

Contents

THE CLAYTON FOUNDATION dba CLAYTON EARLY LEARNING	2
Section 1 - BACKGROUND	6
Section 2 - EMPLOYMENT	7
2.1 Equal Employment Opportunity	7
2.2 ADA and Religious Accommodation	7
2.3 Sexual Harassment.....	7
Complaint Procedure	8
2.4 Employee Protection (Whistleblower) Policy	8
2.5 Threats and Violence	9
2.6 Drugs and Alcohol.....	9
2.7 Employment of Relatives	10
2.8 Conflict of Interest.....	10
2.9 Standards of Conduct	11
2.10 Child Abuse.....	11
2.11 Confidentiality	11
2.12 Employment Records.....	12
2.13 Professional References	12
2.14 Background and Record Checks.....	12
2.15 Physical Exams and Medical Tests	12
2.16 Job Responsibility	12
2.17 Attendance and Punctuality.....	13
2.18 Vehicle Drivers.....	13
2.19 Solicitation and Distribution.....	13
2.20 Media Relations and Publications	14
2.21 Safety and Work-Related Injuries	14
2.22 Parking.....	14
2.23 Loss of Property.....	14
2.24 Smoking.....	14
2.25 Outside Employment.....	15
Section 3 – TECHNOLOGY	15
3.1 Computers	15
3.2 Communication Systems	16
3.3 Internet.....	16
3.4 Cell Phone Usage	17
Section 4 - EMPLOYEE RELATIONS	17
4.1 Problem-solving	17

4.2	Transfers and Promotions.....	18
4.3	Corrective Action.....	18
4.4	Employment Separations.....	18
Section 5 - EMPLOYEE PERFORMANCE.....		18
5.1	Performance Appraisals.....	18
5.2	Salary Increases	18
Section 6 - EMPLOYEE CLASSIFICATIONS.....		19
6.1	Full-time Employee:	19
6.2	Full-time School-year Employee:	19
6.3	Part-time Employee:	19
6.4	Part-time School-year Employee:.....	19
6.5	Temporary Employee:.....	19
Section 7 - HOURS OF WORK AND PAY		20
7.1	Working Hours	20
7.2	Work Week	20
7.3	Pay For Exempt Employees.....	20
7.4	Timesheets	21
7.5	Paychecks.....	21
Section 8 - BENEFIT PLANS		21
8.1	Medical Insurance.....	21
8.2	Dental Insurance.....	21
8.3	Vision Insurance	22
8.4	Flexible Spending Account.....	22
8.5	Group Life Insurance and Accidental Death and Dismemberment Coverage	22
8.6	Short-term Disability Coverage	22
8.7	Long-term Disability Coverage.....	23
Section 9 - OTHER BENEFITS		23
9.1	Retirement	23
9.2	Employee Assistance Program	23
9.3	Wellness Program	23
9.4	Travel Reimbursement and Other Job-related Expenses.....	24
9.5	Professional Organizations	24
9.6	Employee Training and Orientation.....	24
Section 10 - TIME-OFF GUIDELINES.....		24
10.1	Holidays.....	24
10.2	Religious Holidays and Observances.....	25
10.3	Bad-weather Days.....	25

10.4	School Breaks.....	25
10.5	Vacation Leave	25
10.6	Personal Days.....	26
10.7	Sick Leave	26
10.8	Family and Medical Leave of Absence.....	27
10.9	Pre-FMLA	30
10.10	Extended Medical Leave of Absence	31
10.11	Personal Leave of Absence.....	32
10.12	Jury Duty	32
10.13	Subpoena Leave	33
10.14	Voting.....	33
10.15	Funeral Leave	33
10.16	Military Service/Training Leave.....	33
	Addendum A Clayton Early Learning Disaster Preparedness Procedures	34
	Emergency Telephone Numbers.....	35
	Assembly Area Locations on Clayton Early Learning Campus.....	35
	General Evacuation Procedures.....	36
	Fire.....	36
	Severe Storms: Thunderstorms, Tornados, Etc.	36
	Winter Storm.....	37
	Utility Failure	37
	Hazardous Material Accident.....	38
	Civil Disorder and Demonstrations	38
	Terrorism	38
	Phone Bomb Threat.....	38
	Explosion/Gun Fire.....	39
	Major Transportation Accident	39