



# Faculty Handbook

2015

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## WELCOME

## PHILOSOPHY

The Global Montessori School of Ormond Beach operates a comprehensive child development and educational program for children and their families that capitalize on involvement of the entire family in the child's growth. Faculty believes the educational process for children begins at home and assists families to recognize this responsibility. Faculty participates in the process by providing resources, training and experiences which aid in the overall physical, social, emotional, and cognitive development of children. The goal is not only to assist in the total development of the child, but also in the parenting skill of the adults.

## MISSION STATEMENT

### PURPOSE

This faculty handbook is designed to summarize many of the organization's personnel policies and to acquaint you with many of the rules concerning your employment with The Global Montessori School of Ormond Beach (GMS). GMS reserves the right to modify, rescind, delete or add to the provisions of this handbook from time to time in its sole and absolute discretion. GMS will attempt to provide you with notification of such changes when they occur.

This handbook is not a guarantee of employment or contract for continued employment with GMS.

The ultimate responsibility and authority for formulating personnel policy is vested in the OBMC Board of Directors. Responsibility for carrying out program policy is delegated to the Executive Director and Administrative Director, who, in turn, delegates specific responsibilities to designated staff members.

## EMPLOYMENT PROCESS

### At Will Employment

In consideration of employment, employees conform to the rules and standards of GMS and

agree that employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at employee option or at the option of GMS. No employee or GMS representative, other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Any misrepresentation, falsification, or material omission of information, either on the application for employment or related to position of employment or job duties, whenever discovered, may result in dismissal from employment.

### **Affirmative Action**

GMS is an equal Employment Opportunity Employer that does not discriminate or tolerate discrimination against qualified applicants or employees. It is the policy of GMS to affirmatively ensure employment is guided by the principle of equal opportunity and to reaffirm equal opportunity in all personnel-related actions.

GMS intend to carry out the spirit of federal, state, and local laws and regulations which prohibit discrimination in employment on the basis of race; color; religion; national origin; gender; age; veteran's status; marital status; familial status, source of income, mental or physical handicap unrelated to performance of a specific job; one's association with a member of protected class; or sexual orientation.

### **Employment Plan**

1. Recruit, hire, and promote in accordance with the principle of Equal Employment Opportunity by imposing only valid qualifications and performance-related requirements with regard to selection, hiring, and promotion opportunities.
2. Administer all other personnel actions, such as compensation benefits, training, educational incentives, and social and recreational programs.
3. Conduct a review of all personnel-related actions to ensure equal opportunity at all levels, in all classifications and activities. This will be done once a year.

If an employee believes that she/he have been discriminated against because of your race, color, beliefs, gender, sexual orientation, age, country of origin, religion or disability she/he is to

submit a grievance by following the steps under the Grievance section of this handbook.

## **Recruitment and Job Application**

Information regarding job vacancies shall be made available to all employees through announcements posted for a minimum of five working days. External recruitment may be commenced concurrent with internal posting of a vacancy if the Executive Director feels that it is appropriate. However, no hiring decision may be made until the internal posting period is completed and consideration has been given to existing qualified employees desiring promotion. Positions may be advertised in local newspapers, at the discretion of the Executive Director or her/his designees. Any application for employment must be submitted on the standard GMS application form.

### **Ten Steps in the Hiring and Selection Process at GMS**

STEP ONE: Job Description (Develop/review a detailed job description).

STEP TWO: Recruitment (Affirmative recruitment to establish pool of qualified candidates).

STEP THREE: Paper screen (Screen application forms for minimum and preferred qualifications; education and experience).

STEP FOUR: Telephone Prescreen (Contact candidates by telephone to provide more information).

STEP FIVE: Portfolio (Candidates prepare a portfolio of incidents for discussion at interview).

STEP SIX: Assessment Interview (Interview candidates; use examples of activities/incidents in portfolio).

STEP SEVEN: Telephone Reference Check (Contact references by telephone using standardized questions).

STEP EIGHT: Job Sample Test (Candidates prepare and conduct sample of classroom activity; review videotape and discuss).

STEP NINE: Physical Demands Test (Candidates undergo job-related physical demands test).

STEP TEN: Probation (Monitor the new employee in the probationary period).

### **Selection and Promotion**

Qualifications of the applicant should be commensurate with the duties and responsibilities of the position for which she/he is hired. GMS does not consider a criminal record to be automatically or conclusively indicative of a person's character and will consider each individual in terms of the job for which she/he has applied.

It is the policy of GMS to give employment opportunities to persons who have no formal education but who are willing to learn.

Efforts will be made to fill existing vacancies from within the organization. Any employee wishing to be considered for a vacancy should notify his/her supervisor in writing. Recruitment of employees from outside is utilized when vacancies cannot be filled through internal promotions. Hiring of staff will be based upon qualifications and experience.

### **Screening, Interviewing and Hiring**

Initial screening and interviewing shall be done by the Executive Director or his/her designee. References shall be checked. Finalists shall be interviewed by the Personnel staff and the Executive Director/or designee. Final selection decision shall be made by the Executive Director and the supervisor.

1. No person shall hold a job over which a member of their immediate family exercises immediate supervisory authority.
2. No person shall hold a job while either they or a member of their immediate family serves on a committee which, either by rule or by practice, regularly nominates, recommends or screens candidates for the organization or program by which they are employed.

### **Employee Orientation**

Within 10 working days of employment, each employee shall attend an orientation conducted by the Executive Director or designee. The orientation will cover all points on the "Employee

Orientation Checklist” (see form). The checklist shall be completed by the person providing the orientation, signed by the employee, and filed in the employee's personnel file.

### **Introductory Employment Period**

Employment and compensation can be terminated at any time during this period with or without cause and with or without notice, at the discretion of either the employee or OBMC.

All employees hired to fill vacancies within the organization are subject to an introductory period of six months.

1. All employees will be evaluated based upon how well they are meeting the responsibilities of their job description and the GMS policies.
2. Introductory employees will have an evaluation at the end of four months. This evaluation will detail any areas needing improvement and a specific plan will be written detailing the areas needing improvement and the criteria for success.

At the end of the introductory period a formal review will occur which will:

1. Place the employee on regular status;
2. Implement an extended introductory period; or
3. Terminate employment.

Employment and compensation can be terminated at any time during this period with or without cause and with or without notice, at the discretion of either the employee or GMS.

### **Employment Categories**

**Exempt employees** are executives, managers, supervisors, administrators and professional employees, "...who meet the criteria established by federal and state law..." (Florida statutes) Exempt employees are hired to perform a job, regardless of the time it takes (typically 40 hours per week). They are exempt from minimum wage and overtime requirements. All exempt employees must be paid on a "salary basis", which "...means a predetermined amount paid for each pay period of one week or longer regardless of the number of days or hours worked."

Exempt employees shall not receive deductions in pay for partial days missed. However, those who miss full days or do not work a minimum of one hour in a single day shall

receive deductions in accrued Sick, Vacation, or Annual Leave benefits. Exempt employee status is specified on individual job descriptions.

**Non-exempt employees** are compensated for the actual amount of time spent on their job.

Federal and state laws require GMS to pay at least minimum wage and overtime to all non-exempt employees. These employees are required to record the number of hours worked during each work week. Non-exempt employees may be paid a salary or on an hourly basis.

Non-exempt employees are not necessarily paid a predetermined amount for each pay period. Deductions (of pay or leave) may be made for a part of a work week missed.

Non-exempt employee status is printed on individual job descriptions.

### **Status of Employment**

For the sole purpose of determining the eligibility for certain employee benefits, GMS employees are classified as: regular full time employment, regular part-time employment, temporary full time, temporary part time employees, substitutes, and contracted.

#### **Regular Full Time Employees (more than 30 hours per week)**

Those hired without a predetermined terminal point of employment. These employees are eligible for all fringe benefits.

#### **Regular Part Time Employees (less than 30 hours per week)**

Those hired without a predetermined terminal point of employment. Regular Part-time employees who work a standard week of 30 hours or more will be eligible for all fringe benefits.

#### **Temporary Full-time Employees (30 or more hours per week)**

Those hired for a specific period of time of not more than 90 working days. These employees will receive payment for Organization holidays observed during employment term, but will not receive any other fringe benefit.

#### **Temporary Part-time Employees (less than 30 hours per week)**

Those hired for a specific period of time of not more than 90 working days. Temporary Part-time Employees will be paid only for actual hours worked and will not be eligible for holiday pay or any other fringe benefit.

**Substitutes are hired employees to work when regular employees are absent.** Substitutes do not have benefits.

**Contracted** are those hired to perform specific tasks in a specified period of time. The terms of employment are different from those of regular employees.

## COMPENSATION

### Pay Procedures

The salaries of employees shall be paid **bi- monthly**, on, or before, the 15<sup>th</sup> and 30<sup>th</sup> day of the month.

If a payday falls on a weekend, pay day will be the Friday before. If payday falls on a Monday, which is a holiday, payday will be the Tuesday following.

An accurate time sheet shall be maintained by each employee. This will be turned in regularly to the appropriate supervisor for approval.. This will be the basis for salary compensation and accumulated leave time.

### Payroll Deductions

Fringe benefits for those who work 30 hours per week or more will be eligible for all fringe benefits Your paycheck will include deductions--some voluntary and some involuntary (**mandatory**). Federal tax, state tax, FICA (Social Security) and worker's compensation insurance are mandatory deductions.

Non-mandatory deductions which require written authorization from an employee prior to being withheld include medical insurance for family members.

Fringe benefits for those who work less than 20 hours per week may be specified in a letter of agreement.

### Overtime and Compensatory Time

Authorization to accrue overtime for payment must have the approval of the Executive Director. The employee and supervisor shall make every effort to schedule work hours and time off so that the assigned work week is not exceeded. If approval is given in writing to work more than 40 hours in one work week, reimbursement for overtime hours will be made on a 1½ hour per hour

basis.

### **Salary Increases**

Salary increases are **NOT** automatic. Increases are awarded on the basis of merit and can be granted only after an employee evaluation by the supervisor in which the employee has received an overall rating of average or above.

Increases are granted upon the recommendation of the employee's immediate supervisor with the concurrence of the Executive Director. The Fiscal Department should be notified immediately, in writing, of salary increases in order to expedite the change in payroll.

Exempt employees will not have their pay reduced in any manner that would be inconsistent with the salary test.

### **Expenses Reimbursement**

**Travel To and From Work** - Mileage will NOT be paid for travel between home and work. Mileage incurred for agency-related business while traveling to and from home and work will be reimbursed on extra miles traveled, according with IRS regulatory fee.

**Per Diem and/or Meal Costs** - No per diem or meal costs will be reimbursed when an employee is traveling locally, even if such travel takes them away from their assigned duty station during the normal meal time. **Overnight and out-of-state stay will include per diem and meal costs.**

## **RULES AND PROCEDURES**

### **Work Schedule**

The Executive Director shall determine the daily working hours. The regular work day is eight (8) hours in length, Monday through Friday, for a forty (40) hour work week. The scheduled time varies in accordance with program and facility needs and will be determined according with job description and employee allocation.

Accomplishment of the objectives of GMS sometimes requires employees to work long and/or abnormal hours. Each employee should be aware that these conditions exist and should be prepared to be available as necessary when given advance notice by the supervisor. All

employees shall report promptly at the assigned times. Habitual tardiness, absenteeism, and/or misuse of leave time will be grounds for disciplinary action including dismissal.

### **Lunch Period and Breaks**

Lunch periods and breaks will be scheduled according to employment agreement and availability of classroom coverage. Breaks may **NOT** be used to leave work early or accumulated and taken in a block.

### **Accrual and Earning Paid Leave Time**

Regular full-time (who are regularly scheduled to work at least 30 hours per week) employees are eligible to earn paid leave time. All other employees are not eligible. Eligible employees accrue and/or earn paid leave time based on the following schedule:

- a. Paid Holidays (to be reviewed)

Time off with pay will be granted for the following regularly observed holidays:

New Year's Eve Day (as half day)

New Year's Day

Memorial Day

July Fourth

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Day (Eve)

Christmas Day

If the above holidays fall on Sunday, Monday will be observed, if on Saturday, Friday will be observed.

With proper notice and upon the approval of the Executive Director, an additional day of religious or cultural significance not listed above may be substituted for one of the above paid holidays, or may be taken as vacation or leave without pay.

- b. Vacation

Employees will begin to accrue vacation since their employment day, but may not take accrued vacation until after successful completion of a year working period. The period which vacation benefits are based begins on the first day of the beginning of the second year of employment, as following:

1. For the first year of employment the employees shall be entitled to five (5) working days with payment for vacation;
2. For the second and third years the employees shall be entitled to ten (10) working days with payment for vacation; and
3. After the third year, the employees shall be entitled to fifteen (15) working days with payment for vacation.

Unused vacation shall be surrendered and may not be cashed. For this reason, all employees are encouraged to take their full allotment of vacation leave each year.

Written requests for specific vacation leave must be approved in four (4) weeks in advance by an employee's supervisor. Vacations can usually be scheduled as requested but at times, it may be denied due to work demands or scheduling conflicts.

Employees who are terminated involuntarily are not eligible for accrued but unused vacation leave.

c. Sick/Personal Leave

Regular employees shall be allowed six (6)-sick/personal day leave with pay for each full year of employment, beginning with the third full calendar month of employment. Unless sick leave is pre-approved for medical appointment or treatment for example, the employees are expected to notify their supervisor at the earliest possible time on the day of absence. If the duration of an illness is uncertain, employees may be required to call in each additional day of sick leave that is required. (See Leave Request form)

If an employee runs out of available sick time while on leave, the remaining time will be charged against vacation leave before the employee will be granted leave without pay.

GMS will require an employee to obtain medical fitness for duty certification from a health care provider if an employee's absence due to illness or injury exceeds three (3) days.

Employees will not be paid for unused or unapproved sick leave.

## **Family and Medical Leave**

The FMLA 1993 requires the employer to grant qualified employees up to 12 weeks of excused absence granted to an eligible employee during a 12 month period due to a serious medical/health condition of an employee, child, spouse, parent, birth, or placement of a child. The employee must have worked at GMS for at least twelve (12) months preceding the beginning of the leave. The request must be done 30 days before FMLA begins. If a 30 day notice is not possible, your notice must be given no less than two working days of learning of your need for leave. If an employee does not return to work after FMLA, GMS may request that the employee reimburse GMS for any health insurance premiums paid on their behalf.

Employees can take family leave for the following reasons:

1. **Parental Leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for childbirth or placement of a child into your care through adoption or foster care. (Leave cannot be taken more than 12 months after the arrival of the child and must be taken as a consecutive period unless the employer agrees otherwise);
2. **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, parent, child, parent-in-law, or same sex domestic partner with a serious health condition. (Leave maybe taken intermittently when medically necessary);
3. **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of a child, or for prenatal care.
4. **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.

Accrued sick leave, vacation, and paid time off balances must be exhausted prior to the commencement of the unpaid portion of the leave. The combination of paid and unpaid leave will not exceed 12 weeks.

### **Disability Accommodation Request**

If you believe you may need reasonable accommodation for a disability or time off from work because of your religious beliefs or practices, you should discuss the situation with your supervisor or Human Resources.

### **Emergency/Bereavement Leave**

Employees will be granted emergency leave for death in the immediate family (members of the immediate family are considered to be the spouse, children, parents, siblings, or parents or siblings of one's spouse).

### **Jury Duty or Court Witness**

Employees should notify their supervisor as soon as they are summoned to serve on jury duty or subpoenaed as witness in a case. All employees will be excused from work for jury duty or when subpoenaed as witness in a case unrelated to their employment with GMS. Employees will be paid the difference between their regularly scheduled pay and the amount they receive from jury duty or as court witness for up to five (5) days unless otherwise required by local ordinance. It is required that employees submit evidence of the amount of fees received from the court in order to receive this benefit. An employee on jury duty must immediately notify his or her supervisor during each day of jury duty. If released from jury duty during working hours, the employee is expected to report to work.

### **Military Leave**

A military leave of absence will be granted to employees in the uniformed services, which includes the Armed Forces and National Guard, for the performance of duty on a voluntary or involuntary basis in a uniformed service. This includes active duty, active duty for training initial active duty for training, inactive duty training, full time National Guard duty, and any period for which the employee to perform any such duty. Military leave and reinstatement will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994.

An employee taking military leave will submit a written request for leave as soon as the employee receives notice that such leave will be necessary, unless the employee is precluded from giving notice by military necessity, under all other relevant circumstances, or the giving of such notice is otherwise unreasonable or impossible. All requests should be in writing and duly certified by attached copies of the orders.

Military leave is considered leave without pay. However, an employee may use vacation pay if he/she so chooses when taking military leave.

### **Attendance and Punctuality**

The efficient operation of our organization requires coordinated teamwork involving each employee. Being on time is very important for you and our students. When, for any reason, you cannot report to work, please be sure that you personally telephone your supervisor in order to avoid disruption of work because of your absence. If you cannot reach your direct supervisor, call the Center Coordinator or Administrative Director.

There are no unimportant jobs at our GMS. Failure to follow your supervisor's call in procedures may result in disciplinary action up to and including discharge.

### **Confidentiality**

Our work will bring us into contact with confidential information. To ensure that all those using and working in the Center can do so with confidence, we will respect confidentiality in the following ways:

1. Personal and protected health information - related to students enrolled, families, and faculty are considered confidential, and only shared in-need to know basis.
2. Parents/providers/faculty will have ready access to files and records of their own students - but not any other student.
3. Faculty will not discuss individual students with people other than the parents/faculty of that student.
4. Information given by parents to School faculty will not be passed on to third parties.
5. Personnel issues will remain confidential to the people involved.

6. Any anxieties/evidence relating to a student's personal safety will be kept in a confidential file and will not be shared within the School except for the student's key faculty and center coordinator.
7. The School will comply with all requirements of the Data Protection Act.

### **Drug Free Workplace**

It is the policy of our GMS to maintain a drug free workplace as a condition of continued employment. All employees must abide by the terms of this policy.

In order to detect the use of illegal substances employees may be directed to submit to a urinalysis drug test, a blood test, and/or breath test. Individuals under the influence of alcohol, or with illegal or non-prescribed controlled drugs in their systems are in violation of this policy and will be subject to discipline up to and including termination of employment. (See form)

### **Smoke Free Workplace**

Smoking and use of other tobacco products by our employees is prohibited on our premises, parking lot, outdoor, and vehicles, and during outings in the presence of students, families, faculty, and/or others.

### **Theft and Dishonesty**

The following guidelines will be used when an employee is victim of theft while performing work duties:

1. We will not press charges on behalf of the individual.
2. The employee should report the theft immediately to his or her supervisor.
3. The victim may contact the police if he or she chooses to press charges against the accused.

We assume no liability for lost, stolen, or damaged property. Employees should take adequate precautions in safeguarding their personal belongings and property while at work, and should avoid unnecessarily having large quantities of money or valuables at work.

Theft and dishonesty against employer or embezzlement will result in termination and prosecution.

### **Use of Equipment/Property**

Generally, the personal use of GMS equipment/tools and property is prohibited.

Personal use of copy machines is generally acceptable with cost of reimbursement established by the **Executive Director**.

Personal mail, email, Internet, and long distance telephone calls are not to be made using GMS accounts or lines.

Personal use of our credit cards or vendor's charge accounts is prohibited.

### **No Solicitation/No Distribution**

Our policy is that there will be no solicitation during working time or distribution of literature during working time or any other time in any working area.

Persons not employed by GMS are strictly forbidden from coming onto our premises for the purpose of soliciting or distributing material for any reason. These persons should be immediately reported to a supervisor.

Strict compliance with this policy is required by all our employees. Violations of this policy will be grounds for disciplinary action, up to and including termination.

### **Premises Limited Access**

We wish to maintain a safe and secure environment for our employees and customers. Therefore, only authorized individuals are allowed beyond the lobby area and into the working areas of our facilities.

Vendors, service workers, and visitors will be allowed into faculty working areas by authorized GMS personnel only.

All off duty employees who enter upon our premises outside of their regular working hours are restricted to the access granted visitors. Faculty is encouraged to report unauthorized persons on our property to a supervisor immediately.

### **Desk and File Cabinet Inspection**

GMS provides files and desks for the convenience and use of its employees at the organization's expense. Employees should remember that all files and desks remain the sole property of GMS. Moreover, the organization reserves the right to open and inspect files and desks, as well as any contents, effects, or articles that are in files or desks. Such an inspection can occur at any time, with or without advance notice or consent, and may be conducted during, before or after working hours by any supervisor or manager designated by the company.

- Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be placed in a file or desk.
- Perishable items also should not be stored in files or desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection, will be subject to disciplinary action, including possible suspension or discharge.

GMS is not responsible for any articles placed or left in a file or desk that are lost, damaged, stolen or destroyed.

## **STANDARDS OF CONDUCT**

All faculty, volunteers, consultants, and contracted providers will abide by the program's standards of conduct, which include:

- Pursue our mission to provide the best care and nurture our students, with vigorous determination.
- Respect and promote the unique identity of each student and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- Follow program confidentiality policies concerning information about students, families, and other faculty members;
- Leave no student alone or unsupervised while under care, and
- Use positive methods of student guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

- Advocate and fully utilize professional skills to ensure for each student the appropriate care required.
- Respect the uniqueness of each family's race, culture, and religion,
- Strive to employ and retain faculty whose values, ethics, skills, and capacity to care for others cause them to be exemplary role models for students and co-workers
- Provide services as cost-effectively as possible and utilize our financial resources as carefully and prudently as our personal funds
- Abide by all laws and regulations understood to comprise the minimal benchmarks for operations
- Represent our mission, services, finances, and intentions openly and honestly
- Perform our respective roles with utmost integrity, honesty, diligence, and good faith and commit our talents and skills to serve the needs of our students.

### **Rules of Conduct**

Certain reasonable rules of conduct have been established to ensure efficient and congenial working condition for all our faculty. The observance of these rules is necessary for your safety and protection. Each faculty member is expected to follow these rules.

While we have attempted to list every activity, which would be considered improper conduct, the offenses below are among those for which an employee may be subject to disciplinary action up to and including discharge. GMS reserves the right to discipline or discharge a faculty member for improper conduct, although such conduct may not be specified below:

1. Client neglect or abuse, including failure to report neglect or abuse of a client;
2. Dishonesty, including falsification of time cards, personnel records or other GMS's documents and misrepresentation of any fact to or on behalf of GMS;
3. Unauthorized use of GMS's funds, equipment, vehicles, or property;
4. Theft, misappropriation of property, or intentionally damaging property belonging to a student, a visitor, a faculty member, or to GMS;
5. Disrespectful actions or words directed to a student, family, visitor, co-worker, supervisor, or others at any time;

6. Causing any serious complaint by fellow faculty, families, or others;
7. Insubordination or refusal to obey instructions from a supervisor authorized to do so or using obscene, abusive or threatening language to a supervisor and /or other faculty;
8. Fighting, disorderly conduct, rude boisterous play, practical jokes, or pranks, while performing GMS's business or while on GMS's property;
9. Leaving the job during working hours without permission of a supervisor;
10. Use of abusive or threatening language, intimidation or coercion of the other faculty, students, families, visitors, or others at any time and for any reason;
11. Immoral conduct, indecency, inappropriate language or gambling during work on our property;
12. Unauthorized sleeping on the job;
13. Making false or malicious statements about the GMS, students, families, visitors, or other faculty;
14. Refusal to work additional or irregular hours;
15. Failure to cooperate with an internal investigation;
16. Absenteeism or tardiness;
17. Disclosing confidential information about students, families, faculty or School without authorization;
18. Solicitation, acceptance or giving of gratuities or bribes of any nature to obtain work, promotion, transfer, retain employment or for any other reason;
19. Refusal to submit to a drug screening test or unsatisfactory test results;
20. Failure to report a workplace injury or accident involving an employee, student, visitor or GMS's equipment or property;
21. Possession of any firearm, ammunition, explosive, or any other weapon on our property, including the parking lot;
22. Willful disregard of safety rules and procedures;
23. Possession of, consumption of, or being under the influence of alcoholic beverage while on our premises, including the parking lot;

24. Illegal use, manufacture, distribution, sale or possession of illegal drugs or un-prescribed controlled substances or the dispensing of drugs without a proper prescription;
25. Being convicted of, pleading guilty to, or pleading no contest to a crime, or any conduct which damages the reputation of GMS;
26. Unwarranted interference with the work of other faculty;
27. Failure to comply with any our policy set forth in this handbook;
28. Failure to immediately report to a supervisor the harassment or intimidation of a faculty member or members, specifically including harassment or intimidation because of that faculty member's sex, race color, age, religion, national origin, handicap (or disability) or marital status;
29. Any violation of professional ethics, codes of conduct, customs and practices;
30. Any other conduct not in the best interest of GMS.
31. Any misconduct will result in a written reprimand. A 30-day probation period will follow. A repeat of the misconduct will result in a second reprimand or termination depending on the seriousness of the incident.

### **Employee Discipline/Disciplinary Action**

Rules of conduct for employees are intended to promote the orderly and efficient operation of the GMS, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action. These rules are published for the faculty members' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is your responsibility to know the rules and abide by them.

These rules are not all-inclusive, and other GMS regulations may exist. You are expected to know and abide by these rules as well.

Human Resources shall be consulted regarding the consistency of rule interpretation and appropriateness of the penalty being applied for violation of any of the following rules of conduct.

## Section 1

For violation of any of the rules described in the Rules of Conduct, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge.

1. Neglect of duty.
2. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
3. Conduct described below:
  - a. Immoral or indecent conduct;
  - b. Conviction of a felony;
  - c. Conviction of a misdemeanor involving moral turpitude while a faculty member of the GMS; or
  - d. Violation of local, state, or federal law which causes unfavorable publicity to the GMS, impairs the credibility of the faculty member to perform the faculty's job, or is otherwise connected to GMS employment.
4. Intentional falsification of personnel records, payroll reports or other GMS records.
5. Theft, intentional destruction, or defacing of GMS, faculty or student property.
6. Deliberate or careless conduct endangering the safety of self or other faculty members, including the provocation or instigation of violence.
7. Consuming alcoholic beverages while on duty, except at approved GMS functions, or the possession or consumption of illegal drugs.
8. Abusive, threatening or coercive treatment of another faculty member, interns, volunteers, or member of the community.
9. Reporting for work in an unsafe condition, this includes but is not limited to, being under the influence of alcoholic beverages or drugs. A faculty member who so reports shall be sent home with pay pending investigation.

10. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
11. For other offenses of equal magnitude to the above.
12. When a faculty member engages in conduct in violation of the Section 1 rules and the conduct is committed off-duty and not on GMS property, the GMS may discipline the faculty member, up to and including discharge, whenever the conduct causes unfavorable publicity to the GMS, impairs the credibility of the faculty to perform the faculty's job or is otherwise connected to employment at the GMS. Conduct that is off-duty but on GMS property or that is directed toward GMS students, faculty, representatives or property is always connected to employment at the GMS. Likewise, conduct that is on duty but off GMS property is always connected to employment at the GMS.

## **Section 2**

For the commission of any of the following offenses, a faculty member shall be subject to disciplinary action up to and including discharge. Disciplinary action for the same or different offenses shall progress in the following manner:

1. **Verbal warning.** Verbal statement to faculty that he/she has violated a rule and/or regulation and that such violation may not continue.
2. **Written reprimand.** Formal notification in writing to faculty that he/she has violated a rule and/or regulation.
3. **Suspension.** Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the faculty member in writing.
4. **Discharge.** The employer/employee relationship is severed.

If a faculty member receives four warning notices for the same or different offenses within a period of 12 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge.

- a. Excessive absenteeism.
- b. Excessive tardiness.

- c. Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
- d. Posting unauthorized materials on walls or bulletin boards; defacing or removing authorized material from bulletin boards.
- e. Violation of a safety rule or safety practice.
- f. Smoking in prohibited areas.
- g. Failure to report for work without giving the supervisor or department head notice of absence within two hours after the beginning of the scheduled workday.
- h. Vending, soliciting or collecting contributions on the GMS's time or premises without prior appropriate authorization from the GMS.
- i. Gambling, lottery, or any other game of chance on the School's premises during working hours.
- j. Any other offense of equal magnitude to the above.

## **EMPLOYMENT POLICIES**

### **Performance Evaluation**

The performance evaluation system is utilized to evaluate all our faculty. Each faculty member's performance is measured against the high quality standards established for the position.

In the first year of employment, or following a change in position, the new faculty may receive performance reviews during the initial six months of employment. A new faculty will receive an initial annual evaluation after the completion of one year of employment. The faculty may receive a merit pay increase based on the first year of employment performance evaluation; however, no merit pay is guaranteed.

### **Promotions**

A promotion is defined as the act of assigning a faculty member to a different position within the

organization which carries increased responsibility, opportunity and compensation.

In filling vacant or new positions, primary consideration will be given to the promotion of qualified faculty already employed by the organization.

Promotions will be based on evaluations of past performance and qualifications for the position to be filled. Promotions shall be given in strict accordance with the organization's Affirmative Action Plan.

### **Termination and Resignation**

*Voluntary* – We request that employees who wish to amicably leave the employment give proper written notice for their position at least two-week's notice prior to resignation. Vacation days and holidays may not be used to satisfy the required notice period. Resignation without proper notice will result in the employee not receiving any accrued vacation pay.

*Involuntary* – Any employee shall be subject to removal by the Employer after fails to perform satisfactory and/or conform to standards or GMS policies. Faculty members who are terminated involuntarily are not eligible for accrued but unused vacation leave.

*Layoff* – GMS general policy to lay off employees is that the last person hired will be the first person to be laid off. However, to ensure that the GMS will have necessary, appropriate, and required skill personnel following a faculty reduction, the employer may depart from this general policy after due consideration. Faculty members who are laid off are eligible for accrued but unused vacation leave upon termination.

We will not issue final paychecks for employees who resign, are laid off or terminated until the time that all other paychecks are issued for time worked during that period. All GMS's property, including keys or equipment, must be given to supervisor on the final day of work.

### **Leaving Employment**

If you decide to leave your position at GMS, or are told to leave, there are several things you should do:

1. If you want to quit, tell your supervisor giving two-week notice.

2. Give your supervisor a written notice stating your last day of work and the reason for resigning.
3. Turn in your last time sheet, mileage and phone logs to your supervisor.
4. Return any GMS equipment, keys, business cards, uniform, and ID badges.
5. Arrange with your supervisor to have any equipment and tools signed out to you inventoried before you leave.
6. Reimburse the organization for any funds you owe (e.g. petty cash or supply purchase) or fill out a voluntary deduction form to have the money taken out of your last pay check.

## **EMPLOYMENT BENEFITS**

**Health, Life, Disability and Other Insurance (to be decided)**

**Pension And Retirement Plan (to be decided)**

### **Workers' Compensation**

Workers' compensation is a mandatory insurance that provides employees who become injured or ill while on the job with medical coverage and income replacement. GMS will pay for the medical treatment and lost wages of faculty members who suffer job-related injuries or illnesses.

All faculty members are covered by workers' compensation laws of the State of Florida. A faculty member must immediately notify her/his supervisor of any accident or injury arising out of, and in the course of, employment. (Staff Accident/Incident Policy)

### **Tuition Assistance**

Tuition assistance will be available in case that funds and scholarships are not available. GMS requires that the faculty member sign an agreement to pay back the tuition assistance if he or she leaves the organization within a certain period of time.

## **HEALTH AND SAFETY**

### **General Safety Rules**

The safety of our faculty and students in our care is a primary priority. It is the policy of GMS to maintain a safe environment and to follow operating practices that will assure optimal safety in our workplace.

As a faculty member of GMS, you are covered under the Florida Safe Employment Act. This law specifically requires that you comply with all safety and health standards which apply to your own actions on the job. Therefore, for your own benefit and for the benefit of co-faculty and others, you, the faculty member must:

1. Read the Department of Labor poster posted on the Faculty Bulletin Board.
2. Follow all safety and health rules and wear or use all prescribed protective gear and equipment. You are expected to comply with all internal safety and health rules issued.
3. Report job-related injuries or illnesses to your supervisor and seek treatment promptly. Necessary forms are available through your supervisor. (See Accident/Incident Report Policy)
4. Cooperate with the various health and safety inspectors as they inspect your job site. Exercise your rights in a responsible manner.

### **Reporting Job-related Accidents**

If you are hurt while working on the job, you should notify your supervisor as soon as possible. Within 48 hours of the injury, the faculty member should complete an Accident/Incident Report form available from your supervisor or the Human Resources. The completed form will be reviewed and a notification to workers' compensation agency will be submitted as an insurance claim to cover medical costs, as needed.

### **CONFLICT RESOLUTION**

Any job-related problems or questions should be handled by your immediate supervisor. However, if you have discussed a question or problem with your supervisor and do not feel you have received an adequate answer, you may follow the steps described below. The supervisor is expected to respond within ten (10) working days. If the problem is between you and your

supervisor and you are unable to discuss with the supervisor or if no resolution is made after submitting a written statement, you may submit your problem in writing to the **Human Resources**. Written grievances should contain the full name of the grievant and the name of the immediate supervisor; the date, time and place the initial grievance; and the corrective or remedial action sought by the grievant.

**A complaint** should occur before the formal grievance is filed. A complaint is any oral, unwritten accusation, allegation, or charge against GMS regarding the faculty member's employment conditions. It should be a timely expression of a problem. Complaints must be expressed and discussed with your immediate supervisor before any grievance is filed. If the complaint cannot be resolved, a grievance may be filed.

**A grievance** is defined as a formal written allegation by a faculty member that there has been a violation, misinterpretation, misapplication, discriminatory application, or unreasonable application of an GMS policy, procedure, rule, or regulation regarding the faculty's employment conditions.

### **Step one: Filing a grievance**

You must file a formal grievance in writing and signed by the faculty involved. The grievance must:

- Be timely.
- State all the facts in the case.
- State when the incident(s) being grieved occurred.
- Specify the policy, procedure, rule, or regulation involved.

#### **a. Time limit**

The completed formal grievance must be filed with Human Resources no later than thirty (30) calendar days after the event(s) being grieved occurred. Time limits may be extended by Human Resources upon written request.

#### **b. Representation**

Once a formal grievance has been filed, a mediator will be assigned to facilitate the meeting where the grievance is discussed with the grievant. The faculty may have another

faculty member present at any grievance meeting A twenty-four (24) hours' notice to the designated mediator is required. If the employee wishes to have a representative who is not a GMS faculty, the faculty member must notify Human Resources in writing at the time the grievance or appeal is filed. GMS may choose to have representation at any grievance meeting in addition to the designated mediator, and shall advise the grievant in advance of any grievance meeting if additional GMS representatives will be in attendance.

**c. Response**

After receiving the grievance, Human Resources will forward the grievance to the designated mediator, who will be person designated to respond to the grievance. The mediator must provide a written answer within seven (7) calendar days after receiving the formal grievance.

**Step two: Appeal to the center director level**

If the grievance is not resolved at step 1, the employee may appeal to the center director within seven (7) calendar days after receiving the step 1-designated mediator written answer. The employee must file the appeal to Human Resources in writing. Human Resources will, in turn, notify the step 1 mediator and the executive director of the employee's appeal.

The center director or designee will then arrange a meeting with the grievant, the employee's representative (if requested), a mid-level management representative, and any other individuals who may help resolve the grievance. This meeting must be held within fourteen (14) calendar days after the administrator hearing the appeal receives the appeal from Human Resources. Within seven (7) calendar days after this meeting, the administrator hearing the appeal will communicate an answer in writing to the involved parties.

**Step three: Appeal to the executive level**

If the grievance has not been resolved at step 2, it may be appealed to the GMS director. Human Resources must receive the appeal within seven (7) calendar days after the grievant receives the written Step 2 answer. The director will handle the grievance personally or will designate a representative to conduct a hearing or investigation of the grievance, report

findings, and recommend a decision. The director will make the final grievance decision and communicate it to the appropriate parties.

While every effort is made to set forth policies as clearly as possible, inevitably some question will impact job performance. You are urged to utilize the Conflict Resolution procedure to have your questions answered and have your problem addressed. Faculty with unresolved problems cannot perform their tasks at their best.

a. Sexual Harassment

GMS prohibits sexual harassment in any form. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature that is unwelcome. Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature interfering with someone's employment, job decisions and work performance.

b. Confidentiality

GMS firmly upholds each student's and family's right to privacy and confidentiality. Under state and federal laws, information concerning students, including name, life circumstances, services provided, health and disability issues, is strictly confidential and subject to certain reporting privileges.

During the performance of duties, GMS faculty necessarily become aware of personal or confidential information about students and families served. This information shall be held in strict confidence and shall not be discussed with anybody, including co-workers, family members or friends except on a professional need-to-know and authorized basis. Faculty will be provided training on confidentiality issues and laws, and sign the "Confidentiality Policy" form (see form).

Personal information concerning a student may not be divulged by faculty to newspaper, television or radio media by telephone, in writing or in person. All such inquiries shall be directed to the Executive Director. All subpoenas or requests for court records received should be brought to the supervisor's attention immediately. When a question arises

regarding the possible conflict between confidentiality and reporting or court testimony obligations, the faculty should consult with supervisor.

Faculty should also keep in strictest confidence information that may be acquired concerning affairs of other faculty and contracted providers.

Breach of confidentiality shall result in immediate disciplinary action, up to and including discharge. CONFIDENTIALITY is IMPORTANT in each of our jobs. (See form “Record of Performance Counseling/Disciplinary Action”)

### c. Conflict of Interest

Employees are obligated to always act in the best interest of the organization. At all times faculty are prohibited from using their job title, GMS’s name or property for private profit or benefit.

Faculty shall neither solicit nor accept gratuities, favors, or anything of monetary value from students and/or contractors/vendors.

## ODDS AND ENDS

- TYPING OF WORK: Any items needing typing can be done at the Administrative Office.
- CHECKING IN: When arriving or departing the office building, or if you need to be away from your desk for any length of time, please make the proper notation on the "In-Out" Book at the Administrative Office.
- MAIL: Any mail or messages received by the Administrative Office will be placed in the program trays. Please check these trays for messages or mail EACH time you visit the office.  
FORMS: A variety of forms are available from the Administrative Office for internal procedures.
- SUPPLIES: The Center Coordinator can get supplies for you. If we do not have something you need in stock, it can be ordered. Supplies should be requested through your supervisor on a Supply Requisition Form (see form). On the request for supplies, list the item, size, how many and date the items are needed. Please indicate the name of the catalog and the page

number with the order. You should attempt to allow a maximum of two weeks for supply requests.

- **TEMPORARY USE OF EQUIPMENT:** Some written materials, books, manuals, and tools may be available for temporary use from the Administrative Office. You are held liable for the items checked out. Office equipment IS NOT available for personal use.

### **Employment Records**

It is very important that your records are up to date and accurate in order for you to obtain all your benefits. If your address, marital status, number of dependents, telephone number, last name, beneficiary, emergency contact, or similar personal information changes, please make sure that you notify your supervisor so that these changes will be record in your employment records.

Faculty have limited access to their personnel records. If you wish to review your employment file, the request should be made in writing through your supervisor. The employment file shall be reviewed in the presence of the supervisor. Faculty wanting to make an addition/correction to the information contained in the record shall submit the material to the supervisor for inclusion. Personnel files are confidential property of the GMS.

### **Employee Personnel File**

Each person employed by GMS has a confidential file which is stored in locked file cabinets. Past employment files will be kept for seven years and then shredded.

Employment file is organized in four sections and includes:

- a. Hiring Section:
  - An application for employment and resume (Driver's license and SS#?)
  - References check and Recommendation to hire
  - Education (transcripts, diplomas, certificates)
  - Professional certificates (First Aid/CPR Card, Food Handler Permit, etc.)
  - Pre-employment physical exam, drugs and TB screening results
  - Child abuse, criminal history and background check results

- Hire Letter
  - Employee Emergency Contact form
  - Signed Job Description
  - Signed Affirmative Action, Child Guidance Policy, and Confidentiality forms
  - Receipt of the Faculty and Parent Handbooks
  - Signed Faculty Orientation Checklist
  - Resignation or termination letters
- b. Health Section includes:
- Annual physical (other screenings as determined by physician)
  - Blood screens
  - Other health information (illness or return to work orders from physicians)
  - Medication taken during work schedule.
- c. Performance/Training Section includes:
- Faculty performance evaluations
  - Promotions/demotions; Reprimands/disciplinary action reports
  - Professional Development Plan
  - In-Service Attendance records
  - Certificate of 20 h of training during the year
  - College degrees/transcripts received during employment with GMS
- d. Fiscal Section includes:
- I-9 form
  - Payroll change forms
  - Leave request
  - W-9 or W-4
  - Medical Insurance Forms
  - Time Sheets/pay stubs
  - Direct Deposit
  - Voluntary/non-voluntary deductions

Each faculty may review his/her personnel file in the company of the Human Resource staff, supervisor, or Executive Director.

### **Professional Appearance**

GMS expects you to present a professional, business-like appearance because you are projecting our image to our customers and the public. Your work attire should complement an environment that reflects an efficient, orderly, safe and professional operated organization. All GMS faculty

is required to wear the GMS uniform. Review

- Shirts, pants, and clothing should cover the back, shoulders, chest and midriff. Tops must cover waists and top of pants when bending, reaching, etc. Sleeveless shirts and pants must cover undergarments.
- No short skirts that are revealing in any physical position (Skirts should touch the top of the knee).
- Tank shirts, undershirts, sweatshirt hoodies, sweatshirts (for office staff), sweatpants, open-backed garments, spandex, nylon running suits, plunging necklines, bare midriffs, and cut-offs are not acceptable.
- Teaching Staff and other GMS staff may wear non jean shorts (no shorter than 1” above knee) with organization logo shirt May through September.
- Capris and petal pushers (which hit mid-calf) may be worn May through September.
- Office staff may wear jeans with their organization polo on Fridays.
- Clothing should be maintained to present a neat, clean appearance. Ripped or torn clothing is never acceptable.
- No observable absence of undergarments or exposed undergarments.
- All employees shall refrain from wearing clothing which could prove disruptive or hazardous.
- No clothing with suggestive, derogatory, non-therapeutic, or objectionable slogans or insignia printed on it. No clothing that promotes or advertises tobacco or alcohol products. Any tattoos with the above shall be covered either by clothing or by tape.

- Organization ID must be worn at all times. As infants and toddlers may be poked by the badge, GMS staff may post their badges by the door during class time.
- Beards, moustaches and hair must be trimmed and neat.
- Open toed shoes, sling back shoes, and shoes without backs are not allowed in the classroom, kitchen or on the bus. Tennis shoes are not allowed in the office. No shoes that have a material that goes between or around a toe are permissible.
- In Full Day GMS/Classrooms indoor shoes or nonskid slippers that fully encase the foot are to be worn. Indoor shoes are described as shoes that have never been worn outside and are kept at the GMS for the sole purpose of being worn while in the classroom.
- Faculty operating or working around machinery shall wear clothing that follows all safety guidelines.
- For those who work with children: jewelry such as long, dangling or loop earrings, long necklaces worn outside of clothing, sharp or protruding rings or bracelets, that could cause injury if they were grabbed by others or came in contact with others accidentally are not allowed.
- Any visible body piercing (other than appropriate earrings) is not allowed.

## **TRAINING AND EDUCATION**

In addition to the structured training program for all faculty, staff does have the option of attending other job-related conferences, workshops, seminars and educational courses dependent upon the approval of their supervisor.

If mandated by the supervisor to improve faculty job skills and fill a job requirement, the organization will pay the cost of the training or education. Time to attend will be considered part of their work day.

If not mandated by the supervisor, but related to job responsibilities, the organization will pay costs as GMS funds allow. Faculty and supervisor will mutually decide on those costs that will be paid by the faculty and those that will be paid by the organization. Time in attendance will be paid for that portion that falls during the normal working hours. No overtime can be accumulated for non-mandated training programs.

Prior to payment for training, GMS will require that the employee sign a release allowing withholding of the amount from future paychecks for: failure to complete the course; failure to submit proof of a grade of "C" or better; or termination of GMS employment during the training term.

Required travel and attendance are reported on an actual hourly basis on the time sheet.

### **Professional Development Plan**

Every faculty member is given the opportunity to build additional skills so that they may qualify for promotion to positions involving the use of more complex skills and supervisory responsibility.

The primary goal of the Professional Development Plan (see form) is to insure the on-going development of a high quality early childhood development and education program.

In determining faculty training/educational needs, the following tools may be utilized:

1. Self-Assessment and Performance Evaluation
2. Training Evaluations
4. Training Needs Assessment
5. Training required by DCF, ELC, VPK, or other local, state, federal programs
6. Training required by AMS

In assessing individual training needs, the Professional Development Plan may be utilized together with:

1. Self-Evaluation/Growth & Improvement Form (see form)
2. Performance Evaluations and recommendations

The following methods/resources may be used in addressing training/educational needs:

1. Mentor/Supervisor recommendations
2. Local, State, and National Training Conference
3. Local resources (DCF, ELC, American Red Cross; County Health Department; Colleges and Universities; Public Schools; Communities Agencies, etc.)

As part of this process:

Faculty Development Records kept by Human Resources will be updated annually. An annual review of the Faculty Development Plan will be completed by a supervisor each spring.

Sample forms utilized in the Faculty Development Plan follow this narrative including:

1. Training Calendar
3. Training Evaluation
4. Strategic Goals

The Professional Development Plan should have the answer to the following statements:

1. Please provide details on how this training fits with your growth and improvement plan and or staff development plan.
2. For staff person signing this training request, please provide a supporting statement on request approval/denial.
3. Please provide reflection of training and how the information learned will help you grow professionally. This statement must be presented at time of reconciling your travel advance.

### **Training Plan**

When applying for training funds please submit registration (if applicable) with the training request to expedite the process.

- **Education/Training Agreement:** In consideration of receiving the training advance, the faculty will voluntarily authorize GMS to withhold from the pay check the advance amount if I do not attend or fail to receive a grade of a C or better. In addition, it is expected that faculty will turn in grades received from the college attended no later than two weeks after the class has ended. Failure to do so will result in a deduction of the cost of the class at the next pay period. Failure of continued employment for 12 months after attending the training will result in the faculty paying back to GMS the cost of the training.

Education staff pursuing AA or BA degrees that accepts Florida Prekindergarten training funds will be required to teach or work for a minimum of 3 years after receiving the degree. If employee leaves prior to this commitment being fulfilled, employee will be required to repay the

prorated amount of the financial assistance received based on the length of service completed after receiving the degree. This voluntary deduction will be made at the pay period following the conclusion of the training.

If college credit courses are taken, we reserve the right to obtain final grades.

### **Training Guidelines**

1. All requests for training shall be submitted to your supervisor using the organization training request form.
2. All requests for training are expected to be submitted for approval 30 days prior to training. With less than 30-days notice, requests may not be considered.
3. Training location must be within **Florida State. (to be determined)**
4. Where materials and books are included in the registration using training dollars, they shall be considered the property of GMS. All other books shall be purchased by participants, not by the organization.
5. Training expenses will be considered when proper documentation is presented with the training request. **Proper documentation includes (registrations, meal costs, travel costs)**
6. Travel advances are available for training when necessary.
7. When the program pays for training expenses and the trainee is unable to attend, or does not receive a grade of C or better, trainee will reimburse the program for the expenses paid.
8. Upon completion of training, faculty shall submit a brief written training evaluation and pertinent training materials to the Executive Director.
9. Funds will be approved by the Executive Director as available. Funding will be allowed for: **(to be determined)**
  - Conference registration fees
  - Academic training (specific to position or mission of organization)
  - Workshops, webinars
  - CDA fees

10. Other guidance concerning training shall be found in the remainder of this document.

### **Individual Training**

1. The use of GMS for individual training is subject to availability of funds.
2. Funds are available to all staff in the following priority:
  - a) Job related goals from Growth and Improvement
  - b) To gain new skills and knowledge
  - c) To enhance performance
  - d) To update knowledge in component area

### **Group Training**

1. Funds for Group Training shall be allowed when needs are determined by the organization and funds are available.
2. Trainers for groups shall be identified in the following priority:
  - a. Local peer trainers, consultants and/or resources
  - b. Not local peer trainers, consultants and/or resources.
3. When feasible, members of the community may be offered the opportunity to attend group training provided by GMS.
4. Funds will be approved by the Executive Director as available and will be allowed for:
  - a. Trainers/consultants
  - b. Meeting sites or webinars
  - c. Materials
  - d. Travel/per diem
  - e. Academic Credit
5. Group Training needs will be identified by the Administrative Director through the following methods and in response to:
  - a. Programs requirements and standards
  - b. Convergent needs as identified by professional development plan
  - c. Self-assessment findings and program improvement plans.
  - d. Staff individual emergent training needs, growing out of staff meetings.

## **Graduate Credit Training**

Funds are not available to pay for Masters Programs.

## **CDA Training**

Funds are available for CDA certification for Education Staff in the following priority only:

- a. A teacher who meets only minimal program requirements.
- b. A teacher assistant who exceeds minimal program requirements and has identified a CDA teacher position as a Career Development goal.
- c. A person with a valid CDA credential and is seeking a CDA credential in additional areas.
- d. A person with a valid CDA credential (renewal).

CDA candidates must pay for their application and assessment. When the candidate receives a confirmation date, the application and assessment fees will be reimbursed.

**Executive Director or** Administrative Director will be the Program CDA advisors.

Upon enrollment in the CDA program, a candidate's progress will become part of the yearly employee evaluation.

## **In Closing**

In this handbook, we have tried to highlight information you need to know to help you become an outstanding faculty member. If at any time you have questions, do not hesitate to ask your supervisor. We want you to be satisfied with your job and feel a purpose in service to the students and families we serve.

Again, welcome to The Global Montessori School of Ormond Beach. We are pleased you are here and hope you will enjoy your employment with us.

Be proud of your affiliation with us, as we are proud that you are an integral member of GMS professional team.

ATTACHMENTS

Job descriptions

Forms

Policies & Procedures