. Should the employee deny a time off request the employee may submit the request for an alternative date.

All time off requests (PTO, Sick, and Unpaid), shift availability changes (needing to leave early or by a certain time, or coming in late), or shift trades must be done through the Homebased app. To do this sign into the Homebased app. Click more (it has 3 lines as the icon). Select Requests. Select the type of request and fill in the requested information and submit your request.

You must receive an approval for your time off before it can be taken. Reasons your time off may be denied:

- You may have selected paid time off that you have not accrued paid hours for. If this is the case, please select unpaid time off. If you accrue paid hours prior to the time off you are taking, please see the Childcare or Executive Director who will modify your request. Please note that we will not approve unpaid time off in excess of what is granted per our policies.
- There may be an excess of employees scheduled off on that day. If it is still necessary to take the day off, please text the administrative team through the Homebased app. Please note you will be required to submit a medical professional's note when you return to work in most cases.

Personal Leave

WOW provides Personal Leave to all part/full-time employees and exempt employees. Employees become eligible to use Paid Personal Leave after successfully completing his/her 90-day probationary period. Paid personal leave may not be used after an employee gives notice that they will be leaving WOW.

Accrual of Paid Personal Leave

Personal leave is accrued weekly per the schedule below. Personal leave never expires. Personal leave is applied each pay period and is broken down into 52-week increments. Employees start accruing leave after passing their 90-day probationary period.

Length of Employment	Maximum time earned per year (Full time employee)	Maximum time earned per year (Part Time Employee)
3-12 Months	40 hours	20 Hours
12-48 Months	80 hours	40 Hours
48-60 Months	120 hours	60 Hours
60+ Months	160 hours	80 Hours

Sick Leave

WOW provides Sick Leave to all part/full-time, and executive employees. Employees become eligible to use paid Sick Leave after successfully completing his/her 90-day probationary period. Sick leave is applied each pay period and is broken down into 52-week increments. Employees are granted 80 hours of sick leave a year, 40 hours for part time employees.

Sick leave is to be used for personal illness or medical appointments. Sick leave can also be used to care for a family member, such as a child, spouse, parent, long-term partner, or other immediate family member.

Sick Leave Guidelines

1. Employee Illness- Due to illness tracking regulations employees must state their diagnosis or symptoms when requesting leave. This will allow the company to implement any state required procedures to ensure the safety of the children and staff at WOW. Employees may be asked at any time to receive a health care professional's excuse for work. This is usually done when employee has

excessive absences, or the employee has an undiagnosed communicable disease (must state return to work date).

2. Medical appointments or procedures- Employees should try to make these arrangements prior to or after regular working hours. If this is not possible, it is asked that you schedule early morning, or late afternoon appointments. Usually, we can accommodate a shift change in order to fit in medical appointments scheduled early in the morning or late in the afternoon. Although we will do our best to accommodate all appointments, at times, due to staffing, we may ask you to try and reschedule an appointment.
3. Attending to a sick family member or a family member who needs support for a medical appointment or procedure- Immediate family is defined as spouse, child, parent, longtime partner or someone whom the employee is a legal guardian of that is living in their home. Should staffing needs require the employee to come to be at work, administration may deny a request for an employee to take care of a sick family member. Employees are reminded that they must have back up childcare for ill children.

Unpaid Time Off

All unpaid time off must be approved in advance by a member of the administrative team. Approval should be requested through the Homebased app. Unpaid time off is broken down into three categories:

- Unpaid sick time-Full time and exempt employees are granted an additional 40 hours of unpaid sick leave a year, 20 hours for part time team members. Any additional time taken, unpaid, for illness, must be accompanied by a medical professional's note and cannot, without prior approval of the executive director, be taken for family sick leave.
- Unpaid personal time-employees may use unpaid personal time for personal emergencies and/or vacation time. Full time and exempt employees are granted an additional 40 hours of unpaid personal leave per year, or 20 hours for part time team members. Any additional time off must be approved in advance by the executive director. Approval in these circumstances will be rare and will be considered on a case-by-case basis.
- Unpaid mental health days- Exempt and full-time employees may take an additional, unpaid, 24 hours of mental health leave. This may be used for any mental health reason. Part time team members get 18 hours of additional mental health time. Additional, unpaid, mental health days must be approved in person with the executive director and are only granted under urgent circumstances.
- Additional unpaid time off- At times employees may have a situation that requires extended leave or additional unpaid time off. In these instances, the employee must come talk to the executive director. The executive director has full discretion over if these absences are excused or not. Please note that approval in these situations is rare and must be urgent and time sensitive.
- Unapproved time off is taken when an employee does not get a medical professional's note, or they are not approved for additional time off. In these cases, employees will begin the disciplinary process.
- Please note that due to the limitations of our time clock software we cannot post how many days left of unpaid time off you have. Due to this, you will be informed as soon possible about your unpaid off time balances, through Homebase, after time is approved.

Occurrences and disciplinary action for unexcused leave

Please note that the following disciplinary policy will be enforced for those that take excessive unpaid leave out of the boundaries of the policy above.

Occurrences of unapproved absence in a calendar year	1	2	3	4
Disciplinary action	Verbal warning. Employee will meet with the executive director to discuss the policy and compliance.	Written warning. Employee will meet with the executive director to discuss the policy and compliance.	Probation. Employee will meet with the executive director to discuss the policy and compliance.	Possible termination.

*Please note that disciplinary action is left up the discretion of the executive director. Meaning, the executive director may make exceptions to the leave rule based on urgency and need of absence, or may choose not to advance you through the disciplinary process.

Leave during your first 90 days

Each employee in their 90-day probationary period will be granted 2 days of unpaid leave a month for either personal or sick time. Any additional absences will require a medical professional's note excusing the employee for the time off. If an employee has any vacations or additional time off during their first 90 days, this should be discussed on the employees first day.

Change of Schedule

The schedule at WOW is based on the needs of the program, seniority, and need. Employees should talk to the executive director if they are in need of a change in schedule. Schedule changes must be requested the Thursday before the change. For an urgent need to change your schedule, please talk to the executive director.

If you have a scheduling need, such as needing to be off on time without the possibility of working over your scheduled shift, or needing a specific lunch, please see the childcare director.

Although approval is required for any changes, excessive changes may result in a denial of schedule change and/or the start of the disciplinary process. Please note that employees may request to switch shifts with a co-worker in the same department without it being considered a change of schedule. This can be done through the Homebase app.

Employees are reminded that schedules are not guaranteed at WOW. At times, changes must be made to your schedule to accommodate the absences or time off requests of your co-workers.

General Leave Policies

The following policies apply to both Sick and Personal/vacation leave.

- Employees who start work prior to 8:00am, and who have repeated emergency (late) call offs, or arrive late to work, may be moved to a later shift due to staffing needs.
- Employees who call in less than 2 hours before their scheduled work time may be required to come to work until arrangements can be made to cover their shift. Employees must contact the company 1 hour prior to emergency leave or they will be given 2 occurrences (see below). When requesting emergency leave you must request off through the Homebased app **and** call the center at (937)707-1038.

If you are an opening teacher (prior to 6:00a), or do not hear back within 1 hour of your request, please call the Executive Director (614)499-8195 (cell).

- For all non-exempt employees, paid leave will be automatically applied for time taken off if you are absent for 3 or more hours below your scheduled hours. For exempt employees, this would apply to full days taken off. If you do not want to use your time off, the Executive Director can make an exception to this rule. Please contact the Executive Director to request an exemption.

No Call, No Show

Employees who do not report for their assigned shift within 60 minutes of their shift starting and do not inform administration that they will not be arriving at work on time. These employees will be granted unpaid leave. If an employee is a no call-no show for 2 days during their employment, their employment will be immediately terminated on the grounds of failure to come to work. Please note that it is considered a no-call, no-show if administration has not confirmed your leave in Homebased (example: you are having car issues and a member of administration asks if someone can pick you up, and you do not respond)

Accumulation of Leave

Employee leave will accumulate during their employment. Leave does not expire at any time.

Leave Buy Out

Employees may exchange unused Personal leave for pay equal to their hourly pay. For exempt employees this amount is equal to their salary divided into 52, 40-hour weeks. To exchange hours for pay, employees must have a remaining balance of over 120 hours of personal time. Employees may exchange up to 20 hours, 4 times a year (quarterly). To use this benefit, please see the Executive Director.

Please note this policy does not allow for the exchange of any sick time.

Extended Leave

All requests for extended leave, Sick or Personal, must be submitted in writing to the Executive Director and approved. A physician's note may need to be obtained if an employee is requesting extended sick leave.

Payment of Unused Leave

Employees, who terminate employment voluntarily through resignation or retirement and provide a written two-week notice, will be paid for that unused portion of Personal Leave hours assigned to the Employee at the time of their termination-if they work out the full 2-week period. The amount of paid personal leave will not exceed 80 hours. The unused portion will be compensated at the Employee's current rate of pay.

Employees who terminate employment on a voluntary basis without adequate two- week notice, or Employees who are terminated involuntarily for any reason, are not entitled to payment for any unused time.

Employees will not be paid for accrued sick leave at the time of separation from the Organization.

Pregnancy and Health Accommodations

The organization will provide reasonable accommodations to employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the organization will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- Allowing more frequent breaks or periodic rest.
- Assisting with manual labor.

- Modifying job duties.
- Modifying work hours/schedules.
- Temporary transfer to a less strenuous or less hazardous position; or
- Providing a leave of absence.

The organization may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- The date the reasonable accommodation became medically advisable.
- The probable duration of the reasonable accommodation; and
- An explanatory statement as to the medical advisability of reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave when permitted by state and federal law.

For more information, or if you require accommodation, please contact the executive director.

Paid Parental Leave Policy

World of Wonders will provide up to 6 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with the new child.

Paid parental leave will be paid based on the following schedule of longevity.

- 6-12 months: 1 week
- 13-24 months: 2 weeks
- 25-36 months: 3 weeks
- 37-48 months: 4 weeks
- 73+ months: 6 weeks

Eligibility

- Employees must have been employed with the company for at least 6 consecutive months.
- Employees are only eligible for 1 event (period of paid parental leave) in a 12-month rolling period. In no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period.
- Must meet one of the following criteria:
 - Have given birth to a child
 - Be a spouse or committed partner of someone who has given birth to a child
 - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.
- Amount, Time Frame, Duration of Paid Parental Leave

Eligible employees will receive a maximum of 96 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event.

Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Part time employees will be paid based on their regularly scheduled hours. Pay will be paid on a weekly basis based on regularly scheduled payroll dates.

Approved, paid, parental leave may be taken anytime during the 3-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 3-month time frame.

Employees must take paid parental leave in one continuous period of leave, unless they receive prior approval from the Executive Director

Misc. Leave Policies

Exemption

Executive Director may give an exemption to leave policies for employees with health/personal conditions. This exemption must be discussed prior to usage of leave.

Food born illness policy

Employees with the following symptoms must report them to administration:

- Diarrhea
- Vomiting
- Jaundice (yellowing of skin or eyes)
- Sore throat with fever
- Infected cuts or wounds or lesions containing pus on the hand, wrist and exposed body part (such as boils and infected wounds)

Employees with these symptoms are required to receive a diagnosis from a health care professional and may not return to work until diagnosis is received and/or symptoms have not occurred for 24 hours.

Employees must report to Administration the diagnosis of any foodborne illness including, but not limited to:

- Norovirus
- Salmonella Typhi (typhoid-like fever)
- E. Coli 0157:H7, Enterohemorrhagic or Shiga toxin-producing E.coli.
- Shigella spp. (causes shigellosis)
- Hepatitis A virus

Jury Duty

Full-time and part-time regular employees summoned for jury duty are paid their normal rate of pay. All other employees are granted unpaid leave in order to serve.

- Employees must provide the organization with a copy of the court records in order to be compensated.
- Exempt employees may be provided time *off* with pay when necessary to comply with state and federal wage and hour laws.
- We reserve the right to request proof of jury service issued by the Court upon return.
- Make arrangements with the executive director as soon as you receive your summons.
- When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

Voting Leave

Our organization believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Employees will be granted a reasonable amount of unpaid time *off* in order to vote. We reserve the right to select the hours you are excused to vote.

Exempt and salaried employees will be provided with time *off* with pay as required by state law.

Notify the executive director of the need for voting leave prior to voting day if you wish to take this leave.

If you wish to serve as an election official on voting day, please see administration. All employees serving as election officials will be granted leave for this day.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time *off* and reinstated in accordance with federal and state law.

The time *off* will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time *off*

with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but the organization will not require the employee to use vacation. Military orders should be presented to the executive director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the organization unless military necessity makes this impossible. You must notify the executive director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leave may be obtained from the executive director.

Family Military Leave

If an employee has an immediate family member that has been injured, hospitalized, or wounded in active service they may request family leave. This leave is at the discretion of the Executive Director and will be paid only if the employee has accrued paid time off.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the executive director of the need to take witness leave as far in advance as is possible. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time and part-time regular employees who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Full-time and part-time regular employees who have completed their introductory period are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Requests for bereavement leave should be made to the executive director as soon as possible. Our organization reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Education Leave

All full-time employees who have completed one year of employment are eligible for an un- paid education leave of absence to attend college full-time. Educational leave may not exceed one year during which time no benefits will accrue.

Your application for an education leave of absence must be made and approved by your supervisor prior to registration.

We will make reasonable efforts to return you to the same or similar position you held prior to the leave unless business conditions dictate otherwise. For more information about an education leave of absence, please ask your supervisor.

Victims of Crime Leave

The organization will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal or medical proceedings pertaining to the crime.

Employees may choose to use accumulated time for this leave. Affected employees must give the organization reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Disability Leave

Full-time employees are eligible for a paid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy related disability is not to exceed ten weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability, reasonable accommodation, and the expected date of return to work. A physical form may need to be filled out due to state compliance laws. The company will not seek genetic information in connection with requests for disability leave. All medical information received by the company in connection with a request for leave under this policy will be treated as confidential.

If you or the company qualify for a leave under the Family and Medical Leave Act, we will continue to maintain health benefits under the same terms and conditions applicable to employees not on leave during the FMLA period. Otherwise, to the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on authorized disability leave for the first month of disability. During this time, you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical

insurance, dental insurance and vision care insurance coverage by making arrangements with your supervisor to pay the entire monthly premium in advance each month.

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

If your leave is covered by the Family and Medical Leave Act, we will return you to the same or an equivalent position, consistent with our policy. Otherwise, we will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave when permitted by state and federal law.

Exempt Employee Leave

General Leave

Exempt employees must take leave in 8-hour increments. They may not use partial days for paid leave. That said, partial days will be paid at the full pay rate.

Unpaid Leave

Should an exempt employee not have enough leave to cover an 8-hour day, they will not be paid for that day of work unless required by federal or state law. Singular or multiple days can be taken from pay for the employee if they do not work. Exempt employees will not be paid for any days they are placed on an unpaid suspension from work.

Over Use of Leave

Exempt employees may take partial days without impacting their pay. That said, exempt employees should expect to work all assigned 8-hour shifts. If an employee takes excessive partial days of leave, they will begin the disciplinary process. Excessive leave is determined by the executive director. All partial days must be requested through the childcare director.

Clock in and out

Exempt employees are required to clock in and out from their shift, including for lunch breaks.

Misc. Pay Policies

Social Security

During your employment, you and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the executive director.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the executive director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with organization policy. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.

Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge.

Where this organization policy and operating procedures may conflict with state law, the state law shall supersede this policy.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment with each other or third parties.

For more information about this policy and the organization's operating procedures, please contact the executive director or director.

Mealtime

All employees will be given a break during their shift if scheduling allows. Employees are not guaranteed a one-hour break during their shift. If employees need a specific break to attend an appointment, they must submit a written request for time off.

All employees are required to clock in at their assigned time, regardless of whether they have had an hour's break.

Lactation Breaks

The organization will provide a reasonable amount of unpaid break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The organization will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify the executive director or director to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the executive director or director.

Additional Benefits Child Care Services

Childcare services are available to all employees. The childcare center is in our building and is open from 5:15 a.m. to 6:00 p.m., Monday through Friday. The childcare center is closed on weekends and all organization holidays.

Our childcare facility provides care for our employees' children from ages six weeks to twelve years. Unfortunately, space is limited; therefore, you must make advance reservations with the childcare center staff.

All employees will receive a 60% discount on regular tuition. This discount may change as it is evaluated annually. These discounts do not apply to employees using Title XX funding, as their rates are set by the State of Ohio. These discounts only apply to regular tuition, not school fees, fundraisers, fieldtrip fees and all other fees that may be associated with a child's enrollment in the program. Due to the discount in childcare for employees, employees are asked to only have their child at the center during working hours unless care has been discussed with administration.

Employees will have all childcare expenses deducted automatically from their paychecks.

For more information about this program, please contact the executive director.

401(k) Qualified Retirement Plan

Our organization provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The organization's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the executive director. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

All employees are auto enrolled for the retirement plan at 90 days at 3%. To view your account, opt out, or change your investment amount, employees will need to log on to www.paychex.com.

Employee Bonuses

Employees may receive bonuses from time to time. These are based on individual merit, the organization's profitability and any other factor(s) deemed significant by the organization. Whether or not bonuses are granted, and the amounts granted are within the sole discretion of the executive director and the Board of Trustees.

Quarterly Retention Bonuses

Employees will be granted a quarterly retention bonus of \$250 to be paid at the end of each financial quarter. Employees will sign an employment agreement each quarter and are eligible for the bonus after they successfully pass their 90-day probation period. If an employee leaves during the retention period they will not be paid the bonus.

Supplementary Benefits

Supplementary Benefits are available through AFLAC. You will be given information about these benefits during the enrollment period each year. Enrollment period begins in September of each year. Please note: If you sign up for benefits you cannot unenroll until the following enrollment period



Misc. Employment Policies

Access to Personnel Files

Upon request, you may inspect or receive a copy of your compensation records. For purposes of this policy, "compensation records" includes your name, address, occupation, pay rate, hours worked for each day (non-exempt employees only), documents required by State licensing organizations, and each amount paid. We will provide these records to you without charge. Likewise, we will provide your records to a person acting on your behalf if you provide us with a signed, written statement authorizing us to release specific information to the designated person. The organization will provide the requested information within thirty business days after the organization receives the request, unless the organization and the employee or person acting on behalf of the employee agree to some alternative time period for providing the information or the 30-day period would cause a hardship on the organization under the circumstances, in which case the organization will provide the requested information as soon as practicable.

For more information, contact the executive director or a director.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the executive director or director promptly.

Once an employee leaves the organization, they may update their personal information on [paychex.com](https://www.paychex.com) in order to receive accurate information regarding their pay, taxes, and retirement benefits.

Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using the organization's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "systems."

Acceptable Uses of Our Systems: Employees may only use our systems to communicate internally with co-workers or externally with families and other business acquaintances for business purposes.

Organization Control of Systems and Electronic Communications: All electronic communications contained in organization systems are organization records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to the organization.

The systems and electronic communications are accessible to the organization at all times including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The organization's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees should not use our systems for communication or information that employees would not want revealed to third parties. Personal use of our system should be limited to non-working time. Personal use of our system must be conducted in such a manner that it does not affect smooth system operation or use a disproportional amount of the system's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to the organization's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, manufacturing processes, family lists, inventions, recipes, formulas, vendor agreements, patient records, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on organization systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employees' rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use organization systems in a manner that is unlawful, wasteful of organization resources, or unreasonably compromises employee productivity or the overall integrity or stability of the organization's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of organization policies.

In addition, employees may not use our organization systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material.
- To download, save, send or access any music, audio or video file unless business related.
- To download anything from the internet (including shareware or free software) without the advance written permission of the executive director.
- To download, save, send or access any site or content that the organization might deem "adult entertainment;"
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity.
- In connection with any infringement of intellectual property rights, including but not limited to copyrights.
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All systems passwords and encryption keys must be available and known to the organization. You may not install password or encryption programs without the written permission of the executive director or director. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to electronic communications. The organization complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask the executive director or director for advance clarification.

Social Media

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the organization.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem-solving procedure than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames families, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person's reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the organization, fellow employees, families, and people working on behalf of the organization or competitors.

Do not create a link from your blog, website or other social networking site to the organization's website without identifying yourself as an organization employee. Express only your personal opinions. Never represent yourself as a spokesperson for the organization or make knowingly false representations about your credentials or your work. If the organization is the subject of the content you are creating, be clear and open

about the fact that you are an employee and make it clear that your views do not represent those of the organization. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the organization." You must refrain from using social media while working time.

Employees are encouraged to report violations of this policy. The organization prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the organization complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

Employees are encouraged not to communicate with parents over social media. It is up to each employee to create boundaries that they are comfortable with.

At no time should any communication about a child's care (either during work hours or after) be done through social media with an employee. If you are contacted by a parent/customer over social media about the care of their child, please inform the parent that they must use the Procure parent application to communicate and stop all communication with parent over social media. Violations of this policy may result in disciplinary action.

If you have questions or need further guidance, please contact the executive director or director

Bringing Your Own Device

Employees may use their personal electronic devices for work purposes when agreed to in writing, in advance, by the employee and management. Personal electronic devices include but are not limited to personally owned cell/smart phones, tablets, laptops and computers.

Employees must physically secure their device against theft, loss or unauthorized use, and this includes password protection. If the device is lost or stolen, you must immediately contact the executive director. If the organization permits the employee to store or access trade secrets or proprietary business and confidential information on a personal electronic device, time is of the essence in reporting a lost or stolen item so that the organization may take the steps necessary to protect this information. The organization will not be responsible for replacing lost or stolen personal electronic devices.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, and responding to or making calls. Time spent by non-exempt employees using their own devices to perform work outside of regular working hours must be included in the organization's time tracking system.

Employees are expected to exercise the same discretion in using their personal devices while working as is required for using organization owned devices. This includes, but is not limited to, compliance with organization policies pertaining to harassment, discrimination, retaliation, trade secrets, proprietary business and confidential information, electronic communications and ethics. Employees must also comply with all applicable state, federal and local laws governing the use of such electronic devices.

Failure to follow policies, procedures and/or the law may result in disciplinary action up to and including termination of employment.

Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the organization are organization property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the organization. You must notify the executive director or director immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is organization property. The device is subject to inspection by the organization at any time without further advance notice. The device must be used in a manner that complies with all organization policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Family Matters, and Care of Family Records.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

Reference Checks

Our organization will not honor any oral requests for references. All requests must be in writing and on organization letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our organization. If you receive a request for reference information, please forward it to the executive director.

Document Retention

The organization maintains a formal document retention policy and procedure. The executive director or director will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the organization's policy have been satisfied.

Failure to comply with the organization document retention policy and procedure may result in discipline up to and including discharge.

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Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its families, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the organization, interferes with an employee's business judgment concerning the organization's best interests, or exploits an employee's position with the organization for personal gain.

The organization adheres to the highest legal and ethical standards applicable in our business. The organization's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment.

Background checks

All employees and volunteers must be background checked prior to starting employment. This background check will be paid for by WOW and will be repeated every 3 years. In compliance with state regulations the following process will be observed.

- Employees will be assisted with setting up an OCCRRA account with ODJFS. An administrator will help with this process and will help you start the background check process.
- Employees will be fingerprinted at an agency approved by World of Wonders. This will be paid for by World of Wonders.
- ODJFS will review the results of your background check through the following agencies:
 - BCI
 - FBI
 - National sex offender registry
 - State sex offender registry
 - Child abuse and neglect; Statewide automated child welfare information system (SACWIS)
- Once preliminary results are sent from OCCRRA and reviewed by an administrator, employees may be with children on a supervised basis.
- Once final results are reviewed by an administrator, employees may be counted in ratio alone with children.
- Should an employee's background check return with a prohibited offense the employee will be discharged immediately from employment. Should an employee have an offense on their background check that is able to be rehabilitated by ODJFS standards the employee will meet with the Executive Director to discuss their case and decide if rehabilitation is appropriate.

Parking

Free parking facilities are available to employees. You are required to park within the designated areas. We ask that employees do not park in areas that are used by our customers.

The organization is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.

Staff Room

A staff room is available for your use. Although the organization provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use. Failure to properly dispose of your food and other waste may result in the start of the disciplinary process.

Contact with the Media

All media inquiries regarding the organization and its operations must be referred to the executive director or director. The authorization to make or approve public statements on behalf of the organization rests solely with the executive director or director. No employees, unless specifically designated by the executive director or director, are authorized to make statements on behalf of or as a representative of the organization.

Personal Relationships

Appropriate personal relationships between employees and clients are encouraged. However, our organization strongly discourages romantic relationships between employees, or employees and clients while in the program.

Any relationships between employees, or between an employee of a client, must be disclosed immediately to the Executive Director for documentation.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the executive director or director with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the organization.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

All organization property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the organization may take action to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse.

You should notify the organization if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address. This change can be made by contacting the executive director or signing into [paychex.com](https://www.paychex.com) and making the appropriate changes.

Employee Safety at WOW

The following is information on how you can stay safe at WOW. These are required measures!

Disease Prevention: For your review World of Wonders has a comprehensive policy on our disease mitigation procedures. Please ask for a copy of this book if you are interested. Steps you can take as an employee:

- Wash your hands anytime you come in contact with body fluid.
- Wear gloves when you are touching body fluids (optional)
- Wash hands before touching hands, face, or eating.
- Wash hands when coming into classroom and leaving classroom as well as prior to going home.
- If a child vomits, please contact the office. On hard surfaces it is wiped up, cleaned with soap and water and then hard surface sanitizer. For soft surfaces the office will provide cleaning equipment.
- Avoid blood borne pathogens: Wear gloves anytime blood is present. If blood is spilled it must be cleaned with the hard surface cleaner after being cleaned with blood.

Avoid workplace accidents:

- Wear shoes that are non-slip and have a back strap
- Lift children and other materials with your knees, not your back
- Report all workplace absences within 8 hours of receiving them.

Return to office on first day!

Receipt of Employee Handbook and Employment at Will Statement

This is to acknowledge that I have received a copy of the World of Wonders Childcare & Learning Center, Inc. dba WOW Employee Handbook and I understand that it contains information about the employment policies and practices of the organization. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the organization retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the organization. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the organization reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the executive director of the organization. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ORGANIZATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED-WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR OF THE ORGANIZATION.

I understand that this Employee Handbook refers to current benefit plans maintained by the organization and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the executive director or a member of management.

NAME _____ DATE _____

EMPLOYEE SIGNATURE _____