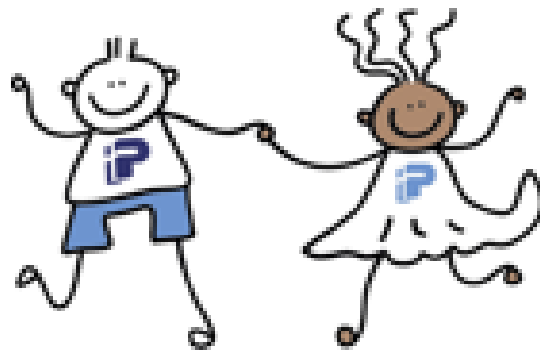


# **Pisgah Child Development Ministry**

## **EMPLOYEE HANDBOOK**

**2023-2024**



## **EMPLOYMENT AT WILL DOCTRINE**

All employees, full time, part time, seasonal, hourly and salaried are EMPLOYED ON AN AT-WILL BASIS. Employment at-will imply that both the Pisgah CDM and the employee retain the right to terminate the employment relationship at any time for any reason, with or without prior notice.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Pisgah CDM is committed to providing equal employment opportunities for all employees and job applicants. Recruiting, hiring, promotions and conditions of employment shall be maintained and conducted in a manner that does not discriminate based on age, disability, race, color, sex, gender, pregnancy, religion, or national origin.

The Pisgah CDM will ensure that personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, termination, job classification, and all other terms, conditions, and privileges of employment will be administered without regard to age, race, color, sex, gender, pregnancy, religion, or national origin.

Unfavorable speech or actions by employees regarding the age, race, color, sex, gender, pregnancy, religion, or national origin of other employees, students, parents, or others affiliated with PISGAH CDM will not be tolerated. This type of behavior can be grounds for discipline, up to and including, immediate dismissal.

All employees are expected to comply with our Equal Employment Opportunity Policy. Employees must report all perceived instances of discrimination and/or harassment to their Director. The Pisgah CDM will not retaliate against any employee who, in good faith, complains to the Director regarding discrimination and/or harassment or who participates in an investigation of such a complaint.

## **HIRING OF EMPLOYEES**

It is the policy of PISGAH CDM to fill any positions with the best-qualified personnel. All positions that are vacant and have been approved to be filled by the Pisgah CDM Committee will be placed for advertisement through various media.

Applicants will be reviewed for a variety of factors including the employee's job history, education, professional certifications and work experience. PISGAH CDM will hire the most qualified candidate without regard to race, color, religion, sex, national origin, age, or pregnancy.

## EMPLOYEE CLASSIFICATIONS

Weekly hour calculations are based on the bi-weekly payroll periods. The CDM Director may make certain adjustments to scheduled work hours during the pay period to maintain employee classifications.

1. **Full-Time:** Employees regularly scheduled to work 30 or more hours per week during a 12-month period.
2. **Part-Time:** Employees regularly scheduled to work less than 30 hours per week during a 9-month school schedule period.
3. **Other:** Employees hired for a period of short duration, generally 90 days or less but not always, are considered to be seasonal employees. All seasonal or contract employees must abide by all policies of PISGAH CDM.

## ORIENTATION PERIOD

The first 90 days of employment is considered an orientation period and is a time for learning. This trial period is designed to determine whether you are suited for the job and capable of satisfactorily performing the work assigned. It also provides you with the opportunity to decide if our Pisgah CDM is right for you, as we believe it is not only important for you to fit in with your co-employees, but for you to become a part of our team. PISGAH CDM may elect to extend your orientation period. All employees of PISGAH CDM are employed on at will basis, and the completion of the orientation period does not guarantee employment for any set period. Either the Pisgah CDM or the employee may terminate the employment relationship at any time for any reason, with or without notice.

## OPEN DOOR POLICY

PISGAH CDM has an open-door policy to provide an avenue for employees to discuss work related issues or concerns. PISGAH CDM regards its employees as important assets and respects each employee as an individual. We, therefore, provide our employees with a channel for communications of problems, concerns, and complaints. When an issue arises, the employee should:

- Speak to their Director
- If the employee does not feel comfortable speaking to their Director, they can go to a member of the Pisgah CDM Committee.

## EMPLOYEE AUTHORITY TO AUTHORIZE WORK

No employee of PISGAH CDM shall have the authority to hire, inquire or in any way allow a person to perform duties, acts, or tasks on behalf of the Pisgah CDM. In addition, no employee shall subcontract out his/her work, in lieu of his own duties for the Pisgah CDM. This includes family members, contractors, etc.

## **HOURS OF WORK**

Normal workdays are Monday through Friday; however, can be modified by the CDM Director or Assistant Director at its sole discretion. Pisgah CDM follows the Lexington One School District calendar. For payroll purposes, the pay week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. Saturday. Each employee is responsible for accurately reporting their time each week.

All employees (hourly and salary) are required to use the electronic time clock payroll system to record their hours worked. The time clock records are necessary to track attendance for all employees and payroll for hourly employees. Employees should clock in and out at scheduled times. Notify the CDM Director or Assistant Director within 24 hours, if you fail to clock in or out. After five offenses, payment of the disputed time will be withheld and discussed at the next scheduled CDM Committee meeting. In the event of problems with the time clock system, notify the CDM Director or Assistant Director immediately.

Employees are responsible for their individual timecards and no employee is permitted to clock in or clock out for another employee. No employee should interfere with another employee's use of the time clock. Any employee who has lost a timecard must report the lost card to the office administrator and may be financially responsible for a card replacement.

CDM Director is expected to monitor the time clock system, review weekly time reports, and use necessary discretion in disciplinary actions for any falsification or misrepresentation of time and attendance information or excessive missed time punches without a valid reason.

## **OVERTIME**

Hourly, non-exempt employees shall receive time and a half their hourly rate for all hours worked over 40 in any work week. Only time worked will be computed for overtime purposes. Vacation, holiday, inclement weather, and sick pay are excluded from the computation of overtime hours.

Once an employee has reached their 40 hours, they should contact the CDM Director to inform that their weekly work hours have been met and will conclude their work for the week unless directed otherwise. Any overtime worked needs to be approved by the Director or Assistant Director. In cases where overtime is foreseeable, PISGAH CDM will give notice as far in advance as possible. Employees will be paid for Graduation and Orientation.

## **WAGE DEDUCTIONS**

There are certain items that must be deducted from gross wages: 1) Federal Insurance Contribution act (FICA or Social Security) taxes; 2) federal withholding tax; 3) state withholding tax; and 4) other deductions required by law, if any.

## **PLACE AND TIME OF PAYMENT**

PISGAH CDM pays its employees every other Tuesday. Paychecks are given out at Pisgah Lutheran Church. Each paycheck represents wages earned by the employee during the two-week period ending on the previous Saturday. If you find an error in your paycheck, the CDM Director or Assistant Director should be notified immediately. If an employee leaves or has their employment terminated by Pisgah CDM, Pisgah CDM will pay all wages due at the end of the employment relationship within forty-eight (48) hours or the next regular pay period not to exceed thirty (30) days, pursuant to the South Carolina Payment of Wages Act.

## **COMPENSATION REVIEWS**

PISGAH CDM goal is to attract and retain the most qualified and competent employees. As part of the overall compensation package, PISGAH CDM will evaluate and determine an annual compensation review for each employee. Several factors such as cost of living and overall financial status of the Pisgah CDM will be taken into consideration when determining such decisions. The decision of annual salary increases is not guaranteed and is done at the sole discretion at the CDM Director's recommendation and the Committee approval (approved annual salary increases will be effective July 1<sup>st</sup> of current calendar year).

## **PISGAH CDM PROPERTY**

Protecting Pisgah CDM property as well as care of the property is vital to our business. Under no circumstances should Pisgah CDM owned property be sold, borrowed, lent, given away, or disposed of without proper authorization. All private use of Pisgah CDM property by an employee is prohibited except in the case with proper Director approval. Both employee and Director are jointly responsible for the property.

## **CONFIDENTIALITY**

It is the responsibility of all PISGAH CDM employees to safeguard sensitive Pisgah CDM information. The nature of our business is dependent upon protecting and maintaining personal information. These safeguards are intended to serve the best interest of PISGAH CDM, its employees and our valued children. Sensitive Pisgah CDM information includes, but is not limited to, parent information, child information, medical information, financial information and employee information (including reviews and salaries). Unless otherwise identified by administration, all employees shall assume that such information is confidential and shall not be disclosed to parties not associated with PISGAH CDM, either during your employment or after it ends. If you are unsure about the confidential nature of specific information, you must ask your Director for clarification. Employees will be subject to disciplinary action up to and including, termination of employment for knowingly or unknowingly revealing information of a confidential nature. All staff members will be required to sign a confidentiality statement. This statement will be kept in individual employee files.

## **EMPLOYEE DRESS CODE**

Employees are expected to dress professionally when working at Pisgah CDM.

1. Shoes are to be closed-toed. Sandals or flip-flops are not permitted due to safety reasons. Tennis shoes are acceptable.
2. Shorts or dresses are allowed as long as the article of clothing reaches the knee.
3. No athletic wear to include (but not limited to) gym shorts, yoga pants or tank tops.
4. Jeans or capris are acceptable as long as there are no tears or rips.
5. Tops can be sleeveless to the shoulder, but NO tank tops.
6. No undergarments should show at any time!
7. Scrub uniform tops and t-shirts are acceptable.
8. No revealing necklines.
9. No leggings

Employees may be sent home without pay by the CDM Director or Assistant Director, if their dress is deemed inappropriate. The employee must return to work that day within an appropriate amount of time. For special events or programs (i.e. orientation, Christmas programs, graduation, or parent events), employees should dress professionally. During these events, no jeans or shorts are permitted.

## **CELL PHONE POLICY**

If an employee needs to make or take an important phone call, that employee must ask the Director or Assistant Director to stand in for them while the phone call is made. Please remember that cell phone usage is limited and should only be used on breaks or lunch. Use of “social media” during work hours is prohibited.

## **INCLEMENT WEATHER POLICY**

Pisgah CDM will follow the Lexington One School District schedule for inclement weather delays, closings, or weather make-up days. In a case where the school district is out, we will follow Lexington County Offices. Employees will be paid for their normal scheduled hours for inclement weather days. In rare occasions, at the discretion of the Director/Assistant Director with close consultation of the committee, PCDM may choose to remain open regardless of school closings. In the case that this does happen, please stay tuned to local weather/social media for updates. PISGAH CDM expects all employees to make a reasonable effort to be at work each day, even in inclement weather. However, we also expect our employees to use good judgment relative to road conditions, distances to be traveled to and from work, as well as their own personal safety.

## **EMPLOYEE CHILDREN ASSISTANCE**

Children of current employees will be charged half of the weekly tuition for attending the CDM. One-half of internal activities (i.e., Spanish) provided by CDM will be paid. External activities (i.e. Karate, Yoga, and Soccer) will be paid in full. Employee will pay registration and activity fees in full. Current employees that have grandchildren attending PCDM will receive a 10% discount on tuition.

## **ATTENDANCE POLICY**

Punctual and regular attendance is an essential function for each employee's job at PISGAH CDM. Employees are expected to report to work as scheduled and on time and prepared to start work. Any tardiness or absence causes others to assume the workload.

In cases of absences or tardiness, employees must provide their Director with an honest reason or explanation. Documentation of the reason will be required. It is not the Director's responsibility to ensure documentation for absences or tardiness is on file. Documentation shall be provided immediately after the absence. If illness is the cause of the absence, a doctor's written note (signed) shall accompany your return.

Excessive absenteeism or tardiness may be grounds for discipline up to and including, termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis.

Any employee who fails to report to work without notification to his or her Director for a period of two days or more will be considered to have voluntarily terminated the employment relationship.

## **HOLIDAYS**

PISGAH CDM recognizes at least eight (8) holidays per year. Observed holidays are paid at the employee's regular rate of pay and hours not to exceed eight hours. The holiday schedule is as follows:

- Labor Day (09/04/2023)
- Thanksgiving (11/23/2023, 11/24/2023)
- Christmas (12/25/2023, 12/26/2023)
- New Year (01/01/2024)
- Martin Luther King Day (01/15/2024)
- Good Friday (03/29/2024)
- Memorial Day (05/27/2024)
- Independence Day (07/04/2024)

To be eligible for holiday pay, an employee must have worked his/her regularly scheduled hours the workday day before and after the scheduled holiday. In the event the employee is out due to an approved vacation day or medical leave, the employee will be paid for the holiday.

## **LEAVE TIME**

### **Paid Time Off (PTO)**

All employees of PISGAH CDM that have completed their orientation period are eligible to receive paid time off (PTO). All employees of Pisgah CDM that have completed their 90-day orientation period will receive 8 hours PTO. After working 6 months with the center, full time employees will receive additional 8 hours PTO.

Annual PTO is as follows:

- Part-time hourly employees with 90 days employment – 8 hours (1 day)
- Full-time hourly employees with 90 days employment – 16 hours (2 days)
- Part-time hourly employees with 1-year employment – 24 hours (3 days)
- Full-time hourly employees with 1-year employment – 48 hours (6 days)
- Part-time hourly employees with 3 years employment – 32 hours (4 days)
- Full-time hourly employees with 3 years employment – 64 hours (8 days)
- Part-time hourly employees with 5 years employment – 48 hours (6 days)
- Full-time hourly employees with 5 years employment – 96 hours (12 days)
- Salaried Employees PTO is decided at the discretion of the CDM Committee

Accrual of PTO is as follows:

- Employees that are full time can carry half (up to 40 hours) of PTO to the following year for a max of 160 hours a year.
- Employees that are part time can carry half (up to 7.5 hours) of PTO to the following year for a max of 22.5 hours a year.
- Paid Time Off will accrue on the anniversary date of employee's start date.

For calculating PTO, the year begins July 1, 2021 (beginning of school year) and ends June 30, 2022.

Employees are required to give a five (5) day notice to use PTO, except for illness. Requests will be reviewed within 48 hours.

Two-week notice must be worked out without the use of PTO. Once a written notice is given, PTO is at the digression of the Director/Assistant Director and the needs of Pisgah CDM.

Pisgah CDM will not pay employees for accrued or unused PTO when the employment relationship ends.

The CDM Director and Assistant Director receives Paid Time Off (PTO) at a different rate than hourly employees.

The CDM Director & Assistant Director must have the Committee approve their requested time off 5 days prior to going on PTO.



## **BEREAVEMENT**

PISGAH CDM will grant up to five (5) days paid leave in the event of an immediate family member's death. For policy purposes, immediate family members include spouse, children, brother, sister, father, mother, father-in-law, mother-in-law, including stepfamily members.

In addition, PISGAH CDM will grant two (2) days paid leave in the event of a family member not considered to be immediate. For purposes of this policy, this includes grandparents, great-grandparents, grandchildren, brothers and sisters-in-law, and any other in-law family members

Furthermore, if additional time is needed you may use your leave time or if you do not have any accumulated leave time, it may be taken as excused-non-paid. Prior approval of your Director is required. Pisgah CDM reserves the right to review this policy on a case-by-case basis between the employee and director.

## **JURY DUTY**

PISGAH CDM will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the employee's Director to verify the need for such a leave. Non-exempt employees will receive the difference between jury duty pay and his or her normal salary or wage for each day of jury duty up to a maximum of two weeks per year in addition to any other paid leave. The employee is expected to report to work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her Director informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay in order to receive the Pisgah CDM-provided compensation supplement.

## **FAMILY / MEDICAL LEAVE ACT (FMLA)**

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Eligible employees are entitled to:

Twelve (12) workweeks of leave in a twelve (12) month period for: the birth of a child and to care for the newborn child within one (1) year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Whenever possible, the CDM Director requires that all employees provide notice of any extended leave as soon as possible to ensure employee coverage during the period of absence. This notification needs to include reason and duration of leave. In the event of medical leave, this information will need to be confirmed by a physician or medical institution.

## SAFETY

PISGAH CDM is committed to the safety of its employees. The Pisgah CDM will continue to make reasonable provisions for the safety and health of its employees during the hours of their responsibility. It is always the employee's responsibility to have the staff radios powered on and kept on them.

**Promptly Report Accidents and Injuries:** On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to your Director as soon as possible, but no later than 24 hours after the incident. Failure to do so may disqualify you from receiving workers compensation benefits and may result in disciplinary action. A report of injury must be filled out and signed by the Director once accident is reported.

**Physician's Statement upon Return to Work:** In order to protect you and other employees, you must present a physician's statement releasing you to return to work following an injury or illness for which you received doctor's care that resulted in your absence of three or more consecutive scheduled working days. The doctor's release must state that you are released to return to work either 1) without limitation or 2) with limitations, listing them specifically.

**Reporting an Accident:** In the event of a vehicle accident involving Pisgah CDM owned vehicles, the following procedures should be followed:

1. Employees should immediately render first aid and help the injured. If children are in the vehicle or involved in the accident, EMS must be called regardless of situation. Employee must follow all DSS regulations.
2. An appropriate law enforcement officer should be contacted immediately.
3. An effort should be made to secure the names, addresses, and telephone numbers of any witnesses.
4. Employees should not admit, make statements about, or express opinions regarding liability.
5. The employee involved should contact his or her Director immediately to report the incident.
6. The employee must turn in the "Verification of Insurance" report required by state law to their Director.
7. The employee must submit a written accident report to their Director.

## USE OF PISGAH CDM VEHICLES

Vehicles that are provided by the Pisgah CDM shall only be used for business-related purposes. No one is permitted to operate a Pisgah CDM vehicle other than those employees who have been expressly approved by the Pisgah CDM. If an accident occurs while driving a Pisgah CDM provided vehicle, the accident reporting procedures must be followed. All employees must abide by Pisgah Lutheran Church insurance regulations.

## HARASSMENT IN THE WORKPLACE

Pisgah CDM strives to maintain a working environment free from any form of harassment and discrimination. To that end, PISGAH CDM will not tolerate any type of harassment or discrimination against any employee by coworkers, the CDM Director or Assistant Director, parents or anyone affiliated with Pisgah CDM.

**Definition of harassment:** Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature becomes a condition of employment, affects other employment decisions, or creates an intimidating, hostile or offensive working environment. CDM broadly prohibits all forms of unwelcome harassment including, but not limited to, physical contact, inappropriate language and images (including those contained in electronic mail messages), and any other conduct that CDM finds offensive, unprofessional, and/or inappropriate. CDM reserves the right to monitor and/or review employees' use of Church computer equipment, including the content of electronic mail messages, to ensure that employees fully comply with this policy. Employees have no right or expectation of privacy when using CDM's equipment or while on the Church's premises.

**Other forms of harassment:** Other forms of harassment includes verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, pregnancy, national origin, age or disability, or that of the individuals relatives, friends, and associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

**Steps to take if you believe you are being harassed or observe illegal harassment:** First, tell the person doing the harassing to stop – if you feel comfortable and safe in doing so. Confrontation in some instances will stop the harassing behavior. **In all instances, you should report the situation, no matter how minor, to either your Director or to a member of the Pisgah CDM Committee.**

Every effort will be made to ensure confidentiality to the greatest extent. Any adverse treatment of employees who have reported harassment in good faith or who provide information related to such complaints is unacceptable.

All reports will be fully investigated and, where it is determined that inappropriate behavior has occurred, disciplinary action up to and including, termination will occur.

## VIOLENCE IN THE WORKPLACE

Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's Director. All complaints will be fully investigated.

The Pisgah CDM will attempt to promptly respond to any incident or suggestion of violence. Violation of this policy may result in disciplinary action, up to and including, termination of employment.

Employees shall **NOT** threaten, intimidate, provoke, interfere, use abusive language, or fight with other employees, Directors, children and/or parents. Furthermore, employees shall **NOT** engage in any behavior that might result in harm or injury to them or others around them including other employees, children or parents.

The possession of firearms and other lethal weapons of any type on Pisgah CDM property at any time are **STRICTLY PROHIBITED**.

These acts of aggression should not be ignored. If you observe or experience such behavior by anyone on the PISGAH CDM premises, regardless of whether he or she is an employee, report it immediately to your Director.

## WEAPONS

The carrying of weapons and firearms is prohibited on the premises of Pisgah CDM. No weapon or firearm shall be kept in a lunch box, purse, or other personal property. Failure to comply with this policy will result in immediate termination of employment.

PISGAH CDM reserves the right to inspect an employee's personal property, including but not limited to packages, purses, clothing, and vehicles (while on Church property) based upon a suspicion that this policy has been or is being violated. No employee should have any expectation of privacy, in his or her personal belongings or otherwise, while on the Church's premise. Refusal to consent or to cooperate in the search of personal property may be grounds for discipline up to and including, termination of employment.

## **DRUG-FREE WORKPLACE POLICY**

PISGAH CDM is committed to providing a safe and productive work environment. We also expect our employees to report to work each day fit to perform their jobs. To meet these objectives, as well as our obligations under applicable federal and state laws, we must take a firm and positive stand against substance abuse. The Pisgah CDM will require any staff to submit to drug testing when behavior, speech, odor, gait is observed to be abnormal. In addition, if a fellow co-worker suspects or observes unusual behavior and reports the situation to their director this can be grounds for a reasonable suspicion drug test. Alcohol testing will only be based on observed conduct immediately before, during, or after the driver engages in his or her duties.

This policy is intended to ensure a drug-free work environment for the benefit of our employees and children.

Policy Statement - The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on the Pisgah CDM's premises or in the performance of teaching for the Pisgah CDM are strictly prohibited.

As a condition of continuing employment with the Pisgah CDM, each employee must abide by the terms of this policy. Any violation of this policy will result in discipline, up to and including, termination of employment.

## **TOBACCO USE**

Smoking is prohibited throughout the facility. Smoking also is prohibited in public areas or restrooms.

## **SUBSTANCE ABUSE POLICY**

PISGAH CDM is committed to providing a safe workplace and to establish policies that promote high standards of employee health and safety. The intent of this policy is to prevent the use of drugs and alcohol in the working environment.

The use, possession, transportation, promotion, or sale of illegal drugs or alcohol by anyone at work is absolutely prohibited. "Substance abuse" for the purpose of the policy, shall be defined as: 1) reporting to work or working while under the influence of or impaired by alcohol or any other drug; 2) chemical dependence on alcohol or drugs where job performance or safety of employees and children are adversely affected; or 3) the use of illegal drugs. The term "illegal" drugs as used in this policy includes, but is not limited to, marijuana, cocaine, heroin, phencyclidine, amphetamines, and similar drugs, whose possession and use are prohibited under either state or federal law, as well as prescription drugs unless prescribed by the employee's physician. However, if the employee is using prescription drugs improperly or is using illegally obtained prescription drugs, they can be subject to this policy.

**Applicants for Employment:** The Pisgah CDM may require pre-employment drug testing of any applicant tentatively selected for employment. PISGAH CDM does not hire anyone who refuses to submit to drug test or who test positive for use of illegal or unauthorized substances.

**Current employees** of PISGAH CDM are subject to drug testing by urinalysis or other appropriate method.

- **Reasonable Suspicion Testing** - An employee may be tested when, in the Pisgah CDM's opinion there is reasonable cause to suspect that the employee's behavior, performance, error in judgment, accident or incident, or other unsafe action while working may be related to substance abuse. A reasonable suspicion to justify drug or alcohol testing may be based on the employee being involved in an incident or otherwise acting in such a manner that suggests the employee is working under the influence of alcohol or drugs. Other examples that may justify drug or alcohol testing is 1) slurred speech 2) unsteady gait 3) display of erratic behavior 4) exhibition of loud or uncontrolled laughter. Reasonable suspicion also may be based upon information provided by sources believed to be reliable and credible. A reasonable suspicion could be based upon job performance behaviors that over a period of time where continued decline in work performance has resulted in a pattern of events that calls into question the possibility of drug use.

Any employee who suspects that a co-worker may be under the influence of a substance that impairs performance should immediately notify their Director.

- **Post-Accident or Incident Testing** - An employee may be tested if the employee suffers an on-the-job injury requiring treatment from a doctor or other medical provider; causes injury to a fellow employee or; where an injury may have been caused in whole or in part by the employee's failure to follow safety policies. Any incident that involves either an on-duty employee or off-duty employee in a Pisgah CDM vehicle and that causes damages shall be cause for testing.
- **Random Testing** – All employees are subject to random testing at any time. Employees will be tested on a periodic basis to detect substance abuse in the workplace, if any.

For all reasonable suspicion testing and post-accident testing, the employee will be placed on paid leave until the test results are received. The employee is not to report back to work until the Pisgah CDM has notified the employee.

# DRIVER ALCOHOL/DRUG TESTING POLICY

It is the policy of PISGAH CDM that all employees, including drivers, should be free of substance abuse. Consequently, the use of illegal drugs by drivers is prohibited. The overall goal of drug testing is to ensure a drug-free work environment and to reduce accidents, injuries and even fatalities.

“Drivers” as used within this policy means all persons who operate a vehicle owned by PISGAH CDM.

Pursuant to the regulations set forth by the Department of Transportation, the Pisgah CDM has an alcohol and drug testing program for drivers. This program is in addition to and does not in any way relieve drivers from complying with, PISGAH CDM Substance Abuse Policy, which applies to all employees.

Due to the nature of a driver’s duties, the Pisgah CDM is of a belief that all time spent on the clock for PISGAH CDM constitutes the performance of a “safety sensitive function” as the term used in the DOT regulations. Consequently, a driver cannot report to work or remain on duty after having used drugs or alcohol.

## **There are six types of testing:**

- 1. Pre-employment:** All applicants tentatively selected for employment as a driver must submit to drug testing.
- 2. Post-Accident:** A driver will be tested for alcohol and controlled substances following an occurrence involving a Pisgah CDM vehicle if one or more of the following conditions exist, but not limited to 1) if the accident involves a loss of a life 2) if the driver received a citation under State or local law for moving traffic violation arising from the accident and there was bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; 3) if the driver received a citation for moving traffic violation arising from the accident and one or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- 3. Random Testing:** Drivers in the selection pool will be tested each year for use of controlled substances. The Pisgah CDM will use a neutral outside party to ensure fairness and consistency. A driver may be selected at random on more than one occasion. The test will be unannounced and spread throughout the year.
- 4. Reasonable suspicion:** The Pisgah CDM will require a driver to submit to drug testing when behavior, speech, odor, gait is observed to be abnormal. In addition, if a fellow co-worker suspects or observes unusual behavior and reports the situation to his Director this can be grounds for a reasonable suspicion drug test. Alcohol testing will only be based on observed conduct immediately before, during, or after the driver engages in his or her duties.
- 5. Return to Duty:** If a driver is found to have violated the DOT regulations of this policy, they must take and pass a drug or alcohol test. The type of return-to-work duty test, i.e. drug or alcohol, will be the same as the type of testing that led to the driver’s disqualification.

Signing appropriate consent forms or providing a specimen when requested is a condition of employment. This applies to all employees. Any employees who refuse to sign or consent to a specimen will be subject to disciplinary actions up to and including discharge.

## DISCIPLINARY POLICY

When the performance or behavior of an employee does not meet those standards set forth by the Pisgah CDM, disciplinary action may become necessary. In most situations' employees want to do the right thing. The disciplinary process is designed to notify employees about problems and provide them with a constructive opportunity to improve their behavior and/or job performance. The type of disciplinary action used may vary depending on the situation. Generally speaking, PISGAH CDM uses a system that includes a verbal warning, written warning, final written warning and termination. **Listed below, but is not limited to, are examples of misconduct and/or violation of rules that may warrant discipline, up to and including termination of employment:**

- Negligence, recklessness or any careless action that endangers the life or safety of another person or child
- Being intoxicated, impaired or under the influence of alcohol or drugs during work hours
- Unauthorized possession of firearms, weapons, or explosives on Pisgah CDM property
- Engaging in criminal acts of violence
- Theft
- Staff radios should always be powered on and kept with the employee.
- Falsification of documents and/or facts
- Fighting, horseplay or negligent damaging of Pisgah CDM property or equipment
- Insubordination or refusing to obey instructions by your Director
- Sleeping on the job
- Threatening, intimidating, harassing or coercing fellow employees on or off the premises
- Engaging in an act of sabotage
- Failure to comply with PISGAH CDM/EEOC (Equal Employment Opportunity Commission) policy
- Disclosing confidential information to unauthorized persons or organizations
- Disclosing confidential employee information such as salaries and reviews, etc.
- Unsatisfactory or careless work: failure to meet performance standards
- Leaving work before the end of your shift without properly notifying your Director
- Obscene or abusive language towards any member of administration, employee, child or parent
- Publicly making negative or disparaging comments or criticisms that are counter-productive or discussing work issues or terms and conditions of employment that could be potentially hurtful, harmful or liable.
- Failure to immediately report damage to or an accident involving Pisgah CDM equipment
- Falsifying your own digital timecard or punching or altering another employee's digital time punches.
- Any other conduct that CDM, in its sole discretion, deems unprofessional, inappropriate, unethical, and/or in violation of any of CDM's policies, practices, procedures, or instructions



In addition, employees must take all necessary steps to prevent the theft, loss, damage or misuse of Pisgah CDM property. This includes but is not limited to:

1. Lock buildings and storage areas before leaving the premises
2. Lock parked vehicles and properly use, store, safeguard and maintain inventory including tools and equipment.

Any disappearance, misuse, or unauthorized use of Pisgah CDM property should be reported immediately to your CDM Director or Assistant Director.

## **PCDM TEACHER STIPEND**

A classroom stipend will be given to lead teachers prior to each school year. The amount will vary from year to year. This stipend will be used to assist teachers in the set-up of the classroom. Certain, but not all, items will be directed for purchase. Each item purchased will become the property of Pisgah Child Development Ministry. The following are the procedures:

1. Lead teachers will receive a temporary debit card from director.
2. Purchase items for classroom (including specified items) \$50 July/ \$50 January.
3. Present items and receipt to director for inventory.
4. Director will label items as PCDM property.
5. Copy of receipt will be kept on file.

At no time will items purchased with funds allocated by PCDM be removed from the facility.

## **REIMBURSEMENT PROCEDURES**

We recognize that from time to time there will be items teachers would like to purchase that would benefit their classrooms or the school. We welcome new and exciting things that will encourage our children to learn and grow. However, if an item(s) is purchased by a teacher with the assumption of reimbursement, the following procedures must take place:

1. Communication to the director PRIOR to purchase of an item.
2. If approved, teacher may purchase the item.
3. Present item(s) and receipt to Director for inventory.
4. Director will label items as PCDM property.
5. Teacher will fill out a PCDM reimbursement form w/ Director's signature.
6. Director will turn in original receipt and reimbursement form to Church Administrator for reimbursement.

If the procedures are not followed, you will not be reimbursed for items purchased. If items are reimbursed by PCDM, those items become will become property of PCDM.

Flu Shot – we recommend that our staff protect themselves with the Flu Shot. With a paid receipt, Pisgah CDM will reimburse the employee up to one-half of the out of pocket expense with a maximum of \$20.

## **COMPUTER/COPIER USE**

All employees are expected to use the office equipment and online services in a responsible and productive manner. Internet usage is limited to job-related activities only and personal use is not permitted during work hours. Job-related activities include online communications, childcare research and educational tasks that may be found via the online sources that would help in an employee's role. All Internet data that is composed, transmitted and/or received by Pisgah Child Development Ministries equipment is considered to belong to Pisgah Child Development Ministries and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of Pisgah Child Development Ministries and the company reserves the right to monitor Internet traffic and record data that is composed, sent or received through its online connections. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

All sites and downloads may be monitored and/or blocked by Pisgah Child Development Ministries if they are deemed to be harmful and/or not productive to business. The installation of any software such as instant messaging technology on company workstations is strictly prohibited without the approval of the PCDM Director and the Pisgah Lutheran Office Administrator. Any employee that violates this policy with the Directors knowledge will receive a written notification for the 1st offense and additional offenses may result in a one (1) day suspension without pay.

The intentional introduction of viruses or malicious tampering of any office equipment or network system, is expressly prohibited. Any such activity that places the company and/or customer data at risk may result in immediate termination of employment and possible legal action.

## **PRESCHOOL FRONT DESK AND DOOR PROCEDURES**

Due to safety concerns for the students and staff, it is expected that the preschool entrance doors will stay locked throughout the operating hours of the CDM program at Pisgah Lutheran Church.

1. Parents will drop off their children under the breezeway at the main CDM door.
2. A staff member is to be at the main desk from 7:30-8:30a.m. to accept students arriving.
3. The doors to the preschool are always to remain locked. There should always be a staff member at the door during the day to assist parents and visitors as needed. At no time should a parent or visitor be able to walk into the building without being checked in by a CDM staff member.
4. Scheduling will need to include coverage of the CDM desk and door throughout the day.
5. The door will also need to remain locked during afternoon pick up. A staff member is expected to cover the door during dismissal.
6. Please take a moment to check the doors, to ensure they are locked.

It is important that all visitors to the program are checked in by a staff member prior to entering the building. If a visitor does not consistently pick up a child, their driver's license must be checked and compared to the approved contact list provided by the parent(s) of each child. If the visitor does not have their driver's license, they should not be allowed to pick up the child. This is for the child's safety.

These procedures are set in place for the safety of our students and staff at Pisgah Lutheran Church Child Development Ministry and it is expected that they be followed by all staff members employed by Pisgah Lutheran Church Child Development Ministry.

## **POSTED OR OUTSIDE CORRESPONDENCE**

All correspondence, whether posted in the building/classroom or distributed outside the building, must be reviewed by the Director. **This includes all messages sent from teachers to families via Brightwheel.** It is important for the Director to be fully aware of what communication is being circulated. This keeps the lines of communication open and promotes a transparent relationship between the director, teachers and parents. Refusal to comply with the above correspondence policy may subject employees to disciplinary action.

## **CREDIT/CERTIFICATIONS (REQUIRED)**

DSS training hours are REQUIRED of each staff member in compliance of maintaining our Childcare License. All staff members are responsible for receiving and maintain their training hours. CDM will reimburse the employee up to \$25.00 towards the cost of a class. If the PCDM has prepaid for a class and an employee is unable to attend, the employee will be responsible for paying the CDM back the prepaid individual amount within twelve (12) months.

## **TUITION ASSISTANCE**

All cases must be brought to the CDM Committee as soon as they arise, and the Committee will have final decision on any and all tuition assistance programs.

## **STAFF MEETINGS**

All staff members need to be kept abreast of rules and regulations as defined by the Department of Social Services (DSS) and the Department of Health and Environmental Control (DHEC). Therefore, the Director will hold staff meetings at least once a month to ensure our facility is operating in an efficient manner. These monthly staff meetings are mandatory, and employees should expect the meetings to typically last between 30 to 60 minutes. All employees will be paid for these meetings. Each staff member is expected to attend scheduled meetings. If an employee misses two or more meetings in a calendar year without a valid reason, the Director is required to seek corrective action within the guidelines of the disciplinary policy.

## **EMPLOYEE SUGGESTIONS**

At PISGAH CDM, we welcome your ideas and suggestions. Sometimes the most unusual or even the simplest suggestions are excellent cost-saving ideas. Anything that will help to do the job better or more productively, improve working conditions, provide better public relations or eliminate unnecessary expenses will receive thorough consideration. Please give your suggestion to your Director for consideration. Although not all ideas can be adopted, an effort will be made to consider and utilize any practical suggestion

## 2022-2023 Committee Members

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## ABOUT THIS EMPLOYEE INFORMATION MANUAL

This employee manual describes the personnel policies and procedures that govern the employment relationship between Pisgah Child Development Ministry (referred to as PISGAH CDM henceforth) and its employees. This manual's purpose is to provide a general relationship guide between Pisgah CDM and employees. It is not a contract, and the policies stated in this manual are subject to change at the discretion of the CDM Director and CDM Committee of Pisgah CDM. These policies and procedures are not intended to be all inclusive and a situation may arise that is not covered, either directly or indirectly, by this manual. In such instances, Pisgah CDM Committee will review the intended goal of existing policies, make the necessary decisions, and update policies on a case by case basis. The policies and procedures in this manual supersede and replace all previous employee handbooks. If any changes are made to this manual, employees will receive notice in a timely manner and acknowledge these changes. If at any time an employee has a question about the Pisgah CDM policies and procedures, please contact the CDM Director. If the question cannot be properly answered by the CDM Director, it may be addressed by a representative of the CDM Committee.

## ACKNOWLEDGEMENT

This is to certify that I have been informed and understand the Pisgah CDM Employee Information Manual **is not a binding contract**, either expressed or implied, but a set of guidelines. I understand that PISGAH CDM may modify any of the provisions of this manual at any time. I also understand that, notwithstanding any of the provisions of this manual, **I AM EMPLOYED ON AN AT WILL BASIS**. My employment may be terminated at any time, either by me or PISGAH CDM, with or without cause. I recognize that changes in these policies will in no way alter the "at will" nature of my employment.

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Employee Signature

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Employee Name (printed)

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Date

