

Guidelines for Developing Personnel Policies

Requirement:

All child care agencies are required to have written personnel policies if they have 5 or more employees. Best Practice is that all child care centers have personnel policies.

1. NON-DISCRIMINATION POLICIES

- A. Include a statement that the agency does not discriminate on the basis of race, creed, religion, color, national origin, gender, age, marital status, Vietnam era veteran status, sexual orientation, gender identity or disability. Except, in a child care facility, staff must be at least 16 years of age to work with supervision, and staff must be at least 18 years of age to be left in sole charge of a group of children.
- B. Describe procedure to investigate and resolve complaints related to non-discrimination.
- C. For agencies with 15 or more employees (full & part-time), describe how you will meet the following requirements:
 - The agency must be accessible to people with disabilities
 - Post a non-discrimination policy
 - Appoint a coordinator to oversee compliance with the Americans With Disabilities Act (ADA)
 - Assure that people who are not fluent in English are not denied services. This would include translation of written information and interpreters
 - Have an internal complaint procedure to resolve complaints of discrimination.

2. BOARD OF DIRECTORS

- A. If there is a board of directors, describe the relationship of the board to the director and the agency
- B. Describe any authority the board has to hire/terminate the director or any other staff
- C. Include a copy of the Articles of Incorporation and by-laws.

3. HIRING PROCEDURE, may include but may not be limited to the following:

- A. Application
- B. Job interview(s)
- C. Reference checks
- D. Copies of transcripts, diplomas, or certificates to verify education
- E. Background and criminal records check completed by the Department of Early Learning
- F. Completion of Employment Eligibility Verification (Form I-9) (Required by U.S. Immigration Naturalization Service).

4. ORIENTATION which includes, but is not limited to, the following:

- A. Minimum licensing requirements
- B. Goals and philosophy of the agency
- C. Planned daily activities and routines
- D. Child guidance and behavior management methods
- E. Child abuse and neglect prevention, detection, and reporting policies and procedures
- F. Special health and development needs of individual children
- G. The health care plan
- H. Fire prevention and safety procedures
- I. Personnel policies (required in writing with 5 or more employees, paid or unpaid)
- J. Disaster Plan
- K. Pesticide Policy.

5. EMPLOYMENT REQUIREMENTS, includes, but may not be limited to the following:

- A. TB test
- B. Current First Aid training
- C. Current CPR training for the ages of children being supervised
- D. HIV/AIDS training and Bloodborne Pathogen training
- E. Food Handler's Card, if required
- F. Current Washington State Driver's License, with appropriate endorsements, if required
- G. Attend in-service training and staff meetings

- H. Responsibility to be at work on time and call if the employee is going to be late, ill or otherwise going to be absent
- I. Statement that employees will act in a professional manner and treat children and families with respect
- J. Statement that employees will follow the minimum licensing requirements and the policies and procedures of the agency
- K. Statement that all employees will receive an orientation upon hiring or change of position description.

6. CONFIDENTIALITY

A statement that information regarding children and families enrolled in the program will be maintained in a confidential manner, and will not be disclosed to unauthorized persons unless there is written permission from the parent(s) or guardian.

7. PROBATIONARY STATUS AND EVALUATION

- A. Describe length of probationary status
- B. Describe evaluation process during probationary period
- C. Describe evaluation process after the employee becomes permanent.

8. JOB DESCRIPTIONS

- A. Specific job descriptions for each position (paid or unpaid)
- B. Specific qualifications for each position (paid or unpaid) to include age, education, experience and personal qualities.

9. HOURS OF WORK AND RATE OF PAY

- A. Describe hours to be worked, rate of pay (full and/or part-time)
- B. Describe how often salaries are paid
- C. Describe lunch, dinner, and coffee breaks
- D. Describe paid holidays
- E. Describe pay or other compensation for overtime
- F. Describe promotional opportunities and procedure/criteria for pay raises.

10. FRINGE BENEFITS, may include, but may not be limited to the following:

- A. Paid vacations and sick leave
- B. Parental leave
- C. Maternity/paternity leave
- D. Funeral/bereavement leave
- E. Military leave
- F. Jury duty
- G. Paid training
- H. Reimbursement for travel
- I. Health insurance
- J. Disability insurance
- K. Paid child care as a fringe benefit
- L. Retirement plan.

11. LEAVE WITHOUT PAY

Describe under what circumstances, if any, leave without pay may be granted.

12. GRIEVANCE PROCEDURE

Describe process/procedure when staff have a conflict/problem with a co-worker, supervisor, director, board of directors, or working conditions.

13. DISCIPLINARY ACTION

- A. Describe grounds for taking disciplinary action against an employee
- B. Describe disciplinary action that may be taken
- C. Describe process, including appeal process, if disciplinary action is taken.

14. TERMINATION AND RESIGNATION

- A. Describe grounds for termination or dismissal
- B. Describe process to provide notice to employee of termination or dismissal
- C. If termination is due to Reduction in Force, describe options that are available to staff, including reassignment, severance pay or continuation of benefits, if available
- D. Describe the policy and procedures for staff to notify the agency if they want to resign or terminate their employment.

Orientation of Employees and Volunteers

Center policies and procedures orientation is required for all new employees and volunteers within a reasonable period from date of hiring. See Washington Administrative Code (WAC) 170-295-1080. Employee or volunteer initials and dates each item discussed. (Indicate N/A if not applicable)

Date	Initial	Item Discussed
_____	_____	1. Minimum licensing requirements (copy to each employee and volunteer)
_____	_____	A. Capacity of rooms/areas
_____	_____	B. Required staff to child ratio, age limits and group size
_____	_____	2. Goals and philosophy
_____	_____	A. Education philosophy
_____	_____	B. Developing program/curriculum and ordering equipment
_____	_____	C. Religious, cultural, and/or holiday practices
_____	_____	3. Activities and routines
_____	_____	A. Daily schedule and lesson plans
_____	_____	B. Sign-in and sign-out procedures
_____	_____	C. Food preparation, snacks, and meals
_____	_____	D. Outdoor play/safety
_____	_____	E. Naps (children in visual and auditory range)
_____	_____	F. Clean-up, including dishes/utensils
_____	_____	G. Opening and closing of the center
_____	_____	4. Cultural relevancy/anti-bias practices
_____	_____	5. Ages and Stages and Developmentally Appropriate Practices
_____	_____	A. Infants
_____	_____	B. Toddlers
_____	_____	C. Preschoolers
_____	_____	D. School-agers
_____	_____	6. Infant and toddler care
_____	_____	A. Diaper changing procedures
_____	_____	B. Feeding
_____	_____	C. Sanitation of toys and equipment
_____	_____	D. Toilet training
_____	_____	E. Use of nurse consultant
_____	_____	F. SIDS Policy
_____	_____	7. Child guidance and behavior management
_____	_____	A. Prohibition of spanking and any corporal punishment
_____	_____	B. Positive discipline techniques
_____	_____	C. Limited restraint policy
_____	_____	8. Child abuse and neglect prevention, detection, and reporting
_____	_____	A. "Educator's Guide to Child Protective Services" booklet
_____	_____	B. Signed copy of documentation in staff file
_____	_____	9. Special health and developmental needs of children
_____	_____	A. Allergies of individual children
_____	_____	B. Individual Health Plans
_____	_____	10. Health policies and procedures
_____	_____	A. Steps to take in medical emergency
_____	_____	B. Steps to take when child becomes ill or is injured at center

Date	Initial	Item Discussed
_____	_____	C. Medication management (include parent/physician permission forms, storage, disbursement, and record keeping)
_____	_____	D. Location of first aid kit, emergency lighting device/flashlights
_____	_____	E. Handwashing for staff, volunteers, and children
_____	_____	F. Steps in sanitizing (clean, rinse, and sanitize)
_____	_____	G. Pet Policy
_____	_____	H. Communicable disease recognition and prevention
_____	_____	I. Bloodborne pathogens
_____	_____	11. Fire protection and prevention procedures
_____	_____	A. Fire evacuation plan
_____	_____	B. How to test smoke detectors
_____	_____	C. How to use fire extinguishers
_____	_____	D. Inspection of center to identify, correct fire hazards
_____	_____	12. Personnel policies
_____	_____	A. Job description (copy to each employee and volunteer)
_____	_____	B. Staff and volunteer requirements
_____	_____	C. Chain of command
_____	_____	D. In-service training plan
_____	_____	E. Staff meetings
_____	_____	F. Background Clearance Check
_____	_____	G. TB test
_____	_____	H. CPR
_____	_____	I. First Aid training
_____	_____	J. HIV/AIDS training/Bloodborne pathogens
_____	_____	K. Washington state driver's license
_____	_____	L. Food handler's permit (if needed) or food safety training
_____	_____	13. Safety policies
_____	_____	A. Field trip safety policies and procedures
_____	_____	B. Transportation safety policies
_____	_____	C. Equipment safety (if equipment needs repair/replacement)
_____	_____	D. Outdoor playground maintenance
_____	_____	14. Disaster Policy
_____	_____	A. Earthquake Drills
_____	_____	15. Communication with parents
_____	_____	A. Greeting and daily communication
_____	_____	B. Parent conferences and documentation
_____	_____	16. Other (specify) _____
_____	_____	17. Other (specify) _____

Signature of Employee or Volunteer

Date Completed

Signature/Title of Person Who Gave the Orientation

Date Completed