

112 Confidentiality/Non-Disclosure

Effective Date: 9/1/2003

Revision Date: 10/25/17

The protection of confidential business information is vital to the interests and the success of Community Services. Such confidential information includes, but is not limited to, the following examples:

- * client/student lists
- * client/family/children data
- * financial information
- * labor relations strategies
- * pending projects and proposals
- * co-workers and any Agency employees

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Employee Acknowledgement

I understand Policy 112 Confidentiality and Non-Disclosure and agree to adhere to this policy as a condition of employment or continued employment with the agency. I further understand that disciplinary action may be taken for failure to adhere to this policy.

Date: _____

Signature: _____

183 Recruitment/Pre-Employment Requirements

Effective Date: 9/1/2003

Revision Date: 1/26/2021

The hiring of key staff including the Executive Director, Head Start Director and Finance Director, or any other key personnel whose compensation is covered principally (i.e.; greater than 50%) by the Head Start grant, require notification to the Head Start Regional Office prior to making a job offer. The Regional Office will take no more than a few days to respond to Grantee's proposal [*Pursuant to ACF-PI-HS-06-01 Policy Clarification*].

The Governing Board of Directors approves the hiring, evaluation and compensation of the Executive Director, Head Start Director, Human Resources Director, ~~Finance Director~~ (Chief Financial Officer) and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of said key staff by the Governing Board of Directors.

The Executive Director will then select the balance of the CSNT staff.

The Executive Director, or his/her designee, receives the application, conducts the interview, and obtains reference reports. Where possible the supervisor of the position that is being filled shall be in consultation with the Executive Director or his/her designee during the interview. The Human Resources Director extends the offer of employment with the approval (by signature) of the Executive Director and/or the Program Director.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1302.90(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to hire employees, as the final step of the hiring process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the hiring of persons paid primarily with Head Start funds.

CSNT is an Equal Opportunity Employer. Job vacancies shall be posted at relevant CSNT locations and advertised through area newspapers when necessary, unless a reasonable applicant pool exists from a previous recruitment effort. Eligible CSNT staff have the right to apply for any posted vacancy (see Policy 116).

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

184 Professional Development

Effective Date: 12/9/2009

Revision Date: 12/9/2009

Community Services of Northeast Texas, Inc. has professional development opportunities for staff. These opportunities may include on-site training, as well as out-of-town conferences.

Head Start employees should refer to the ~~CSNT Administration Operation Manual and the Campus copy of the~~ Content Area Policies and Procedures Manual for specific details. Community Services division employees should submit inquires/requests to their immediate supervisor.

All training is subject to funding source regulations, standards and budget limitations. Written notification is given to employees for any additional professional development funding.

324 Employee Assistance Program

Effective Date: 10/1/2006

Revision Date: 1/26/2011

Community Services of Northeast Texas, Inc. (CSNT) cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), CSNT provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP offers to all eligible employees and an immediate family member assistance with problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost to employees for consultation with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. At all times, the agreement between CSNT and its insurance carrier supercedes the CSNT Personnel Policies & Procedures.

Minor concerns can become major problems if employees ignore them. No issue is too small or too large, and a professional counselor is available to help when needed.

Assistance Phone Number: ~~1-800-386-7055~~ 1-800-316-2796

328 Parental Leave for School Visits

Effective Date: 9/1/2003

Revision Date: 6/22/2004

Community Services recognizes the value of parental involvement in children's education. For this reason, Community Services provides employees who are parents, guardians, or custodians of children in licensed day care facilities or Pre-kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request up to 12 hours of parental leave for school visits within any calendar year. Any available paid leave may be substituted for unpaid leave for school visits. Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to their supervisor from the school verifying the date and time of the visit.

384 Administrative Leave

Effective Date: 5/25/2005

Revision Date: 1/26/2011

The Executive Director has the authority to grant paid or unpaid administrative leave to an employee. Examples of this type of leave may include jury duty, bereavement leave, inclement weather, portions of leave attached to holiday pay, birthday and other leave described herein, at the sole discretion of the Executive Director.

Full day paid or unpaid administrative leave will be granted equal to the number of hours commensurate with the below designated employment classification.

- Full-time = 8 hours per day
- Part-time = 6 hours per day
- Part-time = 4 hours per day

With the existence of extraordinary circumstances, such as instances of community emergencies, agency crisis or times of fiscal constraint or urgency which threaten the health, stability, or soundness of the agency, the Executive Director may, after analyzing data obtained from the Finance Director and Division Directors, grant unpaid administrative leave. The use of Personal Leave (*Policy 380*) is prohibited during the designated unpaid administrative leave period.

Staff required to take unpaid administrative leave due to fiscal constraint or urgency may be eligible to receive a portion of the unpaid administrative leave, at a later date, provided the fiscal constraint or urgency is deemed nonexistent and the employee is still actively employed and shall be strictly at the discretion of the Executive Director.

Pay-related questions or concerns should be directed to the attention of the employee's immediate supervisor.

Employee Acknowledgement

I understand Policy 384 Administrative Leave and agree to adhere to this policy as a condition of employment or continued employment with the agency. My employer has provided a copy of this policy to me and I have had the policy explained to me. I have been given the opportunity to ask questions.

Date: _____

Signature: _____