

Mt. Lebanon Extended Day Program Employee Handbook

Updated May 2025

Agency Mission:

Mt. Lebanon Extended Day Program (MLEDP) is a non-profit, community-based organization that cares about the out-of-school-time needs of children and families. MLEDP is dedicated to providing professional, affordable, and convenient school-age childcare while delivering a recognized, high- quality program for the children and families we serve.

Core Values:**1. Respect**

We believe in treating every individual with dignity, fairness, and empathy. We value the diverse perspectives, experiences and contributions of our staff, children and stakeholders. By fostering an environment of respect and consideration of others, we create a space where everyone feels valued, heard, and empowered to thrive. This positive climate allows all children to feel socially, emotionally, physically and intellectually safe and supported.

2. Open Communication

We prioritize transparent, honest, and inclusive communication as essential for building trust, fostering collaboration, and encouraging feedback. Through open communication, we cultivate a culture of understanding, accountability and continuous improvement.

3. Staff Development

We are dedicated to investing in the growth and professional development of our staff. We provide opportunities for learning, skill building, coaching and feedback to empower all staff to reach their full potential. By supporting staff development, we strengthen our agency and enhance our ability to deliver high quality programs and services.

4. Quality Programming

We are committed to delivering high quality, age appropriate, hands on engaging activities that primarily focus on the emotional and social development of children while encompassing STEAM philosophy (Science, Technology, Engineering, the Arts and Math) through activities and clubs. By prioritizing quality, we strive to make a positive difference in the lives of the children we serve.

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I. INTRODUCTION

The Mt. Lebanon Extended Day Program (MLEDP) is an organization created to help families who need childcare services before and after school and during specified dates when schools are closed for students. We are a community based, non-profit 501 (C)(3) charitable organization dedicated to professional, affordable and convenient school age child care for the families in our neighborhoods. MLEDP is governed by a board of directors made up of volunteers from the communities we serve. Our goal is to hire professionally certified staff dedicated to providing a child-focused, enriching environment for children. While maintaining a fiscally sound financial base, we strive to maintain rates that are affordable to families and commensurate with our quality of service. We operate in collaboration with the neighborhood schools as well as other community organizations and leaders to make school-age child care convenient to our families. All employees are valued members of the MLEDP team, and their welfare and ideas are important to the administration and the Board of Directors.

This Employee Handbook provides employees with MLEDP's employment policies, procedures and practices that will help us achieve the goals of the organization. It is not all-inclusive. It is to be expected that there will be variations in the interpretation and application of these provisions by management in individual circumstances. The Board of Directors of MLEDP remains the final authority as to the proper interpretation and application of the provisions of this Manual. The Board has the right to make final decisions concerning the interpretation and application of its policies, procedures and practices whether or not they are discussed in this handbook.

Changes or exceptions may be made to the provisions of this Manual at any time. MLEDP will make a reasonable effort to communicate such changes to employees, but this is not required for the change to take effect.

This Manual is not intended to constitute, nor does it constitute, a contract of employment or a guarantee of benefits or policies stated in it. It does not create any contractual rights or promises concerning employment. Despite any provisions of this manual, employment remains at will at all times.

A. Employee Handbook Acknowledgement

Employees are required to sign an Employee Handbook Acknowledgement form to show that they have received and reviewed the Employee Handbook. This form is included in the Appendix.

II. GENERAL POLICIES AND PROCEDURES

A. Nondiscrimination Policy Statements

EQUAL EMPLOYMENT OPPORTUNITY

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices have been designed to prohibit discrimination on the basis of race, color, religion, creed, ancestry, ethnicity, national origin, age or sex, sexual orientation, gender identity, disability, genetic information, veteran status, or any other factor protected by federal, state, or local law. Employment opportunities will not be denied qualified individuals with a disability, and MLEDP will make reasonable accommodation to the extent required by law.

Any employee who believes that he or she has been the victim of discrimination of any kind in violation of this policy should seek relief through the grievance procedure set forth in this Handbook.

B. Standards of Conduct for Employees

All MLEDP employees carry a responsibility to adhere to MLEDP's policies and procedures. The guidelines that follow are intended to ensure an efficient, safe workplace and to protect the well-being of children and employees.

All employees are expected to meet certain work requirements such as, but not limited to, the following:

- Satisfy individual job responsibilities.
- Comply with all MLEDP policies and procedures.
- Show respect, empathy and caring for children and families.
- Speak to children calmly, showing sensitivity and respect for the uniqueness of each child.
- Work collaboratively and respectfully with other employees, managers and families.
- Demonstrate due regard for the safety and welfare of children.
- Work as scheduled.
- Cleanliness of workspaces: Staff are responsible for keeping their work areas and centers clean and organized. Shared equipment should be disinfected to minimize the spread of germs.
- Dress Code and Personal Hygiene
 1. Dress in a conservative, professional and comfortable manner that permits work and play with children. Wear appropriate footwear for safety. Dress for the weather and be prepared to supervise outdoor play.
 2. Personal Grooming: All staff are expected to maintain a high level of personal cleanliness. This includes regular bathing or showering, and wearing clean and appropriate attire. Staff should maintain neat and clean hair and nails.
 3. Hand Hygiene: Proper hand hygiene is crucial in preventing the spread of germs and maintaining a healthy workplace. Staff should wash their hands thoroughly with soap and water for at least 20 seconds, especially before and after handling food,

after using the restroom, and after coughing or sneezing. Hand sanitizer may be substituted for soap and water if necessary.

4. Respiratory etiquette: Coughing and sneezing etiquette is essential to prevent the spread of airborne illnesses. Staff should cover their mouths and noses with a tissue or their elbow and hands should be washed or sanitized immediately afterward.

5. Follow common sense notions of proper conduct while in the workplace and on MLEDP business.

6. Illness Reporting- All staff must follow the procedures for calling off and stay home until they are no longer contagious.

Failure to meet these requirements can lead to disciplinary action, up to and including termination.

Grounds for disciplinary action also include, but are not limited to:

- Failing to accomplish work requirements.
- Performing non job- related activities during working time.
- Using poor judgment and/or discretion.
- Excessive absenteeism, tardiness, or leaving early.
- Obvious carelessness and/or disregard for safety.
- Abusive, offensive, disruptive, or inappropriate language or conduct towards employees, children, families or others while on company business.
- Smoking, consuming alcoholic beverages, using illegal substances, or being under the influence of alcoholic beverages or illegal substances when with the children or when representing the MLEDP.
- Discrimination or harassment in violation of MLEDP policies,
- Falsification of records or misrepresentation of facts relevant to MLEDP business or employment, (e.g time sheets, employment application/resume, worker's compensation claims, expense reimbursements, etc.).
- Insubordination and/or refusal to follow instructions.
- Disclosing confidential information to an unauthorized person.
- Failure to return from an approved leave of absence without an approved extension.
- Missing work without notifying management.

C. Confidentiality

Employees may have confidential knowledge or information about children, families and other MLEDP employees and are expected to respect the privacy of all individuals. Information obtained through written records or through daily interaction with children, families and other professionals may be shared on a need-to-know basis only. Under no circumstances may employees use such information for personal gain or disclose it to any person outside MLEDP, including family or friends, or even to other employees who do not need such information to perform their jobs. Written consent to release information to authorized individuals or outside agencies must be obtained from the parent on the Consent to Release Information Form. Confidential matters should not be discussed in public places

where persons may overhear. Precautions should be taken to ensure written materials are not read by unauthorized persons.

D. MLEDP Sexual Abuse & Misconduct Prevention Policy

Mt. Lebanon Extended Day Program (MLEDP) prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. MLEDP provides procedures for employees, volunteers, or any other victims of sexual abuse or misconduct to report such acts through our established grievance procedure. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, as well as criminally prosecuted. No employee, volunteer, or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.

Reporting Procedure:

Immediately report suspected sexual abuse or misconduct to any of the following individuals:

Supervisor, Supervisor's supervisor, Executive Director, or any staff member who will then report to administration. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed.

MLEDP will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

MLEDP program staff are mandated reporters and as such, are required to report any suspected child abuse to child-line services.

Anti-retaliation and False Allegations

MLEDP prohibits retaliation made against any employee, volunteer, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. MLEDP prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution.

Investigation and Follow-up

MLEDP will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. MLEDP will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies and will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

MLEDP is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of MLEDP not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, MLEDP is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by or associating with MLEDP. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, Child Abuse background checks, the National Sex Offenders registry and personal and professional references.

III. EMPLOYMENT POLICIES AND PROCEDURES

A. At Will Employment

Employment with MLEDP is at will and will last as long as both the employee and MLEDP choose to continue the relationship, without limitation on either party. While we request that employees provide reasonable notice, an employee may terminate the relationship at any time for any reason, with or without notice. MLEDP does not guarantee the continued employment of any employee and can terminate the employee at any time and for any lawful reason. Nothing said or written, now or in the future, is to be interpreted to the contrary.

B. Provisional Employment

All new employees serve a ninety-day Provisional Employment Period (PEP). During the PEP, the employee will be observed and supervised by the immediate supervisor. At the end of the PEP, the employee will participate in a performance review with the immediate supervisor and/or designated director to determine continuation or termination of employment. A written review signed by all parties will be placed in the employee's personnel file.

C. Performance Evaluations

This policy outlines the process and eligibility criteria for annual merit-based performance evaluations and associated salary increases for staff.

- **Evaluation Schedule**

Annual merit performance evaluations for eligible program staff members are conducted in **June** each year. Annual merit performance evaluations for Administrative staff are conducted by the end of **July** each year.

- **Merit Increase Implementation**

If applicable, merit increases resulting from the performance evaluation will be reflected in the **September 15th** payroll.

- **Eligibility Criteria**

To be eligible for a merit review: A staff member must have completed their **90-day introductory period** by **June 1st** of the evaluation year.

- **Pro-Rated Increases**

Merit increases for eligible employees who have been employed for **less than one year** as of June 1st will be **pro-rated** based on their start date.

Responsibility

Supervisors are responsible for completing evaluations within the established time line communicated by the Assistant Director of Programs.

D. Disciplinary Action Process

The objective of the Disciplinary Action process is to assist MLEDP in maintaining standards of conduct. To maintain an appropriate level of flexibility, this policy should be regarded as a guideline only, and not as an express or implied contract. In most cases, counseling by the immediate manager is sufficient, but if that proves to be ineffective, disciplinary action may be taken in accordance with this procedure.

It should be conducted in a fair, equitable and timely manner. The steps are as follows:

- First Occurrence (Initial Written Warning) – The supervisor will conduct a documented performance or behavior discussion with the employee. The employee will be reminded of the required job performance standards and the required changes in behavior or performance that are necessary. Generally, immediate and sustained improvement must occur unless a time period is designated by the supervisor.
- Second Occurrence (Final Written Warning) – If the situation fails to improve or if other problems develop, the supervisor will communicate, in writing, the seriousness of the problem, the required action to be taken to correct the problem, a designated period of time to correct the problem (if applicable) and the consequences of failure to improve.
- Termination – If the employee fails to improve as required after the previous warnings, or if other problems develop, termination of employment may occur.

Not all situations require that the supervisor follow the step-by-step Disciplinary Action process. Extreme circumstances may justify accelerated action up to and including termination. Such justification is within MLEDP's sole discretion.

If an employee disagrees with the corrective action the supervisor has taken, he or she may appeal through the Grievance Process explained in the next section.

E. Grievance Process

MLEDP's success relies upon keeping working relationships strong. Therefore, we maintain a Grievance Process for an individual employee to raise issues, concerns, or complaints.

Step 1 – Talk with the immediate supervisor to clarify the situation and possibly resolve the concern. The employee should describe the issue in his or her own words, state the action he or she believes would resolve the concern, and provide an explanation of why the action would be appropriate.

Step 2 – If the concern is not resolved in the first step, the employee should document the grievance in writing and submit it to the Executive Director. The Executive Director will discuss the issue with the employee and document the resolution in writing.

Step 3 – If the result of the second step is unsatisfactory, the employee may ask for the complaint to be addressed by the Executive Committee of the Board of Directors. The Executive Committee will review the issue thoroughly and determine the action required. The decision of the Executive Committee will be final.

F. Punctuality and Attendance

PUNCTUALITY

Employees are required to work the hours for which they are scheduled and to be punctual each workday. Being on-time and present for work is an essential responsibility for each employee. Individual employee absences place an additional burden on co-workers and if widespread, can significantly impede the quality of our services. It is essential that all employees understand the importance of good attendance and that absenteeism problems will be dealt with promptly, consistently and with appropriate administrative action.

EXCUSED ABSENCES

Planned. A planned excused absence (paid or unpaid) is an absence from work scheduled by the employee with the consent of the immediate supervisor. The form Request for Personal/Vacation Time must be submitted to the Assistant Director of Recruitment and Retention. This request may be denied the absence will interfere with the delivery of child care services and/or the program. *Note: Repeated planned absences taken after earned vacation and/or sick time has been exhausted may constitute excessive absences and subject to disciplinary action.*

Planned Unpaid Time Off. Unpaid time off is an authorized absence from work which may be granted subject to scheduling availability after all vacation and personal time have been exhausted. The form Request for Personal/Vacation Time must be submitted to the Assistant Director of Recruitment and Retention indicating it is unpaid time off.

Unplanned. An unplanned excused absence (paid or unpaid) is an absence from work because of an unforeseen need, such as, but not limited to, an illness, accident, or disabled auto. The employee must contact her/his immediate supervisor and the Assistant Director of Recruitment and Retention before the next scheduled time to work to provide notice of the absence. *Repeated unplanned absences interrupt the smooth functioning of the program and employees with repeated and/or patterned absences will be subject to disciplinary action. (Patterned absences are absences which are similar and repetitive in nature such as, but not limited to, sick days taken in conjunction with scheduled days off, sick days taken in conjunction with holidays, sick days taken the same day of the week, call-offs when scheduled to work long days, etc.)*

UNEXCUSED ABSENCES

An unexcused (unpaid) absence occurs when an employee fails to notify the immediate supervisor of an absence prior to the scheduled work time or when an employee is absent even though supervisory permission was not granted for an absence that was requested ahead of time.

Time off for an unexcused absence will be recorded as unpaid time, even if the employee has personal or vacation time available. An employee who has one or more unexcused absences will be subject to disciplinary action, up to and including termination.

RECORDING TIME

All staff are required to sign in and out using the ProCare software. All absences are recorded by the Assistant Director of Recruitment and Retention. An employee will be paid for absences only if personal, sick and/or vacation time remains available for the fiscal year (which is defined as July 1 through June 30). Exempt employees submit a time sheet indicating time off for excused absences.

G. Job Classifications

MLEDP offers a wide variety of benefit options to eligible employees that are designed to enhance an individual's over-all compensation and to provide incentives for personal achievement and growth. Eligibility for these benefit plans and offerings is based primarily on the number of hours worked as defined by job classifications to assure compliance with legal and insurance plan requirements. Employees are expected to work throughout the fiscal year (which runs from July 1 through June 30) in two or more programs offered by MLEDP: Kindergarten Care, School Year and Summer Fun.

- *Full-time* means regular employees that fill ongoing, budgeted positions and who are authorized and regularly scheduled to work at least 20 hours per week (18.75/week on-site hours) continuously throughout the fiscal year with a total of at least 1000 hours annually. Regular full-time employees are eligible for vacation, personal/sick and holiday pay. Employees working 25 hours per week are eligible for coverage under all features of the comprehensive benefits plan.
- *Part-time* means regular employees that fill ongoing, budgeted positions and who are authorized and regularly scheduled to work less than 18.75 hours per week continuously throughout the fiscal year with a total of less than 1000 hours annually. Regular part-time employees may be eligible for personal and sick benefit hours and for merit plan increases or bonus awards based on the total number of hours compensated annually.
- *Substitute* means employees who are authorized to work in the event of an absence or illness of a regularly scheduled full-time or part-time employee. Substitutes may be eligible for merit plan increases or bonus awards based on the total number of hours compensated annually.
- *Temporary* means employees who are hired for a period not to exceed six (6) consecutive months. Temporary employees are not eligible to participate in any feature of the benefits plan.

- *Summer Only* means employees who are hired to work for the Summer Fun Program only. Summer only employees are not eligible to participate in any feature of the benefits plan.

H. Salary Administration*

MLEDP believes that its financial progress and stability depends largely on the individual contributions employees make through their assigned responsibilities. These contributions are reflected in individual performance evaluations, which are one of the considerations in salary determination for each employee. MLEDP endeavors to maintain a competitive advantage in a dynamic job market, to provide incentives for personal achievement and growth, and to provide consistent and equitable salary treatment for all employees.

MLEDP will strive to:

- Provide total pay and benefit opportunities to all employees that are fair, equitable, and competitive with comparable positions in the industry and employment market.
- Provide each employee a salary that reflects his/her performance as stated on the periodic performance reviews.
- Provide a reward system that will motivate employees to increase performance contributions to the organization.
- Keep all employees informed about individual performance and pay matters.

As a part of the salary planning process, the salary of each employee will be reviewed to determine whether it is consistent with the employee's level of performance. Based on this review, the parameters of the salary program, and the guidelines outlined below, individual salary changes may be implemented at any time.

SALARY CHANGES

Following are examples of salary changes that may occur as a result of a salary review or a change in job/position:

- *Increase* – An increase may be granted when a review of the employee's salary indicates that an increase is required to bring it to a level consistent with the level of the employee's sustained performance.
- *Promotion* – A promotion is defined as a regular reassignment of an employee to a different job with a higher salary range.
- *Demotion* – A demotion is defined as the regular reassignment of an employee to a different job with a lower salary range because of performance or a change in assigned responsibilities.
- *Job Re-evaluation* – A job re-evaluation is defined as the change of an existing job to a higher or lower salary range as a result of changes in the content of the job sufficient to justify a different salary range.

* As used in this Handbook, “salary” refers to an employee’s annual salary or hourly wage.

Leaves of Absence

MLEDP recognizes that full-time and part-time employees may require leave from their scheduled work for family and medical reasons or for military and jury duty. All federal and state laws governing leaves of absence shall apply.

FAMILY AND MEDICAL LEAVES OF ABSENCE

Eligible full-time employees are entitled to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Any unused personal and sick leave must be used prior to the commencement of a leave of absence.

Eligibility and Leave Entitlement

To be eligible for a leave of absence, an employee must:

- Have worked for MLEDP for a total of 12 months, and
 - Have worked at least 1000 hours over the previous 12 months.
- MLEDP shall grant an eligible employee up to a total of 12 workweeks of unpaid leave during the 12-month fiscal year (which runs from July 1 through June 30) for one or more of the following reasons:
- For the birth and care of the newborn child of the employee,
 - For placement with the employee of a son or daughter for adoption or foster care,
 - To care for an immediate family member (spouse, child, or parent) with a serious health condition, or
 - To take medical leave when the employee is unable to work because of a serious health condition.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility,
- Any period of incapacity or subsequent treatment in connection with such inpatient care,
- Continuing treatment by a health care provider, which includes any period of incapacity due to a health condition with a continuing regimen of treatment,
- Pregnancy,
- A chronic, serious health condition that continues over an extended period of time, or
- A condition that would result in a period of incapacity of more than three days if not treated.

Administration of Family and Medical Leaves

Employees seeking a leave of absence are required to provide 30-day advance notice of the need to take a leave when the need is foreseeable. Employees must provide medical certification supporting the need for a leave due to a serious health condition affecting the employee or an immediate family member. In addition, the employee must provide periodic reports during the leave regarding the employee's status and intent to return to work. A physician's certification of ability to perform all assigned duties must be submitted prior to returning to work.

If employees are covered under the MLEDP group health plan, MLEDP shall maintain health insurance coverage for the covered employee while on leave under the same terms and conditions as if the employee had continued to work. Employees must pay their share of the health insurance premiums while on leave.

Upon return from leave, MLEDP shall restore the employee to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

MILITARY DUTY AND LEAVE

Full-time and part-time employees who are members of the active Reserves or National Guard shall be granted unpaid leave to participate in required training. Employees must submit verification of attendance signed by military administrative personnel upon return to work.

JURY DUTY

Full-time and part-time employees may be subpoenaed to appear for jury duty. Employees will be paid the difference between their normally scheduled pay and the stipend received for jury duty. A copy of a receipt or a check for payment of the juror's stipend should be forwarded to the Administrative Office prior to payment.

J. Employee Benefits

MLEDP offers eligible full-time employees a comprehensive benefit package that is designed to enhance an individual's overall compensation and provide incentives for maintaining sound physical and mental health. MLEDP encourages employees to take advantage of the benefits offered to them.

ELIGIBILITY

Full-time employees (25 hours/week required for medical, vision, dental) that successfully complete the preliminary 90-day provisional period shall be eligible to receive any or all of the benefits in the comprehensive benefits package, including medical and vision coverage, dental coverage, and tax-deferred savings. Coverage in the medical, vision, and dental plans may be extended to immediate family members including:

- Spouse, under a legally valid existing marriage between members of the opposite sex

- Unmarried children, including newborn children, step-children, and legally adopted children under the age of 19
- Unmarried children who are enrolled in and regularly attending a full-time accredited school, college, or university, are dependent solely upon the employee for support, and are under the age of 25
- Unmarried children of any age who are physically or mentally handicapped and incapable of self-support, as certified by a physician.

ADMINISTRATION OF BENEFITS PACKAGE

Newly hired full-time employees may enroll in the any of the benefit offerings the first of the month following completion of the 90-day provisional period. If newly hired employees do not choose to enroll immediately following completion of the provisional period, they may enroll during the open enrollment period.

Full-time employees may enroll during the open enrollment period each year. If there is a change in family status, including marriage, divorce, birth, death, or spousal job loss, employees may enroll in any of the benefit offerings within 30 days of the change. Coverage will take effect on the first day of the following month.

Coverage in the benefit offerings shall continue throughout the fiscal year and may be renewed annually unless the following conditions apply:

- Employee or participating dependent is no longer eligible
- Employee terminates employment from MLEDP or retires
- Employee fails to pay the share of premium costs
- MLEDP terminates the benefit plan.

If coverage ends due to a reduction of hours, including termination of employment, employees may be eligible for health care continuation under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). More details will be sent to the employee at that time.

PAYMENT OPTIONS

Mt. Lebanon Extended Day Program shall pay 75% of the combined medical, vision, and dental premium cost for full-time eligible employees. Each covered employee is responsible for paying 25% of the plans' premium cost for individual coverage and 100% of the plans' premium cost for any participating spouse and dependent children.

MLEDP RETIREMENT PLAN: All employees regardless of number of hours worked are eligible for the 401(k) plan. Plan highlights are as follows:

- A new employee is eligible at age 21 and after 3 months of service
- All newly eligible employees will be automatically enrolled the month after eligibility is met at 1% pre-tax
- Pre-tax and Roth deferrals are permitted
- Employer Match – will match 100% on the first 3%

- Employees will be vested in the match on a 3 year graded schedule – this means that you are 33% vested after 1 year of employment, 66% after 2 years, and 100% vested after 3 years
- Rollovers are accepted (from other employer-sponsored plans or IRAs)
- In-service withdrawals are permitted after the age of 59 ½
- Hardship distributions are available, only for the following reasons:
Medical expenses, purchase of primary residence, prevent eviction from *primary residence, education, funeral expenses, or home repair due to natural disasters.*

K. Sponsored Benefit Plan

MLEDP sponsors three benefit offerings as part of the MLEDP flexible benefit plan – personal sickness, personal accident, and personal short-term disability. These offerings are provided through AFLAC insurance and are designed to enhance employees’ overall compensation and provide incentives for maintaining sound physical health and for income protection in the event of a disability.

The AFLAC premiums are not paid for or subsidized by MLEDP. However, employees can pay for insurance premiums on a pre-tax basis, which means that premiums are not subject to Federal income tax or Social Security taxes.

ELIGIBILITY

Full-time and part-time employees that successfully complete the preliminary 90-day provisional period will be eligible to enroll in any or all of the benefit offerings through AFLAC insurance, including personal sickness, personal accident, and personal short-term disability. Coverage in each plan is subject to individual eligibility requirements according to AFLAC’s qualifying provisions. Coverage may be extended to immediate family members, except for the short-term disability plan.

ADMINISTRATION OF SPONSORED BENEFIT PLAN

Newly hired full-time employees may enroll in any of the sponsored benefit offerings upon completion of the 90-day provisional period. If newly hired employees do not choose to enroll immediately following completion of the provisional period, they may enroll during the open enrollment period.

If there is a change in family status, including marriage, divorce, birth, death, or spousal job loss, employees may enroll in any of the benefit offerings within 30 days of the change. Coverage will take effect on the first day of the following month.

AFLAC will administer all provisions of each policy with covered employees in a private and confidential manner. All employee requests for information about coverage, eligibility, benefits, claims processing or any other inquiry will be handled directly by an AFLAC representative.

PAYMENT

Covered employees are responsible for paying 100% of the AFLAC plan premiums for themselves and participating spouses and dependent children.

Personal and Sick Leave

Mt. Lebanon Extended Day Program believes that all eligible employees should have paid personal and sick leave to:

- encourage them to maintain a state of health which fosters productivity,
- allow them to seek medical attention for recurring or general health problems, and
- allow time off for personal matters.

ELIGIBILITY

Full-time and part-time employees that successfully complete the preliminary 90-day provisional period shall be eligible for personal and sick leave.

ADMINISTRATION OF PERSONAL AND SICK LEAVE

For all eligible employees, personal and sick days are available the first of the month following 90 days of employment. Full-time employees (working 20 hours or more per week or a min. of 18.75 on-site hours) are eligible for 5 days per year and Part-time employees (working less than 18.75 on site hours) are eligible for 2 days per year. The hours for each day is based on the employees regular schedule (up to a maximum of 8 hours per day).

Any unused earned personal and sick hours shall be forfeited at the end of the fiscal year.

Upon the voluntary or involuntary termination of employment, any unused earned personal and sick hours shall not be paid to any employee.

M. Bereavement Leave

MLEDP believes that all eligible employees should have paid bereavement leave to protect against financial hardship due to loss of wages in the event of the death of a member of the employee's immediate family.

ELIGIBILITY

Full-time and part-time employees that have successfully completed the preliminary 90-day provisional period and that work at least 600 hours continuously throughout the year shall be eligible for paid bereavement leave.

Part-time employees, substitutes, temporary and summer employees that work less than 600 hours throughout the year shall not be eligible for paid bereavement leave.

ADMINISTRATION OF PAID BEREAVEMENT LEAVE

Full-time employees that work more than 1,000 hours continuously throughout the year may request up to three (3) days of bereavement leave for the death of a member of the employee's immediate family.

Part-time employees that work more than 600 hours continuously throughout the year may request one (1) day of bereavement leave for the death of a member of the employee's immediate family.

For purposes of this policy, immediate family shall mean the employee's spouse, children, stepchildren, foster children, parents, parents-in-law, stepparents, grandparents, grandparents-in-law, grandchildren, and brothers or sisters of the employee or the employee's spouse.

Full-time and part-time employees shall be paid for their regularly scheduled hours while on bereavement leave up to a maximum of eight (8) hours per day.

N. Paid Holidays

ELIGIBILITY

All year-round Mt. Lebanon Extended Day Employees, who have been employed for at least 90 days will be paid their site time work hours for the following Holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Day after Thanksgiving

Christmas Day through New Year's Day (when the school is closed- total six days)

Spring Break (4 days- school calendar may include more than 4 days)

Total: 15 Holiday Days

Seasonal employees are not eligible for paid holidays.

O. Paid Vacation Leave

Mt. Lebanon Extended Day Program believes that all eligible full-time employees (scheduled for 18.75 hours or more per week) should have paid vacation leave for the purpose of rest, relaxation, and a planned interruption from the workplace. MLEDP encourages employees to maintain sound health, which fosters productivity

and helps them to respond appropriately to the needs of the school age children in its care.

ELIGIBILITY

Full-time employees that have successfully completed 90 days of employment shall be eligible for paid vacation leave on the first of the month following the completion of 90 days of employment.

ADMINISTRATION OF PAID VACATION LEAVE

Earned vacation time shall be calculated based on the employee's regular schedule and shall be prorated based on the number of months remaining in the fiscal year (which runs from July 1 through June 30). Thereafter, earned vacation time shall be calculated at the end of each fiscal year.

All full-time employees must schedule paid vacation leave prior to the end of the fiscal year. Any unused earned vacation hours shall be forfeited.

Vacation may be scheduled on days that MLEDP is not in session, such as days the school may be closed that are not part of the MLEDP holiday schedule thus enabling employees to be paid for those days.

Upon the voluntary or involuntary termination of employment, any unused earned vacation hours shall be paid to eligible full-time employees based on the date of separation.

The earned vacation time shall be based on the employee's regular schedule and the number of years of MLEDP service.

Hourly, Non-Exempt Staff – Earned Vacation Days

# of Years of Service			
1 – 4 Years	5 – 9 Years	10-19 +Years	20+ Years
5 Days	8 Days	11 Days	16 Days

Salaried, Exempt Staff – Earned Vacation Days

Position	# of Years of Service		
	1 – 4 Years	5 – 9 Years	10 + Years
Executive Director/Assistant Director	10	15	20

P. Cell Phone Policy

It is important that every staff member's attention remains on the children at all times. To that end, all staff will refrain from using their cell phone or the MLEDP land line for any personal reason (i.e: phone calls, text messaging, voicemail, taking or viewing photos, social media or internet browsing, etc.) during center hours unless prior approval is received from their immediate supervisor.

In the event of a personal or work- related emergency requiring the use of a cell phone, the staff member must inform his/her supervisor of the situation as quickly as practical.

APPENDIX

Employee Handbook Acknowledgement

I hereby acknowledge that I have read, understand and will comply with the ***MLEDP Employee Handbook*** updated 2018 and acknowledge that if I have any questions about any policies or procedures, I should contact the Executive Director.

Printed Name

Date

Signature