



CAMPUS
CHILD CARE INC.
EMPLOYEE HANDBOOK
2025-2026

Campus Child Care, Inc. Employee Handbook

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ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

WELCOME TO CAMPUS CHILD CARE

Dear CCC Employee,

I write to you with gratitude that you have joined our team. Campus Child Care is a very special place to work. I have experienced a career filled with challenge, professional growth and exceptional colleagues while I have worked among the talented professionals that make up CCC. As a teacher I found amazing early mentors, as a new administrator I was given guidance and unwavering support, and as a parent I was offered loving advice at every turn. I hope and trust that you, too, will find thoughtful and engaging teammates in your work over the months and years that you are with us.

Have no doubt, I know that caring for very young children in groups is taxing and challenging work. That is why we work in teams, because there is not one person in our organization who would want to do this alone. Teamwork in your classrooms, teamwork with your administrators, teamwork with parents: it is all essential. Across CCC we are an incredible team with a depth and breadth of experience that is extraordinary. Tap into it. For certain, CCC will be stronger and more diverse because of the particular individual experiences you bring to the table. Engage, reach out, collaborate and grow with us. There is much joy to be found in our classrooms! Seek it, celebrate it, nurture it. I am excited to get to know each employee at CCC and encourage you to reach out to me. I am interested in your work and in being sure that Campus Child Care supports your professional journey while you are under our roof.

CCC is prepared to support you as you strive towards excellence in your practice. We want to see you grow and know we have a shared role in your development. While each of our centers has specific job responsibilities, expectations and guidelines, this handbook is designed to provide the CCC framework for you. Some of the policies are the result of regulations set by the State, the Federal Government or other regulatory bodies who provide oversight to our organization. You are expected to know your hours of work and job responsibilities and to be in communication with your local administrative team about your successes and challenges. We pledge to be open to feedback and all communications in support of your career.

It's our pleasure to issue this Employee Handbook to assist you with understanding your benefits and our policies. If you need clarification on any item within this Handbook, please do not hesitate to ask for assistance. You can reach the Executive Director, Katy Donovan, by email at execdirector@campus-cc.org or Human Resources Director Kristin Pineo at hr@campus-cc.org.

Katy Donovan, CCC Executive Director
(on behalf of Campus Child Care, Inc)

This handbook has been written to provide guidance and help you get to know more about Campus Child Care. Brief outlines of the benefits, salary plan, rules and regulations, etc. are contained for your review. This handbook is not a contract. The benefits, policies and procedures outlined in this handbook are subject to change at any time, at the sole discretion of Campus Child Care. This handbook does not make any enforceable promises or guarantees. As changes occur, we will let you know by email.

MISSION STATEMENT

Campus Child Care, Inc. (CCC) is an independent, private, non-profit corporation serving Harvard University and its surrounding communities since 1964. Our mission: to provide the very best quality care and education for young children and their families. We are comprised of seven on-campus programs:

- Botanic Gardens Children's Center
- Harvard Yard Child Care Center
- Oxford Street Daycare Cooperative
- Radcliffe Child Care Center
- Peabody Terrace Children's Center
- Soldiers Field Park Children's Center
- Western Avenue Children's Center



PHILOSOPHY

Each of our CCC programs has a developmental approach to children's learning, though each center may implement this approach in a slightly different way. We believe that a rich early childhood experience combines the best of classical education and current research in the field. In our classrooms, you will see materials from the Montessori tradition, children teaching and learning from each other in the spirit of Vygotsky, and documentation inspired by the Reggio Emilia approach. At the heart of our program is Piaget's philosophy that through play, and at their own pace, children are best able to make new skills and concepts their own. Our philosophies pair an approach to teaching and learning that is individualized by our programs and embrace a shared commitment to parent partnership as an essential pillar of quality.

APPROACH TO TEACHING AND LEARNING

We instill a love and excitement for learning by exposing children to a variety of experiences and activities appropriate to their individual needs and their readiness to progress from one developmental stage to the next. Our emphasis is on the learning process, which does not always result in a finished product or a completed task; learning evolves differently for every child. We create environments where we constantly learn and innovate to keep our children, families, and staff engaged in new thinking and creative opportunities. Our philosophy is based on individualism at all levels – each child, parent, teacher, and member of our community is a valued contributor to the success of the program. We strive to instill respect and appreciation for individual differences, and celebrate diversity. To successfully do so, we inform our practice through current research and theory, actively reflecting, adapting and/or changing programming as necessary to meet the goals of each member of our community and the center as a whole.

All of the CCC centers are committed to an anti-bias approach, which has four learning goals:

1. Nurture the construction of a knowledgeable, confident identity as an individual and as a member of multiple cultural groups (such as gender, race, ethnicity or class)
2. Promote comfortable, empathetic interaction with people from diverse backgrounds
3. Foster each child's ability to recognize bias and injustice
4. Cultivate each child's ability to stand up, individually and with others, against bias or injustice

Our teachers provide environments designed to spark curiosity and support play, then observe children closely to discover what captivates their students. Each team of teachers reflects upon their observations, and plans a curriculum that responds to children's theories, play schemas, emotions, and the larger environment, while introducing new skills and supporting age-appropriate problem solving. Well-planned does not mean rigid, however. Children in groups need a balance of indoor and outdoor time, large and small group work, flexibility and structure in order to be successful. Strong planning skills and knowledge of the group of individuals allows staff to be flexible in their day, making transitions when the children are ready for them rather than when the clock determines it is time for the next activity. We see children as active learners, and teachers as guides and facilitators who:

- Help children develop a positive self-image and experience the freedom to learn and grow with confidence
- Foster children's creative self-expression and their ability to communicate their needs, desires, and experiences in a variety of ways
- Support children's development of positive peer and adult relationships
- Create a safe physical environment in which children can discover, explore, and master new materials, concepts and skills

APPROACH TO PARENT PARTNERSHIP

CCC engages with parents in a true partnership. We work closely with parents as partners to facilitate the transition between home and the center. Just as we bring teachers into our programs with care and individual attention, families are brought on board with personal care. Informal daily communication at drop-off and pick-up and building a sense of trust between parents and staff are vital ingredients of center life. We communicate with parents about their child's day so that they fully appreciate their child's experience individually and as part of the classroom group. We convey to parents that we know their children fully through our careful observations and documentation. In addition to our conversations at drop-off and pick-up, we provide daily written communication forms for infants and most toddlers.

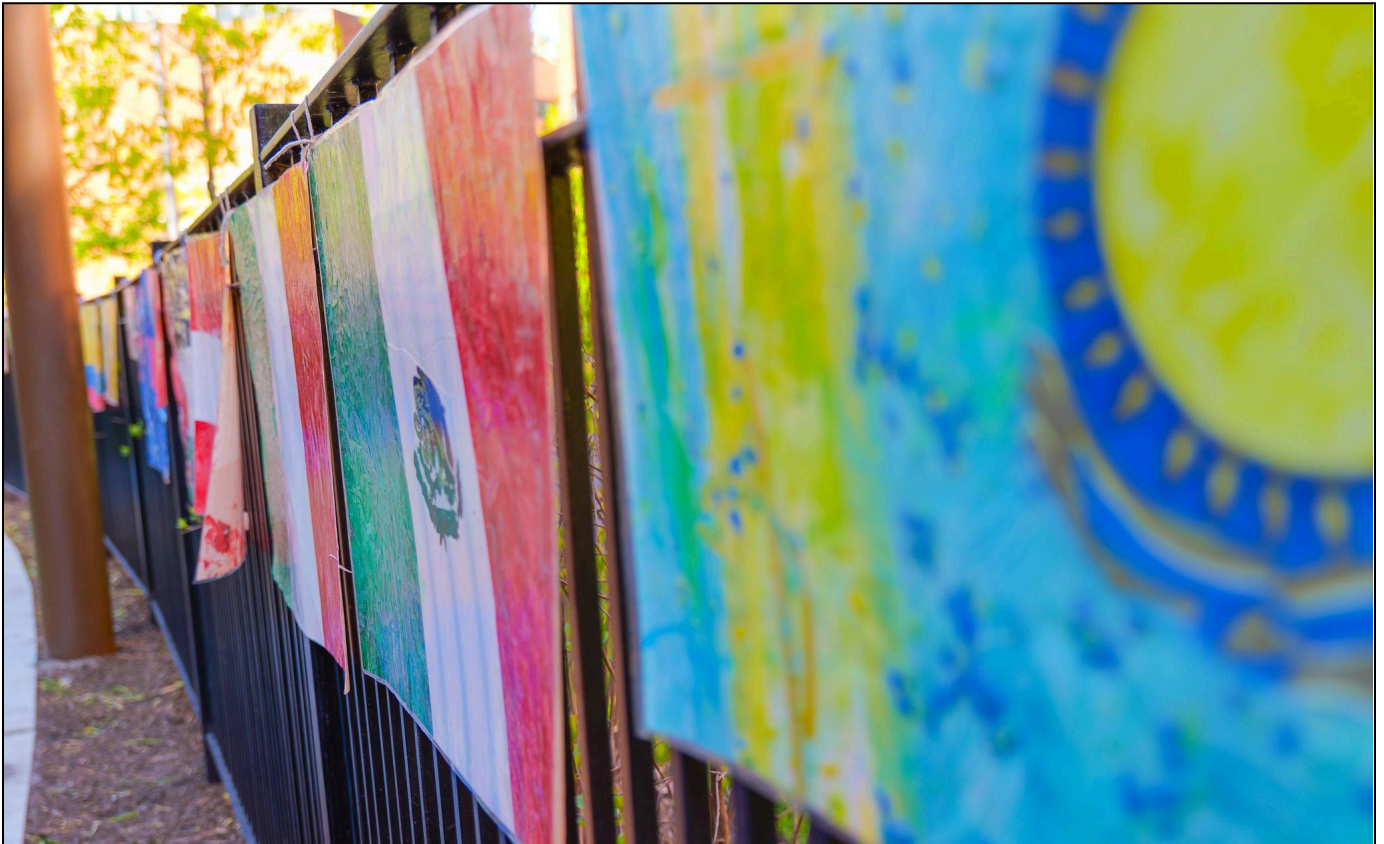
Parent/teacher conferences, written developmental assessments, and year-end transitional meetings are provided to update and support parents throughout the year. Progress reports address each child's development and growth in these areas: Cognitive, Social/Emotional, Language, Fine Arts, Gross Motor, and Life Skills. Parents are actively engaged in all aspects of the centers and influence the culture and programming of the center; parents and staff collaborate on active Center Councils which advise on key decisions related to the daily life at the center.

CODE OF ETHICAL CONDUCT

CCC has adopted the National Association for the Education of Young Children (NAEYC)'s Code of Ethical Conduct (reaffirmed and updated by NAEYC May 2011) for all CCC employees. "Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education."

We have made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect. Please refer to the full statement of NAEYC's [Code of Ethical Conduct](#) on the CCC website (current staff section).



EMPLOYEE BENEFITS

CCC is firmly committed to supporting staff by providing generous benefits as part of its total compensation package. To be benefits eligible, staff must consistently work a minimum of 25 hrs/week. The following is a description of CCC's current benefits. The terms of these benefits are subject to change as a result of Board action, renewal updates, and compliance requirements. When any changes are planned, employees will be informed in a timely way. For more information, refer to the applicable Plan documents, which can be obtained from the CCC Central Office. In the event of a conflict between this Handbook and the Plan documents, the Plan documents supersede the Handbook.

HEALTH AND DENTAL INSURANCE

All employees who work 25 or more hours per week are eligible to participate in the health and/or dental insurance plans available as of the first date of employment. Premium costs for employees are paid entirely by Campus Child Care. If an employee needs to cover a spouse and/or children, employees are responsible for paying for their spouse or child/ren through pre-tax payroll deductions. More information is provided to you in your benefits orientation packet.

If your Massachusetts-mandated insurance coverage needs are provided by a parent/spouse/domestic partner, you may be eligible to receive a cash payment to help cover the cost of your health insurance. To obtain a payment, you must provide the Finance Director with evidence of insurance and documentation of the extra cost that the parent/spouse/domestic partner is incurring to cover you. Payments for other employees will be issued monthly as reimbursement checks and will equal the extra cost the parent/spouse/domestic partner is paying to ensure the employee or the cost of CCC's least expensive insurance plan, whichever is less. If your coverage by a health plan external to CCC is expected to terminate because you are turning 26 years of age or because of some other qualifying event, you must inform the Central Office so that we can initiate enrollment in our CCC plan and prevent a coverage gap.

If your CCC group health care coverage is terminated, you may be eligible for continuation coverage under the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). The continuation of coverage is at your expense. The details of this coverage are set forth in the Plan documents and the descriptions of benefits, limitations and exclusions are in the literature CCC will provide to you. Please review those documents for further information.

EMPLOYEE ASSISTANCE PROGRAM

CCC offers an Employee Assistance Program to each employee. This plan is available to you and provides free assistance with daily living matters, convenience services, and offers support for total well-being. There is significant support for you and anyone over the age of 18 who lives in your household. Written information on this program is given during orientation, but you can find out more information at: <https://my.kgalifeservices.com/>

SHORT TERM AND LONG TERM DISABILITY INSURANCE

All employees who work 25 or more hours per week are provided with Short Term Disability (STD) and Long Term Disability (LTD) coverage. CCC will sign you up for this insurance as of your first day of employment and the coverage expires on the date of separation from CCC except under some specific circumstances. CCC will cover the premium for STD and LTD. The plans may provide you with a percentage of your wages if you are unable to work due to an illness, injury or disability that is not related to work. Please see the Plan documents for additional information. If you are out of work or expect to need coverage, please be in touch with your Director or the Central Office to discuss the required paperwork.

PAID FAMILY MEDICAL LEAVE

Under the Massachusetts Paid Family and Medical Leave (PFML) law, starting January 1, 2021, an employee may take:

- up to 12 weeks of PFML per benefit year for the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces;
- up to 20 weeks of PFML per benefit year to care for the employee's own serious health condition that incapacitates them from work; and
- up to 26 weeks of PFML per benefit year to care for a family member who is a covered service member with a serious health condition.

Starting July 1, 2021, an employee may take up to 12 weeks of PFML per benefit year to care for a family member with a serious health condition.

An employee may be eligible for up to 26 total weeks, in the aggregate, of PFML in a single benefit year. PFML will run concurrently with all other applicable leave, including but not limited to FMLA leave and short term disability leave, if applicable.

CCC has a private PFML plan, which is approved by the Massachusetts Department of Family and Medical Leave (the Department) and is administered through Principal Financial. With support from Human Resources, an employee must apply for PFML directly through Principal, which determines whether the employee is eligible for PFML and the employee's PFML weekly benefit amount. As of November 1, 2023, employees can "top off" their PFML benefits with accrued sick or vacation time, not to exceed their regular weekly earnings.

NOTICE AND INTERMITTENT LEAVE

An employee must provide Human Resources with notice of the anticipated start date of PFML, the anticipated length of PFML, the type of PFML, and the employee's expected return date at least thirty (30) days in advance, or as soon as practicable.

In the case of PFML for the employee's or a covered family member's serious health condition, the leave may be taken intermittently or on a reduced hours basis if such leave is medically necessary.

In the case of PFML due to a qualifying exigency arising out of a family member's active duty or impending call to active duty in the Armed Forces, PFML may be taken on an intermittent or reduced leave schedule.

EMPLOYEE PROTECTIONS

CCC will not discriminate or retaliate against any employee for exercising their right to take PFML. During the duration of PFML leave, CCC will continue to provide for and contribute to the employee's employment-related health insurance benefits. An employee who returns to work from PFML will be reinstated to their previous position or to an equivalent position with equivalent pay and employment benefits.

If an employee takes PFML to care for the employee's own serious health condition, CCC may require the employee to obtain and provide a fitness-for-duty certification from the employee's healthcare provider, certifying that the employee is able to resume work.

To the fullest extent permitted under applicable law, PFML leave will run concurrently with any other leaves of absence taken at the same time, whether paid or unpaid, including but not limited to, leaves taken under the Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act.

RETIREMENT PLAN

CCC offers a retirement plan to all of its employees who work at least 25 hours per week. Employees can elect to have a payroll deduction into a personal retirement account. CCC makes an annual contribution to employees' accounts, based on years of service to Campus Child Care. You will be provided with information about this during your orientation/onboarding.

Service band (in years)	Annual Payment
Under 1	\$0
After 1 to under 5	\$1,500
After 5 to under 8	\$3,000
After 8 to under 12	\$4,500
After 12 years +	\$6,000

In addition, CCC contracts with SFP Wealth to provide expertise in retirement planning. You will be offered a chance to meet with an SFP representative on site, arrange a meeting at their offices, or through Zoom to support your retirement planning.

LIFE INSURANCE

All employees who work 25 or more hours per week are provided with a life insurance policy through CCC equal to one year of salary or \$50,000, whichever amount is less. You will be asked to provide a beneficiary to this policy, but it is not required in order for the policy to be in force. CCC will pay the employee's premium for the policy. Insurance expires on the date of separation from CCC. However, employees have the option of continuing the policy if they notify the insurance company within thirty (30) days and pay premiums as directed.

WORKERS COMPENSATION

All employees are covered by workers' compensation pursuant to Massachusetts law. Anyone injured at work must report the injury to his/her Director or the Human Resources Director as soon as possible.

COMMUTER SUPPLEMENT

Each Center offers its employees a commuter supplement to help defray the cost of parking/commuting to work. Please see your Director for more details.

CONTINUING EDUCATION SUPPORT

For the 2025/26 school year, CCC will provide supplementary funds to support on-going training and instruction in the ECE field. Staff are encouraged to pursue higher levels of certification from the Massachusetts Department of Early Education and Care (EEC) and/or coursework leading to a degree in early childhood education. Please see the CCC staff portal or your Director for more information.

PAID TIME OFF

All CCC employees who are employed more than 25 hours a week are entitled to paid time off. Each center has a different system for paid time off, all of which are compliant with Massachusetts laws regarding paid sick time, FMLA and other laws and regulations around sick, vacation, and leaves of absence. Please see your site specific policies concerning what to expect for paid time off while you are employed at CCC. In general, new employees who are still in their trial period are not eligible for paid time off.



BEREAVEMENT TIME POLICY

All CCC employees who are employed more than 25 hours a week are entitled to 5 days of bereavement leave per benefit year for the death of a close family or household member, or following a miscarriage, failed surrogacy, adoption, or fertility treatment. Additional leave will be subject to approval by the HR Director.

COMPENSATION AND PAYROLL

PAYROLL DEDUCTIONS

The amount of take-home pay (net) from your paycheck is not the full amount of wages which CCC pays you. Part of your pay comes in the form of deductions, and will be set aside either to meet government requirements or for specific purposes authorized by you. During orientation you will be provided with instructions on how to set up secure access to your individual portal for our payroll provider, either on your smartphone or on a computer. Your payroll portal shows the amount of your earnings for the pay period, accumulated earnings for the year, deductions made, and other important information. For income tax purposes, CCC will provide you and the Internal Revenue Service (IRS) a statement of your yearly earnings and taxes withheld. This statement is known as the “W2 Withholding Statement” and will be issued to you sometime in the month of January.

Your paid time off will be visible through your payroll portal, both taken and available. This will be reported to our payroll provider by the individual in your Center who handles payroll and the information aligned with your timesheets and requested time off. For permanent employees, sick time is “front loaded” and your other paid time off, which is confirmed in your employment agreement, is accrued. Your available paid time off amount at any point in time is what you have accrued at that point in time. Your payroll app will show the total sick and vacation time that will be available for you, providing that you complete the employment agreement with your Center. If you take all (or more) of your time but do not complete the timeframe of the employment agreement, the time owed CCC will, to the extent permitted by law, be deducted from your final paycheck.

MANDATORY DEDUCTIONS

The Federal Income Tax law requires CCC to withhold income taxes on wages earned. It also requires that taxes be withheld from overtime and other additional payments. Under provisions of the Federal Insurance Contributions Act (FICA), you and CCC contribute on an equal basis to provide for your Social Security retirement and for your dependents, in the event of your death or disability. Your share of this contribution is handled by payroll deductions. State taxes are also withheld.

IMPROPER DEDUCTIONS

Under certain conditions, the law permits employers to make deductions from the wages of its

employees. CCC will make deductions from the wages of its employees only as permitted by law. Making improper deductions from the wages of employees is strictly prohibited. Despite our best efforts to prevent improper deductions, however, it is possible that mistakes may be made. Any employee who believes that a deduction has been taken improperly from his or her paycheck should immediately report his or her complaint or concerns to Wakana Suzuki at finance@campus-cc.org and Arlete Peterson at accounting@campus-cc.org. Every effort will be made to ensure that complaints will be investigated and resolved promptly. If CCC determines that a deduction was taken improperly, CCC will reimburse the affected employee for the improper deduction. All employees may file complaints or raise concerns regarding deductions from wages without fear of reprisal.

We are committed to preventing improper deductions. Managers and supervisors who are uncertain about whether a deduction is proper should seek guidance from Wakana Suzuki before making or ordering the deduction. Managers and supervisors who knowingly make or authorize improper deductions are subject to disciplinary action, up to and including termination.

GARNISHMENTS AND ATTACHMENTS

Attaching part of an employee's wages for the debts owed to others is an unpleasant proceeding, but if you have debts that qualify for garnishment, CCC may be required to comply. You should make every effort to keep your private financial situation from involving Campus Child Care, Inc. Compensation.

All positions at CCC fall into two categories: exempt (salaried, typically administrative in nature) or non-exempt (hourly, all classroom staff). Employees working in non-exempt positions are paid on an hourly basis and are eligible to receive extra or overtime pay for hours worked in excess of 40 hours per week. All early childhood teachers are considered non-exempt (hourly) employees by Massachusetts labor law.

Employees at CCC will be paid on a bi-weekly basis, every other Friday. Wages are delayed by one week, such that any paycheck reflects time worked through the previous Friday. All timesheets must be submitted through your payroll app - either through the mobile app or online. Failure to record and submit your time will result in incorrect wages. Your paycheck will be directly deposited into your bank account and you will be provided with information on how to access your wage statements through the payroll provider.

SALARIED EMPLOYEES (EXEMPT)

Salaried employees will receive the same amount of pay each pay period, no matter how many hours they work.

Employees in exempt positions are paid on a salaried basis and are not paid overtime. The salary received by exempt employees compensates them for all hours worked during the pay period. CCC does not provide compensatory time or overtime to salaried employees. The Directors, Assistant Directors, and other administrators are considered exempt employees.

HOURLY EMPLOYEES (NON-EXEMPT)

Hourly employees will be paid a set amount per hour.

OVERTIME - HOURLY AND NON-EXEMPT EMPLOYEES

There are occasions when the regular work hours are not sufficient to complete the required work load. On such occasions, employees may be requested to work additional hours. For hourly (non-exempt) employees, overtime must be authorized by the appropriate center director in advance of time worked. Additional compensation is paid at time and one-half for time worked over 40-hours per week. Overtime is paid based only on time actually worked. **Paid breaks and paid time off (e.g. sick time, vacation time, holidays etc.) are not considered time worked, and are therefore not counted towards total time worked.** Compensation for overtime work will be paid to all non-exempt full-time and part-time employees whose worked hours are over forty (40) in any week. Timecards indicating overtime must be authorized by the employee's Center Director. Exempt (salaried) employees are not authorized to receive additional compensation for overtime.



EMPLOYEE STATUS

PRE-EMPLOYMENT AND TRIAL PERIOD REQUIREMENTS

All employees, both exempt and non-exempt, will follow a predictable series of interviews before being offered a position. Interested candidates should submit a job application, cover letter and resume in order to apply for a position.

A screening phone call will be made by an administrator or the HR director to gather initial information and arrange an in-house interview. At the time of interview, a potential employee will begin the background check described below. A candidate must complete the Background Records Check (BRC) process prior to assuming teaching responsibilities. Candidates will be asked to attend a series of interviews, including a work observation and teacher and/or parent interview. This may require several visits to the program. The extended process is meant to allow candidates to be seen in several scenarios and supports the long-term goal of hiring the right person for the position available. Candidates will not be paid for time spent in the interview process.

BACKGROUND CHECKS PRIOR TO THE TRIAL PERIOD

All potential employees must complete a BRC consent form as required by EEC that consists of a Criminal Offender Records Information check (CORI), a Department of Children and Families (DCF) background record check for abuse and neglect, and a Sex Offender Registry Information check (SORI), followed by a National fingerprint-based criminal records check. The Department of Early Education and Care (EEC) will review all background checks and may disqualify an applicant based on any findings in that person's record check. CCC is not able to hire candidates to work in an unsupervised conditional status while their BRC is pending completion. Instead, a candidate undergoing a BRC for a licensed group program may only be hired in a supervised provisional status after completing a fingerprint scan and receiving approval of a SORI check. For more information, see the BRC regulations which are available online at the EEC site.

EMPLOYEE AT WILL

All employees at Campus Child Care are at-will employees. This means that employment may be terminated with or without cause and with or without notice at any time by CCC or by the employee. No manager, supervisor, or employee of Campus Child Care may enter into any agreement for employment for any specified period of time or make any agreement, implied or expressed, for employment other than on an at-will basis. Only the Executive Director has the authority to make any such agreement and then only in writing.

TRIAL AND REGULAR EMPLOYEES

A trial employee is one who has (i) not completed 90 days of employment, or (ii) has not completed any extensions to this initial trial period.

A regular employee is one who has successfully completed the trial period and any extensions made to this period.

FULL-TIME AND PART-TIME EMPLOYEES

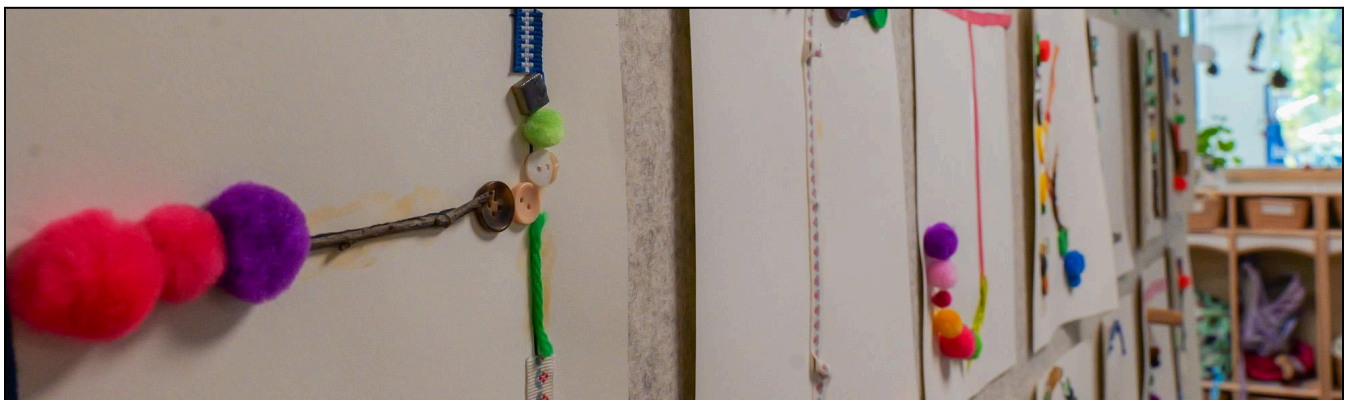
A regular full-time employee is one who (i) successfully completes the trial period, (ii) works a minimum of 25 hours a week, and (iii) is assigned to a position with regularly scheduled hours. A regular part-time employee is an employee who (i) successfully completes the trial period, and (ii) works fewer than 25 hours per week, and (iii) is assigned to a position with regularly scheduled hours.

TRIAL PERIOD

Each new employee will receive, within 3 days of their start date, an email that includes instructions to complete their employment profile in ADP. You will be required to fill out forms such as an I-9, W-4, M-4, and a direct deposit authorization form. During your first week of employment, the Benefits Manager will meet with you to review your health and dental insurance information, as well as your entire CCC benefits package. You will receive onboarding about your center's individual policies by your Center Director/Assistant Director that will span over the first months of your employment. This will include, but will not be limited to, your required online EEC trainings (which must be completed before you are in a classroom), required paperwork for your on-site personnel folder, a health and safety orientation, and all site-specific guidelines.

ORIENTATION

Each new employee will receive, within 3 days of their start date, an email that includes instructions to complete their employment profile in ADP. You will be required to fill out forms such as an I-9, W-4, M-4, and a direct deposit authorization form. During your first week of employment, the Benefits Manager will meet with you to review your health and dental insurance information, as well as your entire CCC benefits package. You will receive onboarding about your center's individual policies by your Center Director/Assistant Director that will span over the first months of your employment. This will include, but will not be limited to, your required online EEC trainings (which must be completed before you are in a classroom), required paperwork for your on-site personnel folder, a health and safety orientation, and all site-specific guidelines.



HEALTH REQUIREMENTS FOR EMPLOYEES

PHYSICAL EXAMINATION

Each educator (trial and regular full time, part time and substitute) must provide evidence that they have had a physical exam within one year of employment with CCC. At the time of employment, a new employee must submit a written statement of health based upon a medical examination that includes any indication of health limitations restricting the employee's ability to perform the essential functions of the job with or without a reasonable accommodation. Each employee's job description sets forth the essential functions of the job, but generally an educator's work is physical in nature and typically requires employees to be able to bend, sit, stand and lift up to 40-50lbs on a consistent basis. Any restrictions must be outlined in a signed health care letter. In addition, you must also provide evidence of immunity to Measles, Mumps and Rubella (either by vaccination or titers) or a written document that states that immunization or vaccination conflicts with his or her sincere religious beliefs, or has a written statement by a licensed medical professional that such vaccination or immunization is medically contraindicated.

Physicals must be repeated every two years, and should state that the educator is able to complete the essential functions of their job with or without a reasonable accommodation. To facilitate compliance with this requirement, new and current employees should present a copy of their job description to the health care provider completing the certification. Employees may request a copy of their job description from the Center Director or Assistant Director.

CPR AND FIRST AID TRAINING

All regular full- and part-time employees must obtain first aid training within six months of employment and maintain current certification every two years. CPR training must be completed every year. CCC will pay for or reimburse your cost for these training sessions if you arrange your own course. Each CCC center typically offers CPR & first aid training onsite during the annual "work week."

Other Training Requirements

Preventing child abuse and molestation is everyone's responsibility at CCC. Formal training, awareness and classroom management are cornerstones that uphold this principle. All employees must complete the trainings required by EEC which include recognition of signs and signals of sexual abuse and/or neglect in young children. This is an annual training and a verbal review of the information is completed during orientation. In addition, each staff member may be required to complete an annual training provided by our insurer of record. Finally, we endeavor to have no teacher left alone with one child, at any given time, as a general safety practice.

EXPECTATIONS REGARDING ATTENDANCE

CCC requires regular, reliable, and timely attendance for all employees. Employees are expected to be present at work when scheduled, and to be ready to begin their expected duties at their scheduled start time. If an employee is repeatedly absent, late, or leaves work early for reasons not covered by our paid time-off policies, is frequently absent or tardy (not including pre-approved vacations and personal days), commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for paid time-off or exhibits a clear pattern of taking unscheduled time-off on days just before or after a weekend, vacation or holiday, the employee may be subject to disciplinary action, up to and including termination.

INCLEMENT WEATHER

It is CCC's policy to provide child care in all types of weather. Typically, if the University is open, the centers are open. However, when the Executive Director, in conversation with the Center Directors, determines that the operation of the centers presents a danger to the safety of the children or staff, then the Executive Director is authorized to close the centers for all or part of the day. The Executive Director, in consultation with the Center Directors, shall also have the discretion to take whatever steps necessary short of closing in order to ensure the safety and health of the children or staff.

If the Center is closed, staff who were scheduled to work will be paid. If the Center is open but the employee does not come to work, the employee must use his/her own paid time-off. Employees will receive full pay for days when the Center is closed for a weather emergency. However, if an employee is already scheduled for a personal or vacation day and the Center closes for a weather emergency, that day will still count as a personal or vacation day. On days when weather conditions make travel difficult, employees arriving late will be paid for all hours worked following their arrival.

If Harvard University is closed or if the Governor of the Commonwealth of Massachusetts declares a State of Emergency, all of the Campus Child Care centers will also be closed. Any changes to center hours will be announced via email to all staff and to all families. In addition, you may have notification responsibilities as a result of individual center policies when a center is opening late, closing early, or closing altogether.



PERSONNEL RECORDS

Personnel records for each employee will be maintained securely at your individual work site. These records may include resume, reference checks, emergency contact information, evidence of compensation levels, performance reviews, and any other documents relevant to your current employment status. Personal medical information will be held onsite securely at your center but segregated from your regular personnel file. Tax withholding documents and employment eligibility documents will be kept securely at the Central Office. Employees may review their personnel files after making a request to their Center Director and may submit new tax withholding documents to the Central Office at any time.

DEPARTMENT OF EARLY EDUCATION AND CARE (EEC) PERSONNEL FILE REQUIREMENTS

1. Resume
2. BRC -CORI/SORI/DCF and Fingerprint Letter of Suitability (in a separate file)
3. EEC Staff Information Form
4. EEC Professional Qualification Certificate
5. PQ Registry Certificate/Tracking 20 hours of professional development annually
6. Current CPR/First Aid Card
7. Proof of EEC Essentials Trainings (within the first 60 days of hire), found at the EEC Strong Start website
 - a. An Introduction to Child Development
 - b. Child Abuse and Neglect
 - c. Emergency Response Planning
 - d. Medication Administration: "The Five Rights"
 - e. Food Related Risk and Response
 - f. Hazardous Materials
 - g. Infant Safe Sleeping Practices
 - h. Infectious Diseases and Immunizations
 - i. Physical Premises Safety
 - j. Shaken Baby Syndrome
 - k. Transporting Children
8. Proof of physical (every 2 years, in a separate file)
9. Proof of vaccination or immunity to Measles, Mumps and Rubella (German Measles) (in a separate file)

Additional information review required: In addition to the information required by the EEC, Harvard also requires compliance with policies concerning the treatment and interactions with minors on campus. Please review these policies and you will be asked to acknowledge acceptance during orientation.

CHANGES IN PERSONAL DATA

It is the employee's responsibility to notify the Central Office as soon as possible of the following:

1. Change of address or phone number

2. Legal change of name
3. Change of status regarding legal right to work
4. Beneficiary change

PROFESSIONAL DEVELOPMENT

The State of Massachusetts mandates that each educator must complete professional development hours annually and document these hours in their Professional Qualifications registry with EEC. Any educator working fewer than 10 hours per week must complete 5 hours of training each year. Any educator working at least 10 but fewer than 20 hours per week must complete at least 12 hours of training each year. Educators working 20 or more hours per week must complete 20 hours of training each year. At least one third of these training hours must address diverse learners. You may attain some of your PD through onsite programming at CCC, through the Annual Day of Learning, or through college coursework or workshops. You may want to focus your PD in one area or another to align with your professional goals and individual professional development plan developed in conversations with your Director. CCC encourages you to continue to grow as an educator and provides paid time off and generous funds for staff who are seeking to deepen their understanding of children's growth and development, family dynamics, and educational pedagogy. Discuss your time and financial needs for PD with your Director. Documentation of professional development will be kept in your personnel file and online at your PQ registry.

TIME RECORDS

A timecard in the payroll provider application will be available each payroll period. At the end of the payroll period, total weekly hours must be entered by each employee. The timecard will then be reviewed and approved by the Center Director or other designated individual.

Applicable law requires Campus Child Care to retain records on employees' working hours. In addition, failure to fill out and submit time sheets as required will delay wage payment and is a violation of CCC Policy.

PERSONNEL POLICIES

MANDATED REPORTERS

Reporting Child Abuse and Neglect

Every employee of Campus Child Care is a mandated reporter under M.G.L. c. 119, § 51A and must make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted. Abuse is any non-accidental act to a child that causes or creates a risk of physical or emotional injury. Abuse includes any sexual contact between a caretaker and a child. Neglect is the failure by a caretaker, either deliberately or through negligence or inability, to provide a child with minimal care.

Definitions: (From Department of Children and Families Regulations- CMR110, section 2.00):

a. Abuse: the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

b. Neglect: Failure by a caretaker, either deliberately or through negligence or inability to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home setting).

All CCC employees must complete the required training provided by the EEC on child abuse and neglect and any trainings required by our insurance carrier. These trainings reinforce an employee's understanding of the actions considered as grooming behaviors, reasons for avoidance of one on one time alone with children, and procedures to be followed if abuse or neglect of a child is suspected.

CCC must notify the Department of Early Education and Care immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity. CCC must also notify EEC immediately upon learning that a report has been filed naming an educator (or person regularly on the child care premises) an alleged perpetrator of abuse or neglect of any child.

Procedure:

a. If a staff member has a reasonable suspicion of abuse or neglect of a child, that person will immediately notify his/her immediate supervisor and a center administrator.

- b.** If the suspicion involves a center employee, the suspected employee will be immediately removed from working directly with children and will be suspended until an investigation has been completed. The employee will be terminated if abuse or neglect is substantiated.
- c.** The staff member must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. This information will be reviewed and discussed with the program director.
- d.** A verbal report will be made by the program director to the Department of Children and Families (DCF) within 24 hrs., followed by a written report (51A) within 48 hrs. The report will include dates, times, names of all involved parties (adults and children), place, and a description of the incident.
- e.** A written report will be made with EEC, the licensing agency.
- f.** A verbal and written report will be submitted to the Executive Director of CCC.
- g.** Written documentation will be forwarded to DCF if requested. All information is confidential and will be kept in the child's file. The program director will communicate any concerns of abuse or neglect reported to DCF with parents/guardians unless contraindicated.
- h.** The center will comply with all requests from State agencies in an investigation. The DCF 24-hr. Child-At-Risk Hotline can be reached at (800) 792-5200.

All information concerning a report, investigation, and/or outcome concerning an accusation of abuse or neglect of a child will be held as confidential to the extent possible during and after an investigation.

VIOLENCE POLICY

Nothing is more important to Campus Child Care than the safety and security of our children, families, employees, and visitors. Threats, threatening behavior, or acts of violence against children, families, employees, visitors, or guests of CCC will not be tolerated. Violations of this policy will lead to disciplinary action, up to and including termination. In addition, CCC is sensitive to issues of domestic violence and the potential danger it poses to our employees and our workplace. Accordingly, CCC will not hesitate to contact the appropriate law enforcement authorities in the event of any threatening behavior or act of violence against employees, visitors, or guests of CCC, and to initiate criminal prosecution, if appropriate.

No employee shall be permitted to bring any guns, knives, or other items which could be used as weapons onto any CCC Center premises. CCC reserves the right to prohibit employees from carrying any items which management, in its sole discretion, deems to be dangerous or potentially dangerous.

If you become aware, either directly or indirectly, of any violence or threats of violence, whether vague, direct or indirect, notify your center director immediately. In addition, CCC requests that employees who currently hold or seek to obtain temporary or permanent restraining orders against others who have threatened or committed violent acts against them inform their center director and the central office, in order to apprise CCC of any potential threats to your security or the security of others within our workplace. CCC understands the sensitivity of this type of information, and will make every effort to protect the confidentiality and privacy of the person(s) involved.

ALCOHOL AND MARIJUANA

Alcohol and marijuana are not permitted in any CCC program and may not be consumed on the premises or during lunch or any other breaks or at any time so as to interfere with regular performance of work. Employees will not be permitted to work if they are under the influence of alcohol or marijuana. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination.

DRUGS/ILLEGAL SUBSTANCES

The use of controlled substances is inconsistent with the behavior expected of our employees as it subjects our workforce and families to unacceptable safety risks and undermines our ability to operate effectively. Accordingly, the use, sale, purchase, or possession of drugs or drug paraphernalia or other dangerous substances by an employee, except in accordance with medical authorization and applicable law, is strictly prohibited.

If an employee is lawfully taking a medication (including prescribed medications, home remedies, and over-the-counter medications) that may interfere with the employee's ability to perform any aspect of their job, the employee must inform his/her supervisor before undertaking any work activities. In such cases, the employee may be required to take time off during the period that the medication is being used and/or be required to provide medical documentation confirming their ability to safely and effectively perform their job duties, notwithstanding use of the medication. Campus Child Care reserves the right to require an employee to submit to drug testing if it reasonably suspects drug/alcohol use in the workplace.

SMOKING

The Massachusetts Smoke Free Workplace laws require all schools to be smoke free. Employees who smoke may do so in outdoor areas at least 50 yards from the Center during their breaks or lunch period, but these may not be broken into segments for the purpose of smoking. Smokers are expected not to break these rules. All employees should be aware that cigarette smoke leaves both a strong odor and toxins on clothing and hair that are potentially dangerous to young children. Staff may be asked to take appropriate actions to protect children in their care from toxic residue.

HEALTH AND PHYSICAL RESPONSIBILITIES

The essential functions of your job may require certain physical demands. Some examples of these demands are engaging children at eye level, sitting upon the floor, bending, lifting and carrying children up to 40-50 pounds and responding quickly to an emergency. Reasonable accommodations may be made for persons with disabilities to support them in performing the essential functions of their jobs.

REASONABLE ACCOMMODATION

CCC is committed to complying with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. CCC will endeavor to provide reasonable accommodations requested by all employees with disabilities who are otherwise able to perform the essential functions of their job. An employee seeking an accommodation should contact their Center Director and the Human Resources Director.

A reasonable accommodation may include any action which enables a qualified individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the center or pose a threat to the health and safety of the employee, children, or coworkers. Campus Child Care will engage in an interactive process with the employee to determine the feasibility of the requested accommodation, considering various factors, including but not limited to: whether the accommodation is effective, the nature and cost of the accommodation, the availability of outside resources, the overall financial resources of the organization, and the accommodations impact on the operation of the business. CCC may require that the individual requesting the accommodation provide adequate medical certification and a job-related functional assessment. It may, under certain circumstances, request and finance an independent medical examination. Also, in some instances, CCC may not approve the accommodation requested by the employee but may provide an alternate accommodation. The employee will be informed of the decision on the accommodation request.

FAIRNESS TO PREGNANT WORKERS

Under the Massachusetts Pregnant Workers Fairness Act and applicable federal law, employees have the right to be free from discrimination in relation to pregnancy or a condition related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child. The right to be free from such discrimination includes the right to reasonable accommodations for conditions related to pregnancy.

CCC will provide reasonable accommodations for an employee's pregnancy or any condition related to the employee's pregnancy (which includes, but is not limited to, lactation or the need to express breast milk for a nursing child) to enable the employee to perform the essential functions of the employee's job, unless the requested accommodation would impose an undue hardship to CCC. A reasonable accommodation may include, among other things: (i) more frequent or longer paid or unpaid breaks; (ii) time off to attend to a pregnancy complication or recover from childbirth with or without pay; (iii) acquisition or modification of equipment or seating; (iv) temporary transfer to a less strenuous or hazardous position; (v) job restructuring; (vi) light duty; (vii) private non-bathroom space for expressing breast milk; (viii) assistance with manual labor; or (ix) a modified work schedule.

Employees seeking pregnancy-related accommodations should make a request to the Central Office. After the employee has requested an accommodation, CCC and the employee will engage in an interactive process to determine the feasibility of a requested accommodation. During the interactive process, CCC may require documentation about the need for a reasonable accommodation from an appropriate health care or rehabilitation professional unless the employee has requested more frequent

restroom, food or water breaks, seating, limits on lifting over twenty (20) pounds, or a private non-bathroom space for expressing breast milk. CCC may also require documentation when an employee seeks an extension of the accommodation beyond the originally extended accommodation.

In determining whether an accommodation constitutes an undue hardship, CCC will consider the nature and cost of the needed accommodation, the overall financial resources of CCC, the overall size of the business of CCC with respect to the number of employees and the number, type and location of its facilities, and the effect on expenses and resources or any other impact of the accommodation on CCC's program, enterprise or business.

CCC will not:

- Take an adverse action against an employee who requests or uses a reasonable accommodation .
- Deny an employment opportunity to an employee because of CCC's need to provide the employee a reasonable accommodation based on a known condition related to the employee's pregnancy.
- Require an employee to accept an accommodation the employee chooses not to accept where the accommodation is not necessary to enable the employee to perform the essential functions of the job.
- Demand that an employee takes a leave of absence if another reasonable accommodation would suffice and would not pose an undue hardship to CCC.
- Refuse to hire a person who is pregnant because of the person's pregnancy or condition related to pregnancy where the person can perform the essential functions of the position with a reasonable accommodation that would not impose an undue hardship to CCC.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

CCC's policy is to provide equal employment opportunities by recruiting, hiring, training and promoting applicants and employees without regard to race, color, religion, creed, national origin, sex, age, ancestry, sexual orientation, genetics, pregnancy, marital status, gender identity/expression, disability, handicap, military obligations, veteran status, political affiliation or any other category protected by law ("protected class status").

We affirm that the above policy reflects CCC's attitude and its intention to do the following:

- Recruit, hire and promote for all job classifications without regard to protected class status.
- Base decisions on employment so as to further the principles of equal employment opportunity.;
- Make promotion decisions that are in accord with principles of equal employment opportunity.
- Administer personnel actions such as compensation, benefits, transfers, determinations and company-sponsored training without regard to protected class status.
- Make equal employment opportunities available to qualified disabled or handicapped persons.
- Provide equal employment opportunities to those who are veterans.

ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURES

Campus Child Care believes that everyone should be treated with respect and dignity and supports the right to work in an environment that is free from unlawful discrimination and all forms of harassment, including sexual harassment. It is CCC's policy that no member of its community, whether supervisory or non-supervisory, may harass another. This policy also applies to families and others who visit any of the CCC child care centers.

CCC's goal is to promote a workplace that is free of harassment based on race, color, religion, national origin, ancestry, sex, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, gender, gender expression, genetics, veteran status, pregnancy, military obligation or other protected status. Harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from harassment, the harassment conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because CCC takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual or other harassment.

DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is

hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one's sexual experience.
- Discussion of one's sexual activities.
- Dissemination in the workplace of sexually-explicit voicemail, email, graphics, downloaded material or websites.

****All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.**

COMPLAINTS OF HARASSMENT

If any of our employees believes that he or she has been subjected to harassment or retaliation, the employee has the right to file a complaint with our organization. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting your Center Director, the HR Director, or CCC's Executive Director at 617-945-1658, or at 8 Story Street, Suite B70, Cambridge, MA 02138. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

HARASSMENT INVESTIGATION

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees or other members of the CCC community, we will take such action as is appropriate under the circumstances. For employees, such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

GRIEVANCE PROCEDURE

CCC believes that conflicts should be resolved as “locally” as possible. The first attempts to resolve an issue should be with the people closest to the problem: typically, a teammate or person on-site in your center. If the staff members are unable to solve their concern, they should seek a meeting with the Center Director. If she/ he is unable to reach a solution, the staff may ask for a meeting with the HR Director or the CCC Executive Director.

STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (300 days).

1. The United States Equal Employment Opportunity Commission (“EEOC”) John F. Kennedy Federal Building 4th Floor, Room 475 Government Center Boston, MA 02203 Phone: (617) 565-3200 / (1-800) 669-4000 Fax: (617) 565-3196 TTY: (1-800) 669-6820 ASL Video Phone: (844) 234-5122
2. The Massachusetts Commission Against Discrimination (“MCAD”)
Boston Office Springfield Office One Ashburton Place, Room 601 424 Dwight Street, Room 220 Boston, MA 02108 Springfield, MA 01103 Phone: (617) 994-6000 Phone: (413) 739-2145 Fax: (617) 994-6024 Fax: (413) 784-1056 TTY: (617) 994-6196
New Bedford Office Worcester Office 800 Purchase Street, Room 501 484 Main Street, Room 320 New Bedford, MA 02740 Worcester, MA 01608 Phone: (508) 990-2390 Phone: (508) 453-9630 Fax: (508) 990-4260 Fax: (508) 755-3861

LEAVES OF ABSENCE

REQUESTING A LEAVE OF ABSENCE

An employee needing time away from work and seeking a leave of absence must submit a written request for leave to his or her Center Director and the Executive Director. The request for leave must include:

- Name of employee;
- Name of supervisor;
- Date of request;
- Reason for leave (please provide specifics);
- Anticipated timing and duration of leave; and
- Signature of employee

Employees must provide thirty (30) days' advance notice of the need to take a leave of absence when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practical, which should be on the same day or next business day of the date the employee becomes aware that the leave is needed. In all cases, employees taking a leave of absence are expected to comply with the Center's normal call-in procedures for taking time off. Employees who provide less than thirty (30) days' notice are required to provide an explanation as to why they were unable to do so. Employees who fail to meet these notice requirements may be denied leave.

EMPLOYEE OBLIGATIONS DURING LEAVE OF ABSENCE

Employees on a leave of absence are required to report to CCC periodically (at least every two (2) weeks) regarding their status and intention to return to work. Employees on a leave of absence in a location other than their regular residence must provide CCC with a mailing address and telephone number where they can be reached. If an employee on leave fails to respond to written communications from CCC, the employee may be deemed to have resigned. Employees on a leave of absence are not permitted to hold outside employment or consulting jobs without the written permission of Campus Child Care, Inc.

An employee returning from a leave of absence due to a serious health condition will be required to present a fitness-for-duty certificate prior to being restored to work.

BENEFITS AND COMPENSATION DURING LEAVE

An employee's eligibility for continued compensation and benefits during a leave of absence will depend on the type of leave. See specific leave policies for more information. Employees on an approved leave of absence are not eligible to accrue vacation or sick time during the leave.

MILITARY LEAVE

Employees who are required to serve a period of time in a reserve component of the U.S. Armed Forces are allowed an unpaid leave of absence. All employees (except those with jobs that are for a brief, non-recurrent period with no reasonable expectation the job will continue indefinitely or for a significant period), regardless of length of service, are entitled to reserve duty leave. There will be no loss of seniority-based benefits during military leave.

Continuation of coverage under CCC's health care plan during military leave depends on the length of the leave. For leaves of absence less than thirty-one (31) days in duration, CCC will continue to pay its share of the health care premium contribution, and the employee will be responsible for his/her own share. For leaves of absence greater than thirty-one (31) days, a covered employee may elect to continue health plan coverage at his/her own expense for a period of up to twenty-four (24) months. For more information concerning health care coverage during leave, please contact the Human Resources Director at hr@campus-cc.org.

An employee requesting military leave must request the leave as soon as the need for leave becomes known. A copy of the orders to go to the reserves must accompany the request for the leave. An eligible employee may also be able to take PFML or FMLA leave in connection with certain situations related to military service: (i) an eligible employee may take up to twenty-six (26) weeks of leave during a single twelve (12)-month period to care for a covered family member who has suffered a qualifying injury or illness in the line of active duty in the Armed Forces; and (ii) an eligible employee may take up to twelve (12) weeks of leave during a twelve (12)-month period in connection with a 'qualifying exigency' arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan.

JURY DUTY LEAVE

If you are called for jury duty, you must submit the jury notice or subpoena with the request for the leave. The employee must notify his or her Center Director as soon as dates of jury duty are known. If jury duty falls at a time when your center is particularly busy, the court may allow jury duty to be rescheduled to a more convenient time.

An employee on leave of absence for jury duty is entitled to receive his or her regular pay, less the amount received from jury duty, for up to 3 days of service. The employee must submit the record of jury fees before receiving his or her regular pay.

The employee is expected to report to work during the hours his/her presence is not required as a juror. Jury duty will not affect the employee's attendance record.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

ELIGIBILITY FOR FMLA LEAVE

Employees are eligible for FMLA leave if they have worked for Campus Child Care for at least one (1) year, for 1,250 hours over the previous twelve (12) months.

Eligible employees can take FMLA leave for the following reasons:

PARENTAL LEAVE

Employees may take FMLA leave for incapacity due to pregnancy, prenatal medical care or child birth. Such leave may also be used to care for the employee's child after birth, or after placement with the employee for adoption or foster care.

LEAVE DUE TO THE EMPLOYEE'S OWN OR A FAMILY MEMBER'S SERIOUS HEALTH CONDITION

Employees may take FMLA Leave for a serious health condition that makes the employee unable to perform the employee's job. Employees may also take FMLA leave to care for the employee's spouse, son, daughter, or parent, who has a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

QUALIFYING EXIGENCY LEAVE

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in (i) the National Guard or Reserves in support of a contingency operation, or (ii) the regular armed forces who are in or called to active duty in a foreign country, may use FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

MILITARY CAREGIVER LEAVE

Eligible employees may take FMLA leave to care for a son, daughter, parent or next of kin who is a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The definition of a serious injury or illness for a current service member also includes injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces. Covered service members also include veterans who are undergoing medical treatment, recuperation or therapy for serious injuries or illnesses that were incurred or aggravated in the line of duty during the preceding five (5) years.

LENGTH OF FMLA LEAVE

Employees may take up to twenty-six (26) weeks of Military Caregiver leave during a single twelve (12)-month period.

For all other types of FMLA leave, each employee may be granted leave for a period up to twelve (12) weeks (during any twelve (12)-month period). In determining eligibility for leave, a "rolling" twelve (12)-month period is used, measuring backward from the date the employee uses any FMLA leave.

In circumstances where both spouses work for CCC, the employees may be limited to a combined total of twelve (12) weeks of leave for parental leave or for leave to care for the employee's parent with a serious health condition, or to a combined total of twenty-six (26) weeks of military caregiver leave.

If an employee is eligible for FMLA leave, and takes time off for an FMLA-qualifying purpose, such leave shall be counted as FMLA leave. Leaves taken pursuant to other CCC policies (i.e., PFML, workers' compensation, short term disability) shall be deemed to run concurrently with FMLA leave.

REQUIRED CERTIFICATIONS

Employees seeking leave due to a family member's serious health condition will be required to submit a completed "Certification of Health Care Provider for Family Member's Serious Health Condition" form. Employees seeking FMLA leave due to the employee's own serious health condition will be required to submit a completed "Certification of Health Care Provider for Employee's Serious Health Condition" form. This form is available from the Central Office. In all cases of leave due to the employee's or a family member's serious health condition, CCC reserves the right to request a second medical opinion at CCC's expense and further medical opinion, where appropriate. Periodic recertification also may be required for requested extensions of medical leave, lengthy leaves of absence and other appropriate circumstances. Employees seeking Qualifying Exigency Leave will be required to submit a completed "Certification of Qualifying Exigency for Military Family Leave" form. This form is available from the Central Office.

Employees seeking Military Caregiver Leave will be required to submit a completed “Certification of Serious Injury or Illness of Covered Service Member” or “Certification of Serious Injury or Illness of a Veteran” form, whichever is applicable. In lieu of the form, the employee may provide invitational travel orders (ITOs) or invitational travel authorizations (ITAs).

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, CCC asks that employees not provide any genetic information when submitting the required certifications. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

COMPENSATION DURING FMLA LEAVE

An employee on FMLA Leave will be retained on CCC’s health plan on the same condition as active employees, except that the employee must make arrangements with the Central Office for timely payment of the employee’s portion of the premium if applicable (for family or dependents) in order to continue such coverage; if any premium payment is more than thirty days late, coverage may be lost during the remainder of the leave. In circumstances where an employee is utilizing paid time off while on leave, the appropriate deductions will be made in the same manner as the employee’s regular paycheck.

Arrangements also may be made for the continuation of certain other benefits during the period of leave. The employee will be entitled to the accrual of seniority or earn additional employee benefits (i.e. vacation, sick leave or PTO) during the period of the leave. However, any FMLA leave will be treated as continued service for purposes of CCC’s retirement plans.

An employee on an FMLA leave of absence will not be eligible for holiday pay during a designated holiday observed during the leave. If a holiday falls during a full week of FMLA leave, the holiday will count towards the employee’s annual FMLA total. If the employee is taking less than a full week of FMLA leave, the holiday will only count as FMLA leave if the employee would have been scheduled and expected to work on the holiday.

In the event that an employee fails to return from leave, the employee may be liable for the employer’s share of the insurance premiums unless: (i) the employee’s failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member; or (ii) the failure to return stems from circumstances beyond the control of the employee.

REDUCED WORK SCHEDULE/INTERMITTENT FMLA LEAVE

For all types of FMLA leave except parental leave, an employee does not need to use the leave entitlement in one continuous block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent Leave/Reduced Schedule Leave may not be taken in increments of less than one (1) hour.

COMPANY NOTIFICATIONS REGARDING FMLA LEAVE

Employees requesting leave will be notified regarding whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, CCC will provide a reason for the ineligibility. CCC will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If CCC determines that the leave is not FMLA-protected, the employee will be notified.

RETURN FROM FMLA LEAVE

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, except that the employee will not be entitled to any employment rights or benefits, greater than those he or she would have had in the absence of taking such a leave.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

If an employee is unable to return from FMLA leave on the date set forth in the leave request and/or certification of the healthcare provider, the employee is expected to contact CCC prior to the anticipated return to work date. If an employee fails to return from FMLA leave when scheduled, and does not contact CCC in advance, the employee may be deemed to have resigned.

EMPLOYEE PROTECTIONS UNDER THE FMLA

The FMLA prohibits CCC from:

- Interfering with, restraining, or denying the exercise of any right provided under the FMLA.
- Discharging or discriminating against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against CCC for violation of the FMLA.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

OTHER TYPES OF MEDICAL LEAVE

An employee's request for medical leave that does not meet the qualifications for FMLA leave, as set forth above, or which exceeds the twelve (12)-week period, will be considered at CCC's discretion. To the fullest extent permitted under applicable law, leave under the FMLA will run concurrently with any other leaves of absence taken at the same time, whether paid or unpaid, including but not limited to, leaves taken under Massachusetts' Paid Family and Medical Leave Family and the Massachusetts Parental Leave Act.

LEAVE TO ADDRESS ABUSIVE BEHAVIOR

An employee who is a victim of domestic violence or abusive behavior may receive up to fifteen (15) days of unpaid leave during any twelve (12)-month period if:

1. The employee or a covered family member of the employee is a victim of domestic violence or abusive behavior
2. The employee is using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance, secure housing, obtain a protective order from a court, appear in court or before a grand jury, meet with a district attorney or other law enforcement official, or attend child custody proceedings or address other issues directly related to the abuse behavior against the employee or covered family member of the employee; and
3. The employee is not the perpetrator of the abusive behavior against the employee's family member. Covered family members include spouses, persons in a substantive dating or engagement relationship and who reside together, persons having a child in common regardless of whether they have ever married or resided together, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, or persons in a guardianship relationship.

Employees utilizing "Abusive Behavior" Leave must first exhaust any unused vacation, personal or sick time. If the employee's need for leave under this policy is foreseeable, the employee must provide reasonable advance notice to the organization of the date such leave is to begin. If there is a threat of imminent danger to the health or safety of the employee or the employee's covered family member, advance notice is not required, but the employee must notify the organization within three (3) working days that the leave was taken or is being taken under this policy. Such notice may be communicated to us by you, a family member, or any professional person who may be assisting you in addressing the abusive behavior and its consequences, such as a counselor, a social worker, a health care worker, a member of the clergy, a shelter worker, a lawyer or a legal advocate. The organization may request an employee to provide the organization with appropriate documentation which may include court documents, medical documentation, or the statement of a counselor, social worker, health care worker, member of the clergy, or other professional.

The use of leave under this policy shall not result in the loss of any employment benefits accrued prior to the date on which the leave taken under this policy commenced.

The organization will keep all information provided by an employee concerning leave under this policy strictly confidential unless requested or consented to by the employee, ordered by a court or administrative agency, required in the course of an investigation authorized by law enforcement, as necessary to protect the safety of the employee or others employed at the workplace, or as otherwise required by state or federal law.

CCC EMPLOYMENT POLICIES

DRESS CODE POLICY

1. Policy Statement

All employees are expected to dress in a way that is professional, practical, and appropriate for working closely with young children in a variety of settings. Attire should support a safe, nurturing, professional, and engaging learning environment, while allowing for full participation in classroom and outdoor activities. Staff attire should be neat, clean, and appropriate for the nature of their work, both indoors and outdoors.

2. General Expectations

- A. Clothing and footwear must allow for safe, comfortable, and unrestricted movement in classroom and playground settings—including bending, reaching, lifting, sitting on the floor, and active play.
- B. Staff should be dressed appropriately for both indoor and outdoor activities in a range of weather conditions, understanding that clothing may become dirty or wet during the course of typical interactions with children.

3. Appropriateness, Coverage, and Safety

- A. Clothing must not be inappropriately revealing. At all times, garments must fully cover the chest, midriff, and buttocks, including during physical movement and play. Tops should belong enough to remain in place during active engagement with children, and undergarments must not be visible.
- B. Clothing must not display images, words, or symbols that include or depict profanity, violence, hate speech, sexual content, or anything that may be considered inconsistent with or disruptive of a safe and supportive early childhood learning environment. Examples include, but are not limited to:
 - 1. Profanity or vulgar language (e.g., shirts with curse words or crude expressions, etc.).

2. Violent imagery (e.g., weapons, blood, or depictions of fighting, etc.).
 3. Hate speech or discriminatory symbols (e.g., swastikas or derogatory slogans targeting a group, etc.).
 4. Sexually suggestive or explicit content (e.g., revealing slogans, adult humor, or images of sexual activity, etc.).
 5. Content promoting drugs, alcohol, or tobacco (e.g., beer logos, marijuana leaves, etc.).
 6. Political messaging.
- C. Staff attire must not pose any safety risk to children. This includes but is not limited to avoiding sharp jewelry, dangling accessories, long or sharp fingernails, and footwear such as stilettos or hard-soled shoes that may impede safe movement or cause injury.
- D. Closed-toe shoes are strongly recommended to protect feet during active play and classroom movement.
- E. In consideration of children, families, and colleagues who may have allergies or sensitivities, staff are asked to use discretion with personal fragrances. Strong perfumes, colognes, or scented lotions should be avoided whenever possible.

4. Compliance and Accountability

The goal of this policy is to support a safe, professional, inclusive, and child-centered environment. Staff are encouraged to reach out to their supervisor and Human Resources if they are unsure whether a particular item of clothing is appropriate.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, marital status, national origin, disability, age, ancestry, genetic information, military service and any other status protected under such laws. This policy is not intended to interfere with or restrict protected concerted activity under the National Labor Relations Act. Any employee who requires a reasonable accommodation related to dress due to religion, disability or other reasons should contact Human Resources.

As a reminder: Campus Child Care's work is focused on caring for and educating young children. In order to be successful, we must remember that our work is built on our relationships with families and one another. Our choice of clothing should not distract us from that goal. Staff are expected to dress with both professionalism and practicality in mind.

Campus Child Care reserves the right to address attire concerns individually to ensure

alignment with the goals of a safe and child-centered environment. Disregard for and/or violations of the dress code may lead to disciplinary action, up to and including termination, in accordance with CCC's employee handbook and disciplinary procedures.

CELL PHONE USE AND TEXTING

Cell phones should be put away when entering the Center for the day, with the exception of times that are listed in this policy.

Teachers are allowed to use their cell phones while on their breaks. Cell phones can be used in teacher areas, such as staff lounges or other areas where children are not present. Cell phone use is not permitted while teaching in classrooms or while on playgrounds supervising children. This includes text messaging and using social media. Cell phones may not be used to photograph children.

Cell phone use is permitted when there is a family or personal emergency. You must inform your Director if your cell phone needs to be with you and turned on. Cell phone use is also permitted while you are away from the Center with children, but only should be used as a way to communicate with the Center if needed.

ELECTRONIC COMMUNICATIONS AND COMPUTER USE POLICY

All electronic and telephonic communications (including email, text messages and voicemail) that are transmitted by, received from or stored in any of CCC Center's computer systems are intended for work-related purposes only. CCC offers staff the use of computers, iPads and printers for classroom documentation, communicating with families and staff, printing photos, completing progress reports, and other work-related research and projects. These computers and printers should only be used for work-related matters. Employees should not expect privacy when using CCC's equipment or network, and computers may be searched at any time. You should not download any software or programs of any sort because of the risk of viruses and using up vital memory on the computer. Additionally, Harvard University expressly forbids the use of any Harvard network for illegal activities, including copyright infringement or the exchange of pirated intellectual property.

Additionally, CCC's electronic and communications systems may not be used to receive, create, send or store any derogatory, offensive or inflammatory information. Use of CCC's electronic and communications systems are subject to CCC's Equal Employment Opportunity and Harassment Policies. Any potentially offensive materials, information or communications about race, color, religious creed, national origin, ancestry, sex, age, handicap, disability, sexual orientation, gender identity/expression, genetics, pregnancy, marital status, military status or any other protected status is strictly prohibited.

PRIVACY

CCC respects every person's right to privacy. No information of any kind about our employees, former employees, current and formerly enrolled children and their families may be released or discussed outside of CCC without prior written approval from said person/family.

LANGUAGE

Professional language and conduct by all employees of CCC is very important. CCC strives to provide loving, nurturing and safe environments for all of the children in our Centers. The teachers in all classrooms are responsible for those environments and acting as positive role models for children. Obscene language, phrases, inappropriate terminology or hostility towards others will not be tolerated. If there are issues that exist between a teacher and another teacher or between a teacher and a parent, it is up to the teacher to resolve the issues with the help of their Center Director in a professional manner.



SOCIAL MEDIA COMMUNICATIONS AND TECHNOLOGY

This policy provides guidance on how to engage in social networking in a way to protect yourself and the interests of CCC, its employees, vendors and families/customers. These guidelines supplement current CCC individual program's policies.

CCC understands the importance of social computing, networking and social media in today's world. Social media sites like Facebook, LinkedIn, Instagram, and X (formerly Twitter) are all widely used. Social media can also take other forms, too, such as blogs, file sharing sites, forums, discussion groups and chat rooms. Social media can be an extremely effective way of marketing our organization and expanding our interactions with employees, vendors and customers. However, use of social media also presents certain risks and carries with it certain responsibilities. While embracing new technologies, we also want to make sure that CCC and our employees engage in social networking in a responsible manner.

Social media includes all means of communicating or posting information or content of any sort on the internet, including your own or someone else's blog, journal, website, social network, web bulletin or chat room, as well as any other form of electronic communication. The same principles and guidelines found in CCC's other policies and this handbook apply to your activities online. Keep in mind that your conduct can adversely affect your job performance, the performance of co-workers or can otherwise adversely affect enrolled children, their families and CCC's legitimate business interests and may result in disciplinary action, up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. A teacher should never take photos of children and put them on his/her personal social media page (Facebook, Instagram, X, etc.) or ever publicly share the private or confidential information of others. Confidentiality of all children and families and other teachers must be maintained at all times. Always be fair and courteous. Avoid offensive posts that can harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, religion, creed, national origin, ancestry, sex, age, handicap, disability, sexual orientation, gender identity/expression, pregnancy, marital status, genetics, military status, or any other status protected by law. Never post any information or rumors that you know to be false about CCC, enrolled children, families or employees. Always maintain the confidentiality of CCC's private information, such as information about children or their families.

Refrain from using social media on work time or on CCC's computers, unless it is work-related and approved by the Center Director. Do not use your CCC email address to register on social networks, blogs or other online tools utilized for personal use.

BABYSITTING POLICY

If a teacher agrees to babysit for an enrolled child at one of CCC's centers outside of their working hours, neither the child nor the teacher is the responsibility of CCC. Staff cannot work a second job during their teaching hours at CCC, and therefore, parents cannot contract with staff for babysitting

during the hours they are employed by CCC. Parents or guardians should be prepared to wait with a child until the staff member has completed his/her shift.

STUDENT TEACHERS/INTERNS

The CCC Centers will periodically host student teachers and interns. Student teachers and interns are not employees and are on-site to receive training in their vocation. Student teachers and interns will be assigned to a supervising teacher, and that teacher will be responsible for training and overseeing their activities, work and development. While all interns/student teachers go through the CORI/BRC process, they are never to be left alone with children and cannot be counted in child/teacher ratios.

FOOD IN THE CLASSROOM

Teachers may eat their breakfast or lunch in the classroom before the children arrive or during naptime, but teachers should not be eating in front of children when the children are not eating. Teachers are encouraged to eat their meals with the children, and should at least sit with the children during snack and meal times. Food from home that may contain ingredients that the children are allergic to should be avoided. Hot beverages (110 degrees or more) such as coffee, tea or soup should be kept out of children's reach and should be in a covered container.



DISCIPLINARY ACTION

The Center Director and CCC reserve the right to impose appropriate discipline. In most cases, the employee will receive first a verbal and then a written warning prior to suspension or termination, but the Center and CCC reserve the right in their sole discretion to take disciplinary action without these steps. The Center and CCC reserve the right in their sole discretion to suspend or terminate an employee whom they believe has been involved in serious misconduct or who has been convicted of a criminal offense. The Center's Director will generally consult with the CCC Executive Director prior to taking disciplinary action.

The Center or CCC may immediately remove an employee from the classroom pending internal investigation where appropriate, including but not limited to cases in which the Director, Assistant Director, Educational Coordinator or CCC Executive Director feel that children's wellbeing may be jeopardized. Examples include, but are not limited to, an employee arriving at work intoxicated, using inappropriate language or being rough with a child, demeaning or demoralizing language in the classroom about children, families or colleagues. Procedures for internal investigation and policies regarding staff accused of child abuse or neglect are described below. Upon suspension, the employee will be asked to turn over keys, program ID and any Center property.

BEHAVIOR THAT WARRANTS DISCIPLINARY ACTION

Although this is not in any way exhaustive, below is a list of some infractions that could result in immediate termination from Campus Child Care:

- Misappropriation of money or property from CCC, its employees or families
- Willful or negligent damage to CCC property
- Willful or negligent damage to property of children or families
- Violence or threatening of violence
- Violations of the anti-harassment or non-discrimination policies
- Use, possession or being under the influence of alcohol, narcotics or comparable items while on CCC property
- Smoking on the job while with children
- Leaving without express permission of the Director or Assistant Director
- Rudeness to a CCC family
- Inappropriate conduct to a CCC family
- Failure to show up for a scheduled shift without permission from the Director or Assistant Director
- Tardiness
- Excessive absences
- Falsifying or defacing any records, forms, or time sheets
- Insubordination
- Violating safety standards, causing dangerous situations for other staff or children
- Failing to report a workplace accident
- Violation of CCC's or Center's policies
- Possession of a firearm or other weapon while on CCC property

BEHAVIOR THAT REQUIRES SUSPENSION OF TEACHING DUTIES AND INVESTIGATION

Any form of abuse or neglect of children while in care is strictly prohibited. Child abuse is an injury or pattern of injuries to a child that is not accidental. It is damage to a child for which there is no responsible explanation. Neglect is failure to provide the child with the basic necessities of life: food, clothing, shelter or medical care.

According to the Department of Early Education and Care, the center and all educators must operate the program in ways that protect children from abuse or neglect.

Educators are responsible for abuse and neglect if:

1. the educator admits to causing the abuse or neglect, or
2. the educator is convicted of the abuse or neglect in a criminal proceeding, or
3. The Department of Early Education and Care determines, based upon its own investigation or an investigation conducted by the Department of Children and Families subsequent to a report filed under M.G.L. c. 119, §§ 51A and 51B, that there is reasonable cause to believe that the educator or any other person caused the abuse or neglect while children were in care.

SUSPECTED ABUSE AND/OR NEGLECT BY A STAFF MEMBER

1. If a parent or staff member had a strong suspicion of or alleges abuse or neglect by a staff member in any CCC center, that person will be referred to the Center Director and Executive Director to voice his/her concerns.
2. The Director and Executive Director may ask questions to determine if the concerns warrant a 51A filing. The parent or staff member should be informed if the 51A is or is not filed so that they can still file a 51A themselves if the Director/Executive Director declines to do so.
3. If appropriate, the Director will then report allegations to the Department of Children and Families (DCF) and the Department of Early Education and Care (EEC).
4. The staff member accused of the abuse or neglect must be removed from direct work with children while the investigation is being conducted by DCF.
5. EEC has the authority to return the staff member to direct work with children.
6. If the allegation is screened out by DCF, the staff member will be reinstated. If the allegation is verified, the staff member will be terminated. If the behavior that led to the filing of the 51A continues to be a concern a plan for change and/or training will be developed.
7. If the staff member's behavior does not warrant a 51A filing, but is of concern, the Director and Executive Director will investigate, meet with the staff member, discipline the staff member (up to and including termination), or develop a plan for change or training. A review will occur in three months, and if the areas of concern have not shown improvement, this shall be grounds for termination.

NOTIFICATION OF TERMINATION BY EMPLOYER

CCC maintains the right to terminate employees as it deems appropriate on an at-will basis, with or without cause, and with or without notice. Subject to CCC's discretion, the employee may be placed on a performance improvement plan in an effort to give the employee additional time to remedy the problem which led to the performance improvement plan.

NOTIFICATION OF TERMINATION BY EMPLOYEE

Employees who consider leaving CCC's employment should discuss the situation with their supervisor, the Center Director, or with the Executive Director. With a better understanding of the employee's concerns, it may be possible to make an adjustment that will satisfy the employee and retain the advantages earned by working at Campus Child Care. If, after due consideration, the employee should decide to terminate employment, the employee must submit a resignation letter to his/her supervisor.

Because of the importance of continuity of care in the nature of our work with children and as a professional courtesy, CCC requests that you give at least 4 weeks of advance notice so that the children, families and your colleagues have ample time to prepare. An employee who provides appropriate notice will receive a more favorable reference in the future than one who leaves suddenly unless there are extenuating circumstances.

EXIT INTERVIEW

A final interview with the Center Director and or the HR manager before leaving employment is generally recommended, with the date to be set at their mutual convenience. The departing employee may also request an interview with the CCC Executive Director or another member of the Central Office team. This interview may include discussing the employee's reasons for leaving, reviewing the employee's file, gathering information for references for the employee or making sure the employee has fulfilled the requirements of the job. The employee must return all materials including personal information regarding children, families and staff, keys, parking cards, etc.

GOVERNANCE

ORGANIZATIONAL INFORMATION

Board of Directors

Campus Child Care, Inc. is governed by a Board of Directors. The board of directors will have ultimate rights and responsibilities for Campus Child Care, and be responsible for its long-term planning and objectives. The board of directors will consist of Center Appointees, At-Large Appointees, and the non-voting Ex-Officio Directors, as described below. The Center Appointees and At-Large Appointees will serve staggered three- year terms.

- **Center Appointees** - Each Center shall have the ongoing right to appoint one person to the board of directors of Campus Child Care (“Center Appointee”). Each Center shall create its own “Center Council,” which shall be charged with establishing a procedure by which its center will select its Center Appointee. If any center does not exercise its right to appoint its representative to the Campus Child Care Board of Directors, the Board of Directors will still be properly constituted and may hold meetings and take action without those Centers’ representatives. A Center Appointee must be a parent of a child who is currently enrolled in that Center’s program. If a Center Appointee’s child or children graduate or otherwise leave the program, 1) he/she shall not then become automatically disqualified from serving on the board and shall not be required to resign from the board but may serve out the remainder of his/her then-current term; 2) the Center Council appointing said Center Appointee may keep or may terminate that Center Appointee for the remainder of his/her then-current term; and 3) that Center Appointee may be eligible for appointment to a second term if he/she then has another child enrolled in the program.
- **At-Large Appointees** - In addition to the Center Appointees, there will be a maximum of five at-large directors who will be selected in part on the basis of specific content expertise, with a focus and priority on early childhood education/child care management, or other expertise such as nonprofit management, finance, human resources, and legal (the “At-Large Appointees”). At-Large Appointees may be nominated by members of the Harvard University community, parents of those children who are currently enrolled in any of the Centers, and current Center Directors and staff. “Center Directors” when used in this Agreement means the administrators at the Centers and does not refer to Directors on the board of directors. The selection and appointment of At-Large Appointees is a right and responsibility of the full Campus Child Care board of directors. It is possible that some of these At-Large Appointees could be parents of children who are currently enrolled, or were previously enrolled, in the Centers’ programs.
- **Ex Officio Directors Without Voting Rights** - In addition to the voting Center Appointees and At-Large Appointees, two ex officio directors will serve on the Campus Child Care board of directors:
 - **1)** A representative of Harvard University, serving ex officio without voting rights, whose responsibilities include managing the relationship between the University and Campus Child Care, and
 - **2)** the Executive Director of Campus Child Care will also serve on the Campus Child Care board of director as ex-officio without voting rights.
- **Director Restriction.** No employee of Campus Child Care, except for the Executive Director of Campus Child Care serving in an ex-officio non-voting capacity, will be

- eligible for election or appointment to the Campus Child Care board of directors.
- Officers, Committees. The Campus Child Care board of directors will appoint the officers, including a chair (or president), treasurer, clerk (or secretary), and other officers it may select, and will also establish the board's committee structure.

Center Councils

Each of the CCC programs has developed a Center Council, typically composed of parents and staff. We recognize that in order to serve a child well, we must engage family in the classroom, curriculum, and school oversight. Centers tackle many items at the local Center level and are the primary decision makers for those issues which remain closest to children and families in their community; who the Center will hire, staff schedules, pedagogy, and enrichment activities all remain exclusively at the local Center level.

The Center Council has three primary functions:

1. advise the Center Director on key decisions regarding the operations of the Center;
2. communicate with the CCC Board of Directors; and
3. build community within the Center.

A Council will be composed primarily of some current parents and may, at the Center's discretion, include staff and other community members. It will be convened by the Center Director as a standing council to serve as the director's "go-to group" for advice and guidance. The Center Council will convene at least three times per year, but likely more frequently.

Parent input through the Center Council, at a minimum, will inform the following:

- Annual program evaluation, together with the Center Director and Executive Director
- The hiring of the Center Director, together with the Executive Director
- Changes to program not dictated by regulatory or accreditation agencies
- Budget review, including but not limited to: changes to tuition, fees and costs, use of reserves above a set amount, and fundraising
- Statements of vision or mission
- Practices and staffing patterns not dictated by regulatory or accreditation agencies
- Daily hours, annual calendar (in alignment with Harvard's needs)
- Community-building family events: The Executive Director will meet with a Center Council, together with its Center Director, at least once per year. The Executive Director may also attend other parent events as invited. These events are meant to be informative, consultative and relationship-building.

DEPARTMENT OF EARLY EDUCATION AND CARE

Each Campus Child Care center is licensed by the Department of Early Education and Care (EEC). The Centers are re-licensed every two years. A copy of all EEC regulations can be found on-site at each Center, and also can be found on the EEC website.

ACKNOWLEDGEMENT OF RECEIPT
Campus Child Care Employee Handbook

1. I have received and read Campus Child Care (CCC)'s Employee Handbook.
2. I understand the policies, rules and benefits described in the Handbook are for guidance only and are subject to change at the sole discretion of CCC at any time, without notice.
3. I further understand that the Handbook does not create a contract of employment, but rather my employment with CCC is on an at-will basis. As such, I am free to resign at any time, and CCC may terminate my employment at any time, for any reason at all, with or without notice.
4. I understand that it is my responsibility to be familiar with the material contained in it, prior to the beginning of work.

I hereby acknowledge receipt of this Employee Handbook provided by Campus Child Care.

Signature: _____

Date: _____

