

Welcome to The Child Development Center at Timberlake

Hello! We are thrilled that you have chosen our CDC as your place of employment and to become a part of the team. We are honored that you are here. The ministry you have joined is integral to the mission of Timberlake Church.

The families and children that come to our CDC entrust us with several important things. First, of course, is the child's physical safety and health. Then, we are charged with educational, social, and spiritual development. In many ways, just as important is we are entrusted to love and care for these children as if they were our own. Your role is critical in ensuring we meet and exceed our parents' expectations.

You have been selected to join us based on your professional skills, experience, and commitment to love and care for our children, with Jesus as our example. Timberlake Church is so proud of The Child Development Center due to the dedication and performance of the entire team and the excellent program.

I believe you will do wonderful things, and I'm so excited you are here!
If I can assist you in any way, please let me know.

Mark Coleman
Executive Pastor, Timberlake Church, Inc.
Board Chair, The Child Development Center at Timberlake, Inc.

I'd like to welcome you to The Child Development Center at Timberlake. We are excited to have you join the team. Our main goal is to partner with the families that we serve to care for and teach their children. We strive to create a loving Christian environment for them to grow and learn.

Our preschool age program was founded in 1978, beginning with a half-day program for children ages 3-5. Over the years, we have grown and now offer year-round care to infants, toddlers, preschoolers, and school-age children. We take pride in searching for individuals who put Christ at the center of their lives, with a passion for working with young children and a desire to strive for excellence in all they do.

We look forward to watching you put the talents you were created with to work at the CDC and will partner with you in training and professional development. The children we serve are here because their parents chose us; what a blessing and responsibility. Proverbs 22:6. "Train up a child in the way he should go: and when he is old, he will not depart from it."

Blessings,
Christina Tilley
Executive Director, The Child Development Center at Timberlake, Inc.

1.0 Welcome

As you enter employment at The Child Development Center at Timberlake. (hereafter referred to as "CDC"), you enter more than just a job; you join a ministry team. The CDC operates under the umbrella of Timberlake Church, Inc.

The CDC leadership team is committed to assisting and supporting every staff member. Timberlake Church's mission is to "Reach, Feed, and Release People to be the Hands and Feet of Jesus," the CDC strives to fulfill this mission to the families and children we serve. We wish you great fulfillment and joy in your work as you share your talents, abilities, and professional training.

This handbook is designed to acquaint you with the CDC and provide information about working conditions, employee benefits, responsibilities, and the policies affecting your employment. Nothing herein shall be interpreted as creating any right or benefit contrary to any policy or rule of the CDC. Terms of employment will conform to the laws of the Commonwealth of Virginia and applicable Federal statutes. You should read, understand, and comply with all handbook provisions. One of our objectives is to provide a work environment conducive to personal and professional satisfaction.

Please take the time now to read this employee handbook carefully because it sets out the basic rules and guidelines concerning your employment. Sign the acknowledgment on the last page to state you have read, understand, and will abide by the contents of this handbook. This handbook supersedes any previously issued handbooks or policy statements on the subjects discussed herein. The CDC reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have difficulty reading or understanding any of this handbook's provisions, please get in touch with the Executive Director for the CDC, the Timberlake Church Executive Pastor, or the Business Manager. Likewise, please let us know if you have any suggestions related to the CDC policies or procedures.

1.1 At-Will Employment

Your employment with the CDC is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave your employment at the CDC at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other CDC document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

2.0 Introductory Language and Policies

2.1 About the CDC

The CDC is committed to recruiting, utilizing, compensating, and promoting its staff consistent with Biblical principles and Christian ethics.

All employees of the CDC are expected to believe and support Timberlake Church's Statement of Faith and support the philosophy and organizational objectives of Timberlake Church while performing their specific duties. The CDC and Timberlake Church are Protestant Christian ministries, and with employment in the CDC, all employees are expected to abide by Timberlake's Biblical principles on behavior and lifestyle.

2.2 Ethics Code

The CDC will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will hold a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our staff is expected to adhere to high standards of business and personal integrity as a representative of the CDC.

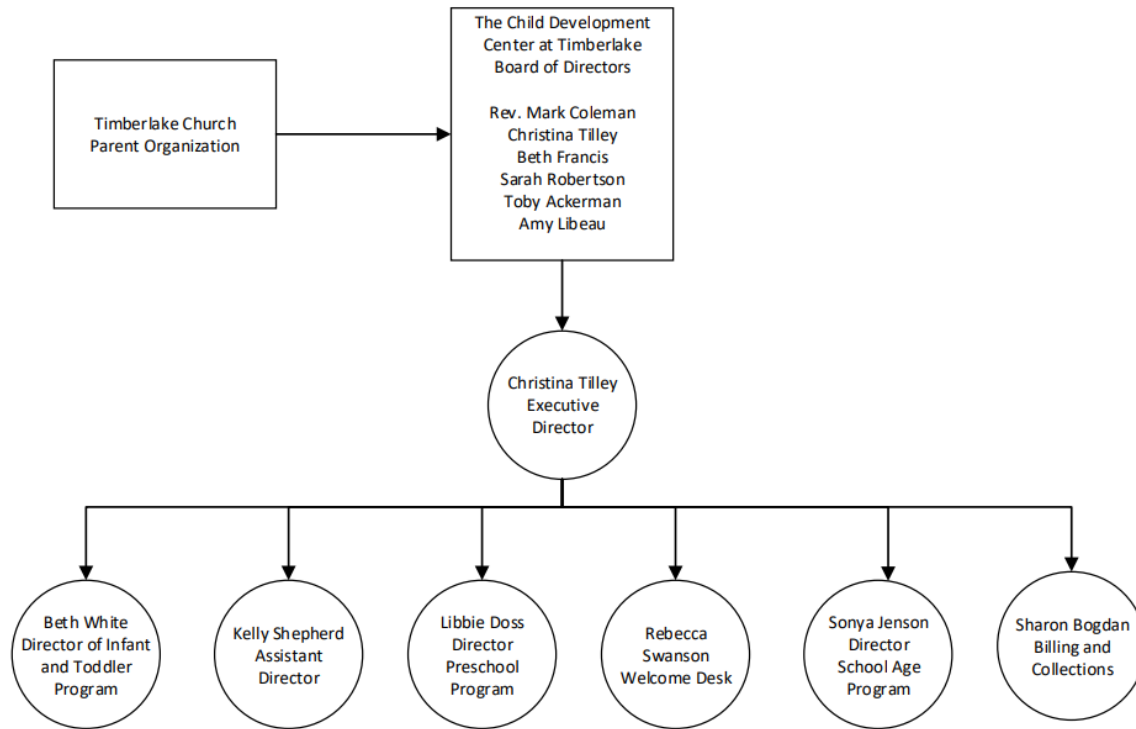
We expect that employees will not knowingly misrepresent the CDC or Timberlake Church and will not speak on behalf of the CDC unless expressly authorized. The confidentiality of proprietary information and similar confidential commercially sensitive information (i.e., financial records/reports, marketing or business strategies/plans, product development, student and family information, trademarks, etc.) about the CDC is to be treated with discretion, and only be disseminated on a need-to-know basis (see policies relating to privacy).

Violating the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.3 Mission Statement

It is the mission of the Child Development Center at Timberlake to provide a loving Christian environment where children learn and grow spiritually, academically, emotionally, and socially.

2.4 Organization



2.5 Revisions to Handbook

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including CDC policies and procedures. The handbook is not a contract. The CDC reserves the right to revise, add, or delete from this handbook as it is in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them promptly, typically in a written supplement to the handbook or in e-mail communication.

3.0 Hiring and Orientation Policies

3.1 EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

The CDC is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws, providing equal employment opportunities, and all other laws and regulations. We intend to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, sex, pregnancy, physical or mental disability, genetic information, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The CDC is dedicated to fulfilling this policy regarding all

aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The CDC will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the CDC's Equal Employment Opportunity Policy in a confidential manner. The CDC will take appropriate corrective action if and where warranted. The CDC prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the CDC's Equal Employment Opportunity Policy.

We are all responsible for upholding the CDC's Equal Employment Opportunity Policy, and any claimed violations of that policy should be brought to the attention of your supervisor and the CDC Executive Director.

Policy against Workplace Harassment

CDC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based on an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All harassment of or by employees, vendors, visitors, customers, and clients is strictly prohibited and will not be tolerated.

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the CDC or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

B. Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, religion, national origin, ancestry, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above-protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the CDC's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

Employees who feel they have witnessed or been subject to discrimination or harassment must immediately notify their supervisor and the CDC Executive Director.

The CDC prohibits retaliation against any employee who provides information about, complains about, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the CDC determines that harassment or discrimination occurred, corrective action will be taken to end the harassment effectively. As necessary, the CDC will monitor any incident of harassment or discrimination to ensure that inappropriate behavior has stopped. In all cases, the CDC will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

3.2 Disability Accommodation

The CDC complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the CDC will provide reasonable accommodation to disabled employees if the reasonable accommodation would allow the individual to perform the job's essential functions unless doing so would create an undue hardship.

If you require accommodation because of your disability, notify your supervisor or the CDC Executive Director. When making your accommodation request, make sure to include relevant information, such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How will the accommodation help you perform the essential functions of your job?

After receiving your request, the CDC will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. The CDC encourages you to suggest specific reasonable accommodations that would allow you to perform your job. However, the CDC is not required to make the particular accommodation you requested. It may provide alternative accommodation to the extent any reasonable accommodation can be made without imposing undue hardship on the CDC.

The CDC will not discriminate or retaliate against any employee for requesting accommodation.

3.3 Posting of Openings

The CDC desires to promote qualified employees from within where it believes possible, consistent with the need to ensure that highly competent individuals staff all positions. New job openings will be posted on the CDC website and Indeed.

3.4 Conflicts of Interest

The CDC is concerned with conflicts of interest that create actual or potential job-related concerns, especially in confidentiality, member relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the CDC and another vendor or contractor must be disclosed by the employee to the CDC Executive Director. Activities such as vendor favoritism, favoring relatives, or accepting gifts from organizations doing business with the CDC are also considered conflicts of interest and are not tolerated. If an actual or potential conflict of interest is determined to exist, the CDC will take steps necessary to reduce or eliminate this conflict.

3.5 Employment of Relatives and Friends

Relatives of current staff members will receive the same consideration for a job opening as any other applicant. However, the CDC will not employ friends or relatives where actual or potential conflicts may arise, which could compromise supervision, safety, confidentiality, security, and morale. The employee must inform the CDC of any such potential conflict so it can be determined how to best respond to the particular situation.

Additionally, the employment of more than one member of the same family shall be avoided if the appointment or assignment would enable a relative to exercise undue influence, specifically in a manager-subordinate relationship.

3.6 Job Descriptions

The CDC attempts to maintain a job description for each position. You should request one from your supervisor if you do not have a copy of a current job description. Job descriptions prepared by the CDC serve as an outline only. Due to the needs of the CDC, you may be required to perform job duties that are not within your written job description. Furthermore, the CDC may have to revise, add to, or delete from your job duties according to CDC needs. Occasionally, the CDC may need to change job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description or the scope of your duties, please speak with your supervisor or the CDC Executive Director.

3.7 New Employees and Introductory Periods

The first 90 days of your employment is considered an introductory period. You will become familiar with the CDC and your job responsibilities during this period. During this time, we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments to your job description or responsibilities. Your introductory period with the CDC can be shortened or lengthened as deemed appropriate by management. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.8 Training

In most cases, employee training is done individually by the employee's supervisor. Even if an employee has had previous experience in their specified functions, they must learn our specific procedures and the responsibilities of the position. If an employee ever feels the need for additional training, he/she should notify his/her supervisor or the CDC Executive Director. Group training opportunities are offered during closure dates to help meet the required professional development hours. Additional resources for professional development are given regularly throughout employment.

Staff wishing to complete the CDA certification or obtain an Early Childhood Education Associates through CVCC during employment, please reach out to your supervisor or CDC Executive Director to help apply for available scholarships. There are local scholarship opportunities for childcare providers that will cover most if not all, required courses. Suppose you want to pursue further education towards a Bachelor's or master's degree in education or child development, which is necessary for your employment. In that case, the CDC may, from time to time, have funds available for assistance.

3.9 Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You must complete federal Form I-9 on the first day of employment. If this form and employment eligibility verification are not completed during the first three days, we are legally required to terminate your employment. If you are employed and have not complied with this requirement or your status has changed, please inform your supervisor.

3.10 Onboarding Employees

All employees will be given a job description and a copy of the CDC's Employee Handbook and must sign a statement that they have read and agree with the handbook's provisions. Offers of employment will be communicated in writing and include pay rates and available benefits. Offers must be accepted in writing by the employee.

4.0 Wage and Hour Policies

4.1 Introduction

Employees' pay depends on various factors, including pay scale surveys, work performance, qualifications, and CDC funding. Employees with questions about their compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor, Business Manager, or CDC Executive Director.

4.2 Pay Period

The standard pay period is bi-weekly for non-exempt employees and monthly for exempt employees. Pay dates are the 15th and the last day of the month. Employees will be paid on the preceding workday if any pay period falls on a holiday. If a pay date falls on a Saturday or a Sunday, the paycheck's direct deposit will occur on Friday. Special provisions may be required occasionally if holidays fall on pay dates. Please inquire with the appropriate supervisor if this type of date arises.

4.3 Paycheck Deductions

The CDC is required by federal, state, and specific local laws to withhold certain deductions from paychecks. This includes income, FICA contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The number of individual tax deductions will depend on personal earnings and the number of exemptions the employee listed on their federal Form W-4 and applicable state withholding form. Employees may also authorize voluntary deductions from their paycheck, including contributions for retirement plans, employee purchases, childcare, or other services. All deductions will be reflected in the individual's wage statement.

Employees should contact the Business Manager with any questions about their paycheck deductions.

4.4 Direct Deposit

The CDC pays employees via direct deposit. Employees must complete a direct deposit authorization form and submit it to the Business Manager when hired. A written explanation of personal deductions will be documented on each employee's pay stub. Pay stubs are emailed to employees on paydays, as described in the preceding sections, instead of a check.

4.5 Recording Time

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. For this reason, all nonexempt (salaried and hourly) employees must record their time each day using the CDC electronic timekeeping system.

Every nonexempt employee of the CDC must accurately enter their hours worked, including all lunch periods. Employees must notify the Business Manager of any pay discrepancies, unrecorded or miss-recorded work hours, or involuntary missed meal periods.

Employees should not complete the timesheet of any other employee or request that they do so for them. Employees should be sure to indicate any days off taken. The appropriate supervisor must approve any changes to an employee's timesheet.

Falsifying time records or recording time for another employee may result in discipline, up to and including termination of employment.

4.6 Overtime Authorization for Nonexempt Employees

Nonexempt employees (hourly or salaried) may qualify for overtime pay. All overtime must be approved in writing by one's supervisor in advance. Overtime approval is sent to the Business Manager by the employee's supervisor.

At certain times, the CDC may require employees to work overtime. The CDC will attempt to give as much notice as possible. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if an employee performs work at different pay rates during the relevant week) is paid for any hours worked more than 40 hours in a workweek. Holidays and PTO do not count as time worked for computing overtime.

4.7 Attendance Policy and Work Schedule

Child Development Center Operational Hours: 7:00 am to 5:30 pm M-F. Employees will be assigned scheduled work hours according to their job description.

Non-exempt employees must document when they are on & off the clock, including arrival and departure times and a ½ - 1 hour time off for lunch (dependent on the job position). A lunch break should be an actual break, meaning lunch is eaten away from the employee's work area, and no work issues should be addressed during this time.

Staff Attendance Policy

Maintaining regular attendance is crucial in the early childcare field. Employees are expected to arrive to work as scheduled on time and prepared for the day. Timberlake allows for adequate time off when requested in advance by filling out the proper documentation. It is understood that sometimes unexpected reasons for absence arise, but excessive absenteeism, last minute call outs, and late arrivals cause hardship on other team members and leaders.

Providing less than 2 weeks notice for time off request	1 Occurrence
Arriving late or leaving early up to 30 minutes	½ Occurrence
Arriving late or leaving early more than 30 minutes	1 Occurrence
Call out less than 1 hour prior to shift	2 Occurrences

- Phone Call notification to supervisor: of tardiness or emergency call outs should occur between 5-6am and 6-10pm
- Occurrence points may be voided if a doctor’s note is provided for emergency or last-minute call outs due to illness.

Occurrences will be tracked quarterly

(June, July, and August) (September, October, and November) (December, January, and February)

(March, April, and May)

3 Occurrences – Discussion with supervisor; documented

4 Occurrences – Written Reprimand; documented and kept in Employee File

5 Occurrences – Grounds for Termination

- **An employee must use accrued PTO when calling off for their shift**, an occurrence will still be issued.
- Each employee will have **1 emergency call out** in a calendar year without an occurrence being issued. The employee may **choose** to use accrued PTO or have the time off without pay. Please communicate with your supervisor when you wish to use this option.
- Employees who receive 3 occurrences in the first 90 days of employment will be terminated for poor attendance.
- Absence for 3 consecutive shifts without proper notification or documentation will be considered a voluntary resignation.

4.8 Job Abandonment

Suppose an employee fails to show up for work or calls in with an unacceptable reason for the absence for three consecutive days. In that case, they will be considered to have abandoned their job and voluntarily resigned from the CDC.

4.9 Reimbursement

- See **GENERAL POLICIES: Travel Purchases and Reimbursement**
- See **GENERAL POLICIES: Employee Expense Reporting**

5.0 Performance, Discipline, Layoff, and Termination

5.1 Performance Improvement

The CDC will make efforts to review each employee's work performance periodically. The performance improvement process will take place on an annual basis or as needs dictate. Employees may request that their supervisor assist them in developing a performance improvement plan at any time.

The performance improvement process increases the quality and value of an individual's work performance. The employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. Employees should understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay increases and promotions are based on numerous factors, only one of which is job performance.

5.2 Promotions

Employees may be transferred from their current job to match the employee with the best job and meet the CDC's business needs. The CDC's policy is to promote from within when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the skills, education, experience, and other qualifications required for the job.

All employees promoted into new positions will undergo a 90-day introductory period as described in the New Employees and Introductory Periods section. Unlike new hires, however, such employees will continue to receive employment benefits for which they are eligible.

5.3 Pay Raises

Depending on the CDC's financial health and other factors, efforts will be made to give pay raises consistent with job performance and qualifications. The CDC may also make individual pay raises based on merit or due to a job position change.

5.4 Standards of Conduct

The CDC wishes to create a work environment that promotes employee satisfaction, respect, responsibility, integrity, and value. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at the CDC, an employee agrees to follow the CDC's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including

immediate termination of employment. This policy is not intended to limit the CDC's right to discipline or discharge employees for any reason permitted by law. While the CDC values our employees, the CDC retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures outlined in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on CDC property (including CDC vehicles).
- Inaccurate reporting of the hours worked by the individual or any other employee.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the CDC or in the preparation of any employment-related documents, including, but not limited to, job applications, personnel files, employment review documents, intra-CDC communication, or expense records.
- Taking or destroying CDC property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc.
- Illegal possession or use of any firearm, illegal knife, or weapon of any kind while acting in the course of employment on CDC-owned, leased, or controlled property.
- Fighting with or harassment (as defined in our EEO policies) of any fellow employee, parishioner, student, or parent.
- Disclosure of CDC proprietary and confidential/sensitive information (i.e., financial records/reports, business strategies/plans, etc.) of the CDC or its vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Any use of tobacco products (i.e., cigarettes, vaping, juuling) in the building or CDC vehicles. Outdoors is permissible.
- Working unauthorized overtime.
- Solicitation of fellow employees on the CDC premises during working time (Refer to Non-solicitation/Non-distribution Policy).

- Failure to dress according to CDC policy.
- Use obscene or harassing language (as defined by our EEO policies) in the workplace.
- Outside employment, which interferes with the employee's ability to perform their job at the CDC.
- Gambling on CDC premises.
- Lending keys, keycards, or CDC property to unauthorized persons.

5.5 Criminal Activity/Arrests

Involvement in criminal activity, whether on or off CDC property, during employment may result in disciplinary action, including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

When scheduled, employees are expected to be on the job, ready to work. Inability to report to work as expected due to an arrest may lead to disciplinary action, up to and including termination of employment, for violating an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source if management has reason to view the source as credible.

5.6 Disciplinary Process

Violating CDC policies or procedures may result in disciplinary action, including demotion, leave without pay, or termination of employment. The CDC encourages a progressive discipline system depending on the type of prohibited conduct. However, the CDC is not required to engage in progressive discipline. It may discipline or terminate an employee who violates the rules of conduct or where the quality or value of the employee's work fails to meet expectations. Again, any attempt at progressive discipline does not imply that one's employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, suspension, or termination of employment. Supervisors will make every effort to allow employees to respond to disciplinary action. Understand that while the CDC is concerned with consistent enforcement of our policies, the CDC is not obligated to follow any disciplinary or grievance procedure, and, depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

5.7 Problem-Solving Procedure

The CDC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, the CDC wants employees to bring any problems, concerns, or grievances they have about the workplace to the attention of their supervisor and, if necessary, to the CDC Executive Director. To help manage conflict resolution, the CDC has instituted the following problem-solving procedure:

If an employee believes there is inappropriate conduct or activity on the part of the CDC, management, its employees, vendors, childcare families, or any other persons or entities related to the CDC, bring those concerns to the attention of the appropriate supervisor at a time and place that will allow the supervisor to listen to the concern appropriately. Most problems can be resolved informally through dialogue between the employee and the immediate supervisor.

If the employee has discussed this matter with the appropriate supervisor before and does not believe he or she has received a sufficient response, or if the employee believes his or her supervisor is the source of the problem, then the employee should present the concerns to the CDC Executive Director. The employee should indicate what the problem is, those people involved in the problem, the efforts made to resolve the problem, and suggested solutions to the problem.

5.8 Outside Employment

Outside employment, which creates a conflict of interest or affects the quality or value of an employee's work performance or availability at the CDC, is prohibited. The CDC recognizes that employees may seek additional employment during off-hours but expects, in these cases, that any outside employment will not affect job performance, work hours, scheduling, or otherwise adversely affect the employee's ability to perform the required duties effectively. Any conflicts should be reported to one's supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

5.9 Exit Interview

An employee may be asked to participate in an exit interview when leaving employment with the CDC. The exit interview aims to give management greater insight into employee relations and avoid unnecessary employee claims. Cooperation in the exit interview process is appreciated.

5.10 Post-Employment Reference Policy

The CDC will provide prospective employers with the dates of employment and a former employee's job position(s). All references are to be given to the Business Manager.

6.0 General Policies

6.1 Driving Record

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. These employees must submit a driving record from the Division of Motor Vehicles to the Office Manager to determine an employee's driving record. The

employee's responsible for providing a copy of their current driver's license for their personnel file. Any changes in the employee's driving record, including, but not limited to, driving infractions, must be reported to the Office Manager.

6.2 Use of Vehicles

CDC vehicles are to be used for CDC business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

Drivers of CDC vehicles are to immediately report all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor and the CDC Executive Director immediately.

When a CDC vehicle cannot be operated, is unsafe for use, or has been damaged, notify a supervisor immediately.

The driver of a CDC vehicle is responsible for the vehicle while in charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol, a chemical substance, or other substance that can impair judgment.

Multiple violations appearing on the annual DMV check will result in suspending rights to drive a CDC vehicle or a personal vehicle on CDC business. Suspension of rights will continue until one year has passed with no infractions. If persistent and ongoing problems with driving infractions and driving a vehicle are a part of successfully executing job responsibilities, termination of employment is possible.

6.3 Authorization for Use of Personal Vehicle (Repeat Info) 6.1

All employees required to operate a motor vehicle must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. The CDC may run a Virginia Department of Motor Vehicle check to determine an employee's driving record. The employee is responsible for providing a copy of their current driver's license and insurance coverage for the person's personnel file. Any changes in the employee's driving record, including, but not limited to, driving infractions or modifications to the employee's insurance policy, must be reported to the Office Manager.

6.4 Travel Guidelines

This policy defines employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses employees incur when traveling on approved CDC business trips. CDC travel is limited to business activities for which other means of communication are inadequate and for which prior approval of the employee's supervisor has been received.

Travel Expenses

The CDC pays the amounts incurred for appropriate expenses when employees are on travel assignments. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Supplies and services
- Associated gratuities

Travel Purchases & Reimbursement

Employees are expected to use the company credit card when possible. If personal credit or cash is used, the employee should submit their approved expenses for reimbursement to the business manager on the standard Check Request Form. The CDC does not reimburse hotel in-room charges or personal travel insurance.

Personal Vehicles

All employees using their vehicle for business must maintain insurance coverage as required by law and may not have more than [2 points] on their driving record. Travel between the employee's home and primary office is not business travel. Employees are not authorized to use personal vehicles for business travel without authorization. Employees will be reimbursed for vehicle use at the standard IRS mileage rate.

Employee Expense Reporting

Employees are to report their approved expenses on the CDC Check Request Form and include a description of the expense and its business purpose, date, place, and participants.

6.5 Personnel and Medical Records

The CDC maintains a personnel file for every employee. If medical records are obtained for any reason, they will be kept in a separate folder. Every effort will be made to keep employees' personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes but is not limited to supervisors and others in management who may need to review the file.

Employees wishing to review their personnel or medical file may do so after giving the CDC reasonable notice. Inspection must occur in the presence of a CDC representative. All requests by an outside party for information in an individual's personnel file will be directed to the Business Manager, the only person authorized to give such information.

6.6 Accommodations for Nursing Mothers

The CDC will provide nursing mothers reasonable paid break time to express milk for their infant children up to one year after birth. Nursing mothers may express their milk in a private room to ensure privacy. The room will be designated with a lock or a sign on the door to indicate when the room is in use. Nursing mothers will also be provided with a refrigerator to store their breast milk. Employees are responsible for labeling their milk with their name and the date it was expressed. Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor. Employees with questions or concerns regarding this policy should contact their supervisor or the CDC Executive Director.

6.7 Employee Privacy and Right to Inspect

CDC property, including but not limited to audiovisual, musical instruments and equipment, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the CDC and is subject to inspection at any time without notice to the employee, and without the employee's presence. Employees should not expect privacy in any of these areas. The CDC assumes no responsibility for the loss of or damage to any employee property maintained on Timberlake premises, including that kept in desks or cabinets.

6.8 Confidentiality Policy

People who work for the CDC as volunteers or as paid employees are often exposed to confidential information. These employees and volunteers are responsible for maintaining the confidentiality of this sensitive information.

As a condition of employment, the CDC employees are required to protect the confidentiality of CDC personnel, proprietary information, and confidential CDC-related sensitive information (i.e., financial records/reports and personal information). This information should be limited to a "need to know" basis. It should not be used for personal benefit, disclosed, or released without prior authorization from the appropriate supervisor. Violating this policy may result in the discipline or termination of any employee and subject the employee to civil liability.

6.9 Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide each employee of the CDC with the guidelines associated with using the CDC's voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, and others accessing and using the CDC's system through onsite or remote terminals.

General Provisions

- The systems and all data transmitted or received through the systems are the exclusive property of the CDC. No individual should expect privacy in any communication over these systems. Any individual permitted access to the CDC's systems will be given a voicemail, email, Internet address, and access code and will use the systems consistent with this policy.

- The CDC reserves the right to monitor, intercept, and review all data transmitted, received, or downloaded over the system. Any individual given access to the systems is now notified that the CDC will exercise this right periodically without the employee's prior notice and consent.
- The CDC's interests in monitoring and intercepting data include but are not limited to the protection of CDC proprietary information and similar confidential, sensitive information (i.e., financial records/reports, business strategies/plans, personnel, student information, etc.); managing the use of the CDC's computer system; and assisting the employee in the management of electronic data during periods of absence. No individual should interpret password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy about the receipt, transmission, or storage of data on the CDC's Voicemail/Email/Internet systems.

Any employee who violates this policy will be subject to corrective action, up to and including termination of employment. The CDC will also advise law enforcement officials of any illegal conduct if necessary.

6.10 Social Media Policy

The CDC recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information using social media. However, using social media also presents certain risks and carries specific responsibilities. To minimize risks to the CDC, employees are expected to follow our guidelines for the appropriate use of social media.

This policy applies to all employees who work for the CDC.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's personal or someone else's weblog or blog, unique website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the CDC, as well as any other form of electronic communication.

The CDC principles, guidelines, and policies apply to online activities just as they apply to other work areas. Ultimately, employees are solely responsible for what they communicate on social media. Employees may be personally liable for any litigation that may arise should they make unlawful defamatory, slanderous, or libelous statements against any employee of the CDC, a student, or a parent.

Employees should ensure their posts are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, threats of violence, or other unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Be Respectful

The CDC cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If an employee decides to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, defamatory, threatening, or that might constitute illegal harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or church policy. An employee's personal posts and social media activity should not reflect upon or refer to the CDC negatively.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of CDC secrets, such as intellectual property, and confidential CDC-related sensitive information (i.e., financial records/reports, marketing or business strategies/plans, etc.).
- Maintain confidentiality of information that should not be published.
- An employee should not create a link from their blog, website, or other social networking sites to a CDC website that identifies the employee as speaking on behalf of the CDC.
- An employee should never represent oneself as a spokesperson for the CDC. If the CDC is a subject of the content an employee creates, the employee should not represent herself as speaking on the CDC's behalf. Employees should make it clear in any social media activity that they speak on their own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Employees may not use social media while on work time unless it is work-related as described in their job description and is consistent with policies that cover CDC-owned equipment.

Media Contacts

Unless an employee is authorized to speak on behalf of the CDC, they should not talk to the media on the CDC's behalf. Employees should direct all media inquiries to the CDC Executive Director.

Retaliation and Employee Rights

Retaliation or any other adverse action is prohibited against an employee who reports a possible deviation from this policy or cooperates in an investigation. Any employee retaliating against another

employee for reporting a possible deviation from this policy or cooperating in an investigation will be subject to disciplinary action, including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to restrain employees from exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

6.11 Employee Suggestions/Open Door Policy

The CDC welcomes suggestions for continued improvement and includes employees' ideas for better ways to do their jobs or meet CDC-wide needs. Employees should discuss ideas with their supervisor or the CDC Executive Director.

The CDC also encourages employees to offer suggestions derived from seminars, magazines, or other outside sources of information they believe would add value to the CDC.

Understand that any suggestions, innovations, inventions, or other matters created by employees at work or with the CDC tools or property are considered the property of the CDC.

6.12 CDC Bulletin Board

The CDC maintains an official bulletin board in the CDC office to provide employees with its official notices, including wage and hour laws, policy changes, and other employment-related notices. Additional important information is sent to employees through email or is posted by the CDC welcome desk.

6.13 Non-solicitation/Non-distribution Policy

The CDC has a Non-solicitation Policy to avoid disrupting or disturbing employees or visitors. For purposes of the Non-solicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking membership in or support for any organization. The Non-solicitation Policy covers solicitation through verbal, written, or electronic means.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means when either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, so long as they do so when the other employees are also on nonworking time.

Employees may not distribute literature or other non-work-related items in working areas to avoid inappropriate litter, clutter, and safety risks. Working areas do not include break/rest areas, lunchrooms, or parking lots.

6.14 Personal Appearance

Personal appearance reflects on the CDC's reputation, integrity, and public image. All employees are required to report to work neatly groomed and dressed. All employees are expected to maintain personal hygiene habits generally accepted in the community, including clean clothing, good grooming, personal hygiene, and casual business attire appropriate for high levels of activity. Leggings or tights may not be worn as pants unless covered by a proper top to the length of the lower thigh. Tops should not contain inappropriate graphics or gape open when bending down or kneeling. Shorts may be worn but must not be shorter than fingertips with arms fully extended. Additionally, program attire may be provided for use on specific occasions.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The CDC will make every effort to reasonably accommodate employees with disabilities that make it difficult for them to comply fully with the personal appearance policy. Contact one's supervisor to request reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, including termination of employment.

6.15 Telephone Use

Employees should always use an appropriate greeting and speak courteously and professionally while on a CDC phone. Information received should be confirmed with the caller before hanging up. The caller should be the first to hang up.

Our phones are principally for work-related communications. Unless there is an emergency, employees must limit long-distance telephone calls to business purposes only. Employees should limit personal telephone use to brief communications during rest periods. A casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

6.16 Personal Cell Phone/Mobile Device Use

While the CDC permits employees to bring personal cell phones and other mobile devices (i.e., smartphones, PDAs, tablets, laptops) into the workplace, employees must not permit using such devices to interfere with their job duties or impact workplace safety and health.

Childcare workers are responsible for focusing on the children's well-being while under our care. For this reason, employees responsible for child supervision are not allowed to have their cell phones on their person or to use a cell phone during their work schedule.

Using personal smartphones and mobile devices at work can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during

nonworking time, such as breaks and meal periods. During this time, employees should use their devices in a manner that is courteous to those around them. Unless on break, lunch, or off hours, such devices should be kept at a minimum and limited to communication with staff members or emergency use only. Employees with devices with a camera and/or audio/video recording capability are prohibited from using those functions on CDC property unless authorized by management.

Employees are expected to comply with the CDC policies regarding protecting the employer's confidential and proprietary information when using personal devices.

While operating a CDC vehicle, the CDC requires the driver's personal cell phone/mobile device be put away. Employees who need to make or receive a phone call should pull off the road to a safe location unless they have the correct hands-free equipment for the device that complies with applicable state laws.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

6.17 Mail Use

Employees are required to limit the usage of CDC mail service to business purposes only. Employees may not use the CDC address to receive personal mail. Employees may not use the CDC postage meter for private mail. Employees who notice suspicious packages or envelopes should report this to the Office Manager immediately.

6.18 Off-Duty Use of Church Property or Premises

Employees may not use CDC or church property for personal use during working time. Employees are responsible for returning CDC or church property in good condition and repairing or replacing any property damaged due to personal use or negligence. This includes using copy machines, computers, equipment, or office supplies for personal use without prior authorization.

It is the policy of the CDC to control off-duty and nonworking hour use of CDC facilities for business or personal reasons. Employees are prohibited from using the CDC facilities during off-duty or non-working hours without the written consent of their supervisor. Employees requesting the use of facilities during off-duty hours should submit a Use of Building Request Form to the Church Office Manager.

6.19 Security

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, employees should lock doors protecting valuable or sensitive material in their work area and immediately report any lost or stolen keys, key cards, or other similar devices to their supervisor. Employees should refrain from discussing specifics regarding security systems, alarms, passwords, etc., with non-employees.

The CDC also requests that employees immediately advise their supervisor of any known or potential security risks or suspicious conduct of employees or guests of the CDC. Safety and security are the

responsibility of every employee, and the CDC relies on each individual to help keep our premises secure.

6.20 Computer Security and Copying of Software

Software programs purchased and provided by the CDC will be used only for creating, researching, and processing CDC-related materials. By using the CDC hardware, software, and networking systems, employees assume personal responsibility for their use and agree to comply with this policy, other applicable CDC policies, and city, state, and federal laws and regulations.

All software acquired for or on behalf of the CDC or developed by employees or contract personnel on behalf of the CDC is and shall be deemed CDC property. It is the policy of the CDC to respect all computer software rights and to adhere to the terms of all software licenses to which the CDC or Timberlake Church is a party. The Business Manager is responsible for enforcing this policy.

The CDC users may not illegally duplicate any licensed software or related documentation. Unauthorized software duplication may subject users and the CDC to civil and criminal penalties under the United States Copyright Act. To purchase software, users must obtain the approval of the CDC Executive Director.

Users may not duplicate, copy, or give software to outsiders, including parishioners, vendors, or visitors. Users may use the software on local area networks or multiple machines only by applicable license agreements entered into by the CDC.

6.21 Third-Party Disclosures

From time to time, the CDC may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If an employee receives such contact, they should not speak on behalf of the CDC and should refer any calls received to the CDC Executive Director. If an employee has questions about this policy or is unsure what to do when such a contact is made, the employee should contact the CDC Executive Director.

6.22 Personal Data Changes

Each employee must provide the CDC with all contact information, including mailing address and telephone number. Please inform the Business Manager of any marital or tax withholding status changes. Failure to do so may delay receipt of W-2 and other mailings.

6.23 Parking and Personal Vehicles

Parking spaces on church parking lots are on a first-come, first-serve basis. Designated parking is available for disabled visitors and drop-offs. Anyone parking in these spaces is expected to fall into the selected category.

The CDC is not responsible for damage to or theft of vehicles while on the property. The CDC is also not responsible for any personal property lost, damaged, or stolen while left in one's vehicle.

6.24 Inclement Weather Policy

The CDC Executive Director will consult with the Chairman of the Trustees and CDC Directors to make an operational safety decision in inclement weather. If closing or delays are deemed necessary, the CDC Lead Director will notify the Business Manager, the Executive Director for Timberlake Church, and the Communications Director. Upon notification, the CDC Directors will update their Facebook pages and send text messages and email updates to the families and staff. The Executive Director will also notify WSET. The Communication Director will update the website.

If the CDC remains open, and an employee feels it unsafe to travel to work, they must notify their supervisor as soon as possible. The employee may request PTO (if eligible) or unpaid day off.

7.0 Benefits and Leave Policies

7.1 Employee Definitions

The CDC staff is made up of the following employee types:

- **Regular Full-Time Employee** - works 40 hours or more per week for at least 50 weeks per year.
- **Regular Part-Time Employee** - works under 40 hours per week or for less than 50 weeks per year.
- **10 Month Pre-School Lead Teacher** - works 4 - 8 hours daily during the school year.
- **Seasonal Staff** - employed for a specified period, typically 3 months or less (*Ex: Summer Camp Workers*)

7.2 Inclement Weather Pay

In the event of a delay, early dismissal, or closure due to inclement weather, employees will be paid based on their scheduled work hours for the date or dates of operational adjustments. However, suppose there is an extended closure due to inclement weather, and families are given a credit towards their regular tuition cost. In that case, employees will **not** be paid based on scheduled working hours and may request to use PTO (if eligible).

7.3 Cost of Living Bonus

Full Time staff receive a monthly bonus of \$50. Staff will receive \$25 per pay period. This is to assist with cost-of-living increases. It will be included in your regular paychecks.

7.4 Time Off Policy

The CDC maintains a Paid Time Off (PTO) program that combines time off for vacation, sick leave, and personal time into a single PTO program. The PTO program allows eligible employees to receive wages for qualified time away from work.

Compensation for PTO is based on the employee's straight-time hourly rate or regular salary rate, as applicable when the PTO is used.

PTO may be used in full-day (8-hour) or ½ day (4-hour) increments. Employees that earn PTO benefits must use accrued PTO before requesting unpaid time off.

Employees should remember that PTO is for planned and unplanned (i.e., sickness) absences. Employees may not request or take days over their available accrued balance when scheduling time off. Unpaid absences that have not been pre-approved may subject the employee to disciplinary action, including termination.

Employees are encouraged to use all of their PTO each year. No accrued, but unused PTO rolls over to the following year.

While the CDC encourages using PTO for vacation and personal time off, employees are expected to maintain at least sixteen (16) hours of PTO for unplanned illnesses or emergencies. If an employee has less than 16 hours of accrued PTO, any request for PTO will likely be denied except in the last quarter of the year.

7.5 Full-Time Employees

Full-time employees begin to accrue PTO in their first month following the most recent hire date. Employees converting to full-time from part-time will start accruing at the base rate effective for the first full month following conversion to full-time status. No consideration is allowed for years of service as a part-time employee for purposes of PTO accrual. An employee's PTO accrual is based on the employee's years of service as of January 1 of each year.

Accruing PTO

Years of Service	Days Accrual Per Month	Days Accrual per year
0-2	1.25	15
3-6	1.50	18
7-10	2	24
11+	2.25	27

Years of service is continuous full-time service determined from the employee's most recent hire date with one exception. If credit for the previous service to the CDC is given under any re-employment policy in effect at the time of rehire, the credit will be applied to PTO accrual as follows: the employee's anniversary date will remain the most recent date of hire; only previous service occurring within three months of the most recent date of hire will be considered for credit unless otherwise required by law; and only full years of the previous service, based on hire date(s) during the previous service, will be credited.

10-Month Pre-School Teachers

10-month preschool only lead teachers begin to accrue PTO in their first full month following the most recent hire date and will earn 8 days of PTO during the school year. PTO will be accrued at the start of each school year.

Year-round preschool-only lead teachers will earn 1 additional day of PTO to use during summer programming.

Using PTO

- **Vacation** – PTO for vacation must be requested in writing and approved at least two weeks in advance. Requests at least 30 days in advance for vacation time are expected. A supervisor may deny a leave request based on staffing needs even if an employee has available PTO.
- **Sick Time** – PTO may be used for medical or dental appointments, illness, injury, or a serious health condition of the employee or the employee's child, spouse, or parent. If the absence exceeds three consecutive workdays, the employee may be required to submit medical certification from a treating healthcare provider that the illness, injury, or serious health condition necessitated the absence or continuation of the absence. A return-to-work certificate may also be required for a sick absence exceeding three consecutive workdays.
- **Holiday Scheduling** – To be equitable to all employees, PTO surrounding holidays will be granted on an evenhanded basis yearly. Requests will not be considered or awarded based on length of service or first-come, first-serve. As with all PTO requests, a supervisor may deny a PTO request based on staffing needs.
- **Other** – Subject to the CDC's usual approval and scheduling practices, PTO may also be used for personal time off, funerals, or observance of certain religious, government, or other holidays not recognized by the CDC.
- **Change of Status** – If a regular full-time employee who has completed one year of continuous service transfers to a part-time position, the employee will no longer accrue PTO and will be paid out the balance of the accrued PTO at the employee's current compensation rate.

Calculation of PTO Utilized

After completing 90 days of continuous service with the CDC, employees who terminate voluntarily with appropriate written notice or who are involuntarily terminated because of a lack of work or reduction in force will be paid for their accrued PTO, not to exceed 200 hours, at the employee's compensation rate then in effect.

Accrued PTO may not be used instead of proper notice without the written approval of the employee's supervisor. Any accrued PTO will be forfeited if an employee does not work a requested notice period.

Questions about the use of PTO, including the CDC's practices regarding scheduling and required approvals, should be directed to the CDC Executive Director or Business Manager.

7.5 Continuing Education and Tuition Assistance

Staff wishing to complete the CDA certification or obtain an Early Childhood Education Associates through CVCC during employment, please reach out to your supervisor or CDC Executive Director to help apply for available scholarships. There are local scholarship opportunities for childcare providers that

will cover most if not all, required courses. Suppose you want to pursue further education towards a Bachelor's or master's degree in education or child development, which is necessary for your employment. In that case, the CDC may, from time to time, have funds available for assistance.

7.6 Holiday Policy

Holiday Pay

The CDC offers the following paid holidays each year to Full-time and 10-Month Preschool Lead Teacher employees:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on an employee's regular day off, the holiday will be observed as the manager determines, usually on the employee's last day of work before the holiday or the first day of work following the holiday.

The CDC reserves the right to close on another day or grant compensating time off instead of closing its offices. The employee will receive holiday pay if the holiday falls in the week when the employee uses PTO. The employee must work the day before and the day after a holiday to receive holiday pay unless the day before or the day after is the employee's normally designated day off, the employee is using PTO, or the employee has a doctor's note excusing the absence.

An employee must have completed the introductory period satisfactorily to be eligible for holiday pay. Holiday pay for full-time and 10 month preschool lead teacher employees is based on the number of hours that an employee is usually scheduled. Employees may not receive more than a typical day's wage for any holiday unless the employee works on that holiday.

7.7 Employee Childcare Discount

CDC staff will receive a 30% discount on childcare tuition costs. All required paperwork and documentation must be submitted, and a security deposit of \$150 for the first child and an additional \$50 per subsequent child paid at the time of enrollment for new employees. After the employee's 90-day introductory period is complete, the security deposit will be applied to the child/children's account. Staff are not required to pay program registration fees.

7.8 Extended Leave of Absence (Non-FMLA)

This policy aims to address extended leave needs that do not fall under FMLA. For example, when an employee is having surgery and needs time off and plans to return to work but has exhausted all PTO and, the CDC is agreeable with the employee taking unpaid leave.

A leave of absence is an unpaid approved absence from work for a specified period for medical, parental, military, or other approved reasons. If an employee finds that he or she must be out of work for more than three days, they should contact one's supervisor to determine if a leave of absence may be necessary. A doctor's note will be required for all medical leave of absence occurrences.

While on leave, an employee must contact one's supervisor at least every 30 days. This provision does not apply to employees taking Family and Medical Leave Act (FMLA) leave. Employees taking FMLA leave should consult the documents provided for FMLA leave and should discuss such notification or certification issues with their Supervisor or the CDC Executive Director. **See FMLA POLICY.** Failure to contact the employee's supervisor or the CDC Executive Director upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Required Documentation

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the Business Manager. An employee must provide 30 days advance notice when the need for the leave of absence is foreseeable, for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is unforeseeable, the employee must notify his or her immediate supervisor as soon as possible. Medical certifications and other documentation supporting the need for the leave may be required.

Job Benefits

While on approved, non-FMLA leave, employees must use any PTO first.

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

Return to Work

Upon return to work, the employee may be required to provide medical clearance.

7.9 Family and Medical Leave of Absence (FMLA)

A. General

The CDC recognizes that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, the CDC will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

- **Parental Leave:** For the birth or placement of an adopted or foster child;
- **Personal Medical Leave:** When an employee is unable to work due to their serious health condition;
- **Family Care Leave:** To care for a spouse, child, or parent with a serious health condition;
- **Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. **Note:** A leave of up to 26 weeks per 12-month period may be taken to care for the injured/ill service member.

B. Key Policy Definitions

Eligible employees under this policy are those whom the CDC has employed for at least 12 months (need not be consecutive months, and under certain circumstances, hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12 months immediately preceding the date leave is to begin. **For this policy, the leave year** shall be a rolling 12-month period measured backward from when an employee uses any FMLA leave.

- A **spouse** means a husband or wife recognized under state law for marriage in the state or other territory or country where the marriage arose.
- A **son or daughter** for parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because of physical or mental disability. A son or daughter can be of any age for military exigency or military care leave.
- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.
- **Next of kin** for military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates another blood relative as their caregiver in writing, that

individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.

- A **severe health condition** is an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not severe health conditions under this policy. Employee questions regarding the conditions they may qualify for should be directed to the CDC Executive Director.
- A **health care provider** is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan to certify a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special childcare needs created by a military call-up, including making alternative childcare arrangements, handling urgent and non-routine childcare situations, arranging for school transfers, or attending school or daycare meetings;
 - Making financial and legal arrangements;
 - Attending counseling sessions for the military service member, the employee, or the military service member's son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because of a mental or physical disability;
 - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event);
 - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
 - Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g., arranging for alternative care or transfer to a care facility); and

- Other exigencies that arise are agreed to by the CDC and the employee.
- A **severe injury/illness** incurred by a service member in the line of active duty or exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of their office, grade, rank, or rating.

C. NOTICE AND LEAVE REQUEST PROCESS

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form before the beginning of their leave. ***Failure to provide appropriate notice and complete and return the necessary paperwork will delay or deny leave.***

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Routine call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. ***Failure to provide appropriate notice and complete and return the required paperwork on time will delay or deny leave.***

Leave Request Process: To request leave under this policy, employees must obtain and complete a Leave Request Form from their supervisor and return the completed form to the Business Manager. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact the Business Manager by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

D. Leave Increments

Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

E. Paid Leave Utilization During FMLA Leave

Employees taking parental or family care, military exigency, and military care leave must utilize available PTO during this leave. Employees on personal medical leave must use available PTO during this leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to use accrued benefits to supplement these benefits.

F. Certification and Fitness for Duty Requirements

Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to provide certification promptly may result in leave being delayed, denied, or revoked. At the CDC's discretion, employees may also be required to obtain a second and third certification from another healthcare provider at the CDC's expense (except for military care leave). Recertification of the continuance of a severe health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular qualifying exigencies.

Employees requesting personal medical leave must also provide a fitness-for-duty certification from their healthcare provider before returning to work.

G. Scheduling Leave and Temporary Transfers

Where possible, employees should attempt to schedule leave so as not to disrupt operations unduly. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodate recurring periods of leave.

I. Return to Work

Employees returning to work at the end of leave will be placed in their original or equivalent jobs with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the leave period.

J. Spouse Aggregation

In the case where an employee and their spouse are both employed by the CDC, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, a husband and wife employed by the CDC will be limited to 26 weeks of leave to care for a military service member. However, this 26-week leave period will be reduced by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an

employee's serious health condition, to care for a spouse or child with a severe health condition, or because of a qualifying exigency.

K. General Provisions

Failure to Return: Employees failing to return to work or request an extension of their leave before the expiration of the leave will be deemed to have voluntarily terminated their employment.

Alternative Employment: No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by the CDC. Any employee on a leave of absence found to be working elsewhere without permission will be automatically terminated.

False Reason for Leave: Termination will occur if an employee gives a false reason for leave.

7.10 Military Leave (USERRA)

The Church complies with federal and state laws regarding military leave and re-employment rights. After completion of the 90-day introductory service period, unpaid military leaves of absence will be granted to members of the uniformed services per the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state laws. Documentation of the need for the leave is required to be submitted to the Business Manager. An employee returning from a military leave of absence will be reinstated to their previous or similar job by state and federal law. You must notify your manager of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, please get in touch with the Business Manager.

7.11 Jury Duty Leave

The CDC encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your manager as soon as possible to make scheduling arrangements.

Upon completion of the 90-day introductory service period, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. If you are a non-exempt employee, you will be compensated for time spent on jury duty during your normal work schedule.

The CDC requires employees to provide proof of jury duty service to the extent authorized by law.

The CDC will not retaliate against any employee who requests or takes leave by this policy.

7.12 Court Attendance and Witness Leave

The CDC realizes that, on occasion, an employee may be summoned or subpoenaed to appear as a witness in a civil or criminal proceeding. In such cases, you will be provided unpaid leave to attend. Notify your supervisor as soon as possible to make scheduling arrangements. You may opt to use PTO instead of unpaid leave if you have completed your 90-day introductory period of service.

The CDC reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

This policy does not apply to employees seeking leave because they are a defendant in a criminal case.

The CDC will not retaliate against any employee who requests or takes leave by this policy.

7.13 Voting Leave

If your work schedule prevents you from voting on Election Day, the CDC will allow you reasonable time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

7.14 Crime Victim Leave

The CDC will provide employees who are victims of a crime leave from work to attend any criminal proceedings.

Criminal proceedings are proceedings at which the victim has the right or opportunity to appear involving a crime against the victim, including all of the following:

- The initial appearance of the person suspected of committing the criminal offense against the victim.
- Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release.
- Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court.
- Any sentencing proceeding.
- Any proceeding in which post-conviction release from confinement is considered.
- Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person convicted of committing a criminal offense against the victim.
- Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the person's contact with or safety of the victim or if the modification involves restitution or incarceration status.

Employees are eligible for leave under this policy if:

- The employee has suffered physical, psychological, or economic harm as a direct result of the commission of a felony or of assault and battery, stalking, sexual battery, attempted sexual battery, maiming, or driving while intoxicated;

- The employee is a spouse or child of the victim;
- The victim is a minor, and the employee is the victim's parent or legal guardian or
- The victim is physically or mentally incapacitated or was a homicide victim, and the employee is the victim's spouse, parent, sibling, or legal guardian.

An employee is not eligible for leave if the employee is the person who committed the crime or the relative or guardian of an individual who committed the crime.

Before taking leave, employees must provide the Business Manager with a copy of the form provided to the employee by the applicable law enforcement agency and, if applicable, give a copy of the notice of each scheduled criminal proceeding supplied to the employee as a victim.

The CDC may limit the leave provided under this policy if the leave creates an undue hardship for the business.

Leave under this policy is without pay; however, an exempt employee's wages will not be reduced for a partial week's absence. Non-exempt employees may use accrued PTO leave upon completing the 90-day introductory service period.

The CDC will not retaliate against any employee who requests or takes leave by this policy.

7.15 Bereavement Leave

The CDC recognizes the importance of taking leave on the occasion of a death in the family. After completing 90 days of service, all full-time employees are entitled to up to 3 days off with pay for the funeral of an immediate relative (parent, sibling, spouse, child, mother/father-in-law, grandparent, or grandchild). Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters.

Employees taking bereavement leave must notify one's supervisor. The supervisor may request documentation to support absences for bereavement leave.

Absences of less than a full day by full-time employees for attendance at funerals, which are for "non-family", should be approved and documented by your supervisor. Paid leave may be used by taking PTO time, or you may take unpaid leave.

7.16 Group Health Benefits

The CDC does not offer group health benefits at this time.

7.17 Retirement Plan - Update

The CDC participates in the Schwab retirement plan. All full and part-time employees (working 20 hours per week and 1,000 hours per year minimum) may elect to participate. For more information on this plan, please see the Business Manager.

7.18 Workers Compensation Insurance

Workers' compensation is a no-fault system designed to benefit all employees for work-related injuries. The employer pays workers' compensation insurance coverage and is governed by state law. The workers' compensation system covers medical treatment and expenses, occupational disability leave, rehabilitation services, and payment for lost wages due to work-related injuries. If you are injured on the job, no matter how slightly, you should immediately report the incident to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. You must complete an accident report if your injury results from an on-the-job accident. You must submit a medical release before you can return to work.

7.19 Unemployment Compensation Insurance - Review

Our church status makes us exempt from paying unemployment taxes. For this reason, wages earned will not be used to determine unemployment benefits.

7.20 Voluntary Termination Notice Requirements

If an employee chooses to end their employment with the CDC, a minimum 2-week notice is required. Failure to provide a minimum 2-week notice will result in forfeiture of unused accrued PTO and prevent the employee from being rehired by the CDC.

7.21 Disaster Response

Full-time employees of a disaster response team, such as firefighters or emergency medical technicians, are eligible to receive their regular pay rate when responding to an emergency during work hours.

If an emergency exceeds an employee's scheduled work hours, employees will get paid only for scheduled work hours during that day. If an emergency does not exceed an employee's scheduled workday, employees are expected to report back to work once they are not needed.

8.0 Safety and Loss Prevention

8.1 General Safety Policy

Every employee of the CDC is responsible for maintaining a healthy and safe work environment. Please immediately report all safety hazards and occupational illnesses or injuries to one's supervisor and complete an occupational illness or injury form as needed. Failure to follow the CDC's health and safety rules can result in disciplinary action, including termination of employment.

8.2 Drug and Alcohol Policy

The CDC considers drug and alcohol abuse a severe matter that will not be tolerated. The CDC prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on CDC property, or while on work time.

Therefore, it is the CDC's policy that:

- An employee may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drugs not medically authorized.
- An employee may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Church property or CDC business.

The CDC also cautions against the use of prescribed or over-the-counter medication, which can affect the employee's ability to perform their job safely, or the use of prescribed or over-the-counter medicines in a manner violating the recommended dosage or instructions from the doctor. The employee must have a valid prescription for any prescription medication used while working for the CDC. The employee should inform their manager before working under the influence of prescribed or over-the-counter medicines that may affect their ability to perform their job safely. If the CDC determines that the prescribed or over-the-counter medication does not pose a safety risk, the employee will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medicines may result in disciplinary action, including termination of employment.

A violation of this policy will result in disciplinary action, including termination of employment.

8.3 Nonsmoking Policy

- Smoking in the building is strictly prohibited. Any use of tobacco products (i.e., cigarettes, vaping, juuling) in the building or CDC vehicles. Outdoors is permissible.

8.4 Policy Against Violence

The CDC is committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior. We aim to provide a safe and secure environment for our staff, students, and all who enter our building.

Zero Tolerance Policy

The CDC has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to managers, co-workers, employees, and non-employees such as vendors, students, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, property damage, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on CDC property or while performing CDC business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to one's supervisor any behavior that compromises the CDC's ability to maintain a safe work environment by this policy. All reports will be investigated immediately and kept confidential, except for a legitimate need to know. Employees are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject the employee to criminal charges and discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee will not be disciplined for reporting a threat or cooperating in an investigation.

Suppose an employee initiates, participates, or is involved in retaliation or obstructs an investigation into conduct prohibited by this policy. In that case, the employee will be subject to discipline, including termination.

Employees who believe they have been wrongfully retaliated against should immediately report the matter to the CDC Executive Director.

8.5 Mandated Reporters

All staff are trained to recognize the signs of child abuse and neglect. In addition, all staff are mandated to report suspected child abuse and neglect cases within 72 hours of the first suspicion of child abuse or neglect. All staff (including volunteers who may be left alone with any child) will have appropriate background checks: sworn disclosure statements, criminal record checks, and central registry checks for child abuse and neglect. All concerns should be reported to a supervisor and Executive Director. The CDC Executive Director determines the need to report and will contact CPS for the county where the child resides to make a report and handle all required follow-up procedures as necessary.

9.0 Closing Statement

Thank you for reading our employee handbook. We hope it has provided you with an understanding of the CDC's mission, history, and structure, as well as our current policies and guidelines. We look forward to working with you to create a safe, productive, and pleasant workplace.

10.0 Acknowledgment of Receipt and Review

By signing below, I acknowledge receiving a copy of The Child Development Center's Employee Handbook. I have read it, understand it, and agree to comply with all rules and policies. I understand that the CDC has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time without notice. No statement or representation by a manager or any other employee, whether oral or written, can supplement or modify this handbook. I also understand that any delay or failure by the CDC to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the CDC or affect the right of the CDC to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that unless I have a written employment agreement signed by an authorized CDC representative, I am employed "at-will" (to the extent permitted by law), and this handbook does not modify my "at-will" employment status.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by the CDC.

If I have any questions about the content or interpretation of this handbook, I will contact the CDC Executive Director.

Printed Name _____ **Date** _____

Signature _____