



Staff Handbook

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by the LASER Executive Director and
LASER Board of Directors

LASER Childcare Staff Handbook

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LASER Childcare Staff Handbook

I. Standard Practices

A. Equal Opportunity Employment

No person shall be denied employment or equal opportunity for advancement at LASER on the basis of sex, age, race, color, sexual orientation, national origin, religion, marital or military status, gender identity, political ideology, the presence of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. LASER supports an anti-bias work environment and discrimination and/or harassment based on any of those factors contradicts our philosophy of doing business and will not be tolerated.

B. At-Will Employment

Employment with LASER is at will. This means that employees have the right to end their work relationship with LASER with or without advance notice for any reason. LASER has the same right. The language used in this handbook and statements made by LASER employees or the LASER Board of Directors (the LASER Board) are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

C. Confidentiality

Information of a confidential nature is provided only to those with a need to know. Confidential information includes, but is not limited to, any information about a child or family attending LASER or any personal information in employee files. An employee who is unsure about disclosure should consult the Executive Director or, if unavailable, a Supervisor. When in doubt, the employee should not disclose confidential information.

Confidential information generally may not be provided to anyone who is not a LASER employee with access to information in question. Disclosure or distribution of confidential information to unauthorized persons may result in disciplinary action, up to and including termination.

II. Employee Conduct and Work Ethics

A. Communication Etiquette and Knowledge of LASER Policies

Each employee is expected to act as a respectful, helpful, and polite representative of LASER while at work. When answering the phone, the employee should identify “LASER” and give his or her first name. Employees should greet parents dropping off or picking up children, and follow through if they need assistance.

Employees are required to read the LASER Parent Handbook and be familiar with its contents. If questions arise regarding policies in the LASER Parent Handbook, employees should promptly communicate this to the Executive Director.

B. Policy Regarding Harassment

LASER's goal is to create a safe and respectful place for everyone on the LASER premises, including children, parents, employees, teachers, and community members. Harassment based on sex, age, race, color, sexual orientation, national origin, religion, marital or military status, gender identity, political ideology, the presence of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law will not be tolerated. Any employee involved in harassing behavior may be subject to discipline, including, but not limited to, counseling, a verbal or written warning, probation, suspension, or termination.

Harassment can be a comment, communication, or action that another person finds offensive, hurtful, or frightening. Examples of harassment include, but are not limited to:

- Unwanted comments of a sexual nature
- Unwanted physical contact
- Jokes about an individual, including nicknames
- Inappropriate jokes dealing with offensive subject matter
- Intimidation or bullying
- Offensive pictures, words, electronic expression, or other communication
- Sexist or racist comments.

This policy includes comments or conduct of a sexual nature and behavior that tends to threaten or offend a co-employee. Any behavior toward any employee by a manager, Supervisor, or co-employee which constitutes unwelcome sexual advances, requests for sexual favors, or the display of derogatory posters, cartoons, or drawings and other verbal or physical conduct of a sexual nature violates this policy, including when:

1. Submission to such conduct is made a 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; and/or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment.

Anyone in the LASER community who feels harassment has taken place should promptly inform the Executive Director or a member of the LASER Board. An individual who harasses a member of the LASER community may be precluded from being part of the LASER program.

Every reported incident of employee harassment will be thoroughly and timely investigated. Every complaint will be kept confidential to the maximum extent possible. All employees have an obligation to cooperate in investigation of harassment complaints. The complaining employee(s) and witnesses to an investigation will be afforded protection from retaliation, which is wholly prohibited. Employees who believe they have been subject to retaliation or that the harassing conduct is continuing, should immediately bring it to the attention of Human Resources. The results of any investigation will be communicated to the complaining employee(s). Where a violation of this policy is found, appropriate corrective action will be taken. Appropriate action might range from counseling to discipline, up to and including termination.

C. Dating Policy

LASER Childcare prohibits supervisory and management team from dating or intimately fraternizing with any subordinate. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to claims of favoritism, discrimination, or sexual harassment. While LASER Childcare has no desire to interfere with the private lives of its employees or their off-duty conduct, when such conduct impacts the work environment in a negative manner, LASER Childcare reserves the right to take whatever action is appropriate, in its discretion including and up to termination of employment, to protect LASER Childcare's interests.

If a dating relationship develops between co-employees, both individuals are required to promptly disclose the relationship to the Executive Director.

D. Family Member Attending LASER Program

If children or a family member of an employee are attending LASER program, LASER Childcare prohibits any favoritism and the relationship should solely be a staff to student relationship. When this relationship impacts the work environment and the program, LASER Childcare reserves the right to take whatever action is appropriate, including and up to removing the child or staff from the program.

E. Tobacco and Drug-free Workplace

To help ensure the safety and well-being of children, employees, and the general public, LASER is committed to providing a substance-free educational environment.

Smoking, vaping, and using tobacco are not allowed at any LASER site, LASER transportation services, or on any LASER activity.

Employees are prohibited from consuming or using alcohol and/or drugs during the work day and from reporting to work under the influence of alcohol, drugs, or other substances. If you are taking prescribed medication that may impair your job performance, you must report this fact to your Supervisor, and obtain your Supervisor's approval, before reporting to work. The consumption, use, manufacture, sale, possession, distribution, or dispensing of alcohol and/or drugs is prohibited at LASER.

E. Firearms and Weapons

Possession of any type of firearm or weapon while at work, whether at LASER or during any LASER activity, is prohibited at all times.

F. Child Abuse and Neglect – Reporting

State law defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstance which indicate that the child's health, welfare, and safety is harmed.

As a child care provider if you have a rational basis to believe a child has been abused or neglected state law requires to report the situation. In such a circumstance, you should immediately report the situation to the Site Director and/or the Executive Director.

G. Violence in the Workplace

LASER strives to have a workplace free from intimidation, threats, or violent acts. Such conduct includes any form of intimidating, threatening or hostile behavior, physical altercations, vandalism, arson, sabotage, use or display of weapons, carrying weapons onto LASER property, or any other act which the LASER deems inappropriate under this policy. Likewise, jokes or offensive comments about violence or weapons are not tolerated, and may result in discipline, including termination.

If you feel you have been subjected to such behavior or acts, you are requested to report them immediately to the Site Director, the Executive Director, or LASER Board. LASER will investigate such reports, and issue appropriate disciplinary action in circumstances where it believes this policy has been violated.

If you observe or have knowledge of any violation of this policy, immediately report it to LASER management. LASER will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists.

Orders for Victim Protection: Orders for Victim Protection include the following types of court orders – protection order, no contact order, restraining order and anti-harassment order. If you have obtained an Order for Victim Protection that includes LASER as your workplace, you must immediately provide a copy of the order to the Site Director.

H. Computer, E-Mail, Social Media and Internet Access

Use of LASER Computers, Portable Digital Assistants (PDA), Tablets, and Cell Phones for Electronic Mail, Text Messages and Internet Access, has the following expectations:

1. The e-mail system is LASER's property and is intended to be used during working time for business purposes only.

2. LASER reserves the right to access and review e-mail messages, including text messages, at any time, or any other file, document or item on an individual's computer or other electronic communication systems.
3. Messages with offensive or improper language, especially those with sexual, racial, or other inappropriate content, are strictly prohibited.
4. Electronic messages should be composed with an eye towards professionalism. Do not assume that your messages are private. They may be read by unintended readers.
5. Electronic eavesdropping by employees is prohibited. Employees should not access or read another's e-mail unless it is necessary in the course of business.
6. Email is for LASER's internal use only. Except for the Executive Director, Site Director, Site Coordinator, and Office Administrator, employees are prohibited from emailing students and parents.
7. Except for the Executive Director, Site Director, Site Coordinator, and Office Administrator, employees are prohibited from texting, or otherwise electronically communicating, with students and parents.
8. Employees are prohibited from posting any image, or written account, depicting a LASER sponsored activity or a LASER student on social media.
9. Be careful when attaching documents that are e-mailed from LASER offices, since such material may include confidential or proprietary information. E-mailing documents increases the ease of reproduction by others and the likelihood that such material may be distributed to unauthorized or unintended persons or companies. Caution: In order to protect the integrity of our computer system from potential viruses, do not open attachment files e-mailed to you from unknown sources.
10. Visiting or accessing any website or other Internet address, or downloading any material, during working time, which is not for business purposes is prohibited. Visiting or accessing sites which contain sexual material or content which is vulgar, obscene, threatening, intimidating, harassing or which otherwise violates LASER's equal employment opportunity and anti-harassment policies are wholly prohibited.
11. Accessing social networking websites such as Facebook, Twitter, LinkedIn or other similar sites, including personal websites (whether using LASER's or your own technological equipment) is prohibited during work time, unless such use is specifically authorized by your Supervisor for business purposes. Personal use of a cell phone, tablet, or other electronic device is limited to an employee's lunch time or break.

III. Personnel Matters

A. Job Expectations

LASER strives to have excellent and satisfied employees for the quality operation of the programs. A summary of essential job requirements is included in each job description. Expectations and responsibilities may change as circumstances necessitate. Information at staff meetings and with the Executive Director or Supervisors will help clarify the parameters of each employee's job.

If an employee is not attending to required duties, the Executive Director or Supervisor will promptly advise the individual. In doing so, LASER not only strives to provide the best care to our children, but also to provide employees the opportunity to improve the quality of their teaching and personal development.

While at LASER, employees are expected to focus on the children and should not use their personal electronic devices and media during work hours, excluding scheduled breaks. This includes use of phones, computers, and electronic devices. In case of an emergency, employees can step outside care and use their phone after bringing this to their Supervisor's attention and getting permission.

During working hours, including slow periods, employees are expected to perform their job duties (see individual job descriptions). A LASER employee who is unsure what to do during slow times should consult with his or her Supervisor.

Employees who do not meet job expectations will be subject to disciplinary action, including a verbal or written warning, probation, suspension, or termination.

B. Employee Classifications

Regular Full-Time: Employees who are regularly scheduled to work 40 hours per week. Full-time employees are eligible for the complete LASER benefit package.

Regular Part-Time: Employees who are regularly scheduled to work less than 40 hours per week. Regular part-time employees are eligible for certain benefits sponsored by LASER on a prorated basis or as required by law.

Temporary/Substitute: An employee who is hired for a specific period of time (such as a fill-in for a vacationing employee) or for the duration of a specific project is considered temporary. Temporary and substitute employees are not eligible for benefits, unless otherwise provided by law. Seasonal bus drivers are considered temporary employees.

Exempt: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. Executive, professional, administrative, computer-related, or outside sales positions, as defined by federal wage and hour law, are classified as exempt.

Non-exempt: An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to receive overtime for all hours worked beyond 40 in a workweek.

C. 90-Day Introductory Period

The introductory period for new employees lasts for 90 days from the date of hire. Upon satisfactory completion of the introductory period, an employee will be considered a regular employee of LASER and will be eligible to receive applicable employee benefits.

This introductory period gives an employee the opportunity to evaluate LASER as a place of work. It provides Supervisors the opportunity to observe and evaluate the employee's work performance and aptitude for the position. During the introductory period, employees must fulfill or complete all requirements for their position. Failure to complete these requirements may result in termination.

D. LASER Resources

LASER is a non-profit organization with limited resources. LASER employees are expected to use LASER resources wisely and to make careful decisions when committing the organization's funds or resources. Employees running errands or shopping for LASER should do so efficiently. Use of LASER resources, including supplies, equipment, and computers and internet access, should be limited to professional and work-related matters.

E. Personnel Records

An employee may review his or her personnel file upon request once a year in the presence of the Executive Director. The LASER Board may view personnel files as needed. Employees are responsible for providing copies of certifications, training, and other required documentation for their personnel files.

F. Substitute Employee

The Site Directors and the Executive Director are responsible for interviewing and hiring individuals who will be on a list of substitutes for LASER employees. Each employee is responsible for arranging a substitute to cover for him or her. An employee who anticipates being gone will complete a Time-off Request online and submit it to their Supervisor for approval. The employee is responsible for contacting individuals on the substitute list and arranging coverage if the Time-off Request is submitted less than three weeks before the requested time-off date. If an employee cannot arrange a substitute and cannot come in, he or she should call the Site Director by cell phone. If the Site Director is unreachable, the employee should call a Supervisor.

G. Switching from Part-time Position to Substitute Position and Vice Versa

Employees can request to change their status from substitute to part-time or vice versa, which request will be subject to the discretion of the Site Directors and/or the Executive Director, and to any conditions that they may determine from time to time. Substitute

employee's application approval for a part-time position is dependent on available open positions and the employee's performance evaluation.

H. Performance Reviews

Performance reviews are made by the Site Directors, the Executive Director, the LASER Board, or their designee. Raises and the payment of any bonus are within the discretion of the Executive Director subject to the approval of the LASER Board. Forms of performance evaluations often include:

1. **Employee's self-evaluation:** An employee self-evaluation will be used in discussions regarding employee job performance and goal-setting. It is an opportunity to focus on the employee's strengths, to identify areas in which the employee wants to grow, and to clarify performance expectations. An employee's self-evaluation will be included in the performance review.
2. **Written evaluation of the employee by a Supervisor:** The written evaluation will evaluate the employee's performance and identify his or her accomplishments, areas to improve, and suggestions for growth. Input may be solicited from other employees, the LASER Board, parents, and other individuals who have contact with the employee in his or her job duties. Performance evaluations will be conducted annually.
3. **Goals assessment:** From time to time as determined by the Site Directors and the Executive Director and, employees will write out their goals and meet with their Site Director to discuss the goals and any improvements made since the last meeting. The Site Directors and/or the Executive Director may add additional goals or projects or specify focused areas of growth.

I. Problem Resolution (Resolving Employee Concerns)

Should a situation arise that cannot be resolved between an employee and his or her immediate Supervisor, problem-solving guidelines have been established to provide the opportunity to have concerns addressed. Any employee may submit a formal grievance or complaint to the Executive Director and/or the LASER Board. These steps will be followed:

1. The employee will discuss the situation with those involved and the Executive Director. Every effort will be made to develop an understanding of the facts and issues and to reach a solution. If possible, the grievance will be resolved at this level. The Executive Director will inform the LASER Board of all grievances and their resolutions no later than the next LASER Board meeting (scheduled monthly).
2. If no satisfactory results are reached, the Executive Director will contact the President of the LASER Board and request a meeting between a LASER Board representative, the Executive Director, and employees. The employee must submit

to the LASER Board and the Executive Director a written statement of the grievance or complaint before the scheduled meeting.

3. If the matter in question directly involves the conduct of, or a dispute with, the Executive Director, an employee may submit a written statement of the grievance or complaint directly to the President of the LASER Board.

IV. Work Practices

A. Attendance

Every employee is expected to attend work on time and to work his or her scheduled hours. If an employee is sick or anticipates being late to work, he or she must promptly call their direct Supervisor and arrange for a substitute to cover the shift.

If an employee is running late for work, the employee must call their direct Supervisor immediately. If the direct supervisor is not available, the employee must call another supervisor. Excessive tardiness is not acceptable.

B. No Call/No Show

An employee who does not show up for his or her regular work shift without any prior notice on two consecutive days, will be subject to termination. Exceptions will be made only in exigent circumstances.

C. Time Sheets and Pay

Each non-exempt LASER employee must clock in and out daily with actual arrival and departure times, on Paychex Time application or website. An employee may not click in or out for another employee.

Pay periods end on the 10th and 25th of each month. At the end of the pay period, each non-exempt employee must review and confirm the accuracy of his or her hours for the period and submit them to their Supervisor. Before claiming leave hours to cover any absence, employees must obtain prior approval from their Supervisor.

Employees are paid on the 15th of each month and the last date of the given month. If a payday falls on a weekend or holiday, employees will be paid on the immediately preceding work day. If a clock in and out is not properly completed or the hours are not submitted in a timely manner, the paycheck may be delayed.

D. Employee Breaks

Childcare is demanding work, and each employee needs to take breaks from the children and responsibilities. The following breaks are provided:

Half-hour lunch break: When working an eight-hour day, an unpaid half-hour lunch break is provided. During camp days, employees may work through their meal period and in such case LASER requires a Meal Break Waiver to be signed. If an employee prefers to take the unpaid lunch break, they can be scheduled for an additional half-hour.

Rest breaks: Employees are paid a rest break of 10 minutes for each 4 hours worked. The rest period should be taken by the end of the third hour of the shift. Employees may take several mini breaks in each 4 hours of working time. If these mini breaks total 10 minutes, this substitutes for a scheduled rest break. Examples of mini breaks are: personal phone calls, texting, eating a snack, personal conversations, and personal internet use. Employees are responsible for keeping track of their rest breaks and not exceeding the time allotted.

E. Overtime

Exempt employee: Exempt employees are scheduled to work 40 hours per week and do not receive overtime pay. Exempt employees may be asked to work more than 40 hours per week if needed and until the work is completed.

Non-exempt employee: Overtime will be paid at the rate of 1.5 times an employee's normal hourly rate for hours exceeding 40 hours of authorized work per week (beginning Monday and ending Sunday). Sick time, personal leave time, or holiday time does not count toward overtime. Non-exempt employees must follow the following guidelines:

1. All overtime work must have prior approval of the Site Director and/or the Executive Director. This ensures accurate forecasting and budgeting of labor costs.
2. If an employee is scheduled for training or extra work outside of a typical shift, he or she must let the Site Director or the Executive Director know well in advance.
3. Project work must be done at LASER, not at home.
4. If a non-exempt employee is scheduled to work 40 hours in a week but works fewer hours, the pay will be calculated according to actual hours worked that week.
5. No exchanges of time from work week to work week will be granted without prior approval of the Site Director or the Executive Director.

F. Cancelling Hours Scheduled for Camp Days and Parent Night Outs

LASER reserves the right to cancel scheduled hours for employees to work for camp days and parent nights outs if enrollment numbers are low or if events are canceled. Scheduled hours are not guaranteed and are dependent on enrollment numbers and other factors.

G. Paid Planning Time

Each employee will make productive use of planning time, which is performed at LASER during scheduled work hours when an employee is not working directly with the children. The amount of time will be determined by the Site Director.

Planning time is to be used for enrichment planning and preparation, or individual employee development. Planning time is an opportunity to work on providing LASER children with a better environment, and may not be used for socializing or personal pursuits.

H. Work Outside of LASER

No outside work shall interfere with an employee's LASER work schedule. LASER employees may not perform babysitting, nanny services, or other childcare services for any family with children attending a LASER program. Such arrangements create conflicts of interest and are not in the best interests of the children. Employees are expected to consult with the Executive Director if they are approached to work for a LASER family or anyone connected with a LASER family.

I. Product of Participation at LASER

LASER reserves all rights and the ownership to the process, products, documents, and intellectual property developed in whole or part by the participation of employees and/students at LASER. These products are not allowed to be sold. They are also not allowed to be posted on the Internet (or any similar and successor technologies) without prior written approval of the Executive Director.

J. Accidents

Employees are required to report all injuries to their Supervisors immediately, no matter how slight the injury may appear. This reporting requirement is necessary for the following reasons:

1. All injuries should be treated. Failure to get proper care may worsen a medical condition.
2. LASER must comply with federal and state injury recordkeeping requirements.
3. It is imperative that management be made aware of unsafe situations in order to prevent future accidents or injuries.

If it is necessary to see a physician, employees are required to report directly back to their Supervisors. If the shift has ended, or if the physician sends you home, you must contact your Supervisor before your next shift.

If at the time of injury, a physician's visit is not required but later you must see a physician, notify your Supervisor immediately. If you are unable to contact your Supervisor, notify the Executive Director.

K. Searches

LASER prohibits the use of drugs and alcohol on LASER premises and wishes to discourage theft or unauthorized possession of LASER property and/or property of employees, visitors, and customers. To facilitate enforcement of this policy, LASER may inspect not only desks and lockers but also persons entering and/or leaving the premises, any packages or other belongings on LASER property. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto LASER premises.

Employees who refuse to cooperate in an inspection conducted pursuant to this policy, as well as employees who after the inspection and investigation are found to be in possession of stolen property or illegal drugs or otherwise in violation of LASER policy, will be subject to disciplinary action up to and including discharge.

L. Telecommunication Policy

Telecommuting is the managed, voluntary performance of job duties at a location other than LASER's facilities, usually the employee's residence.

LASER is a nonprofit organization and exists to serve the needs of its students and their families. Telecommuting may be an option for some employees allowing greater flexibility for the employee while fulfilling LASER's core values and mission.

Eligibility

Telecommuting may be part of an employee's schedule at the discretion of the Executive Director guided by the following criteria. If the Executive Director proposes to telecommute as part of his or her regular schedule the LASER Board has the sole discretion to grant, deny, or modify any such request.

Telecommuting Criteria

1. The employee's manager determines the position is appropriate for telecommuting and does not negatively impact the delivery of services and programs.
2. The employee demonstrates the ability to work independently, communicates effectively with managers and other employees, maintains a high degree of self-motivation, and meets the telecommuting criteria.
3. The position has some or all the following characteristics:
 - Face-to-face interactions can be scheduled on specified days.
 - The employee's work does not require them to be readily available on a face-to-face basis to address problems that arise or to deliver services.
 - Workflow can be controlled and work product measured.
 - Quiet or uninterrupted time would enhance employee productivity.
 - The employee can provide a work environment that is free of interruptions and distractions and is safe and healthy.
 - The employee is reachable via email and by phone.

V. Employee Benefits

Employee benefits provided by LASER currently include:

- Paid personal leave
- Sick and safe time
- Pregnancy disability or temporary disability leave
- Paid holidays
- IRA retirement plan (at employee's option)
- Educational training and development
- Bereavement leave
- Health and dental insurance for employees who work full-time year-round (at employee's option)
- Disability insurance (at employee's option)
- Life insurance (at employee's option)
- Paid time while serving on jury duty.

Optional benefits offered by LASER may change from time to time. Employees who opt out of LASER's optional benefits—including the retirement plan, health insurance and dental plan—will not be entitled to any compensation for such waiver.

A. Paid Personal Leave

To be eligible for paid personal leave, a regular part-time/full-time employee must complete the 90-day introductory period.

After the introductory period, each employee will then accrue the following number of personal leave hours (calculated using each employee's hire date):

Year	Hours of Leave
1	1.5 hours of personal leave per 40 hours worked
2-4	2 hours days of personal leave per 40 hours worked
5-9	2.5 hours of personal leave per 40 hours worked
10+	3.333 hours of personal leave per 40 hours worked

Employees are expected to plan time off well in advance and when possible to arrange or help arrange for substitute help to ensure that LASER has adequate coverage. All leave time must be coordinated and approved in advance in writing by the Site Director or the Executive Director. The Site Director or the Executive Director is entitled to deny leave requests and might do so, for example, during mid-term or final examination periods if there otherwise would be insufficient staff coverage at LASER. Site Directors may not have more than one day of overlapping vacation.

Personal leave accrual begins in September and should be used by the end of the following August. Up to forty hours of personal leave may be carried forward to the next year, up to a maximum of 20 accrued days of total personal leave. Accrued unused personal time will be paid upon termination of employment.

Employees are required to use any accrued sick or personal leave, prior to requesting unpaid leave.

B. Sick and Safe Time

LASER understands that employees are in almost constant contact with children and the public. LASER provides paid sick leave benefits for periods of temporary absences. All employees accrue two hours of sick leave for every 40 hours of work per fiscal year beginning on the date of employment, with a cap of 120 hours of sick leave per fiscal year. The maximum amount of leave available each year is 40 hours and may be taken in 30-minute increments. We are a Tier 1 employer. Accrued leave may be used after the 90-day introductory period. Written requests for time off must be submitted to your Supervisor at least three weeks in advance for planned or foreseeable absences, or as soon as practicable for unforeseen situations.

Sick leave benefits may be used (1) for an absence due to your own or your child's illness or injury, including time for treatment or preventative care (2) to care for your spouse, registered domestic partner, parent, parent-in-law, housemate, or grandparent with a serious health condition or emergency condition, (3) to care for an adult son or daughter who is incapable of self-care due to a disability. You also may request paid time under this policy for purposes of domestic violence leave or to care for a child due to a school or daycare closure ordered by a public official to limit exposure to hazardous conditions.

You may be required to provide documentation for absences greater than three consecutive days.

The amount of sick leave available is recorded each payday on your pay stub. Sick leave is paid at your regularly scheduled pay rate. Unused sick leave benefits may be carried over each year, up to the cumulative maximum of 120 hours. Unused sick leave benefits are forfeited upon termination of employment. Should you be rehired within seven months after separating from LASER, your previous employment will be counted towards the eligibility waiting period and any forfeited paid leave will be restored.

Employees are required to use any accrued sick or personal leave, prior to requesting unpaid leave.

C. Pregnancy Disability/ Temporary Disability Leave

Unpaid pregnancy disability leave or unpaid short-term disability leave is granted to all employees upon receipt of a physician's certification stating that they are unable to work due to pregnancy or other incidents that results in temporary disability. Employees on leave are expected to keep LASER posted regarding expected return date.

An employee on authorized disability leave will return to the job s/he left unless LASER is unable to return the employee because of downsizing or lay-off due to lack of work. If this is necessary, the employee will be offered the first available job of like status and pay, or if none is available, a job of lower status and pay. If an employee chooses to wait for the first job of like status and pay, this reinstatement right will continue for one year.

D. Holidays

After completion of the 90-day introductory period, regular year-round employees will be paid for regularly scheduled hours that fall on holidays. LASER recognizes the following ten paid holidays:

- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the following day
- Christmas Eve
- Christmas Day
- New Year's Day

E. IRA (Individual Retirement Account)

LASER has a simple IRA plan. Employees must be at least age 21 and employed by LASER to participate in the plan. Participating employees will receive a dollar-for-dollar match by LASER of up to 3% of their salary after one year of continuous employment at

LASER. LASER reimburses the annual plan fee for a maximum of 4 funds per employee for full timers and a maximum of 2 funds per employee for part timers.

F. Educational Training

LASER places a high priority on professional growth and development. Employees are encouraged to participate in educational events relevant to their program responsibilities. LASER has some limited funds for additional training programs. Permission to attend educational events during paid work time will be granted at the discretion of the Executive Director and LASER Board.

LASER will not pay the fees and hours for employees to attend required training classes, such as STARS trainings, CPR, and First Aid classes, bloodborne pathogens, and food handler's permit trainings, unless LASER arranges for the training at a specific location and time. It will be the responsibility of the employee to schedule and attend the initial 30-hour STAR training class and 10 hours of yearly training thereafter. Employees may be eligible to be reimbursed for their STARS fees through the MERIT website.

G. Bereavement Policy

Regular year-round employees who have completed their 90-day introductory period may receive bereavement pay for approved leave totaling up to 24 normally scheduled hours to attend the funeral of an immediate family member (spouses/domestic partners, children, siblings, parents, and parents-in-law), and up to 12 hours to attend the funeral of extended family (grandparents, aunts/uncles, and grandchildren). For immediate family members, additional time off may be taken utilizing accrued personal leave for up to two weeks.

H. Health and Dental Insurance

Full-time year-round employees (working an average of 8 hours per day) may receive medical benefits and dental insurance through a LASER group plan. LASER may pay the premiums for individual plans up to an amount set by the Executive Director and LASER Board (approximately the current cost for basic medical coverage in the Seattle area). Coverage for dependents may be purchased separately at the employee's expense. Medical benefits and dental insurance ordinarily begin on the first of the month after the employee has completed his or her 90-day introductory period.

A part-time LASER employee who is converting to full-time may receive medical benefits and dental insurance through a LASER group plan as long as he or she has already worked for LASER at least the total hourly equivalent of the full-time 90-day introductory period.

I. Disability Insurance and Life Insurance

Full-time year-round employees (working an average of 8 hours per day) who have been at LASER 90 days may sign up for disability insurance and life insurance. Forms are available from the Office Administrator. There is no cost to the employee for this coverage.

J. Paid Leave for Jury Duty

Employees who are subpoenaed for jury duty will be paid for hours they were scheduled to work that were spent fulfilling jury duty (excluding overtime). If the court commitment does not last as long as anticipated, the employee is expected to notify a Supervisor and will be asked to return to work. LASER must be reimbursed for payments made to an employee for participating in jury duty. Ordinarily the employee will sign over the jury duty check to LASER.

K. Inclement Weather

If LASER is closed due to inclement weather, non-exempt employees will not be paid for hours that are not actually worked. However, they may use accrued personal leave to cover unworked hours. Exempt employees will be paid if LASER is closed due to inclement weather. If LASER is open but an employee does not come to work due to inclement weather, the employee must use his or her accrued personal leave.

L. Medical Leaves

LASER is not subject to the Family & Medical Leave Act (FMLA). However, employees may request a medical leave of absence, which should include the reason for the leave and the anticipated beginning and ending dates of the leave. Requests will be considered by LASER in accordance with state and federal law and with regard to the needs of LASER.

Medical certification of the need for the leave may be required, as well as the employee's fitness to return to work following the leave. Employees are required to use any accrued sick or personal leave at the onset of the approved leave prior to the leave being designated as unpaid. Benefit accruals, such as vacation, sick leave, or holiday benefits are suspended during the leave, and will resume upon return to active employment.

When a medical leave ends, reasonable efforts will be made to return the employee to the former position, if available, or to a similar available position for which the employee is qualified. LASER cannot assure reinstatement in all cases, unless otherwise provided by law. If an employee fails to report to work promptly at the expiration of the approved leave period, LASER will interpret the employee's failure to return to work as a voluntary resignation.

M. Military Family Leave

During a period of military conflict, LASER provides eligible employees with up to fifteen (15) days of unpaid leave to be with their military spouse who is notified of an impending call or order to active duty, or who has been authorized for leave from deployment.

To be eligible for this benefit, you must be employed an average of twenty (20) or more hours per week. You must notify your direct Supervisor of your intention to take the

leave under this policy within five (5) business days following receipt of the official military notice.

You may choose to apply applicable accrued paid leave benefits while taking military family leave. Health insurance benefits may continue at the level and conditions as provided under applicable laws. Upon the completion of your leave, you may return to your original position or an equivalent job, *i.e.*, equivalent pay, benefits, and conditions of employment.

N. Military Leave

Military leave will be granted to all employees under orders which require them to serve in any of the U.S. Military branches.

Employees, who are currently participants in our health care benefit program and are called to active military duty, may purchase health coverage for up to 24 months under the COBRA program. Employees returning from military leave will be placed in a position at the level of pay and benefits consistent with applicable law.

O. Domestic Violence Leave Act Policy

If you or your family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom you have a dating relationship) are a victim of domestic violence, sexual assault or stalking, LASER may offer a reasonable period of leave (as determined by the employer), intermittent leave or a reduced schedule to seek legal or law enforcement assistance, counseling or medical treatment.

Leave is without pay unless you choose to use accrued sick or personal time. You will be asked for written verification of the need for leave. We may also request documentation to determine family relationship. To the extent allowed by law, your health insurance benefits continue at the level and conditions that would have been provided had you remained continuously employed. Upon completion of your leave, you may be restored to the same job or an equivalent position with equivalent pay, benefits, and conditions of employment.

Information you provide to determine eligibility or continuation for this leave may only be disclosed by LASER if you request or consent to its disclosure, is responsive to a court or administrative order or as otherwise required by federal or state law.

P. Program Discount

Children of LASER employees receive a 25% discount for after-school care, day camps, and summer camps. The child needs to be 5-12 years old and cannot be in the same group as parents at LASER. Sub employees do not benefit from this discount.

VI. Ending Employment at LASER

Employment with LASER is not for any specific period of time and is at will. With at-will employment, the employee or LASER may terminate the relationship at any time. Neither the employee nor LASER need demonstrate cause for termination. Final pay will consist of payment for hours worked and accrued but unused personal time.

A. Resignation

Employees are not legally bound to give a two-week notice, but LASER asks that they do so to ensure the smooth continuity of childcare. As a professional courtesy, advance notice of resignation should be given to the Site Director and the Executive Director in writing.

B. Lay-off Policy

In the event LASER must reduce its work force by lay-offs, the following criteria will be evaluated: job performance, position, seniority, and current work hours. These criteria are not listed in specific order and all may be weighed to make decisions.

C. Involuntary Termination

Although employment with LASER is at will, certain work behaviors are likely to result in termination. Examples and reasons for dismissal might include but are not limited to:

- Incompetence and/or negligence
- Insubordination
- Inability to complete assigned responsibilities
- Violation of policies in this handbook, LASER guidelines, or organizational policies
- Failure to report to the Site Director or the Executive Director or LASER Board clear violations of policies in this handbook by other employees
- Misrepresentation of qualifications or background
- Dishonest or illegal conduct
- Mental, verbal, or physical abuse or cruelty in connection with any child
- Harassment

VII. Reminders and Policy Changes

A. Updating Personnel Information

Each employee should promptly report any change of name, address, telephone number, or withholding status to the Site Director and Office Administrator. Each employee is responsible to provided updated training or certification. An employee may complete a W-4 form to update federal tax records and change deductions

B. Changes/Clarifications of LASER Policies

The policies in this handbook are guidelines to promote the efficient and professional operation of LASER and LASER reserves the right to change them at any time without prior notice. Interpretation of the terms and conditions described in this handbook shall be at the sole discretion of the LASER Board.

For more information regarding the employee conduct and work ethics please refer to the LASER Guidelines Sheet.



Acknowledgement

I, _____, acknowledge that I have received and have the responsibility to read and follow the LASER Staff Handbook. I agree to follow and abide by its policies.

I understand that employment with LASER is at will. Employees have the right to end their work relationship with LASER with or without advance notice for any reason, and LASER has the same right. The language used in this LASER Staff Handbook and statements made by LASER employees or the LASER Board of Directors are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

Employee Signature

Date: _____

LASER Executive Director

Date: _____