

Beyond "Bear" Basics



EMPLOYEE MANUAL

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SECTION 1

This Manual is designed to acquaint you with Beyond "Bear" Basics and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all trainees and employees of Beyond "Bear" Basics. Following the policies described in this Manual is considered a condition of continued employment once training is complete. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Beyond "Bear" Basics is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Beyond "Bear" Basics is a person who regularly works for Beyond "Bear" Basics on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Beyond "Bear" Basics in the performance of their duties.

EXEMPT

(Note: The FLSA is the federal labor law that covers minimum wage provisions, overtime pay, the Equal Pay Act, child labor laws, and other employment laws. <http://www.dol.gov/dol/asp/public/programs/handbook/minwage.htm>)

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 6-week probationary period, taken the mandatory child care classes, and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the 6-week probationary period and who are regularly scheduled to work less than 35 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Company, subject to the terms, conditions, and limitations of each benefit program. Scheduled hours and shifts will vary from week to week.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company's benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Beyond "Bear" Basics is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Beyond "Bear" Basics.

JOB DUTIES

- Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children with an emphasis on language development and emergent literacy skills
- Perform duties as planned under the leadership of the Head Childcare Provider
- Assist in the screening and preparation of children to fully participate in program services
- Implement the curriculum that is planned by the Head Childcare Provider to be based on scientifically based reading research
- Interact with the children in a way which conveys respect and nurturing
- Support the social and emotional development of children
- It will be the childcare provider's responsibility to interact with children; this will often mean getting down on the floor to interact with them
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Maintain attendance records of children enrolled in Beyond "Bear" Basics.
- Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
- Maintain a safe environment based on safety standards set by the program
- Help other staff in preparing meals for children as required
- Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis

- Assist in the development and facilitation of interactive parent and child literacy activities
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the home childcare
- Continue professional development through attending workshops, conferences and other staff development meetings
- Demonstrate behavior that is professional, ethical, and responsible
- Conduct random fire drills
- Give detailed oral reports to parents at pick up time
- Document feeding times of infants 11 months and younger on the sign in/out sheet
- Document last diaper change for infants and children not toilet learning on the sign in/out sheet
- Input meals at the end of each day
- Launder all nap time bedding on Friday after nap and disinfect all nap mats and infant cribs
- Perform other duties and responsibilities as assigned by the Head Childcare Provider

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

For more information about your rights and responsibilities under federal equal employment opportunity laws regarding the following types of discrimination: race/color; age, sex, equal pay and compensation, religious, pregnancy, and the Americans with Disabilities Act, please see U.S. Equal Employment Opportunity Commission (EEOC) website. <http://www.business.gov/busadv/frame.cfm?urltest=http://www.eeoc.gov/facts/fs-nator.html&catid=123&urlplace=maincat.cfm>

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Beyond "Bear" Basics will be based on merit, qualifications, and abilities. Beyond "Bear" Basics does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Beyond "Bear" Basics will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Beyond "Bear" Basics. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,

- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Head Child Care Provider or Director, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 6-weeks from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 2-week review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 OFFICE HOURS

Beyond "Bear" Basics office is open for business from 6 a.m. to 6 p.m. Monday - Friday, except for Holidays (See Section 6.7, Holidays).

The standard full-time workweek is 35 - 40 hours of work and less than 35 hours of work for part-time workweek (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Monday and end on Friday, unless a supervisor makes prior other arrangement with the employee.

3.6 LUNCH PERIODS

Full-time employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 1:00 p.m. and 3:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

Beyond "Bear" Basics does not provide for employees to break during production activities except for the above outlined lunch period.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Beyond "Bear" Basics, and access to the information is restricted. Management personnel of Beyond "Bear" Basics who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor [or Human Resources Representative]. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their supervisor [or Human Resources Representative].

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or director of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- PCS Date
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Director.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after six months of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Beyond "Bear" Basics directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in

your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular semi-annual schedule.

3.12 OUTSIDE EMPLOYMENT/HIGHER EDUCATION

Employees may further their education and/or hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Beyond "Bear" Basics. Unless an alternative work schedule has been approved by Beyond "Bear" Basics, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Beyond "Bear" Basics's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Beyond "Bear" Basics holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Beyond "Bear" Basics expects the employee's supervisor to take corrective action.

Corrective action at Beyond "Bear" Basics is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Beyond "Bear" Basics considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of Beyond "Bear" Basics to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Beyond "Bear" Basics.
- **Layoff** – involuntary employment termination initiated by Beyond "Bear" Basics for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with Beyond "Bear" Basics, he/she shall give Beyond "Bear" Basics at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Beyond "Bear" Basics is based on mutual consent, both the employee and Beyond "Bear" Basics have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with Beyond "Bear" Basics shall return all files, records, keys, and any other materials that are property of Beyond "Bear" Basics. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Beyond "Bear" Basics will also be deducted from the employee's final check.

If an employee no longer works for Beyond "Bear" Basics all benefits will cease immediately following resignation, termination, and/or layoff. (See Section 5, Benefits)

3.15 SAFETY

Beyond "Bear" Basics provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications
- Website postings
- Phone calls and/or emails

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

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and director of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and director.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, the employee's emergency contact will be called to transport the employee to the appropriate facility or by ambulance depending on the severity. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will

be responsible for any transportation charges. Furthermore, Beyond "Bear" Basics' employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the Executive Staff.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Beyond "Bear" Basics assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Beyond "Bear" Basics. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Beyond "Bear" Basics or bind Beyond "Bear" Basics by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to [Accounts Payable/Payroll Department].

3.22 PARKING

Employees must park their cars in areas indicated and provided by the Company.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Beyond "Bear" Basics, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

[All visitors must enter through the main reception area, sign-in, and sign-out at the front desk and receive a 'Visitor' badge to wear while on premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.]

3.24 IMMIGRATION LAW COMPLIANCE

Beyond "Bear" Basics employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

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

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for Beyond "Bear" Basics are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is 301-567-5158.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation and send a email to the director.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Beyond "Bear" Basics is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor and director who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

Beyond "Bear" Basics telephones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.5 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

Uniform:

- Black polo shirt with a issued name tag or
- Beyond "Bear" Basics polo shirt* (long sleeved shirts may be worn underneath)
- Khaki pants
- Khaki or knit shorts and capris can be worn during warm weather
- Sweat Pants, loose shirt or t-shirt, or Beyond "Bear" Basics gym shirt*
(Worn on gym days only)
- Flat shoes, sneakers, boots, etc
- Slippers (must cover the entire foot)

During all meetings, conferences, and when meeting with a client, the dress code is more business-oriented, including attire such as:

- Black or dark colored slacks or skirt
- White dress shirt or blouse
- Issued name tag

*All uniforms with the Beyond "Bear" Basics logo will be deducted for employees pay minus shipping and handling charges. Logo uniforms are not mandatory.

The following items are considered inappropriate working attire for Beyond "Bear" Basics:

- Open-toed sandals
- High-heeled shoes (except during conferences, performances and business meetings)
- Revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business attire.

4.6 SUBSTANCE ABUSE

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions and link:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

<http://www.deadiversion.usdoj.gov/21cfr/21usc/812.htm>

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.7 TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the Company's premises. Due to the health and safety of infants and children only non-smoking applicants will be hired.

4.8 INTERNET USE

Beyond "Bear" Basics employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Beyond "Bear" Basics reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Beyond "Bear" Basics does not grant "cost of living" increases. Performance is the key to wage increases in the Company.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for accurately documenting their time worked.

Beyond "Bear" Basics does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. His/her supervisor and director must approve any changes to an employee's time record. Questions regarding the timekeeping system or time cards should be directed to the supervisor and director.

5.3 OVERTIME

Beyond "Bear" Basics is open for business 60 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the director's prior authorization. Overtime worked without prior authorization from the director may result in disciplinary action. The director's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid weekly. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay the day prior.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept at the director's desk through the rest of the payday. If an employee is unable to pick up his or her check on payday, he or she will need to see the director.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

SECTION 6

BENEFITS AND SERVICES

Beyond "Bear" Basics offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 MEDICAL/HEALTH COVERAGE

Beyond "Bear" Basics does not offer any medical or health coverage.

6.2 UNEMPLOYMENT

Beyond "Bear" Basics does not offer unemployment compensation if you are terminated or resign.

6.3 SOCIAL SECURITY/MEDICARE

Beyond "Bear" Basics withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.4 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Beyond "Bear" Basics.

During the first 2 (two) years of employment, vacation time will be one week. Earned vacation can be taken after 1 (one) year continuous employment. Applies to full-time and part-time employees.

During the 3rd (third) through 5th (fifth) years of employment, paid vacation time will be two weeks. Applies to full-time and part-time employees.

During the 6th (sixth) and following years of employment, vacation time will be three weeks. Applies to full-time employees only.

All employees must submit a "request for vacation" form thirty (30) days prior to the beginning of the requested vacation period. Vacations must be taken in full-day increments.

Paid vacation may not be carried over from one calendar year to the next. No more than one week of vacation may be taken at one time, except under extraordinary circumstances. Requests for more than one week of vacation should be in writing at least forty-five (45) days prior to the beginning of the requested vacation period.

6.5 RECORD KEEPING

The Finance Department maintains vacation days accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

6.6 HOLIDAYS

Beyond "Bear" Basics observes the following paid holidays and observances per year for all employees:

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day and the day after if it falls on a weekday

6.7 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.8 TRAINING AND PROFESSIONAL DEVELOPMENT

Beyond "Bear" Basics recognizes the value of professional development and personal growth for employees. Therefore, Beyond "Bear" Basics encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses if it interferes with the employees work schedule.

SECTION 7

EMPLOYEE COMMUNICATIONS

Employees will be asked to attend at least one non-mandatory event. Employees will be paid their current pay for attending both mandatory and non-mandatory events.

7.1 STAFF MEETINGS (Mandatory)

Quarterly staff meetings will be held on the first Mondays of January, April, July, and October. These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition.

7.2 GROUP PARENT MEETING (Mandatory)

Annually group parent meetings will be held in June. These meeting are very informal and allow the parents and providers to have discussions over dinner. Parents are given the opportunity to fill out comment cards and voice their opinion about childcare matters.

7.3 PARENT/PROVIDER IN HOME CONFERENCE (Non-Mandatory)

Annual one on one conference will be conducted in the child's home during the month of December. This allows the provider to see the child in his/her own environment.

7.4 BULLETIN BOARDS AND WEBSITE POSTINGS

Bulletin boards placed in the main childcare area provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards. Website postings have current up to date happenings of events that will take place during childcare.

7.5 ANNUAL PERFORMANCE (Non-Mandatory)

Every December the children will put on a short performance for their parents and other family and friends that want to attend.

7.6 SHOW & TELL AND OPEN HOUSE (Non-Mandatory)

Show & Tell happens at the end of preschool. Parents will be invited to come in to the childcare and visit our different centers used throughout the school year.

Open House is every September before the preschool year begins. Parents will be invited to see what's in store for the upcoming school year.

I have read and agree to abide by this Employee Manual.

Employee Signature

____/____/_____
Date

Witnessed by:

Business Representative

____/____/_____
Date