



PERSONNEL POLICY MANUAL

(Employee Handbook)

Updated 11/20/2007

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About Your Employee Handbook:

We have prepared this handbook as a general statement of our policy and as a guide for general information that should assist you during your employment. The provisions of this handbook are designed to serve as guidelines rather than as absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

This employee handbook does not constitute a contract for employment with Kiddie Prep School, either express or implied. Employment at Kiddie Prep School is at will. The statements contained in this handbook do not limit the right of either this organization or the employee to terminate the employee's employment or compensation, with or without cause, with or without notice, at any time. Further, this organization reserves the right at any time to change, delete or add to any of the provisions or benefits in its sole discretion.

This employee handbook supersedes all prior oral or written policies and guidelines.



Personal Conduct

Kiddie Prep School is a non-profit religious organization and is substantially controlled and substantially supported by a religious body, the Grace Point Church of the Nazarene. More importantly, our organization is a community of believers who have joined together to meet the spiritual and academic needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when joining Kiddie Prep School staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with Biblical standards.

As representatives of Kiddie Prep School, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall also apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including, termination.

- God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22 - 24). The fruit of the Spirit is to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- Employees shall observe the Sabbath as a day set apart for worship, fellowship, and rest.
- Kiddie Prep School recognizes the danger to one's physical and psychological well being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances, or narcotics not authorized by a physician.
- Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
- Employees are encouraged to be selective in their choices of entertainment and recreation. The use, possession or distribution of pornographic materials is prohibited.
- Employees shall avoid any other conduct that violates Scriptural mandates.



Position Classifications

The following definitions have been established in order to standardize terminology and provide common understanding in our references to employees:

Employee

A person who receives wages or salary from Kiddie Prep School and whose work this organization controls and directs.

Regular Full-time Employees

Those employees who regularly work thirty (30) hours or more weekly and who maintain continuous regular employment status. Under special conditions (summer, etc) a full-time permanent employee may work less than thirty hours for a specified short term (3 months maximum) without losing full-time employee benefits. All regular full-time employees are eligible for benefits offered by Kiddie Prep School.

Regular Part-time Employees

Those employees who regularly works less than thirty (30) hours weekly and who maintain continuous regular part-time employee status. Regular part-time employees are not eligible for paid vacation paid holidays, or paid sick leave benefits.

Temporary Full-time Employees

Those employees whose service is intended to be of limited duration such as summer months only, but who work the customary number of full-time hours. Employees must have been employed for thirty days to qualify for holiday pay.

Regular Employees

Those employees whose services are intended to be for an indefinite period and work regularly scheduled hours on an ongoing basis in either a full-time or part-time capacity.

Exempt Employees

Executive, administrative and professional employees are exempt as defined by the Fair Labor Standards Act. Exempt employees are not eligible for and do not receive overtime payment.

Nonexempt Employees

Employees not exempt from the provisions of the Fair Labor Standards Act.



Dress and Personal Appearance

Dress and overall appearance are of fundamental importance to quality performance of ministry functions. Appearance must reflect the tasteful and moderate position we choose to take. Furthermore, employee dress should reflect a professional attitude, consciously projecting quality service to our students, coworkers, and community. Employees are expected to maintain a neat, well groomed, and professional personal appearance at all times.

Guidelines:

1. The following attire is NOT considered professional attire: Sheer or see-through clothes, low necklines, shirts that show the waist area, tube tops, halter, spaghetti strap, or any other brief top. Undergarments should not be showing. Shorts that come above the middle of the thigh will not be acceptable.
2. A neat, well groomed, and professional appearance means:
 - Clothes should be ironed and presentable.
 - Hair should be styled in a professional manner.
 - Proper hygiene should be followed.
 - Jewelry and other accessories should be worn in a professional manner.
 - Body piercing is limited to the ear.
 - No tattoos are to be showing.
 - Pants should not have any words/expressions printed on the rear/seat.
3. If any garment is in question, an employee should check with the director or staff supervisor. Any employee that reports for work inappropriately dressed will be, at the discretion of the director, asked to clock out and change their clothes before they enter the classroom.



Forced Absence

The normal workweek will be Monday through Friday. Occasionally an employee's regular hours may change.

Guidelines:

Snow Day – In the event of Kiddie Prep School closing due to poor weather conditions, employees are not expected to report for work. If a full-time employee wishes to be paid for the day of forced absence, he/she may do so by using a "Sick Day" or "Personal Day", if available and not previously used. Part-time employees will not be eligible for a paid day.

Low Enrollment – If the attendance at Kiddie Prep School is lower than expected on any day, and an employee is asked to work fewer hours than scheduled, the full-time employees may use a "Sick Day" or a "Personal Day" to complete the pay for the scheduled hours. These benefit days must be used in no less than one half days.



Probationary Period

The first 90 days of employment shall be classified as a probationary period. After the probationary period has ended, a performance review will be performed to evaluate the employment relationship. Employees may be terminated, without warning, and for any reason, at any time during the probationary period. At all times, including the probationary period, employees are considered at-will and nothing in this policy should be construed to modify the at-will status.

All other policies contained in this handbook apply during the probationary period, to the extent they are not addressed specifically within this policy.



Equal Opportunity Policy

It is the policy of Kiddie Prep School to grant equal opportunity employment to all qualified persons without regard to race, creed, gender, age, veteran status, disability or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their job as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal law, to assist employees with disabilities in performing the essential functions of their job.

Kiddie Prep School is organized for religious purposes and is substantially controlled and supported by a religious body, Grace Point Church of the Nazarene. Consequently, Kiddie Prep School enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions based on the basis of religion or gender when a bonafide occupational qualification exists.

An employee who believes he or she has been unlawfully discriminated against should report it immediately to the staff supervisor or the director.

Guidelines:

1. In all reported cases, this organization will take reasonable steps to protect the reporting employee from retaliatory, harassing or abusive behavior in relation to such reporting.



Harassment Policy

Kiddie Prep School will not tolerate any form of harassment, including sexual harassment, or any offensive conduct that has the effect of substantially interfering with an employee's work performance or creating a pervasive, intimidating, hostile, or offensive work environment.

This organization has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

- **REPORTING:** An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to the staff supervisor or the director. In all reported cases, this organization will take reasonable steps to protect the reporting employee from retaliatory, harassing or abusive behavior in relation to such reporting.
- **INVESTIGATION:** The staff supervisor or the director will direct the investigation of complaints. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.
- **CORRECTIVE ACTION:** After the investigation has been completed, a determination will be made by the director or the Board regarding the resolution of the case. If warranted, appropriate disciplinary action, up to and including dismissal, will be taken.

Guidelines:

1. Sexual harassment is present whenever unwelcome sexual advances, (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature have occurred, and:
 - Submission to such conduct is either an explicit or implicit term or condition of employment;
 - Submission to or rejection of the conduct is used as a basis for making employment decisions; or,The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.



Harassment Policy (Continued)

2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal abuse or physical conduct of a derogatory or offensive nature, the display of pornographic material, or job-related requests for sexual favors. Sexual harassment does not refer to occasional compliments or other conduct that is socially acceptable and does not have a discriminatory effect on the employment relationship.



Updating Personal Information

In order to properly communicate employment information and administer employee benefits, Kiddie Prep School must maintain current and accurate records on all employees. Consequently, it is important that you notify the staff supervisor or the director whenever changes occur to any of the following personal information:

Name

Email Address (Revised 11/07)

Address

Telephone Number

Marital Status

Change in Dependent Status

Person to notify in case of accident or illness

Physician or Hospital preference

Insurance beneficiary

Military Status

Bank Account verification (direct deposit payments) (Revised 11/07)

Guidelines:

1. In addition to any of the above changes to personal information, employees should also advise the staff supervisor or director when any of the following occur:
 - Death of a family member
 - Jury duty assignments
 - Planned resignation
 - Court Subpoenas (page 18)
 - Planned retirement
 - Personal injury or illness sustained while on the job
 - Accommodations for temporary or permanent disability
 - Leaves of Absence (including planned or actual absence for medical condition that may last over 3 consecutive days or involve medical treatment)



Separation from Employment

When an employee ends employment with Kiddie Prep School, the procedures listed below should be followed:

- Employees who voluntarily separate from this organization are requested to give at least ten working days notice, excluding any vacation days, of their intention to terminate employment. Failure to give ten days notice will result in forfeiture of accrued vacation pay. Written notice should be given to the staff supervisor or the director.
- All employees are expected to meet with the staff supervisor for an exit interview. Employees may be requested to complete an exit interview form explaining the reasons for separation and their assessment of the employment experience at Kiddie Prep School.
- During the exit interview, employees will complete any necessary paperwork. The staff supervisor will advise employees of benefit issues and other issues that relate to separation from this organization.
- Employees shall return any Kiddie Prep School owned materials and equipment, such as the employee handbook, and any off-site documents, equipment or supplies. Upon termination of employment, all access to the building shall end.
- Any former employee of Kiddie Prep School, Inc. who wishes to seek re-employment must be approved for re-hiring by the Board of KPS.

Vacation time will be paid to an employee separating from employment in accordance with the Vacation and Sick Policy. An employee's termination date shall be the last day of employment in which the employee was present and working. Unless otherwise prohibited by law, benefits shall cease on the employee's termination date.

Guidelines:

1. This organization reserves the right to require any employee, who has been terminated or who has advised this organization of their intent to terminate, to immediately cease employment, return any materials and equipment owned by Kiddie Prep School, and leave the building.



Performance Appraisals

Performance appraisals will generally be done at least annually for all employees. More frequent reviews may be given to newly hired individuals. The staff supervisor or director may conduct special performance reviews of an employee at any time when the employee's performance, good or bad, warrants special consideration.

The performance appraisal has the following objectives:

- To evaluate how the job has been performed
- To discuss performance with the individual concerned
- To determine, where necessary, how performance can be improved
- To evaluate short- and long-term goals and potential

It should be understood that the occasion of a performance review does not automatically signify a pay increase.



Our Employee Benefit Program

For the benefit of employees and this organization, Kiddie Prep School provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of the Director or the Organization's Board of Directors. Benefits may also be modified in accordance with federal and state law.

Meals - All employees scheduled to work during a time when breakfast, lunch, or snacks are served will be entitled to eat those foods as provided by the kitchen at no expense to the employee.

Child Care - Qualified Tuition Reduction Plan (QTR) - Kiddie Prep School, by board action, entitles all employees to receive free tuition for children that are living in their home. Teachers who have a child attending who is not potty trained need to provide diaper and a container for the diapers. If there is a waiting list when a new employee is hired, they will have to wait until an opening occurs. As a general rule, the children may be at Kiddie Prep School during the same hours that the employee is working at KPS. (Revised 1/03)

Tuition Refund - All full time regular employees will be reimbursed 40% of the tuition costs for training related to the 12 hours of in-service required by the State. If there would be any question as to whether a class would qualify for reimbursement, it is advisable to acquire prior approval for the reimbursement.

Attendance Bonus - Employees that are always on time and who do not take unscheduled time off are eligible for a \$50 bonus at the end of each fiscal quarter.

Non-reimbursed Medical - At the beginning of each fiscal year (September 1) each full-time regular employee, after the 90 day probationary period, is given \$500 to use for medical purposes that are not covered by insurance, i.e. medications, contacts, glasses, teeth cleaning, etc. The employee has until August 31 to use this amount. This benefit does not carry over.

Health Insurance - Employees who do not have health insurance coverage through another source (such as a parent or spouse) may have \$200 paid directly to a health insurance provider of their choice each month. The purpose of this benefit is to defray the cost of health insurance. (Revised 7/07)



Holidays

Kiddie Prep School observes six (6) paid holidays per year. The dates of recognized holidays are designated at the director's discretion.

A person must be employed on the day preceding and the day following the holiday to be eligible for holiday pay. If an employee intends to terminate employment and uses vacation or sick time during his or her final workweek, holiday pay will only be paid if the employee was physically present and working on both the day preceding and the day following the holiday.

Guidelines:

1. Kiddie Prep School generally recognizes the following holidays: *NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, and CHRISTMAS DAY.*
2. Kiddie Prep School will normally close at 1:00 on Good Friday. This holiday is not reimbursed automatically by KPS. Staff must use sick/vacation time if they want paid time off for the closed hours in the afternoon. (Revised 11/07)
3. Kiddie Prep School will normally close at 3:00 on Christmas Eve *if* Christmas Day falls on a weekday. This holiday is not reimbursed automatically by KPS. Staff must use sick/vacation time if they want paid time off for the closed hours in the afternoon. (Revised 11/07)



Vacation and Sick Policy

All regular full-time employees are eligible to receive vacation with pay. Temporary and part-time employees are not eligible.

Vacation Policy

- Before one calendar year of continuous employment, an employee's vacation will be prorated.
- After one calendar year of continuous employment, a full-time employee will be eligible for five days of vacation with pay.
- Upon completion of two years of continuous employment, a full-time employee will be eligible for ten days of vacation with pay.
- Upon completion of five years of continuous employment, a full-time employee will be eligible for fifteen days of vacation with pay.
- Upon completion of eleven years of continuous employment and above, a full-time employee will be eligible for one extra day per year up to a maximum of five weeks.
- Vacation days not used before January 1, will be forfeited. No payments will be made for forfeited vacation days. An employee will not be given additional pay in lieu of vacation days not taken.
- Any employee wishing extra vacation (without pay) may request this time from the staff supervisor. If arrangements can be made to cover the work, the request for this extra time may be granted.
- Jan. 1, 2009, we will give opportunity for the staff to turn in vacation requests for the summer. We will start with those who have the most seniority. Staff may request only 2 consecutive weeks. Once every employee has had a chance to request vacation we will start over.
- Employees must submit written requests for vacation time to the staff supervisor with adequate time (preferable 2 weeks) to schedule a replacement. Time-off cannot be requested more than 6 months in advance.

(Updated July 2007)

Payment of Vacation Time upon Separation from this organization

- Employees will be paid for any earned and unused vacation days upon voluntary separation of employment with this organization. Employees, who quit without giving at least two week's notice, forfeit all rights to accrued vacation pay.



Vacation and Sick Policy (continued)

Sick Leave

- Each regular full-time employee will be eligible for five paid days of absence due to personal illness and/or illness of family member per year after completion of the probationary period of ninety days. Sick leave is not accruable.
- Sick leave must be used on an hour/minute basis.
- At the beginning of the calendar year, any sick days that have not been used, the employee will receive the pay for those days.
- Sick time will not be paid to employees when they leave employment with this organization.

Personal Leave

- All regular full-time employees will be allowed two days of absence with pay per year for personal reasons after completion of the probationary period of employment. Personal leave must be used no less than one half day at a time.

Guidelines:

1. If an employee exhausts all sick time and is subsequently ill, the employee will generally be required to use available vacation time. Employees are generally not permitted to take unpaid time for illness when vacation time is available.



Jury Duty and Court Subpoenas

Serving on a jury or testifying as a witness when called is a civic duty, and as such is fully recognized and supported by this organization. The following policy governs the amount of time off and method of payment while serving on jury duty or testifying as a witness.

Jury Duty - It is the employee's responsibility to notify this organization as soon as a formal notice regarding jury duty is received. This will allow the staff supervisor to make arrangements for coverage during this time period. While serving, employees will be paid the difference between Jury Duty pay and their regular pay. However, in no event will such pay exceed four weeks.

Employee's scheduled to work while serving on jury duty should return to work once excused from jury duty.

Court Subpoenas - When subpoenaed, advance notification should be made to the supervisor. Appearances in court under subpoenas and/or out of civic responsibility (such as an eyewitness) will normally be considered excused time with pay.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation days will be used for this purpose.



Funeral Leave

When a death occurs in the family of an employee this organization will provide funeral leave. Pay will not be granted for any day for which the employee is otherwise compensated or for any day for which the employee would otherwise not have been at work. The amount of paid time approved is a Director's decision determined by individual circumstances but should not exceed a maximum of five days for immediate family and a maximum of three days for the death of other relatives. Additional time off without pay may be granted if needed and approved by the supervisor.

Immediate family includes spouse, child, mother, father, sister, and brother. Other relatives are defined as grandparent, grandchild, father-in-law, and mother-in-law. Other individuals and circumstances are considered on a case by case basis and should be reviewed with the director.



Retirement Plans

Kiddie Prep School encourages employees to plan for their financial future. Because Kiddie Prep School is “not-for-profit” the employees are eligible to contribute to a Tax Sheltered Annuity (TSA) or 403(b) plan. For details regarding the TSA, contact the staff supervisor or director.

Life/Disability Insurance

Kiddie Prep School provides a Basic Life Insurance, Basic Accidental Death and Dismemberment, and a Basic Weekly Disability Income Insurance.

Eligibility and Waiting Period -

Full-time employees who have completed 90 days of continuous employment become eligible for the insurance. Consult the office for more detailed information regarding the insurance.



Pay Periods

Employees will receive a paycheck every other Wednesday.

Guidelines:

1. If a pay day falls on a holiday, employees will receive a pay check through direct deposit on the preceding workday.
2. If you are absent on pay day, your check will be automatically deposited through direct deposit. Your pay stub will held until you return to work, unless other appropriate arrangements are made.



Payroll Time Cards

In accordance with laws required accurate records are kept of hours worked in each workday and each workweek, hourly payroll employees will record their scheduled hours of work through use of a time card/time clock procedure. Time cards will cover a period of two weeks. The time cards will be calculated and grouped together at the end of each pay period.

Each hourly employee must “clock in” at the beginning of each shift and “clock out” whenever he/she leaves the center for any reason during normal working hours and “clock in” when he/she returns and “clock out” at the end of the work shift. Each hourly employee is to “clock in” and “clock out” for their paid ½ hour break time whether they remain in the school/facility or not. You must sign and complete the information on the “Last Minute Schedule Changes” clipboard to get paid correctly for any additional time worked. If your time was not authorized, please discuss your situation with the supervisor or office personnel. If your timecard has extra time listed and you have not signed this form and/or your time has not been authorized, the extra time will be considered volunteered and unpaid. Please note; you cannot be on the clock if you volunteer your time.

In no event should an employee be punched in or out by another employee.



Payroll Deductions

Kiddie Prep School is required by law to make regular deductions for various taxes imposed by government units. These deductions must be made from all paychecks and the amounts deducted are turned over directly to the applicable governmental units. Additionally, this organization will make certain deductions from your paychecks as you request.

Under the Social Security Act, your yearly taxable earnings are reported to the Social Security Board and your benefits are computed upon them. This organization is required to deduct the tax on your salary. The amount deducted is sent to the Federal Government for credit to your account. The Act provides a monthly income for workers and their families when the worker is retired or disabled and for certain payments to survivors in case of death.

This organization will provide, by January 31 of each year, a W-2 statement showing the total amount of your taxable earnings in addition to all deductions taken from your pay during the previous year.

Guidelines:

1. The W-2 form is your record of taxes paid. Copies of the W-2 must be enclosed with your tax returns when sent to the State and Federal Tax departments.

Overtime

Occasionally an emergency arises which requires a nonexempt employee to work overtime. Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Nonexempt employees are not to work overtime without prior permission of the office staff.



Attendance Guidelines

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day.

Our philosophy on absenteeism is that absenteeism is generally controllable. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report for and remain at work as scheduled. This includes late arrival at work and leaving early without prior management approval.

If you are unable to arrive at work on time, or must be absent for any portion of the day, you must contact the school as soon as possible. If possible, you should speak directly with the opening teacher and then the staff supervisor after regular hours.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination.

In order to comply with Indiana State Regulations, employees must be in their scheduled rooms with their classroom children.

An employee is considered tardy if they clock in after their scheduled start time. Employees are permitted to have one tardy per pay period. If an employee is late 2 or more times per pay period 25 cents per hour will be deducted from that employee's current payroll check. The employee will return to their regular hourly wage the next full payroll as long as the employee does not have more than one tardy. If an employee chooses to abuse the above rule, other measures will be taken by the director to manage the situation.

If a tardy occurs and was unavoidable, the employee must approach the director, assistant director or staff supervisor with their reason why they were late and have them authorize their tardy for that day. Chronic tardiness will not be tolerated.

This organization will administer this policy in accordance with federal and state law.



Grievance Policy

Kiddie Prep School encourages an open channel of communication for the expression of employee concerns. There may be circumstances where an employee has unsuccessfully attempted to resolve concerns or complaints. Every effort should be made to resolve difficulties and misunderstandings on the basis of Scripture. Consequently, the grievance procedures to be followed are based on Matthew 18:15 – 17. With the exception of sexual or other illegal harassment, each step must be taken prior to proceeding to the next level. If you have a concern, the following procedures should be followed:

1. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." The first step is to go directly to the person with which you have a concern. Attempt to resolve the matter without involving other people.
2. "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." The next step is to take the matter to the Director. If the problem involves the Director, you should contact the Chairman of the Kiddie Prep School Board.
3. "If he refuses to listen to them, tell it to the church." If, after consulting the Director, the matter is still unresolved, you may take your complaint to the Grievance Board, which is made up of the Kiddie Prep School Board. The Grievance Board will meet within two weeks of receiving a written request for a hearing. The Grievance Board is the final arbitrator in resolving complaints.

Guidelines:

1. There is one exception to the first step of resolution. An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to the staff supervisor or the director.
2. When taking issues to the Grievance Board, be aware that certain policies apply. For example, in most cases, an employee is not entitled to have an attorney present at the hearing. This process for resolving conflicts is conciliatory in nature, and is intended to resolve issues within the body of Christ (I Corinthians 6:1-8).



Injury and Illness at Work

Kiddie Prep School carries Workers' Compensation Insurance on all employees for on-the-job accidents. Kiddie Prep School will comply with applicable Workers' Compensation laws and regulations and will provide information to the Worker's Compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable Worker's Compensation laws.

If a work-related injury or illness appears life threatening, the 911 emergency number should be called immediately and directions should be followed. Otherwise, any employee who sustains an injury or illness that is job-related, should report this immediately to the staff supervisor or director. Non-emergency work related accidents require authorization forms located in the office.

All job-related accidents, regardless of their cause or severity, must be reported to the staff supervisor or the director immediately. Accidents that are not timely reported may result in the claim being denied.