

Glad Tidings

Christian Academy

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Development Center

Employee Handbook



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ORIENTATION

Orientation is used for introductions, paperwork, explanations, and on-the-job training.

FULL-TIME EMPLOYEES

Hours: 60-70 hours per pay period

Pay: Full-time employees are paid twice monthly (1st & 15th of each month). A calendar will be supplied with pay dates.

PART-TIME EMPLOYEES

Hours: up to 30 hours per work week

There are very few benefits for part-time employees. Any benefits granted are solely the decision of Glad Tidings Administration and are not a part of any benefit package.

After 90 days probation, major holidays will be paid according to regular part-time hours.

PROBATIONARY PERIOD

Each new employee is placed on a three month or 90 working days probation. During this time, the employee's attendance punctuality, and work ethics will be determine if he/she will be placed on permanent status with Glad Tidings.

After 90 days, employees are offered AFLAC Health Care and Dental Care, if they are interested, at a cost to you.

PHYSICAL & TB TEST

Each employee has to show paper work of recent physical and TB tests or chest X-rays within 30 days of employment.

Infant/Child CPR also required.

BENEFITS

403 B RETIREMENT

After 1 year of employment, employees can participate in the 403 B Retirement Program. It is available for fulltime employees upon completion of their 1st year of employment. It is a Retirement Program with Assembly of God.

FULL-TIME EMPLOYEES

PERSONAL DAYS

Two personal days will be given with pay, after 6 months or 180 days, for funeral leave or serious illness of immediate family members (parents, children, spouse, siblings, in-laws, grandchildren). If for some reason you need extra time off, you make take off work with unpaid leave.

HOLIDAYS

All major holidays are paid holidays. If the day after is a Friday, that day can be substituted for workshop hours only if it is not a designated Teacher's Workday.

The first paid holiday begins after the 90 days probation period has ended.

New Years Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

BACKGROUND CHECKS

All employees are required to have a background check. Random drug testing will be done.

TARDINESS / ABSENCES

Records are being kept on attendance and punctuality. **One** unexcused absence will result in a verbal warning.

The **second** instance will result in a written warning, and suspension from 1-3 days, without pay. Also, a copy of the second warning will be placed in your file.

Your service will be terminated if there is a **third** instance of an unexcused absence.

If the absence is due to a sudden illness or other emergencies, please notify the office immediately or call Mrs. Fraser's cell phone.

LAYOFFS

CUT IN HOURS

A significant deficiency in enrollment could create the need for a cut in full-time and part-time hours to accommodate our budget. However, fulltime employees will still retain their benefits. There may be a situation where your time will be reduced to accommodate our situation. This will be done using the staff members' length of service with Glad Tidings at the time.

Also, when a month has more than 80 work hours, we will ask the employees to take no-pay days off, which will allow volunteers to fill the gaps.

UNEMPLOYMENT BENEFITS

Because we are a non-profit, we are exempt from unemployment contributions, we do not pay into unemployment. We do not deduct any monies from your payroll.

RATIO

If the number of children in attendance falls below the ratio, children may be divided equally by age groups to accommodate ratios.

INVOLUNTARY TERMINATION OF EMPLOYMENT

Termination reasons are as follows:

Immoral conduct i.e. sexual or verbal (use of foul language). Aiding or abetting acts of a criminal nature, dishonesty, incompetence (inability to perform duties as agreed to), excessive tardiness, multiple absences, violation or refusal to follow rule or regulations of the school, or conviction of a felony.

STAFF TRAINING/WORKSHOPS

All childcare providers must attend required workshops, minimum of 12 hours per year. All employees must have a current CPR/First Aid certificate. Training for these certificates must be done on the employee's own time. **This is not reimbursed by Glad Tidings.**

PERSONAL PHONE CALLS

Messages will be taken for all phone calls and placed in the staff's mailbox. Staff should check their mailboxes on breaks and lunchtime for emergency phone calls.

Absolutely no cell phone use in or out of the building while on the clock.

PHYSICAL / WELLNESS

If, for any reason, you are absent from work for more than three days, due to sickness, you are required to provide a doctor's excuse to the office as proof of your illness. Failure to do so will result in termination.

You are also expected to call the office to report your absence on the 1st day. Failure to do so will result in termination.

USE OF PHYSICAL DISCIPLINE

Absolutely no use of physical discipline is allowed. Staff will be given a form requiring their signature, which states that they have read the rules concerning disciplinary methods and the use of alternative methods to achieve acceptable behaviors from the children.

Physical discipline will be used only by the administrator, only in situations which have been discussed with the parents, and only if there is a signed document allowing the administrator to do so according to the information writing in the student handbook. If the administrator is absent, the parent will be called to discipline or pick up the child.

DRESS ATTIRE

Because we up-hold strong Christian values, we must maintain a modest standard of dress among our employees. We ask that you exercise good judgment in your attire, especially during the summer season.

Males wearing earrings is unacceptable. Females working with babies need fairly short nails so as to prevent hurt or harm to those babies. Facial jewelry must be kept to very tiny sizes. Also, please wear acceptable clothes to cover up excessive and immodest tattoo markings.

Scrubs are recommended for infant/toddlers – 2 year old rooms.

STATEMENT OF NON – DISCRIMINATION

- A) Federal Law requires that there be no discrimination against any employee or applicant for employment because of the employee's race, color, religion, (except as permitted by law) sex, national origin, age (over 40) of disability, or other terms of conditions.
- B) Glad Tidings Christian Academy supports and will comply with such federal law in all respects and will not take any action against employees because they have exercised their rights under law.

HANDBOOK MODIFICATIONS

This employee handbook is intended to reflect the current personnel practices of the school; however, this handbook is not a contract of employment. The school reserves the right to modify the rules contained in this handbook at any time.

You will be asked to sign a document stating that you have read and agreed completely with the information therein.

