



Employee
Handbook

JUNE 2018

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Updated 04/2018

INTRODUCTION

WELCOME

Welcome to Lehigh Valley Children's Centers, Inc. ("LVCC"). Our mission, vision and philosophy statements are set forth below and will help you understand why LVCC exists and how we intend to fulfill that purpose. We recognize that employee satisfaction is directly related to employees knowing what is expected of them, and in turn, knowing what to expect from us. This Employee Handbook is designed to accomplish that goal and to enhance each employee's ability to perform her/his responsibilities in an effective manner. You are encouraged to familiarize yourself with the policies in this handbook. While no handbook can anticipate every possible situation that may arise in the workplace, we hope you find the handbook helpful guidance regarding common questions pertaining to your employment.

You are encouraged to discuss any questions you may have with your immediate supervisor or with the Human Resources Director. While we sincerely hope our relationships with employees will be mutually beneficial and rewarding on an ongoing basis, neither this manual, nor any other communication shall bind LVCC to continued employment, as more fully explained in the Nature of Employment policy set forth below.

Updated 10-08

MISSION STATEMENT

LVCC provides high-quality early education and child care to promote healthy child development, meet the needs of families, and encourage children to discover the joy of learning.

LVCC 04/04. Reviewed 01/07, updated 5/12

VISION STATEMENT

LVCC will be recognized as the provider of choice and model for high-quality early education and child care services

Supporting Statements:

- LVCC will offer outstanding service and innovative programs that respond to the needs of each child and family.
- LVCC will apply best practices in teaching, supervision, child development and nutrition.
- Children attending LVCC's early education and child care programs will build strong foundational skills, exceeding standards for kindergarten readiness.
- LVCC will partner with families to enhance each child's learning experience.
- LVCC will attract and retain highly qualified professional staff and required professional development for all educational staff

LVCC 02/06. Reviewed 01/07, updated 5/12

PHILOSOPHY STATEMENT

We believe every child, regardless of economic background, deserves child care and education that nurture mind, body, and spirit. LVCC, Inc. is committed to providing high quality care and education for *all* children needing care, from infancy through their elementary school years.

Children thrive when families and staff work together to provide a safe, nurturing environment in which children learn through play and exploration. We believe that the development of self-confidence, respect for others, cooperation, and decision-making skills are essential to each child's future success.

LVCC programs:

- foster social, cognitive, emotional and physical development
- focus on education
- are play based, child centered and teacher guided
- are developmentally appropriate and based on best practices
- emphasize creative, open-ended activities
- encourage learning through hands-on activities
- include individual and group activities
- support child health through nutritious meals and active play
- offer a cheerful environment with ample toys, books, activities and supplies.

LVCC 04/04. Reviewed 01/07

DESCRIPTION OF SERVICES

Lehigh Valley Children's Centers, Inc., founded in 1970, is a private, not-for-profit corporation providing comprehensive child care and early childhood education services throughout Lehigh and Northampton Counties. All Lehigh Valley Children's Centers, Inc. (LVCC) facilities are licensed by the Pennsylvania Department of Human Services

LVCC offers services for children at 26 centers directly operated by the corporation. Before and after-school programs operate from September through June, with full day recreational programs available during the summer months for school-age children. Part-time and full-time services are available, and drop-in care is offered at most facilities. With the exception of our facilities that are located in public schools, LVCC centers are open year round, from 6:30 AM to 6:00 PM, Monday through Friday.

Our classrooms provide a safe and pleasant environment where children engage in educational activities. LVCC bases its teaching methods on the "Developmentally Appropriate Practices" model recommended by the National Association for the Education of Young Children (NAEYC). Centers are supplied with a full range of materials and equipment that enhance each child's skill development. Teachers plan individual and group activities to help the children grow cognitively, socially, emotionally, and physically. All staff members meet or exceed state requirements.

Specialized programs include employer sponsored centers for St. Luke's Hospital in Bethlehem. In addition, LVCC operates programs in an Allentown area high school. This center provides child care services as well as parent education and counseling for teenage parents, enabling them to continue their schooling. Nine school-age programs are operated in schools in the Allentown, Easton, East Penn, Nazareth, Salisbury, and Wilson School Districts. Full-day summer recreational programs are offered for school age children at eight locations.

LVCC's additional services include:

- Workshops and seminars offered to the child care community to broaden their knowledge of child development and meet state training requirements
- The *Child and Adult Care Food Program (CACFP)*, which funds and monitors the provision of nutritious, well-balanced meals in centers and family child care homes throughout Eastern Pennsylvania.
- The *Lehigh Valley Children's Center Scholarship Fund*, which assists families with their child care costs during emergency situations or while waiting for a state child care subsidy to become available.

The LVCC Board of Directors and staff are committed to high quality child care and early education. The corporation's programs and community needs are continually re-evaluated in order to best serve children and their families in the Lehigh Valley.

LVCC REV. 08/2006

ADOPTING AND AMENDING POLICIES

The responsibilities and authority to establish personnel policies rests with the Board of Directors of LVCC acting under the authority of corporate by-laws. The Board of Directors of LVCC has delegated to the Human Resources Committee of the Board of Directors the responsibility for adopting, reviewing and amending these policies, and for making recommendations to the Board of Directors with respect thereto. The day-to-day administration of these policies is delegated to the Human Resources Director. Questions of interpretation of these policies and all policy matters not defined in this manual are left to the discretion of the Human Resources Director subject only to approval or disapproval of the President/CEO, Human Resources Committee or the Board of Directors.

This manual may be amended from time to time. Any changes, additions, deletions, etc. will be supplied to you as soon as possible after adoption. It is your responsibility to keep your manual updated.

Updated 10-08

EMPLOYMENT

NATURE OF EMPLOYMENT

This manual has been prepared to provide a general outline of our personnel policies and benefits. This handbook does not represent an employment contract nor is it intended to create a contractual obligation of any kind. Further, LVCC reserves the right to modify and/or eliminate any of the policies and benefits set forth in this manual as deemed appropriate in LVCC's sole discretion. You will be notified of any revisions as they may occur.

Employment with LVCC is "at-will." This means that as an employee of LVCC, you may terminate your employment with LVCC at any time with or without notice or cause. It also means that LVCC can terminate your employment at any time, with or without notice or cause. While LVCC generally adheres to its Progressive Corrective Procedures, it is not bound or obligated to do so.

As an at-will employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No employee at LVCC, except the President/CEO or Board of Directors (whichever is applicable) in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee.

LVCC 01/07

EQUAL OPPORTUNITY EMPLOYMENT POLICY

LVCC is an equal opportunity employer. It is our policy to prohibit discrimination and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, veteran status, and genetic information, or any other characteristic protected by applicable law.

This policy of equal opportunity employment and non-discrimination applies to all aspects of the relationship between LVCC and its employees, including but not limited to: recruitment, employment, promotion, demotion, transfer, lay off, termination, training, working conditions, wages and salary administration, employee benefits and application of policies.

The policies and principles of equal opportunity employment also apply to the selection and treatment of independent contractors and any other persons or firms doing business for or with LVCC.

Executive staff, management and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for the company's overall compliance, and maintains personnel records in compliance with applicable laws and regulations.

LVCC practices that support this policy include, but are not limited to the following:

- Posters regarding equal opportunity employment are displayed in areas highly visible to employees.
- All advertising for job applicants includes the statement "An Equal Opportunity Employer" or "EOE".
- All job openings will be posted at all LVCC locations and with appropriate state agencies and organizations that specialize in referral of minority applicants.
- Retaliation is forbidden against any individual who files a charge of discrimination or who assists, testifies or participates in an equal employment proceeding.
- Employees are required to report any apparent discrimination or other violation of this policy to their supervisor or the Vice President of Human Resources.

Violation of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. LVCC will investigate alleged policy violations that are brought to its attention and, if the allegations are substantiated, will take appropriate remedial and/or corrective action, up to and including termination of employment.

Updated 04-09, reviewed 11-12

HARASSMENT POLICY

LVCC will not tolerate any form of employee harassment, either verbal or physical, based on race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, veteran status, and genetic information, or any other characteristic protected by applicable law, but is not limited to those listed.. This policy applies to and is aimed at preventing any and all unlawful harassment at LVCC, including but not limited to harassment by supervisors towards employees; harassment between co-workers; and harassment by or toward non-employees in the workplace, including parents/guardians, vendors, contractors, visitors and volunteers.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive visual or electronic materials, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment

or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact.

If any employee believes that he/she has been the victim of harassment or observes a violation of this policy, the employee should immediately report the matter to his/her immediate supervisor or the Vice President of Human Resources. If the complaint involves the employee's immediate supervisor, the matter should be reported directly to the Center Director/Department Head or the Vice President of Human Resources. If it is not feasible for the employee to report the matter to either his/her supervisor or the Center Director/Department Head, the employee still must report the matter to the Vice President of Human Resources.

A prompt and thorough investigation will be done in as confidential a manner as practicable. LVCC will not tolerate retaliation against an employee for reporting in good faith any incident of harassment to LVCC. The affected employee will receive feedback from the investigation of a complaint, whether it was found to have merit or not. An employee who brings a complaint of harassment will not at any time face retaliation. Retaliation will not be tolerated and additional disciplinary action up to and including termination will be considered.

If the complaint alleges that harassment is ongoing, LVCC may adopt interim remedies such as temporary suspension, temporary re-assignment, adjustment of work schedule, re-educating personnel about the Harassment Policy, or other actions as appropriate. Such interim remedies will not represent a determination as to the merit of the allegation, but are merely temporary measures pending the results of the investigation.

In the event a complaint is found to be valid, LVCC will implement prompt and effective remedial action. For example, corrective action, up to and including termination of employment will be taken against any employee found to have engaged in harassment.

Updated 04-09, 1-15

RECRUITMENT PROCEDURES

It is the policy of LVCC to recruit and employ the most qualified applicants for open positions. Hiring decisions are based on proven competence or potential ability as indicated by scholastic and/or vocational training, prior work experience, and the results of behavioral interviews, in accordance with the qualifications and essential job functions listed on the job description. Every consideration will be given to promoting qualified employees from within LVCC, but there is no guarantee that a current employee will be chosen over an outside applicant. Employees hired for positions where the primary responsibility is direct child care, must be eighteen (18) years of age in accordance with the regulations established by the Pennsylvania Department of Human Services Bureau of Child Day Care Services.

Notice for all job openings will be posted at LVCC's Administrative Office and at all LVCC centers. Except when hiring from within LVCC, job postings will also be posted at local and state employment agencies and agencies working with women, veterans, displaced workers, minorities and people with disabilities.

Prospective employees will be initially screened by the Human Resources Department staff who will in turn work with the appropriate supervisor to schedule interviews. Prospective employees must complete an application designated by LVCC. All statements on the application are subject to verification. Any falsifications, misrepresentations or material omissions may result in LVCC's exclusion of the candidate from further consideration for employment or, if the person has been hired, termination of employment. Any offer of

employment is contingent on the candidate successfully meeting the requirements of clearances, physical, TB etc., and any other information required as part of new hire paperwork.

LVCC 10/96. Revised 01/07

DEFINITION OF EMPLOYEES

Regular Full Time Employee – An employee who is regularly scheduled to work thirty five (35.0) hours or more per week and has successfully completed the six (6) month Introductory Period. Regular Full Time Employees are eligible for all employee benefits.

Regular Part Time Employee - An employee who is regularly scheduled to work less than thirty five (35.0) hours per week and has successfully completed the six (6) month Introductory Period. Regular Part Time Employees are eligible for employee benefits only as specified in this manual.

Introductory Employee – An employee who is regularly scheduled to work either full time or part time who has not completed the six (6) month Introductory Period. Introductory Employees are eligible for employee benefits only as specified in this manual.

Temporary Employee – An employee who is hired for a specific assignment for a specific period of time. Temporary Employees are not eligible for employee benefits covering Regular Employees except for paid holidays that fall during the assigned employment period and on a scheduled day of work.

Substitute Employee – An employee who is hired to work on-call, as needed. Substitute Employees are not eligible for employee benefits covering Regular Employees.

Acting Employee – An employee who is currently a Regular Employee and is temporarily assigned to another position. Acting Employees are eligible to receive the salary or hourly rate and benefits commensurate with that of the acting position as applicable. At the end of the specified assignment, the employee is assured of the same or equivalent position previously held. If the specified assignment becomes an open position, the job will be posted and the employee in the acting position may apply.

Regular Full Year Employee– An employee who is employed on either a full or part time basis and works fifty-two (52) weeks per year.

Regular School Year Employee – An employee who is employed on either a full or part time basis who works at an LVCC School Year Program. Regular School Year Employees will be expected to work on all days when school is in session following the school district calendar from the beginning of the school year until the end of the school year and on designated days when the school is closed but the child care program is open as applicable.

Salaried-Exempt Employee – Salaried-Exempt Employees are exempt from the overtime provisions of state wage and hour laws or the Fair Labor Standards Act. Salaried-Exempt Employees shall be paid on an established bi-weekly basis, and are expected to fulfill the duties of their position regardless of hours worked. Salaried-Exempt Employees are not eligible to receive overtime compensation.

Non-Exempt Employee - Non-exempt employees are eligible to receive overtime pay pursuant to Fair Labor Standards Act and are paid on an hourly basis.

CONDITIONS OF EMPLOYMENT

PHYSICAL EXAMINATION

Employment at LVCC for all employees who come into contact with children in the course of employment or work with food preparation is conditional upon the receipt of a satisfactory Physical Examination. This Physical Examination must be dated within three (3) months prior to the employee's date of hire and a physical examination must be performed annually thereafter for Allentown sites only. All other sites follow code 3270.151: "Facility person providing direct care who comes into contact with the children or who work with food preparation shall have a health assessment conducted within 12 months prior to providing initial service in a child care setting and every 24 months thereafter. A health assessment is valid for up to 24 months following the date of signature, if the person does not contract a communicable disease or develop a medical problem". This also applies to volunteers who serve on a regular basis. This is in compliance with the Pennsylvania Department of Human Services, Bureau of Child Day Care Services regulations.

LVCC will reimburse up to \$30.00 towards the cost of a pre-employment Physical Examination if the cost is incurred after the job offer and up to \$30.00 per year towards the cost of annual Physical Examinations. Newly hired Regular or Temporary Employees must be employed for at least thirty (30) days before reimbursement will be made. If an employee is currently a participant in a LVCC Health Plan, LVCC will only reimburse up to the amount of the employee's co-pay to his/her primary physician. Substitute Employees who have not worked one (1) year [at least 500 hours] and volunteers must pay the cost of the required Physical Examination. Substitute Employees who have worked one (1) year or more [at least 500 hours] for LVCC will be entitled to the same Physical Examination reimbursement as Regular and Temporary Employees. Employees who fail to provide the required evidence of the Physical Examination within the required timeframe (hire date or annual due date) may be subject to corrective action up to and including suspension without pay and/or termination of employment. Documentation of the Physical Examination will be maintained as part of the employee's confidential medical file. Physical Examination forms may be obtained from the Center Director/Supervisor or the Human Resources Department.

LVCC 10/1996. Revised 01/2007

TUBERCULOSIS SCREENING

All LVCC Employees who come into contact with children in the course of employment or work with food preparation must comply with the Pennsylvania Department of Human Services, Bureau of Child Day Care Services regulations regarding Tuberculosis Screening. This also applies to volunteers who serve on a regular basis. Employees and volunteers will be required to undergo Tuberculosis Screening (Mantoux test or chest X-ray) or provide proof of a current negative screening prior to employment or volunteering. This practice assures protection against communicable Tuberculosis. LVCC will reimburse eligible employees based on the same conditions and timeframe as described under Physical Examination toward the combined cost of the pre-employment or annual Physical Examination and pre-employment or bi-annual Tuberculosis Screening. Employees who fail to provide the Tuberculosis Screening within the required timeframe may be subject to corrective action up to and including suspension without pay and/or termination. The results of Tuberculosis Screening will be maintained as part of the employee's confidential medical file.

LVCC 10/96. Revised 01/07

BACKGROUND CRIMINAL HISTORY CHECKS

All prospective LVCC employees who come into contact with children in the course of employment are required to have a current Pennsylvania Child Abuse History Clearance from the Pennsylvania Department of Human Services, a current Criminal Record Check from the Pennsylvania State Police and an FBI Criminal Record Check as a condition of employment. This also applies to volunteers who serve on a regular basis; as defined by the Department of Human Services

An employee is responsible for the submission and cost of any and all required clearances.

Existing background checks can be presented in lieu of processing new applications if they are dated within one (1) year of the employee's date of hire with LVCC.

Any employee hired as must have all required clearances completed prior to his/her first day of employment.

Department of Human Services policy requires that all employees must obtain all their clearances every three (3) years. The employee will be responsible for the submission and costs for any and all of these clearances when they are due. Failure to comply or obtain clearances within the time period allowed will result in the employee may be subject to corrective action, up to and including suspension without pay and/or termination.

For new background checks, an employee will have ninety (90) days from his/her date of hire to present the original of the completed Pennsylvania Child Abuse History Clearance, State Police Criminal Record Check and FBI Check to the Center Director/Supervisor or the Human Resources Department.

Employees of St. Luke's center will have thirty (30) days from his/her date of hire to present original of the completed Pennsylvania Child Abuse History Clearance, State Police Criminal Record Check and FBI Check to the Center Director/Supervisor of the Human Resources Department

If a criminal or child abuse record exists, the Department of Human Services, Bureau of Child Day Care Services will examine the clearance(s) to determine if a prospective employee is deemed ineligible for employment with Lehigh Valley Children's Centers, Inc.

Volunteers who are in a site for a brief period of time (up to one semester) are not required to obtain clearances. Should the volunteer decide to continue beyond the length of their program assignment, clearances must be obtained. The cost of the clearances is to be paid by the volunteer

Update 10/2008, 01/2015

INTRODUCTORY PERIOD

All newly hired Regular Employees will be on an Introductory Probationary Period for the first six (6) months of employment and be known as Introductory Employees. During the Introductory Probationary Period, the Introductory Employee will receive a written monthly evaluation of job performance to be discussed with his/her supervisor monthly and again at the end of six (6) months of employment. This evaluation will become part of the employee's personnel file. LVCC maintains the right to extend the Introductory Probationary Period based on performance for up to an additional three (3) months by giving notice in writing to the affected employee. This period is known as Extended Introductory Period.

After three (3) months of employment employees can use accrued vacation and/or sick time. Vacation time needs prior approval from employee's Center Director/Supervisor. Employees on Extended Introductory Period

are eligible to use accrued Vacation and Sick time.

LVCC 10/96. Revised 01/07, Revised 04/2018

ANNUAL PERFORMANCE EVALUATION

An Annual Performance Evaluation will be written for each employee by his/her supervisor at least once within a twelve (12) month period. The evaluation will include a self-evaluation by the employee and goals for the upcoming year. Annual Performance Evaluations will be discussed by the supervisor and the employee and will become part of the employee's personnel file.

LVCC 10/96. Revised 01/07

CORRECTIVE ACTION

LVCC employees may be subject to corrective action for violating any expectations, directives, rules and/or procedures established to protect the best interests of LVCC and the children and families receiving our services. This policy applies equally to all departments and individuals. These rules and procedures include, but are not limited to the following:

Examples of Conduct that may result in Progressive Corrective Action, Unpaid Suspension and/or Discharge:

- Habitual tardiness
- Excessive use or abuse of sick time
- Failure to complete a physical examination before expiration date of prior physical
- Inappropriate attire
- Failure to maintain confidentiality
- Failure to carry out job responsibilities, duties, directives, policies and/or practices of LVCC
- Unsatisfactory work performance

Examples of Misconduct that may result in Unpaid Suspension and/or Discharge

- Misuse of LVCC funds or property
- Violation of established LVCC rules, policies, procedures and/or directives affecting the health and safety of staff and children

Examples of Misconduct that may result in Immediate Dismissal

- Using any form of physical punishment, including but not limited to spanking a child
- Singling out a child for ridicule, threatening harm to a child or a child's family and/or degrading a child or a child's family
- Using harsh, demeaning or abusive language in the presence of the children
- Refusal to submit to an annual physical examination or additional examination required by the Vice President of Human Resources
- Refusal to comply with the directives of a supervisor unless you believe in good faith that such directives are illegal or injurious to health and safety of staff and children
- Theft of LVCC funds or property
- Appearing for work using, possessing, selling or under the influence of alcohol or drugs, or otherwise in violation of the Drug and Alcohol Policy
- Any serious breach of acceptable professional conduct

The foregoing examples are not intended to be all-inclusive or binding as to the level of corrective action LVCC

may impose in any particular situation. Rather LVCC will make each corrective action decision in its sole discretion and on an individual basis, taking into consideration such factors as the employee's service record, the seriousness and frequency of the offense(s) and any other circumstances deemed by LVCC to be pertinent.

Updated 10-08, Reviewed 7/14

PROGRESSIVE CORRECTIVE ACTION

When LVCC determines that employee's conduct or performance falls below expectations and believes the situation can be dealt with constructively with the hope of improvement, LVCC favors a course of counseling and, if necessary, progressive corrective action, with employment termination as a last resort. LVCC reserves the right at all times to determine in its sole discretion what level of corrective action is appropriate and to bypass any step(s) in the progressive corrective action process. For example, the severity of the offense may result in immediate suspension or discharge without prior verbal or written warnings. The normal progressive steps of corrective action are set forth below. Supervisors must consult with and obtain approval from the Vice President of Human Resources or his/her designee before issuing a Written Warning, or suspending or discharging an employee.

VERBAL WARNING

For most offenses LVCC deems to be minor or isolated in nature, the employee may be given a verbal warning that states the infraction committed and informs the employee of possible or further, more severe corrective measures if the situation is repeated. A verbal warning will outline corrective actions and expectations. Verbal warnings are retained as part of the employee's personnel file.

WRITTEN WARNING

For an offense LVCC deems to be more serious or for repeated offenses, the employee may receive a written warning. The Center Director/Supervisor will meet with the employee to discuss the issue and deliver the written warning, which will be signed by the Vice President of Human Resources. This warning should state the specific offense(s) committed, and outline the requirements, expectations and time requirements for corrective action. It will also state the possibility for further corrective action, such as suspension or termination of employment if the offense is repeated or is not corrected. The employee must sign the written warning to acknowledge receipt. The employee may write a rebuttal to the written warning. Copies of the written warnings, along with any employee rebuttals, will be retained in the employee's personnel file.

SUPENSION

An employee may be suspended from work with or without pay. Suspension ordinarily will be imposed either for a continual repetition of offenses LVCC deems to be minor or moderate, or for an offense LVCC deems to be of moderate or serious. The period of suspension will depend upon such factors as the seriousness and frequency of the offense(s) committed and any prior corrective action against the employee, if applicable.

DISMISSAL

Dismissal may be imposed for the most serious offenses by an employee, or as the culmination of progressive corrective action that has not resulted in sustained improvement.

The Human Resources Director will send a written letter to the employee summarizing the reason for dismissal.

Involuntary terminations are effective immediately unless LVCC provides to the contrary. In the event of an involuntary termination for reasons LVCC deems in its sole discretion to constitute willful misconduct, the employee will forfeit and not be paid for any unused vacation, personal, sick, holidays, or any other accrued time off.

Updated 10-08, updated 7/14

STAFF TRAINING REQUIREMENT

All Regular, Temporary and Substitute classroom staff who work more than 500 hours per year are required to attend a minimum of eighteen (18) hours of approved staff training per year depending upon the current requirements of the Pennsylvania Department of Human Services and state quality initiatives. Regular, Temporary and Substitute classroom staff who work less than 500 hours per year are required to attend a minimum of nine (9) hours of approved staff training per year depending upon the current requirements of the Pennsylvania Department of Human Services

LVCC 10/96. Revised 01/07

CONFIDENTIALITY

Private information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This is to assure confidentiality and protection of individual rights to privacy for the children, families, and employees of LVCC. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with law. The private information of children, families and employees must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to ensure that private information is not overheard or inadvertently disclosed. This policy extends to both internal and external disclosure. If an employee has any questions regarding the confidential nature of any information or records, he/she must discuss the matter with his/her supervisor. An employee may consult with his/her supervisor before undertaking any activity that may entail the use of disclosure of confidential information. The supervisor will advise the employee regarding the appropriate handling of such matters.

All documents and other materials relating, directly or indirectly, to any confidential information that is used, prepared or learned by employees during their employment by LVCC are and will remain the sole and exclusive property of LVCC, and must be returned (together with any copies that have been made) at the termination of employment. LVCC complies with the Fair and Accurate Credit Reporting (FACT) Act regarding proper disposal of personal information (phone numbers, addresses, social security numbers, etc.) of children, families, and employees.

Employees who violate the Confidentiality Policy may be subject to corrective action up to and including termination of employment.

LVCC 01/07

CHILD ABUSE AND NEGLECT POLICY

All LVCC employees who come in contact with children in the course of employment are considered mandated reporters of suspected child abuse and neglect. An LVCC employee who has reason to believe that a child enrolled in an LVCC facility has been abused or neglected is required to report the suspected abuse or neglect to ChildLine as mandated by the Pennsylvania Child Protective Services Act. This includes but is not limited to suspected child abuse or neglect by a parent, guardian or family member or suspected abuse by another

employee. The reporting of suspected child abuse should be done without fear of reprisal unless it is proven that a false report was knowingly made. An employee who is alleged to be the perpetrator of child abuse may be suspended with or without pay or may be removed from the classroom and assigned to a job that does not require interaction with children pending completion of an investigation. For more information, refer to the “Recognizing and Reporting Child Abuse in Pennsylvania” pamphlet available at each location or the Administrative Office.

LVCC 01/07

ANTI-NEPOTISM

Members of an employee’s immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have a potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild or members of household. This policy also applies to ongoing consensual relationships.

Employees who become immediate family members or establish an ongoing consensual relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined above should occur, LVCC will make reasonable efforts to reassign job duties or offer a transfer to another LVCC center so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, LVCC in conjunction with the affected employees will determine which employee will resign.

LVCC 01/07

OUTSIDE EMPLOYMENT

LVCC employees are not prohibited from employment outside of LVCC provided that such outside employment does not adversely impact job performance or LVCC’s interests or reputation. However, any employment relationship between an LVCC employee and a parent/guardian of any child(ren) attending an LVCC center, a client or another employee of LVCC outside of LVCC is not endorsed or encouraged by LVCC. LVCC will not be held responsible for the actions of the employee outside the scope of his/her employment relationship with LVCC.

LVCC 01/07

PROMOTION

An employee who has been in his/her current position for at least one year may apply for any open position for which he/she feels qualified. This time period may be waived with the consent of the employee’s supervisor and the Vice President of Human Resources. Current employees will receive the same consideration as any applicant for the open position.

Updated 10-08

TRANSFER

Voluntary: An employee may request, in writing, a transfer within his/her job classification to another LVCC site. LVCC does not guarantee that the request will be granted.

Involuntary: LVCC reserves the right to change an employee's position, classroom assignment and/or job location to meet the needs of LVCC. An employee who refuses a transfer may be subject to corrective action up to and including termination.

LVCC 10/96. Revised 01/07

TERMINATION

An employee whose employment has been terminated by LVCC for reasons LVCC deems in its sole discretion to constitute willful misconduct shall forfeit and not be paid for accrued but unused Vacation, Sick, or Personal Time.

LVCC 10/96. Revised 01/07

RESIGNATION

When possible, we request that employees provide ten (10) working days' notice of the intent to terminate employment with LVCC. Employees in management positions are asked to provide twenty (20) working days' notice. If the proper notice is given, the employee will be paid for accrued but unused vacation. Accrued but unused sick time and personal time will not be paid. Once the notice has been given, a doctor's note is required in order to be paid for sick time. Personal time may only be used if requested prior to giving the notice. When an employee gives more than the requested notice, Vacation, Sick, and Personal Time may be used if approved by the Center Director or equivalent supervisor, but only until the date the requested notice would take effect. In the event that a resigning employee fails to provide the requested notice, accrued but unused Vacation Time will be forfeited and not paid under any circumstances.

LVCC 10/96. Revised 01/07, 7/14

RELEASE

Release from employment is a permanent separation initiated by LVCC resulting from the elimination of a position, or similar economic factors beyond the employee's control. When possible, LVCC will attempt to provide a minimum of five (5) working days of notice.

LVCC 10/96. Revised 01/07, 7/14

PAYMENT AND WORK SCHEDULES

PAYMENT

Employees are paid by payroll check or direct deposit every two (2) weeks, no later than Friday for the two week period completed the preceding Friday.

LVCC 10/96. Revised 01/07

TIME SHEETS

Non-exempt employees are required to complete and sign a bi-weekly Time Sheet and submit it to his/her Center Director/Supervisor. All time worked must be recorded accurately and completely. Non-exempt employees are not permitted to perform work for LVCC without recording it on their timesheets.

Salaried-exempt employees are required to complete a bi-weekly Absentee Report reflecting the use of Vacation, Personal, Sick Time, and other paid time off and submit it to his/her Supervisor.

Failure to accurately and completely record all time worked or falsification of Time Sheets by non-exempt employees or falsification of Absentee Reports by salaried-exempt employees may result in corrective action, up to and including termination of employment.

Updated 07/14

WORKDAY

Work hours are established according to the need for service. Employees will be advised of their work schedule at the time of hire and as necessary during the course of employment and are required to work the hours and days for which they have been scheduled. Temporary and long-term schedule changes may be deemed necessary for operational reasons and to effectively utilize staff. Employees who refuse a schedule change may be subject to corrective action, up to and including termination of employment.

LVCC 10/96. Revised 01/07

ATTENDANCE

Employees are expected to report to work on time each workday and to avoid unnecessary absences. Each employee should discuss any situation that affects attendance with the appropriate supervisor. Employees who are unable to report to work at their designated start time for any reason must notify the appropriate supervisor before the beginning of their workday or as soon thereafter as practical. Failure to notify the appropriate supervisor in a timely manner will be considered an unexcused absence. Non-exempt employees reporting to work late must either (1) with the approval of the Center Director/Supervisor, make up the time missed within that pay week, or (2) use available accrued Vacation, Personal or Sick Time as applicable. If accrued time is not available, time missed will be without pay. If an employee fails to notify his/her supervisor for two (2) consecutive days of unexcused absence, the employee may be considered to have voluntarily resigned his/her position unless circumstances deemed extraordinary by LVCC prevented the employee or a family member from providing proper notification. Excessive absenteeism and/or tardiness for any reason may result in corrective action, up to and including termination of employment.

LVCC 1/07 Revised 1/12

LUNCH BREAKS

Nonexempt employees who work more than a six (6) hour day are required, at the discretion of the employee's Center Director/Supervisor, to take an unpaid lunch break of at least 30 minutes, but no longer than one hour. Lunch breaks are not counted toward hours worked. Employees are to be completely relieved from duty during their lunch break. If an employee is required to perform any work duties while on his/her lunch break period, the employee must be paid for the time spent performing work duties. The time spent working during the lunch break will be counted toward the total hours worked. Failure to return on time from a lunch break is considered tardiness and may result in corrective action, up to and including termination of employment.

LVCC 01/07, reviewed 7/14

OVERTIME

Overtime is defined as work performed in excess of forty (40) hours per week.

Non-Exempt Employees: For work hours above the normal work schedule up to a maximum of forty (40) hours per week, non-exempt, hourly employees will be paid at their regular hourly rate of pay. For work hours in excess of 40 hours per week, non-exempt, non-exempt employees will be paid at an hourly rate equal to one and one-half times their regular hourly rate of pay. Non-exempt employees may be required to work hours in addition to their scheduled number of work hours per week. All overtime must be approved in advance except in emergency situations. Employees who work overtime without prior authorization will be paid for all time worked but will be subject to progressive corrective action. In the event of an emergency necessitating overtime without prior authorization, the employee must notify his/her immediate supervisor or designee within twenty four (24) hours of the circumstances requiring overtime. Failure to obtain authorization for overtime or refusal to accept addition hours when reasonable notice has been given may result in corrective action, up to and including termination of employment.

Exempt Employees: In accordance with the law, certain administrative, supervisory certain professional employees are classified as exempt from wage and hour regulations and ineligible for overtime pay.

LVCC 02/04. Revised 01/07

PAYROLL INACCURACIES

Regarding exempt employees, it is the policy of LVCC to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, LVCC prohibits supervisors from making any improper deductions from the salaries of exempt employees. LVCC does not allow deductions that violate the FLSA. If an exempt employee believes that an improper deduction has been made to his/her salary, he/she should immediately report this information to his/her supervisor, or to the Payroll Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

LVCC 01/07

EMPLOYEE TIME OFF

BEREAVEMENT TIME

All Regular Employees are eligible to be paid Bereavement time as outlined below. Employees who wish to take time off for Bereavement should notify their Center Director/Supervisor as soon as possible so that arrangements can be made for their absence. LVCC reserves the right to request documentation supporting the need for Bereavement time.

Employees are allowed up to three (3) days of Bereavement time in the event of the death of the employee's spouse, significant other, child, parent, father-in-law, mother-in-law, sibling, son-in-law, daughter-in-law or grandchild. The three days do not need to be consecutive, but be within two weeks of LVCC's notification of death unless unusual circumstances exist which would need to be addressed with the Human Resources department for review and approval.

Employees are allowed one (1) day of Bereavement Time in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, or spouse's grandparent.

Employees requiring more time than allowed by the bereavement policy may apply to use vacation time. Center Directors/Supervisors will be as flexible as possible in approving this additional time.

Employees may, with their Center Director/Supervisor's approval, use vacation time or time off without pay if no accrued time is available, if additional time off is requested. If an employee works on the same day that Bereavement time is used, the total hours of work plus Bereavement time cannot exceed his/her normally scheduled hours.

Employees requesting time off due to the death of anyone other than a family member listed above will not be paid Bereavement pay. However, with the Center Director/Supervisor's approval may use Vacation or Personal time. Time off without pay may be used if no accrued time is available. Employees should notify their Center Director/Supervisor as soon as possible so that arrangements can be made for their absence. Time off will be granted based upon the staffing needs of the center/department. If an employee is scheduled to use Vacation or Personal time and a death in the family occurs, Vacation or Personal time may not be converted to Bereavement Time.

Bereavement pay will be calculated based on the employee's regular and customary daily straight-time pay. Bereavement Time is not considered time worked for the purposes of calculating overtime. For salaried exempt employees, Bereavement Time may only be taken in increments of four (4) hours [half days] or eight (8) hours [full days], not by the hour or fractions of an hour. Salaried exempt employees will receive their regular weekly salary.

FAMILY MEDICAL LEAVE ACT

LVCC complies with all aspects the Federal and State laws and guidelines of the Family and Medical Leave Act (FMLA). If an employee of LVCC has a question or need to utilize FMLA, they should contact the Human Resources Department.

Under this Act, Regular Employees who have been employed by LVCC for at least 12 months and who have worked 1250 hours in the 12-month period preceding the date the leave is requested, are eligible to take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) of unpaid FMLA leave within any 12-month period.

Length and Timing: LVCC will measure the 12-month period on a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes a FMLA leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the remaining balance being the amount the employee is entitled to take at that time.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Upon return from leave, subject to certain exceptions, an employee will be restored to the same or comparable position.

Type of Leave Covered: An employee may take an FMLA leave for any of the following reasons:

- (1) the birth of a child and to care for such child;
- (2) the placement of a child with the employee for adoption or foster care and to care for a newly placed child;
- (3) to care for a spouse, child, or parent with a serious health condition;
- (4) the employee's own serious health condition which renders him/her unable to perform an essential function of his/her position;
- (5) a covered family member's active duty or call to active duty in the Armed Forces;
- (6) to care for an injured or ill service member

A FMLA leave because of reasons (1) or (2) must be completed within the 12-month period beginning on the date of birth or child placement.

Notice of Leave: If an employee's need for FMLA leave is foreseeable, the employee must give LVCC at least 30 days prior notice, preferably written. If this is not practicable, the employee must give notice as soon as practicable (generally within 1 to 2 business days of learning of the need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if an employee is planning a medical treatment, if possible, he/she must consult with LVCC first regarding the dates of such treatment.

Medical Certification: If an employee is requesting FMLA leave because of his/her own serious health condition or the serious health condition of a spouse, child or parent, he/she must provide appropriate medical certification to Human Resources from the relevant health care provider within 15 calendar days after he/she requests the leave, if practicable. If an employee provides at least 30 days notice of medical leave, he/she

should provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may be grounds for delaying of or revoking the leave.

LVCC, at LVCC's expense, may require an examination by a second health care provider designated by LVCC, if LVCC has reason to doubt the validity of the medical certification provided by an employee.

If the second health care provider's opinion conflicts with the original medical certification, LVCC, at LVCC's expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

LVCC may require subsequent medical re-certification in certain situations. Failure to provide requested re-certification within 15 days, if such request is practicable, may result in delaying or revoking leave. Also, a failure to provide requested documentation of the reason for an absence from work may result in corrective action, up to and including termination of employment.

Duty in Armed Services:

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of FMLA leave for reasons related to or affected by the family member's call-up or service. This type of leave is generally intended for helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

Caring for an injured service member;

This FMLA leave may extend up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list. Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

Reporting While on Leave: An employee on an approved FMLA leave must contact LVCC regarding the status of the condition necessitating the leave and his/her intention to return to work. An employee must give notice as soon as practical (within 2 business days if feasible) if the original return to work date changes or if the return to work date was uncertain and becomes known.

Pay During a Leave: FMLA leave is unpaid leave although an employee may be eligible for disability payments and/or workers' compensation benefits, as applicable.

If an employee requests leave because of an adoption or foster care placement of a child, accrued vacation time will first be substituted for unpaid FMLA leave.

If an employee requests leave because of his/her own serious health condition, or requests leave to care for a

spouse, child or parent with a serious health condition, he/she is required to substitute any accrued Sick, and/or Vacation Time for unpaid FMLA leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week period. In no case can the substitution of paid leave time for unpaid leave time result in an employee receiving more than 100% of his/her salary. It is LVCC's policy that the 12 weeks of leave permitted by FMLA run concurrently with all other types of paid leave, if the leave is taken for an FMLA reason.

Medical and Other Benefits: During an approved FMLA leave, LVCC will maintain an eligible employee's health benefits as if the employee continued to be actively employed.

If paid leave is substituted for unpaid FMLA leave, LVCC will deduct the employee's contribution to the health plan premiums as a regular payroll deduction if applicable. If the employee's leave is unpaid, the employee must pay the employee contribution of the premium directly to LVCC.

LVCC will advise the employee as to when the employee contribution will be due and bill accordingly. The employee's health care coverage will cease if the payments are more than 30 days late. If the payments are more than 30 days late, LVCC will send the employee a letter to this effect. If LVCC does not receive payment of the employee contribution within 15 days of this letter, the employee's coverage may be terminated. Payments for voluntary benefits such as dental, short-term disability and life insurance will be deducted as long as the employee has a paycheck. The employee will be billed for the remainder if applicable.

Intermittent and Reduced Schedule Leave: FMLA leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per week) with proper medical documentation. If FMLA leave is unpaid, LVCC will reduce the employee's salary based on the amount of time actually worked. While on an Intermittent or Reduced Schedule FMLA leave, LVCC may temporarily transfer an employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's recurring leave.

Returning From Leave: If an employee takes a FMLA leave because of his/her own serious health condition, (except if intermittent leave) he/she is required to provide medical certification that he/she is fit to resume work. Employees failing to provide this certification will not be permitted to resume work until it is provided. If the employee does not return to work following the conclusion of the FMLA leave, the employee will be considered to have voluntarily resigned. LVCC may recover health insurance premiums that LVCC paid on behalf of the employee during any unpaid FMLA leave except that LVCC's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, LVCC may require the employee to provide medical certification of the employee's or the family member's serious health condition.

Employee Status after Leave: An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

No Work While On Leave: An employee on an FMLA or any other authorized leave of absence may not work another job outside of LVCC, without specific written permission from LVCC. This may result in corrective action, up to and including termination of employment.

HOLIDAYS

LVCC currently has ten (10) paid Holidays each calendar year. All centers, departments and programs will be closed on these days. Each year, LVCC will notify employees which calendar days will be observed as paid Holidays. The current paid Holidays are:

- New Year's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Holiday – either December 24 or 26 depending on calendar
- Winter Holiday – December 25
- Floating Holiday

Employees who wish to observe any other holiday must use accrued Vacation, or Personal Time. If no accrued time is available, time off will be granted without pay. Employees must follow the proper procedures for requesting time off. Approval of request is subject to the needs of the organization, department or center.

Only Regular, Acting and Temporary Employees are eligible for paid Holidays. Regular School Year Employees are eligible for LVCC paid Holidays that fall during the school year. There is no waiting period for eligible employees to receive paid Holidays.

Paid Holidays for non-exempt hourly employees are calculated on the employee's regular and customary straight-time daily rate. Paid Holidays are not considered time worked for the purposes of calculating overtime. Exempt salaried employees will receive their regular weekly salary.

The "Winter Holiday" dates will be selected when the next year's calendar is determined.

Should a Holiday fall on a Saturday, the paid Holiday will be observed on the preceding Friday. Should a Holiday fall on a Sunday, the paid Holiday will be observed on the next Monday.

Any LVCC paid Holiday that occurs during a scheduled vacation will not count as a vacation day, but as a paid Holiday. If an employee calls out sick the day before or the day after a paid Holiday, a doctor's certificate must be furnished to receive Holiday pay. **If an employee calls out for any other reason that has not been pre-approved, the employee will not receive Holiday pay.** Employees who have resigned cannot use a paid Holiday as their last working day.

LVCC revised 09/09, revised 01/10, revised 4/14, revised 04/2018

JURY DUTY

LVCC encourages employees to fulfill their civic responsibilities by performing Jury Duty if called upon to serve. Service includes required reporting for Jury Duty when summoned, whether or not the employee is selected to serve.

All Regular Employees are permitted up to a maximum of ten (10) days of paid Jury Duty annually. Employees must present the Jury Duty summons to their Center Director/Supervisor as soon as possible so that

arrangements can be made to accommodate the employee's absence. If an employee is released early from Jury Duty or when Jury Duty does not conflict with an employee's regular work schedule, the employee is expected to report for work to complete his/her normal work day or charge the time missed to Vacation or Personal Time or take time off without pay if no accrued time is available.

Employees must keep their Center Director/Supervisor informed on a day-by-day basis of their need to serve. When returning to work, employees are required to provide verification from the court of the number of days served.

For non-exempt hourly employees, Jury Duty pay may be taken in increments of one half (½) hour and is calculated based on the employee's regular and customary daily straight-time pay. Jury Duty pay is not considered time worked for the purposes of calculating overtime.

For salaried exempt employees, Jury Duty pay may only be taken in increments of four (4) hours [half days] or eight (8) hours [full days], not by the hour or fractions of an hour. Salaried exempt employees will receive their regular weekly salary. If an employee works on the same day that Jury Duty time is used, the total hours of work plus Jury Duty time cannot exceed his/her normally scheduled shift (i.e. 8 hours).

If an employee is required to serve jury duty beyond the period of paid Jury Duty, he/she may use Vacation, and/or Personal Time or if no accrued time is available, time off without pay.

LVCC 10/96. Revised 01/07 Revised 4/09

MILITARY LEAVE

LVCC complies with all state and federal laws relative to Military Leave. All Regular Employees on active or reserve duty with the United States Armed Forces will be granted military leave for military service, training, or other military obligations and will be given all other rights as established by applicable laws. This includes employees who are required to attend mandatory field training in the National Guard of Reserves. LVCC will pay the difference between military pay and regular wages/salary for up to ten (10) days. Employees may elect to use accrued Vacation while on Military Leave, but are not required to do so. At the conclusion of military leave, employees have the right to return to the same or comparable position held prior to the leave. Employees are requested to notify the Vice President of Human Resources as soon as they are aware of a military obligation.

Questions regarding LVCC's Military Leave policy and continuation of benefits should be directed to the Vice President of Human Resources.

Updated 10-08

PERSONAL LEAVE OF ABSENCE

All Regular Employees who have been employed at LVCC for six (6) consecutive months and have successfully completed the Introductory Period may request in writing a Personal Leave of Absence from the Vice President of Human Resources. This would include medical leaves not covered under FMLA. An employee may request a total of six (6) weeks for a Personal Leave within a twenty four (24) month period. All accrued Vacation Time (or Sick and Vacation Time for verified medical reasons) must be used prior to the start of any unpaid leave. Personal Time may not be used. The major considerations in all decisions involving a request for a Personal Leave of Absence include but are not limited to the employee's performance and attendance record, the employee's reason for leave, the employee's length of service with LVCC, the length of

leave requested and the staffing needs of the center/work place. If approved, the employee's anniversary date will be adjusted for the duration of the paid and/or unpaid leave. While on a personal unpaid leave of absence, LVCC will continue medical coverage for the employee for the first two (2) weeks of the leave. After that period, the employee will have the opportunity to continue coverage through COBRA for the remainder of the leave. See COBRA policy. The employee's medical coverage through LVCC will be reinstated upon return from leave with no waiting period. The costs for voluntary benefits such as dental insurance, short-term disability and life insurance will be deducted from the employee's paycheck as long as a paycheck is received. The employee will be billed for the rest if applicable. While on a leave of absence without pay, Vacation and Sick Time will not accrue. Any planned salary increase will be put into effect when the employee returns to work.

The employee is required to return to work from an approved Personal Leave of Absence on the date agreed to at the time of the request for leave. If the employee needs additional unpaid leave time up to the maximum of an additional six (6) weeks, he/she must request an extension of the leave in writing prior to the agreed upon return date. Extensions of leave will be considered using the same criteria as above. If LVCC does not approve the extension, the employee must return to work on the originally scheduled return date. Otherwise, the employee will be considered to have voluntarily resigned from his/her position.

Updated 10/08, 01/2013

PERSONAL TIME

Personal Time allows employees additional paid time off to cover absences for personal reasons such as religious observances, emergencies, appointments, etc. or to supplement other paid time off. All Regular Employees are eligible for Personal Time after one (1) year of continuous employment.

For full year employees who have worked (1) one year, Personal Time is prorated on the anniversary of their hire date as follows:

- If hired between January 1– March 31, the employee receives five (5) Personal days.
- If hired between April 1 – June 30, the employee receives four (4) Personal days.
- If hired between July 1– September 30, the employee receives three (3) Personal days.
- If hired between October 1-December 31, the employee receives one (1) Personal day.

The employee will then receive five (5) Personal days to use in the following calendar year and each year thereafter. Personal Time may not be carried over from calendar year to calendar year. Any Personal Time not used by the end of the calendar year will be forfeited. No more than two (2) days of Personal Time may be used in each quarter of the year. (Jan – Mar, Apr – June, July – Sept, Oct – Dec)

For School Year Employees who have worked one (1) year, Personal Time is prorated as follows:

- If hired between September 1 - December 31, the employee receives three (3) Personal days to be used by the end of that school year.
- If hired between January 1 - June 30, the employee receives two (2) Personal days to be used by the end of that school year.

The employee will then receive three (3) Personal days to use in the following school year and each year thereafter. Personal Time may not be carried over from school year to school year. Any Personal Time not used by the end of the school year will be forfeited.

For non-exempt hourly employees Personal Time may be taken in increments of one-half (½) hour. Pay for Personal Time is calculated based on the employee's regular and customary daily straight-time pay. Personal Time is not considered time worked for purposes of calculating overtime. For salaried exempt employees Personal Time may only be taken in increments of four (4) hours [half days] or eight (8) hours [full days]. Salaried exempt employees will receive their regular weekly salary. If an employee works on the same day that Personal Time is used, the total hours of work plus Personal Time cannot exceed his/her normally scheduled shift (i.e.8 hours).

Personal Time must be scheduled with the approval of the Center Director/Supervisor. Requests should be submitted on the Request for Time Off form and requested at least two (2) weeks in advance. The Center Director/Supervisor shall have the right to disapprove a request for Personal time based upon the staffing needs of the center/workplace.

Employees will not receive payout of Personal Time at the time of separation from employment. If an employee gives MORE than the requested courtesy notice, Personal Time may be used if approved by the Center Director or equivalent supervisor, but only until the date the requested courtesy notice takes effect.

LVCC 10/1996. Revised 01/2007, Revised 1/2013

SICK TIME

LVCC recognizes that employees may need time off from work in order to address personal illness, medical needs or the medical needs of an immediate family member. For the purposes of this policy an immediate family member is defined as: spouse, child, parent, grandchild, significant other, mother or father in-law, or sibling

All Regular Employees are eligible to be paid Sick Time. Sick Time begins to accrue at the date of hire, but may not be used until the employee has completed three (3) months of continuous employment. Eligible employees accrue Sick Time based on hours worked to a maximum of ten (10) days annually when the employee is on the active payroll. An employee is considered to be on the active payroll when the employee receives a paycheck from LVCC for hours of work performed, paid Holidays, Vacation Time, Sick Time, Bereavement Time or Jury Duty. An employee is not considered on the active payroll if the employee is on layoff, a disciplinary leave of absence, or any approved leave of absence including FMLA, workers' compensation leave of absence or any approved time off without pay.

For non-exempt hourly employees Sick Time may be taken in increments of one-half (½) hour. Pay for Sick Time is calculated based on the employee's regular and customary daily straight-time pay. Sick Time is not considered time worked for purposes of calculating overtime. For salaried exempt employees Sick Time may only be taken in increments of four (4) hours [half day] or eight (8) hours [full day]. Salaried exempt employees will receive their regular weekly salary. If an employee works on the same day that Sick Time is used, the total hours of work plus Sick time cannot exceed his/her normally scheduled shift (i.e.8 hours).

The balance of unused, but accrued, Sick Time will be carried forward from one year to the next, up to a maximum of twelve (12) weeks of authorized hours. For example, an employee working forty (40) hours per week can accrue a maximum of four hundred eighty (480) hours of Sick Time.

Sick Time may only be used by an employee to address his/her medical needs or those of an immediate family member. An employee may not schedule or use Sick Time if sufficient Sick Time has not yet accrued. An employee may use Sick Time only for hours he/she is regularly scheduled to work. A doctor's note must be presented to the Center Director/Supervisor for absences from work of three (3) consecutive days or more due

to medical reasons or in situations where questions arise concerning the legitimacy of an absence. A doctor's note is required for absences for medical reasons on the day before or the day after a LVCC holiday in order to receive Holiday pay. If an employee is scheduled to use Vacation Time and becomes ill on that day, Vacation Time may not be converted to Sick Time.

Employees do not receive payout of accrued but unused Sick Time at the time of separation from employment. Once an employee's notice of resignation has been submitted, Sick Time will not be approved or paid unless a doctor's note is submitted to the Center Director/Supervisor. When an employee gives more than the requested courtesy notice, Sick Time may be used if approved by the Center Director/Supervisor, but only until the date the requested courtesy notice takes effect.

LVCC 10/96. Revised 01/07 Revised 11/09, 04/2018

TIME OFF WITHOUT PAY

Regular Employees may not take time off without pay if accrued but unused Vacation, Sick or Personal Time, as applicable, is available to be taken. Regular Employees with no accrued time available may request time off without pay. The Center Director/Supervisor has the right to deny the request based on the staffing needs of the center/workplace.

The exception to this policy applies to LVCC Bus and Van Drivers. Regular Full Year or School Year Bus and Van Drivers, under certain circumstances such as excessive heat or snowy/icy weather when there is no work available, may either use accrued Vacation, Personal Time or, with the approval of their Supervisor, time off without pay.

LVCC 01/07

VACATION

All Regular Employees are eligible for paid Vacation. Vacation Time is earned on an accrual system and begins to accrue at the date of hire. However, Vacation Time may not be used until the employee has completed three (3) months of continuous employment. Vacation accrual is prorated based on the employee's regularly scheduled workweek.

Eligible employees only accrue Vacation Time when on the active payroll. An employee is considered to be on the active payroll when the employee receives a paycheck from LVCC for hours of work performed, paid Holidays, Vacation Time, Sick Time, Bereavement Time or Jury Duty. An employee is not considered to be on the active payroll if on layoff, a disciplinary leave of absence, or any approved leave of absence whether paid or unpaid including FMLA, a workers' compensation leave of absence or any approved time off without pay. Accrual is based on the employee's hire date minus any leaves of absence and for School Year Employees, summers off.

Eligible employees accrue vacation as set forth below:

- Employees with up to five (5) years of service accrue ten (10) vacation days per year.
- Employees with five (5) or more years of service, but less than ten (10) years of service, accrue fifteen (15) vacation days per year.
- Employees with ten (10) or more years of service, but less than twenty five (25) years of service, accrue twenty (20) vacation days per year.
- Employees with twenty five (25) or more years of service accrue twenty five (25) vacation days per year.

For non-exempt hourly employees, Vacation Time may be taken in increments of one-half (½) hour. Pay for Vacation Time is calculated based on the employee's regular and customary daily straight-time pay. Vacation Time is not considered time worked for purposes of calculating overtime. For salaried exempt employees, Vacation Time may only be taken in increments of four (4) hours [half days] or eight (8) hours [full day]. Salaried exempt employees will receive their regular weekly salary. If an employee works on the same day that Vacation Time is used, the total hours of work plus Vacation time cannot exceed his/her normally scheduled shift (i.e.8 hours).

Regular Full Time Employees may carry over one half of their accrued unused Vacation Time at the end of the calendar year. Any remaining accrued Vacation Time not used by the end of the calendar year not eligible to be carried over will be forfeited.

Regular School Year Employees may not take Vacation Time during the school year while school is in session unless approved by the Center Director/Supervisor. Vacation Time may be (1) taken during the school year when school is not in session and the child care facility is closed, (2) paid out at the end of the school year, (3) carried over to the next school year or (4) a combination of the three. Carried-over Vacation Time must be used by the end of the calendar year or forfeited.

Vacation Time must be requested and approved in advance by the Center Director/Supervisor and the Request for Time Off form must be completed. Employees may not request Vacation unless sufficient Vacation Time has accrued. For vacations of more than five (5) consecutive working days, employees must submit a vacation request to their Center Director/Supervisor at least two (2) weeks in advance of the proposed vacation. In the event of conflicting vacation requests, the Center Director/Supervisor will approve vacation requests based on the staffing needs of the center/work place. The Center Director/Supervisor reserves the right to deny vacation requests and to require employees to reschedule Vacation Time.

An employee whose employment has been terminated by LVCC for reasons LVCC deems in its sole discretion to constitute willful misconduct shall forfeit and not be paid for accrued but unused Vacation Time. An employee who has resigned and has given the proper courtesy notice will be paid for accrued but unused Vacation Time. When an employee gives more than the requested courtesy notice, Vacation Time may be used if approved by the Center Director/Supervisor, but only until the date the requested courtesy notice takes effect. In the event that a resigning employee fails to provide the expected courtesy notice, accrued but unused Vacation Time will not be paid under any circumstances. See Resignation policy.

LVCC 10/96. Revised 01/07, 04/2018

VACATION CARRY OVER FOR HIGHER EDUCATION REQUIREMENTS

LVCC encourages its employees to continue their education whenever possible. Whether pursuing an Associate's, Bachelor's, Master's or Doctorate degree. As part of obtaining a degree many times an extended period of time off from work is required to complete educational requirements. For example, student teaching, research for a thesis, etc.

Effective July 1, 2009 an employee that is required to meet an education requirement necessitating a short term and temporary leave of absence from work will be permitted upon written and approved request, to carry-over up to one (1) year of the employee's eligible accrued vacation time into the next calendar year.

Documentation Requirements:

- Five (5) years continuous employment with LVCC.

- A letter from an accredited college or university documenting the purpose for the request and the length of time needed.
- A letter from the employee explaining the request must also be submitted with the letter from the educational institution.
- All documentation of this request **must be received by on or before September 1** of the year prior to the time request. (For example: you are student teaching in January, the documentation request must be submitted by September 1 of the previous year.)
- All required documentation should be turned in to the immediate supervisor for approval by the supervisor, and department head. Human Resources will then receive the paperwork for review and forward to the organization CEO for final approval.

Program Details

- No more than one (1) years' worth of vacation time may be carried over.
- Any time carried over **must** be used in the next calendar year for the intended, approved purpose only. Time not used will be lost.
- Vacation time is paid out according to the number of hours the employee normally works. Full time employees receive full time pay, part time employees, part - time pay.
- An employee may only request this benefit once every five (5) years.
- This benefit **does not** apply to contracted employees.
- Personal Time, if any, may not be carried over but within the calendar year, may or may not be combined with the carry-over vacation time for this educational purpose only.

LVCC reserves the right to deny a request at any time for any reason.

06/09

TIME OFF FOR TEMPORARY STAFFING REDUCTIONS

This Policy applies to hourly Direct Care, Central Food Services, Administrative and Transportation Staff.

On occasion, there may temporarily be insufficient work for full staffing levels. Examples of such situations are; low enrollment, inclement weather events, holidays or temporary closure of a facility/center issue. At the discretion of Center Directors or Administrative Staff, staff may be asked to leave early, come in later than normal or not come in at all for the day.

In the event of a temporary staffing reduction or center closure, employees may choose to use available paid time off (i.e. vacation, or personal time) or unpaid time to cover scheduled hours not worked. This is the only situation in which an LVCC employee will be permitted to use unpaid time when paid time off is available. Center Director, Department Head or Vice President approval is required to take time either paid or unpaid.

If using time without pay, the Miscellaneous Time Code Column of the timesheet should be marked with a "U" indicating unpaid. Unless the "U" appears on the timesheet, Payroll will follow their regular procedure and charge the time missed against available time off for the time not worked.

LVCC 2-10

EMPLOYEE BENEFITS

INTRODUCTION TO BENEFITS

LVCC has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of LVCC. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Payroll Department. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official plan documents will govern in all cases.

LVCC reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to employees and their dependents.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are provided to you separately or contact the Payroll Department. If you lost or misplaced those descriptions, please contact the Payroll Department for another copy.

LVCC 01/07, reviewed 04/2018

HEALTH INSURANCE

Regular Full and Regular Part Time Employees are eligible to participate in one of LVCC Group Health Insurance Plans. LVCC currently pays a flat dollar amount depending if the employee works full time hours (35 - 40) or part time hours (20-34.75) toward the selection of one of the plans available for single coverage, and eligible employees currently are responsible for the balance of the applicable premium for single coverage and 100% of the applicable premium for any dependent coverage that may be elected. LVCC will pay 75% of employee's health insurance monthly premium for full time employees who earn an hourly rate over \$14.40; and 85% of employee's health insurance premium for full time employees who earn an hourly rate below \$14.40. LVCC will pay 50 % for regular part time employees (20-34.75 hours) earning more than \$14.40 an hour and 60% for regular part time employees who earn less than \$14.40 an hour. Employee's part of the premium is deducted before taxes from their bi-weekly checks.

Employees are eligible for this benefit after two (2) months of continuous employment, effective the first day of the following month. New hires must sign up within 60 days of their hire date or wait until the annual Open Enrollment Period. A change in the employee's situation — like getting married, having a baby, or losing health coverage — can make the employee eligible for a Special Enrollment Period, allowing the employee to enroll (within 31 days of the event) in health insurance outside the yearly Open Enrollment Period. Payment for the employee's portion of the health plan premium must be made through LVCC payroll deduction.

For Regular School Year Employees and Pre-K Counts Lead Teachers, LVCC will pay the company portion of health insurance premiums from September through June. Regular School Year Employees and Pre-K Counts Lead Teachers are responsible for the entire cost of their health insurance premiums for July and August. The employee will receive an invoice for the cost in early June. Payment for July is due no later than July 1 and payment for August no later than August 1.

LVCC, at its discretion, reserves the right to change insurance carriers providing health insurance coverage, or elect to self-insure all or part of the health insurance risk. Health insurance benefits and/or rates are subject to modification and may be increased or decreased at any time with due notice to the employee. In this case, the employee would have the option to discontinue participation in LVCC's Group or Part Time Health Coverage Plan with written notice to the Payroll Department.

LVCC 01/2007, 03/2014, revised 04/2018

VOLUNTARY INSURANCE PLANS

Regular Full Time Employees and Regular Part Time Employees are eligible to participate in the following voluntary insurance plans. The entire cost of the employee's insurance plan premium(s) is the responsibility of the employee and must be paid through payroll deduction. Employees are eligible for these benefits after two (2) months of continuous employment, effective the first day of the following month. New hires must sign up within 60 days of their hire date.

Regular Full Year School Year Employees and Pre-K Counts Lead Teachers are responsible for the cost of their insurance plan premium(s) for July and August. The employee will receive an invoice for the cost in early June. Payment for July is due no later than July 1 and payment for August no later than August 1.

DENTAL INSURANCE - Employees may elect coverage for self, spouse and children. Employees do not have to enroll in a LVCC health plan to participate in the LVCC Dental Insurance plan. Employees must work at least twenty (20) hours per week to qualify for dental insurance.

VISION INSURANCE - Employees may elect coverage for self, spouse and children. Employees do not have to enroll in a LVCC health plan to participate in the LVCC Vision Insurance plan. Employees must work at least twenty (20) hours per week to qualify for vision insurance.

SHORT TERM DISABILITY INSURANCE - Short Term Disability Insurance pays for up to six (6) months of lost time to regular full time employees who are unable to work after an absence of more than 14 consecutive calendar days because of a qualifying disability due to an illness or a non-work related injury. Disabilities covered by worker's compensation are excluded from Short Term Disability coverage. Evidence of Insurability may be required when enrolling during Open Enrollment.

LIFE INSURANCE - Employees may elect coverage for self, spouse and/or children in one of LVCC's Voluntary Life Insurance Plans. Evidence of Insurability may be required when enrolling during Open Enrollment.

AFLAC INSURANCE - Regular Employees who work twenty (20) hours or more per week are eligible to enroll a variety of Voluntary AFLAC Insurance Plans. For more information regarding enrollment in Voluntary AFLAC Insurance Plans, please contact the Human Resources Department.

LVCC 01/07, 3/14, revised 04/2018

LONG TERM DISABILITY INSURANCE

LVCC provides an employer-paid Long Term Disability Insurance Plan to Regular Full Time Employees and Regular Part Time Employees after three (3) months of employment. This plan is designed to ensure up to two (2) years of income for employees who are unable to work after three (3) months of a qualifying disability due to an illness or non-work related injury. Disabilities covered by worker's compensation are excluded from Long Term Disability Insurance coverage.

LVCC 01/07, 3/14

RETIREMENT PLANS

Regular Employees who work twenty (20) hours or more per week are eligible to enroll in LVCC's Supplemental Retirement Annuity (403b Plan). Employees must be twenty-one (21) years of age or older to enroll. Eligible employees may enroll immediately, effective the first day of the following month or at the beginning of any month thereafter. Employees contribute an employee-designated dollar amount through LVCC payroll deduction.

After two (2) years of continuous employment with LVCC, Regular Employees who work twenty (20) hours or more per week are eligible to participate in LVCC's Group Retirement Annuity (403b Plan). Employees may enroll during open enrollment period. LVCC will match contributions of up to 3% of the employee's salary (as long as the amount is in compliance with federal and state law) for staff employed up to 5 years. As of April 1, 2018 LVCC will match 5% for employees who have been employed over 5 years, and up to 7% for employees employed over 10 years.

LVCC 01/07, revised 04/2018

EMPLOYEE CHILD CARE BENEFIT

LVCC employees may enroll their child(ren) in an LVCC center. **The child care benefit is only available during the employee's scheduled work hours.** To avoid any potential conflict, LVCC reserves the right to prohibit employees from working in a classroom with their child(ren). In certain circumstances, LVCC may require an employee's child(ren) be enrolled in another LVCC center.

LVCC is proud to offer the following discounts to employees to assist with their early care and education needs:

- | | |
|--------------------------------------|--|
| 1st child | 50% off normal weekly or drop in rates (oldest child) |
| Each additional child | 25% off each child's normal weekly or drop in rates |
| Child Care Works Participants | No additional discount allowed. Parents/Guardian pay 100% of their copay. This is a state requirement. |

Payment for LVCC child care services must be made through LVCC payroll deduction which is arranged with the Center Director where the employee's child will attend.

This benefit is offered for the child(ren) of active LVCC employees during their scheduled work hours only, and applies to full and/or part time early education enrollment or drop-in care. Employees are not eligible to access child care leave days as part of this benefit.

Updated 8/09, revised 11/2017

DIRECT DEPOSIT

Direct Deposit for payroll checks is available to all employees. Although it is not required, LVCC encourages all employees to use direct deposit. To participate, employees must complete the Authorization for Automatic Deposit of Pay form and submit it along with a voided check to the Payroll Department.

LVCC 01/07

WORK RELATED ACCIDENTS AND INJURIES

Employees are required to report all work-related injuries or illnesses to their Center Director/Supervisor or the Human Resources Department within 24 hours of the incident if possible, the supervisor or employee should also call Human Resources to report the injury/illness as soon as practically possible, but within 24 hours. An Employee Accidental Injury Report including the Notice to Employees of Their Rights and Responsibility must be completed and signed by the employee at the time of the incident if possible. If medical treatment is required, the employee will choose from the current panel of approved medical facilities to receive treatment. The approved panel is posted on the employee bulletin board at all LVCC locations and LVCC's Administrative Office. This panel may change and employees will be so notified. Employees sustaining work-related injuries or illnesses that require medical attention may not transport themselves to the medical facility. Employees are asked to schedule follow up doctor's visits or physical therapy sessions for work related injuries or illnesses during non-work hours. If that is not possible, the employee must first use accrued Sick, Personal, or Vacation Time or take time off without pay.

LVCC 10/96. Revised 01/07, 2/14, 1/15

ON-THE JOB POLICIES

CHILDREN IN THE WORKPLACE

LVCC believes in an enriching environment for children and one for work; for this reason, the workplace cannot be used in lieu of child care.

It is inappropriate for minor children and other minor relatives of employees to be in the workplace at any time. The implementation of this policy is to minimize risk of harm to children, potential liability to LVCC and potential decrease in employee productivity due to distractions and disruptions.

LVCC registered children are welcome to utilize LVCC'S drop-in service. As necessary, managers and supervisors may grant leave to the employee in an emergency or for unforeseen circumstances.

For the health, safety and welfare of the child and the employees, any sick or injured child cannot be brought into the workplace.

LVCC does not prohibit children or other minors and family members from being in the workplace during company-sponsored events. In the event that an employee is working a shift at a company sponsored event, another adult must care for the child during the employees shift.

NOTE: This is not applicable to employees who need to tend to a small amount of business at the Administration Office or a Center (i.e.: picking up mail, picking up check, etc.) and have their children with them. In this instance, the children must stay with and under the full responsibility of the employee at all times.

New: 01/2010

BLOOD BORNE PATHOGENS

The Bloodborne Pathogens Policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials. This includes any bodily fluid that is visibly contaminated with blood. Employees may in the course of daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:

- a. providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- b. assisting children during medical procedures, e.g., nose bleeds, times of illness, etc.
- c. diapering children or cleaning up after a child that has had a toileting accident.
- d. handling of potentially infectious material such as soiled clothing, tissues, and diapers.

All employees must adhere to the Universal Precaution procedure. If an employee has been exposed to a Bloodborne Pathogen during the course of LVCC business, he/she must notify his/her Center Director/Supervisor immediately. Once the exposure has been reported, LVCC will make available to the employee, laboratory tests and follow-up medical evaluations, if requested, that will document the circumstances of the exposure. Hepatitis B vaccine will be made available to employees within 24 hours after possible exposure to Bloodborne Pathogens and other potentially infectious materials. If testing and follow-up evaluations are refused, a declination form must be completed by the affected employee. LVCC will provide the required Blood borne Pathogen training annually.

LVCC 01/07

DRUG AND ALCOHOL

LVCC promotes and maintains a drug and alcohol-free environment in order to provide a safe and healthy workplace for all employees, children, parents/guardians, contractors and volunteers.

The manufacture, distribution, purchase, sale, use or possession of alcohol, controlled substances or prescription drugs (unlawfully used or used in excess of the prescribed dosage) in the workplace or offsite while working on behalf of LVCC is prohibited. Alcohol use includes, but is not limited to the consumption of any alcoholic beverage, mixture, or preparation, including any medication containing alcohol in excess of the prescribed dosage. Furthermore, LVCC employees are prohibited from being at work under the influence of alcohol, controlled substances or prescription drugs (unlawfully used or used in excess of the prescribed dosage).

Any employee convicted of the delivery of or possession of a controlled substance with the intent to deliver will be terminated immediately from employment with LVCC. Employees are required to notify the Human Resources Director of any criminal drug statute conviction for a violation occurring inside or outside the workplace no later than five (5) days after such conviction has occurred.

As part of this policy and to comply with drug and/or alcohol testing regulations adopted by the United States Department of Transportation ("DOT"), all employees are required to submit to drug and/or alcohol testing under certain circumstances. These circumstances are as follows: (1) Pre-employment Testing: all bus (CDL), van and truck driver applicants that LVCC intends to hire will be required to submit to a drug test before any offer of employment is considered final. (2) Random Testing: all bus, van and truck drivers are required to submit to random drug and/or alcohol testing upon demand. (3) Reasonable Cause Testing. (4) Post-Accident testing: all bus, van and truck drivers involved in a work-related accident are required to submit to post-accident drug and/or alcohol testing. (5) LVCC reserves the right to require any employee involved in any work-related accident to submit to a drug and/or alcohol test.

All CDL bus drivers will be placed in a consortium of CDL drivers and be subject to random quarterly drug and/or alcohol testing according to DOT regulations. All non-CDL bus, van and truck drivers will be placed in a pool of all other LVCC vehicle drivers and be subject to random quarterly drug testing. LVCC has adopted and incorporated by reference herein the DOT regulations applicable to certain employees (i.e. bus, van and truck drivers) and, to the extent there is any inconsistency between this policy and the DOT regulations, the latter shall be controlling.

Drug and/or alcohol testing will be paid for by LVCC. Employees must submit to testing and must do so as a condition of continued employment. For Random, Reasonable Cause and Post Accident testing, employees must report for testing within three hours of notification. All accidents must be reported to the appropriate supervisor as soon as reasonably possible. Employees may request a copy of the results of the test.

LVCC will take action on a confirmed positive test result only after receiving a report from the testing facility. Employees of LVCC who test positive for illegal drugs and/or alcohol or who refuse to submit to testing in accordance with the above policy are subject to immediate termination. However, nothing in this procedure is intended to alter, nor shall it alter the at-will employment status of any employee. In addition, those employees who test positive will be referred to local public agencies that provide rehabilitation and counseling services.

Applicants who have received a conditional offer of employment will be denied employment because of any positive test results. In addition, such applicants will be referred to appropriate public agencies for rehabilitation and counseling. Any such rehabilitation or counseling services shall be at the employee's or applicant's own expense.

The test(s) shall be conducted in a manner to assure that an applicant's or employee's privacy shall be respected while maintaining accurate and reliable test results. The results of all drug and/or alcohol testing will be treated confidentially, and for no purpose other than for LVCC to make employment-related decisions.

LVCC has established a drug-free awareness program that is available from the Human Resources Department and informs employees about the dangers of drug abuse in the workplace, LVCC's policy of maintaining a drug-free workplace, LVCC's employee assistance program, and the penalties imposed for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters confidentially with the Human Resources Director to receive assistance or referral to appropriate resources in the community. Employees with questions on this policy or issues related to drug or alcohol use may raise their concerns with the Human Resources Director without fear of reprisal.

Any violations of this policy may result in corrective action, up to and including immediate termination of employment and/or possible referral of the matter for further review by law enforcement authorities.

Updated 10/2008

DRUG FREE AWARENESS PROGRAM

Many personal or health problems may interfere with an employee's ability to perform on the job. These problems include abuse of alcohol and other drugs.

Early recognition and treatment of alcohol and other drug abuse is important for successful rehabilitation and for reduced personal and family disruption. LVCC encourages the earliest possible diagnosis and treatment for

alcohol or other drug abuse. LVCC supports sound treatment efforts but recognizes that the decision to seek diagnosis and accept treatment for alcohol or other drug abuse is primarily the individual employee's responsibility.

To assist employees in obtaining early voluntary treatment, LVCC encourages employees to seek assistance through professional agencies within the community.

Employees may request counseling by speaking with the Vice President of Human Resources. Confidentiality is assured. No information is shared within or outside LVCC without the participant's prior written consent or as otherwise required by law. Nor will counseling records be included in an employee's personnel file. An employee also may request assistance in the form of a leave of absence to pursue treatment for substance abuse.

Employees who voluntarily request LVCC's assistance in dealing with alcohol or other drug abuse problems may do so without jeopardizing their continued employment. However, a request for assistance will not prevent corrective action for any violation of the Drug and Alcohol Policy. Employees who undergo voluntary counseling or treatment and who continue to work must meet all established standards of conduct and job performance.

Updated 10/2008

E-MAIL AND INTERNET USAGE POLICY

While the use of LVCC computers, E-mail and the Internet is intended for job-related activities, personal use is not permitted during the course of the employee's scheduled work day.

LVCC specifically prohibits the use of LVCC computers (including Internet access) and the e-mail system in ways that are disruptive, offensive to others or harmful to morale, including downloading and/or sending sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could otherwise be construed as harassment or shows disrespect toward others, defames or slanders others, or otherwise harms another person or business.

Employees may not knowingly access the Internet to log onto any websites that contain such material including but not limited to those listed above, any websites with inappropriate content such as pornography, violence, weapons, discriminatory message, or disparages by group. If an employee accidentally accesses an unauthorized site, the supervisor and IT Department must be **immediately notified** of the error. Employees may not use LVCC computers or the e-mail system for commercial messages of any kind, for messages of a religious or political nature, chain letters, solicitations, gambling, cyber bullying or other forms of intimidation practices, or other inappropriate usage. LVCC also prohibits the access, and use of external or 3rd party remote desktop web portals and server sites not approved of by the IT Department for this may cause a threat to Network Security. (Examples of such sites include but are not limited to gotomypc.com, and logmein.com.) E-mail and Internet access is to be used in such a way that all transmissions, whether internal or external; are secure, safe, accurate, appropriate, ethical and lawful.

Illegal duplication of software or violation of copyright laws by duplication or sharing of software or distribution of copyrighted material is strictly forbidden. LVCC prohibits the installation of any software other than software approved by LVCC's IT Department.

Under no circumstances should any employee knowingly attempt to install personal or other software titles to LVCC Computers without prior knowledge and approval from the IT Department. An employee may not use another user's password to access computers, files, or retrieve stored communications that are not normally accessible to that employee.

In order to enforce this policy, LVCC's IT Department reserves the right to monitor Internet and E-mail usage which may include e-mail message retrieval and viewing, computer file retrieval and viewing, and internet traffic monitoring. Even though an employee may be issued a private password or other private access codes to log in to the computer, the employee should have no expectation of privacy with regard to the use of the system for it should be clear and understood, LVCC computers, internet access and e-mail services are registered property there of to Lehigh Valley Children's Centers, Inc.

Employees with knowledge of any violations of this policy by other employees should immediately notify the IT Department without fear of reprisal; further expressed in LVCC's "Whistle Blower" Policy. Employees are required to inform the IT Department immediately if a computer virus is suspected or detected so Virus management and removal can be initiated. Employees who violate the terms of this policy will be subject to disciplinary action, up to and including termination of employment.

LVCC 1020/04. Revised 01/2007 Revised 6/2009

EMERGENCY CLOSINGS

Due to severe weather conditions or other emergency situations, there may be times when some or all LVCC facilities may be closed. Emergency closing is at the discretion of the President/CEO.

Severe Weather Conditions:

In the event of severe weather conditions, LVCC's School Age Centers will generally follow the School District in determining whether or not to close the centers. Employees are instructed to listen to local radio and/or television stations or the Internet for emergency closing information in these circumstances.

Other Emergencies:

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, may result in some or all of LVCC facilities being closed at the discretion of the President/CEO. Employees will be advised of their obligations in these situations.

LVCC 01/2007

EMPLOYEE AUTOMOBILE INSURANCE

LVCC employees who travel on a regular basis as part of their primary job function must maintain an auto insurance limit on their personal vehicle according to the following minimum limits: \$100,000 each occurrence/ \$300,000 each aggregate, or the minimum insurance required by Pennsylvania law, whichever is greater. Employees should discuss this requirement with their personal insurance agent. This does not include travel to and from work or travel secondary to one's primary job function.

Employee auto insurance policies are required to include at least \$5,000 in both medical and property damage coverage, or any greater amount required by Pennsylvania law. A loss of income endorsement is suggested. A copy of the employee's current insurance policy and certificate of proof of insurance must be maintained in his/her personnel file along with a valid driver's license information if the employee is required to drive for work. The employee is responsible to ensure copies are given to the Human Resources Department each time his/her auto insurance or driver's license is renewed or if insurance coverage changes. Additionally, any

material change in an employee's driver's license status, including any suspension or revocation must be immediately reported to the Human Resources Department. Failure to submit required insurance documentation may result in disciplinary action up to and including termination.

LVCC maintains the right to obtain Department of Motor Vehicle records on any employee required to drive on a regular basis as part of his/her primary job function.

In case of an automobile accident while driving as part of one's job, the employee (or designee) must submit the following to the Human Resources Department within 24 hours of the incident or as soon as practical depending on the circumstances.

- a) A completed LVCC Accident Report
- b) A Copy of the Police Report
- c) A Copy of Insurance Report

If the employee is able, he/she should write down the names and phone numbers of any witnesses to the accident. Cooperation with the police is expected. However, it is recommended that an employee not provide statements to other parties or to the other parties' insurance carrier without first checking with his/her own insurance agent and LVCC's Human Resources Department.

In the event of an accident or claim, the personal insurance of the employee/driver will be the primary insurance carrier. LVCC's insurance policy will be secondary.

Failure to comply with The Employee Automobile Insurance Policy may result in disciplinary action, up to and including termination.

LVCC 01/2007, rev 01/2011

EMPLOYEE DRESS CODE

LVCC takes pride in the care we provide to the children and families that we serve. One of the ways we express this pride is by the image we present to the families that see us each day. It is important that LVCC employees demonstrate professionalism by dressing comfortably yet appropriately.

The following guidelines are LVCC's minimum expectations for center and kitchen employees:

- * Attire must be neat, clean and in good repair. Tight fitting apparel, sweatpants or clothing with holes or rips are *not* appropriate. Clothing with appropriate slogans, logos or pictures may be worn.
- * Shorts or skirts may not be *too short, no more than three inches* above the kneecap. Waistbands of pants, shorts or skirts must meet or be covered by a shirt. Employees need to be able to bend and reach without showing the midriff.
- * Bathing suits may be worn only at the pool and must be covered while at the center. Only one- piece bathing suits may be worn.
- * Lightweight tops may be worn, but tube, halter or see-through tops or other revealing clothing are *not* appropriate. Cleavage and midriffs must be covered at all time. Bottoms of shirts must meet or cover waistbands of pants.
- * Footwear needs to be comfortable while keeping feet protected. All direct care staff, drivers, food servers and kitchen staff must wear closed toed shoes. Closed toed shoes are defined as shoes with closed toes and

backs. Smooth bottomed shoes or shoes with an elevated sole/heel are *not* appropriate. Flip flops may only be worn at the pool. When performing job duties outdoors, based on weather conditions, employees must wear boots or closed toed shoes with a non-skid sole or tread. Employees should have access to and change into the appropriate footwear before performing outdoor job duties

- * Hair is to be clean, neat, groomed and off the face and natural in color. This especially applies to those working with young children or in the kitchen. Kitchen employees must wear a hat or hairnet while working with food.
- * Hats with appropriate slogans or logos may only be worn outside of LVCC buildings. Hats may *not* be worn inside any LVCC facility except by kitchen employees while working with food.
- * Tattoos, piercings, jewelry and finger nail length must be appropriate to classroom/work site and job responsibilities.
- * Employees need to be considerate of the people around them when wearing perfume, cologne, aftershave, etc. as strong scents can cause an allergic reaction in some individuals.
- * LVCC Identification nametags must be worn by center staff at all times during working hours.

The following guidelines are LVCC's minimum expectations for the Administrative Office staff.

- * Administrative Office staff are expected to dress in business casual attire. Business attire is expected when an individual has an internal or external appointment with a non-LVCC individual or group.
- * Administrative staff are permitted to wear jeans, casual tops including tee shirts and sneakers or other comparable casual attire on Fridays provided an individual has no internal or external appointment with a non-LVCC individual or group. In such cases, the employee is expected to dress in business attire.

All LVCC employees are expected to comply with the Employee Dress Code Policy each and every day. LVCC reserves the right to require an employee to change clothing and/or footwear deemed inappropriate or unsuitable. Employees must use accrued Vacation Time, Personal Time or time off with out pay if no accrued time is available if time away from work is needed to conform to this policy. Failure to follow the above guidelines may result in corrective action, up to and including termination of employment.

LVCC 05/2004. Revised 01/2007

HEALTH AND SAFETY

LVCC strives to provide employees a safe and healthy workplace and to comply with all applicable occupational safety and health laws. No LVCC employee will knowingly be required to work in unsafe conditions. LVCC views safety as a responsibility of every employee. Employees are required to take all necessary and reasonable actions to keep their workplace safe. Any employee who observes any unsafe or unhealthy working conditions should promptly notify his/her Center Director/Supervisor. Employees are required to immediately report to their Center Director/Supervisor any incident involving physical injury to the employee while on the job or to any visitor on LVCC's premises, no matter how minor the incident may seem. First aid kits and fire extinguishers are provided at all LVCC's locations, and all employees should familiarize themselves with their location. Violation of the Health and Safety Policy may result in corrective action, up to and including termination of employment.

EMPLOYEE EXPENSES

On-The-Job Expenses:

Employees who are on approved LVCC business or attending authorized local conferences, workshops, and/or meetings will be reimbursed for travel when an employee's vehicle is used. Reimbursement includes mileage, tolls, and parking fees. The current LVCC mileage reimbursement rate can be obtained from the Fiscal Department. Mileage will be paid from the employee's usual worksite to the designated site (and back to the regular worksite if necessary). No reimbursement will be given for driving to and from work or for parking fees incurred while at the regular worksite. Adequate free parking is generally available at each worksite. Additional travel for LVCC business while en route to or from work will be reimbursed for the mileage, tolls, and parking in excess of the regular commute. To obtain reimbursement for travel-related expenses, the employee must fill out the Local Travel and Expense Voucher. Requests for reimbursement of all other authorized work-related expenses must be submitted to the appropriate supervisor on the Request for Personal Reimbursement of Expenditures form. Reimbursement forms are available at each worksite or the Administrative Office. Forms for all reimbursements must be submitted by the 10th day of the month following the incurred expense.

Out-of Town Expenses:

Authorized employee attendance at conferences, institutes and workshops will be reimbursed when the Out of Town Travel Voucher with receipts accompany the request. This includes reimbursement for meals (no alcohol), tips and lodging not to exceed the maximum specified by LVCC or that which is reasonable for the area based on the U.S. General Services Administration Per-diem rates for locations throughout the U.S. Please see the website listed below for exact rates.

(<http://www.gsa.gov/portal/category/100120#>)

Employees will be reimbursed for other out-of-town travel expenses after submitting the Out of Town Travel Voucher including receipts. This includes air, train or bus fare, parking fees and cab fare. Requests for reimbursement must be submitted by the 10th day of the month following the incurred expense.

LVCC 10/96 Revised 1/07, 1/12

INSPECTION, AUDIT AND THEFT

In order to ensure its ability to protect itself against the unauthorized use and removal of LVCC property, LVCC reserves the right to conduct inspections and audits on LVCC premises as set forth more fully below.

LVCC may conduct a routine inspection or audit at any time. The items which LVCC may inspect include, but are not limited to the following: personal property including but not limited to, handbags, briefcases etc; or any work or storage areas; and all desks, including, computer desks.

A routine inspection may result in the discovery of personal possessions or of possessions of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to LVCC. Surveillance cameras may be installed in any of LVCC's locations. All employees should be aware they could be videotaped at any time.

Employees who become aware of theft, misuse or unauthorized removal of LVCC property are directed to notify their supervisor or a manager immediately without fear of reprisal as further expressed in LVCC's "Whistle Blower" policy. Employees are expected, as a condition of employment, to cooperate with LVCC and authorities in such situations. Any employee found to have engaged in an act of theft while working for LVCC

will face disciplinary action up to and including termination. Law enforcement will also be contacted and LVCC will prosecute to the fullest extent of the law.

6/09

PERSONNEL FILES

Personnel files are maintained for all employees by the Human Resources Department and are considered confidential. The personnel file contains the employee's job application, qualifications, references, performance evaluations, disciplinary actions and other records relating to employment with LVCC. Separate confidential files are kept with information on employee safety trainings, benefit information and all medically related information.

It is the employee's responsibility to promptly notify LVCC of changes in personal information such as a change in legal name, home address, telephone number, marital status, emergency contact information, etc. by completing the Employee Change of Information form and forwarding the form to the Human Resources Department.

Personnel files are the property of LVCC and access to the information is restricted in accordance with all federal and state regulations. Supervisors and management personnel of LVCC other than the Human Resources Department may only have access to personnel files on a need-to-know- basis. Employees who wish to review their own file or have an agent designated by the employee to review the file should contact the Human Resources Department in writing including the purpose for which the inspection is requested and the parts of the file which the employee wishes to inspect. LVCC shall make these records available to the employee or designee by appointment only during regular business hours at the office where these records are usually and ordinarily maintained (when sufficient time is available) during the course of the regular business day to inspect the personnel file in question. The file must be reviewed in the presence of a member of the Human Resources Department. Employees may request in writing copies of certain pages of a non-proprietary nature contained in their personnel file.

LVCC 10/96. Revised 01/07

PHONE CALLS

Use of LVCC Phones: LVCC discourages employees from using LVCC phones for personal phone calls. If the use of an LVCC phone is necessary, employees are expected to place and receive non-emergency personal calls on LVCC phones during non-work hours whenever possible. Employees are expected to inform family members and friends of this policy. Personal long distance phone calls by employees on LVCC phones must have prior approval from the Center Director/Supervisor, and the employee will be required to pay any applicable charges.

Use of Personal Cellular Phones: As stated above, employees are expected to place and receive non-emergency personal calls during non-work hours whenever possible. This includes the use of personal cellular phones as well as text messaging. The use of personal cellular phones may be necessary and is acceptable for work-related calls if the use is within the scope of an employee's job duties. Additionally, during work hours employees are strictly prohibited from using digital photography, web access and additional functions and/or services that cellular phones or cellular providers offer or may offer. LVCC will not be responsible for the loss or damage of personal cellular phones brought into the workplace.

Personal Use of LVCC-provided Cellular Phones: LVCC-provided cell phones are to be used for business purposes only unless otherwise authorized. Personal phone calls by employees on LVCC cellular phones must have prior approval from the Center Director/Supervisor, and the employee will be required to pay any applicable charges. In the case of a personal emergency and prior authorization is not possible, employees must report the use of an LVCC-provided cell phone to the Center Director/Supervisor within forty-eight (48) hours. Employees in possession of LVCC-provided cellular phones are expected to protect the equipment from loss, damage or theft and assume full responsibility for the replacement of lost, damaged or stolen equipment.

Use of Cell Phones While Driving: Employees must adhere to all federal, state and local rules and regulations regarding the use of cellular phones while driving. If laws permit, an employee needing to make or receive a business call using a hand-held cellular phone while driving should locate a suitable area to park to make or receive the call. Employees may use hands-free cell phones to make or receive business calls while driving, but only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should locate a suitable area to park to continue the call. Violation of the Phone Calls Policy may result in corrective action, up to and including termination of employment.

LVCC 06/02. Revised 01/07

REFERENCE RELEASE

When LVCC receives a request for employment information or a reference from another person or entity about a current or former LVCC employee, it is the policy of LVCC to provide only dates of employment, last job title and pay rate confirmation unless LVCC has received an acceptable written consent and release form signed by the current or former employee to release additional information. All reference requests must be referred to the Human Resources Director.

Updated 10-08

REIMBURSEMENT FOR TUITION BENEFIT

LVCC's Educational Assistance Plan is designed to encourage employees to continue their education and training. LVCC will consider providing funds to assist employees seeking to attain greater competence/knowledge by taking higher education courses.

Eligibility:

To be eligible for consideration, employees must meet the following criteria:

- Regular Full Time Employee working a minimum of thirty seven and a half (37.5) hours per week
- A minimum of one year of service.
- Courses (or degree program) must be job related. It is the sole discretion of LVCC to determine whether a course or degree program is job-related.

Benefit:

LVCC will reimburse the full amount of the cost of tuition up to \$1000 per fiscal year, less the amount received from other sources of financial assistance (see above), if:

- The employee successfully completes the course with a "C" or better for an Associates or Bachelor's level program
- For a Master's degree program must successfully complete the course with a "B" or better.

- The employee follows the proper steps for applying for reimbursement assistance.
- Lab Fees, books and other supplies are non-reimbursable.

To apply:

- Complete an *Educational Assistance Application*, obtain all appropriate signatures and submit to Human Resources a minimum of thirty (30) days before course registration.
- Employees in degree programs (Associates, Bachelors, etc.) may request approval of the entire program at one time rather than applying for each course individually. To obtain degree program approval, employees must provide a description of the degree being pursued and a listing of all required courses for the degree with the *Educational Assistance Application*. This is still subject to the \$1000 maximum per fiscal year; however they will not be required to apply for approval for each individual course.
- LVCC retains discretion to approve or deny tuition reimbursement requests based on the eligibility criteria above, as well as job-relatedness of planned courses or degree program.

Receiving benefits:

- Employees must submit request for class approval PRIOR to payment being required. If requested, LVCC may advance 50% of the tuition upon approval. The remaining tuition will be upon successful completion of the course as described above. Employees who fail to successfully complete the course will be required to reimburse LVCC for any advanced tuition funding.
- Upon completion of the course, employees must submit grades and tuition receipts to Human Resources within thirty (30) days.
- Employees who receive tuition reimbursement benefits are expected to remain with LVCC for a minimum of six months after receiving benefits. Before receiving reimbursement, employees will be required to sign a payroll deduction form, agreeing to reimburse tuition benefits if they voluntarily leave LVCC within six months of receiving them.
- Benefit may be paid through various sources including, but not limited to:
 - PA STARS
 - Pre-K Counts (if applicable)
 - Other LVCC funds

Updated 6-08, revised 5-12, revised 6-13

SMOKE FREE WORKPLACE

LVCC promotes and maintains a smoke-free environment in order to provide a healthy environment for all employees, children, parents/guardians, vendors, contractors, visitors and volunteers. Smoking is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind including vapor cigarettes and any other form of tobacco.

Secondhand smoke is in the air around a smoker. Toxic products in secondhand smoke enter the airways of others who are in the same space as a smoker. Secondhand smoke exposure is harmful. In addition, third hand smoke exposure occurs because smoke products cling to the hair, clothing, and surfaces wherever someone has smoked, even if the smoker is not smoking when others are in the same space as the smoker. These smoke products also contain harmful toxic substances. Children can get these substances on their hands when they play on the floor or touch other surfaces. These toxins can irritate sensitive airways and trigger asthma and allergies.

Smoking is PROHIBITED during working hours by all employees of LVCC. Employees may NOT smell of smoke at any time throughout the work day. Because toxins from tobacco smoke are in the fabrics worn and used in the environment of smokers, any employee or volunteer who smokes or smells of smoke is required to change into clean clothing on arrival at the facility. If any employee is found to be in violation of this policy they will be required to go home to change their clothes and will be required to use, if available vacation or personal time, if not available the time will be unpaid.

This policy encompasses ALL LVCC staff including but not limited to direct staff, CFS, CACFP and Administrative.

Violations of this policy may result in corrective action, up to and including termination of employment.

LVCC 01/07, revised 2/14

SOCIAL MEDIA

LVCC takes no position on your decision to participate in social media. However it is the right and duty of the organization to protect itself from unauthorized disclosure of information. LVCC's social media policy includes rules and guidelines for company-authorized social networking and personal social networking and applies to all staff of LVCC.

The term "social media" includes but is not limited to, video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs and other similar forms of online journals, electronic newsletters and news sources, and any other form of user-generated media.

It is a good idea to think of ALL participation in social media as the same as writing a signed letter to the editor of a newspaper. Only staff authorized to do so (by the President / CEO) may speak on behalf of LVCC. As with any other form of media, employees are expected to protect the privacy of LVCC and its employees, customers and students and are prohibited from disclosing personal employee and non-employee information and any other proprietary and non-public information to which employees have access. Such information includes but is not limited to parent or student information, financial information and strategic business plans.

Understand the difference between personal and private. Employees are cautioned that they should have no expectation of privacy while using the Internet and that anything you say online is public and could be connected to you as an LVCC employee. Your posting can be reviewed by anyone, including LVCC. LVCC reserves the right to monitor comments or discussions about the company, its employees, parents, students and the industry, including competitors, posted on the Internet. LVCC uses search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums and social networking sites.

Employees are **NOT** permitted to update their social networking sites while working. They are prohibited from using company computers, personal cell phones or smart phones to do so. LVCC requests and strongly urges employees to report any violations or possible perceived violations to their supervisors, or the HR department. Violations include discussions of LVCC and its employees, parent or students, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Employees are discouraged from commenting on external blogs, newspaper articles or social networking sites when matters concern LVCC or its constituents. If you are monitoring a discussion and feel that LVCC should participate, please contact the Marketing & Communications Manager.

In order to prevent duplication of effort, maintain branding and to avoid diluting LVCC's presence on line employees may not create new social networks, fan pages, forums etc. that represent LVCC, without first consulting and gaining approval from the Marketing & Communications Manager.

Employees cannot use any form of social media to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with LVCC.

Employees who violate the terms of this policy will be subject to disciplinary action up to and including termination of employment.

LVCC 01-11

Transfer from regular staff member to a contracted position

If a regular (hourly or salaried) staff member transfers into a contracted position (i.e. Pre-K Counts) the staff member will keep whatever vacation time is accrued as of the last paycheck as a regular staff member. That vacation time must be used by the end of the contract period, or it will be forfeited. Any accrued sick or available personal time will be forfeited at the time the contract period begins.

LVCC 8/15

WORKPLACE VIOLENCE

LVCC seeks to provide a safe environment for all employees, children, parents/guardians, vendors, contractors, visitors and volunteers. To ensure a safe environment and to reduce the risk of violence, all employees should review and understand all provisions of this Workplace Violence Policy.

Prohibited Conduct: LVCC does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentional damaging employer property or property of an LVCC employee, parent/guardian, vendor, contractor, visitor or volunteer
- Possession of a weapon at any LVCC location or while on LVCC business
- Committing acts motivated by or related to sexual harassment or domestic violence

Reporting Procedures: Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resource Department and the proper authorities if warranted. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. LVCC will actively intervene at any indication of a possibly hostile or violent situation.

Enforcement: Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to corrective action, up

to and including termination of employment. Any individual who engages in a violent act(s) on LVCC's premises or anywhere else in connection with services provided on behalf of LVCC may be reported to the proper authorities and prosecuted to the fullest extent of the law.

LVCC 01/07

CODE OF ETHICS

COMPLIANCE WITH LAWS AND REGULATIONS

Lehigh Valley Children's Centers, Inc. (LVCC) business is to be conducted in compliance with all applicable legal requirements. Therefore, each LVCC board member, employee, volunteer, agent or representative (henceforth known as "interested party") is required to comply with both the letter and spirit of such laws and regulations. The understanding of legal requirements by all concerned is a responsibility of each interested party. Questions should be directed to the appropriate supervisor or the Human Resources Department.

PAYMENTS TO GOVERNMENT OFFICIALS, CUSTOMERS OR OTHERS

No interested party shall make any bribe or other payment for illegal purposes, to or for the benefit of government officials, parents or family members, customers, suppliers, vendors, or others. This policy covers not only payments, but also indirect payments made in any form through consultants, third parties or some other intermediary. Whenever dealing with a supplier or vendor, a parent or family member, a customer or governmental agency as an agent of LVCC, each interested party has an obligation to act solely in the best interest of LVCC. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers or vendors, parent or family members, customers, governmental officials and government employees.

OFFERING OR ACCEPTING GIFTS OR GRATUITIES

Interested parties may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Breakfast, luncheon or dinner meetings, held to conserve time and build relationships, are an acceptable practice. These meetings should however, be infrequent and no one party should be permitted to consistently bear the expense. Such expenditures should be nominal. Common sense should be used to determine what is lavish, extravagant or frequent.

All interested parties have a personal responsibility to ensure that their acceptance of such meals, refreshments or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Interested parties are not permitted to solicit or accept personal gifts from individuals, firms or their representatives who have or seek business relationships with LVCC. If other than nominal gifts are received and cannot be returned, they are to be given to LVCC Administration (CEO) for disposition.

Except for loans by recognized banks and financial institutions that are generally available at market rates and terms, and approved by the Board of Directors, interested parties may not accept loans, guarantees of loans, or payments from individuals or firms doing or seeking business with LVCC. Services, accommodations or travel of any value may also not be accepted unless, received in conjunction with the performance of LVCC business.

Interested parties shall not make personal purchases through LVCC. This provision excludes authorized purchases of products and materials for the operation of LVCC programs and services.

POLITICAL ACTIVITY

In accordance with Section 501 (c)(3) of the Internal Revenue Code, interested parties are prohibited from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Furthermore, LVCC is prohibited from contributing time and money to political campaigns, should not publish or distribute statements on behalf of a political candidate and should not engage in any other activity which may be considered political.

Interested parties may personally contribute to a candidate or cause of their choice. However, any such personal contribution will not be reimbursed or compensated for, and personal effort devoted to political or charitable activity must be outside of working hours. It must also be clear that any statement by interested parties on public issues are their own and not those of LVCC.

GENERAL GUIDELINES

Laws, regulations and policies pertaining to entertainment, gifts and payments may vary. Questions regarding the interpretation of such shall be submitted to the Vice President of Human Resources.

All approved expenditures for meals, refreshments and entertainment must be fully documented and recorded on LVCC books in strict accordance with established policies and procedures.

Inexpensive gifts from vendors are acceptable. Gifts having more than a nominal value shall be returned to the donor with a note of explanation.

It is imperative that all interested parties conduct themselves with integrity and transact all business in a strictly ethical manner. Corrective action up to and including termination/discharge shall be taken for unethical behavior.

BIDDING, NEGOTIATION AND PERFORMANCE OF CONTRACTS

LVCC will strictly observe the laws, rules and regulations that govern federal, state and local governments with regard to acquisition and solicitation of goods and services. LVCC will compete fairly and ethically for all such opportunities. No interested party shall attempt to obtain sensitive information from any source, nor attempt to obtain information on competitor's bids or proposals when release of such information is unauthorized.

Individuals negotiating contracts for LVCC shall ensure that all statements, communications and representations to LVCC are accurate and truthful. Interested parties should not withhold relevant information that might affect the ability to negotiate a fair contract with anyone seeking to do business with LVCC

Sufficient care must be taken to ensure that all costs are properly recorded and charged to the appropriate account, regardless of its budget status.

Interested parties are specifically prohibited from submitting or concurring in the submission of any claims, bids, proposals or other documents that are knowingly inaccurate, false, fictitious or fraudulent. Such acts may constitute criminal violations that could result in prosecution of LVCC and those involved.

Supervisors, managers and officers of LVCC must be careful in their words and conduct to avoid placing or seeming to place pressure on subordinates that might cause them to deviate from acceptable norms of conduct.

LVCC is dedicated to developing and providing programs and services of the highest quality. Parents, families and customers have a right to expect, and LVCC has an obligation to ensure, that such programs and services are delivered at a fair price.

COMPLETE AND ACCURATE BOOKS, RECORDS AND COMMUNICATIONS

Applicable laws and regulations establish the following requirements about record keeping and communications:

- Financial statements and all books and records upon which they are based, must accurately reflect all of LVCC transactions.
- All disbursements and receipts of funds must be properly and promptly recorded.
- No undisclosed or unrecorded fund may be established for any purpose.

- No false or artificial statements or entries may be made for any purpose in LVCC books and records in any internal or external correspondence, memorandum, or communication of any type.
- All employee benefits shall be authorized by the board of directors and appropriate committees and are so noted in meeting minutes.

INTERNAL ACCOUNTING CONTROL

LVCC will maintain a system of internal control that provides reasonable assurance that:

- Transactions are recorded as necessary to permit preparation of financial statements in conformity with Generally Accepted Accounting Principles.
- Access to assets is permitted only in accordance with management’s general or specific authorization.
- The record of assets owned is compared with the existing assets at reasonable intervals, and appropriate action is taken for any difference.

PRESERVATION OF ASSETS AND COST-CONSCIOUSNESS

Every interested party has a duty to preserve LVCC assets. As LVCC is a charitable organization, it is imperative that interested parties demonstrate strong sensitivity to cost control and follow vigorous procurement standards. Materials and services, acquired for LVCC business, must be of appropriate quality and the best possible price.

REPORTING AND HANDLING VIOLATIONS

Alleged violations of the Code of Ethics will be investigated. In conducting such investigations, LVCC investigators may request to interview interested parties to acquire relevant information. Interested parties are expected to be forthright, truthful and cooperative with LVCC investigations.

If an individual has a concern that an interested party may have violated the Code of Ethics, the concern should be reported to the appropriate supervisor and the Vice President of Human Resources. LVCC will not discriminate against nor tolerate any form of retaliation toward individuals who raise such concerns. It is, however, unacceptable to file a report knowing it to be false. Reports of violations will be kept confidential to the extent possible and may be made anonymously. However, LVCC would prefer that the individual reporting a violation give his/her name so that he/she may be contacted if necessary during an investigation. Reports of violations may also be made by e-mail. Although e-mail is not anonymous an individual may request that his/her identity be kept confidential within the Human Resources Department. Subject to applicable law, failure to obey laws and regulations, or violation of LVCC policies may result in corrective action up to and including discharge/termination. The corrective action an employee receives for a violation will depend upon the severity and circumstances of the situation and will be handled in accordance with LVCC’s Corrective Action Policy and the law.

Updated 10-08, revised 1/13, reviewed 8/15

CONFLICT OF INTEREST POLICY

I. APPLICATION OF POLICY

This Conflict of Interest Policy (this “**Policy**”) applies to members of the Board of Directors, members of Committees of the Board of Directors, officers, employees and certain volunteers of Lehigh Valley Children’s Centers, Inc. (“**LVCC**”). A volunteer is covered under this Policy if that person has been granted significant independent decision making authority with respect to financial or other resources of the organization. Persons covered under this Policy are hereinafter referred to as “interested parties.”

II. CONFLICT OF INTEREST

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of LVCC. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by LVCC. Examples include, but are not limited to, situations where:

- LVCC contracts to purchase or lease goods, services, or properties from an interested party, or from a relative or business associate of an interested party;
- LVCC purchases an ownership interest in or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- LVCC offers employment to an interested party, or to a relative or business associate of an interested party, other than a person who is already employed by LVCC;
- An interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity that does business, or seeks to do business, with LVCC;
- An interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of LVCC.

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he or she would not have obtained absent his or her relationship with LVCC, or where his or her duty or responsibility owed to LVCC conflicts with a duty or responsibility owed to some other organization. Examples include, but are not limited to, where:

- An interested party seeks to obtain preferential treatment by LVCC for himself or herself, and/or for a relative or for a business associate;
- An interested party seeks to make use of confidential information obtained from LVCC for his or her own benefit, or for the benefit of a relative, business associate, or other organization;
- An interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which he or she has reason to believe would be of interest to LVCC.

III. DISCLOSURE OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete an Affirmation of Compliance and a Disclosure Statement, in the forms attached hereto as Appendix A and Appendix B, respectively, as may be amended from time to time, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The Affirmation of Compliance and the Disclosure Statement shall be completed upon the interested party's association with LVCC. An additional Affirmation of Compliance and Disclosure Statement shall be filed at such time as an actual or potential conflict arises.

Members of LVCC's Board of Directors shall provide their Disclosure Statements and Affirmations of Compliance to the Chairperson of the Board of Directors; provided, however, that the Chairperson of the Board of Directors shall provide his or her Disclosure Statement(s) and Affirmation(s) of Compliance to the President/CEO of LVCC.

In the case of employees or volunteers with significant decision making authority, the Disclosure Statements and Affirmations of Compliance shall be provided to the President/CEO of LVCC; provided, however, that the President/CEO shall provide his or her Disclosure Statement(s) and Affirmation(s) of Compliance to the Chairperson of the Board of Directors.

In all cases, copies of all Disclosure Statements and Affirmations of Compliance shall also be provided to the President/CEO and Secretary of LVCC. The Secretary of LVCC shall file copies of all Disclosure Statements and Affirmations of Compliance with the official corporate records of LVCC.

IV. GENERAL PROCEDURES FOR THE REVIEW OF ACTUAL OR POTENTIAL CONFLICTS

Whenever there is reason to believe that an actual or potential conflict of interest exists between LVCC and an interested party, the Board of Directors shall determine the appropriate organizational response; subject, however, to the provisions set forth in LVCC's Bylaws. This shall include, but not necessarily be limited to, invoking the procedures described in Section V of this Policy with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an employee of LVCC other than the President/CEO, the President/CEO shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of LVCC. The President/CEO shall report to the Chairperson of the Board of Directors the results of any review and the action taken. The President/CEO, in consultation with the Executive Committee, shall determine if any further Board review or action is required.

V. PROCEDURES FOR ADDRESSING CONFLICTS OF INTEREST -SPECIFIC TRANSACTIONS

Where an actual or potential conflict exists between the interests of LVCC and an interested party with respect to a specific proposed action or transaction, LVCC shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the Board of Directors of LVCC. The following procedures shall apply:

- The Board of Directors or the Executive Committee of the Board of Directors shall gather comparability data regarding a possible conflict to make determinations regarding the fairness and reasonableness of the transaction. The Board of Directors or the Executive Committee of the Board of Directors shall seek guidance from Section 4958 of the Internal Revenue Code and its regulations (or any successor statute) for guidance on what constitutes appropriate comparability data.

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of LVCC shall not participate in anyway in, or be present during, the deliberations and decision making of LVCC with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.
- The disinterested members of the Board of Directors may approve the proposed action or transaction upon finding that it is in the best interests of LVCC. The Board of Directors shall consider whether the terms of the proposed transaction are fair and reasonable to LVCC and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.
- Approval by the disinterested members of the Board of Directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall neither be counted for purposes of determining whether a quorum is present nor for purposes of determining what constitutes a majority vote of directors in attendance.
- The Board of Directors shall keep written records of all disclosures and discussions regarding actual or potential conflicts of interest between LVCC and an interested party. The minutes of all meetings involving conflicts discussions shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.
- LVCC may engage from time to time outside experts to conduct a periodic review of this Policy and to audit the minutes of discussion pursuant to this Policy.

VI. VIOLATIONS OF CONFLICT OF INTEREST POLICY

If the Board of Directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the Board of Directors determines that the interested party has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

*APPENDIX A TO
LEHIGH VALLEY CHILDREN'S CENTERS, INC.*
EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Lehigh Valley Children's Centers, Inc.'s (LVCC) Employee Handbook. I understand that this handbook has been provided to me for informational purposes only and that it is not a contract of employment, a guarantee of benefits or other legal obligation of LVCC.

I acknowledge that I have 30 calendar days from my date of hire to enroll online for benefits at <https://secure.bswift.com>. I understand that if I do not enroll during that time, I will need to wait until annual open enrollment to do so.

I acknowledge that I have read and agree to abide by the policies set forth in this handbook. I understand that the Human Resources Director is available to answer any questions that I may have regarding the policies set forth herein.

I further understand that this handbook will be reviewed periodically by LVCC and that LVCC reserves the right to alter, amend, modify or eliminate any benefits or provisions contained herein at any time without prior notice.

Further, I understand that my employment may be terminated at any time, for any reason, at my option or the option of LVCC.

Lastly, I understand that this handbook replaces all other previous LVCC manuals and/or handbooks effective June, 2018.

(Employee Name- Please print)

(Employee Signature)

(Date)