



PC Tots

PC Tots Staff Policy Handbook

July 20, 2023

TABLE of CONTENTS

1

CORE POLICIES.....	4
1.0 WELCOME	4
1.1 A Welcome Policy.....	4
1.2 At-Will Employment	4
2.0 INTRODUCTORY LANGUAGE AND POLICIES.....	5
2.1 About the Company	5
2.2 Company Facilities	5
2.3 Ethics Code.....	5
2.4 Mission Statement	6
2.5 Our Organization	6
2.6 Revisions to Handbook	6
3.0 HIRING AND ORIENTATION POLICIES	6
3.1 Conflicts of Interest.....	6
3.2 Employment Authorization Verification.....	7
3.3 Employment of Relatives and Friends.....	8
3.4 Job Descriptions and Classifications.....	8
EMPLOYEE CLASSIFICATIONS & BENEFITS	
Employee Classifications.....	8
3.5 New Hires and Introductory Periods	9
3.6 Training Program	10
4.1 Attendance	11
4.2 Business Expenses	11
4.3 Direct Deposit.....	12
4.4 Introduction to Wage and Hour Policies	12
4.5 Job Abandonment.....	12
4.6 Paycheck Deductions	12
4.7 Recording Time	12
4.8 Travel Expenses.....	13
4.9 Use of Employer Credit Cards.....	15
5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	15
5.1 Criminal Activity/Arrests	15
5.2 Exit Interview.....	15
5.3 Open Door/Conflict Resolution Process	15
5.4 Outside Employment.....	16
5.5 Pay Raises	16
5.6 Performance Improvement.....	16
5.7 Post-Employment References.....	16
5.8 Promotions	17
5.9 Resignation Policy	17
5.10 Standards of Conduct	17
5.11 Transfers.....	20
5.12 Workforce Reductions (Layoffs).....	20
Based upon business needs, PC Tots management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.	
20	
6.0 GENERAL POLICIES.....	20
6.1 Computer Security and Copying of Software.....	20
6.2 Employer Sponsored Social Events.....	21
6.3 Employer-Provided Cell Phones/Mobile Devices.....	21
6.4 Non solicitation/Non distribution Policy	21
6.5 Off-Duty Use of Employer Property or Premises	22
6.6 Personal Appearance	22
6.7 Personal Cell Phone/Mobile Device Use.....	23
6.8 Personal Data Changes.....	24
6.9 Security.....	24
6.10 Social Media.....	24
6.11 Third Party Disclosures	26
6.12 Use of Company Technology	26
6.13 Workplace Privacy, Right to Inspect, and Confidentiality.....	27
7.0 BENEFITS	28
7.1 401(k) Plan.....	28

7.2	Bereavement Leave.....	28
7.3	Dental Insurance	29
7.4	Employee Assistance Program (EAP).....	29
7.5	Employer-Sponsored Disability Benefits	29
7.6	Exempt Personnel	30
7.7	Provides an HSA	30
7.8	Health Insurance	30
7.9	Holidays	30
7.10	Life Insurance	31
7.11	Military Leave (USERRA).....	31
7.12	Nonexempt Personnel.....	31
7.13	Paid Time Off (PTO)	31
7.14	Regular Full-Time Personnel.....	32
7.15	Regular Part-Time Personnel	32
7.16	Sick Pay	32
7.17	Unemployment Compensation Insurance.....	32
7.18	Vision Care Insurance.....	32
7.19	Workers' Compensation Insurance	33
8.0 ERROR! BOOKMARK NOT DEFINED.	
UNPAID LEAVE.....		33
8.2 MATERNITY LEAVE		33
8.3	Personal Leave of Absence.....	33
9.0	SAFETY AND LOSS PREVENTION.....	34
9.1	Drug and Alcohol Policy.....	34
9.2	General Safety	35
9.3	Workplace Violence	35
10.0	TRADE SECRETS AND INVENTIONS.....	36
10.1	Confidentiality and Nondisclosure of Trade Secrets.....	36
ADDITIONAL UTAH EMPLOYMENT POLICIES		37
HIRING AND ORIENTATION POLICIES.....		37
Disability Accommodation.....		37
EEO Statement and Non harassment Policy		38
Religious Accommodation		40
WAGE AND HOUR POLICIES.....		40
Accommodations for Nursing Mothers.....		40
Meals.....		41
Overtime.....		41
Pay Period		41
PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION		41
Disciplinary Process.....		41
GENERAL POLICIES		42
Access to Personnel and Medical Records Files.....		42
BENEFITS.....		42
Court Attendance and Witness Leave		42
Jury Duty Leave		42
Minor Child Court Attendance Leave.....		43
Voting Leave.....		43
SAFETY AND LOSS PREVENTION		43
Workplace Smoking		43
CLOSING STATEMENT.....		44
ACKNOWLEDGMENT OF RECEIPT AND REVIEW		45

Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a mission-driven organization. We hope that your employment with PC Tots will be rewarding and challenging. We take pride in our employees as well as the service we provide to our students and families.

The Company complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The PC Tots reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Sue Banerjee.

We wish you success in your employment here at PC Tots!

All the best,

Sue Banerjee, Executive Director
PC Tots

1.2 At-Will Employment

Your employment with PC Tots is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This policy may not be appropriate in its entirety for employees working in Utah.

2.0 Introductory Language and Policies

2.1 About the Company

PC Tots (referred to as the Company) was developed by community members who recognized the critical need to establish high quality, enriching, multicultural, and affordable childcare accessible to all populations in Park City. As a collective, members of Mountainlands Community Housing Trust, Holy Cross Ministries, United Way, Intermountain Healthcare, Summit County Library, and the previous owner of Keystone Montessori Community School joined together to form PC Tots in 2015. Today, PC Tots is comprised of two learning centers and is an active participant in the Summit County Early Childhood Alliance led by the Park City Community Foundation. PC Tots helps to address one of the key disparities in our community: the lack of early childhood care.

2.2 Company Facilities

PC Tots is recognized as a 501(c)3 non-profit by the Internal Revenue Service, Tax ID #47-2876497.

PC Tots 1850 Sidewinder Drive Suite 410 Park City, Utah 84060 (Tel) 435-731-8860.

PC Tots Too 1881 Prospector Avenue Park City, Utah 84060 (Tel) 435-731-8203

2.3 Ethics Code

PC Tots will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, always consistent with their duty of loyalty to the Company.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our students, families or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in disciplinary actions, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether the violator cooperated in any subsequent investigation.

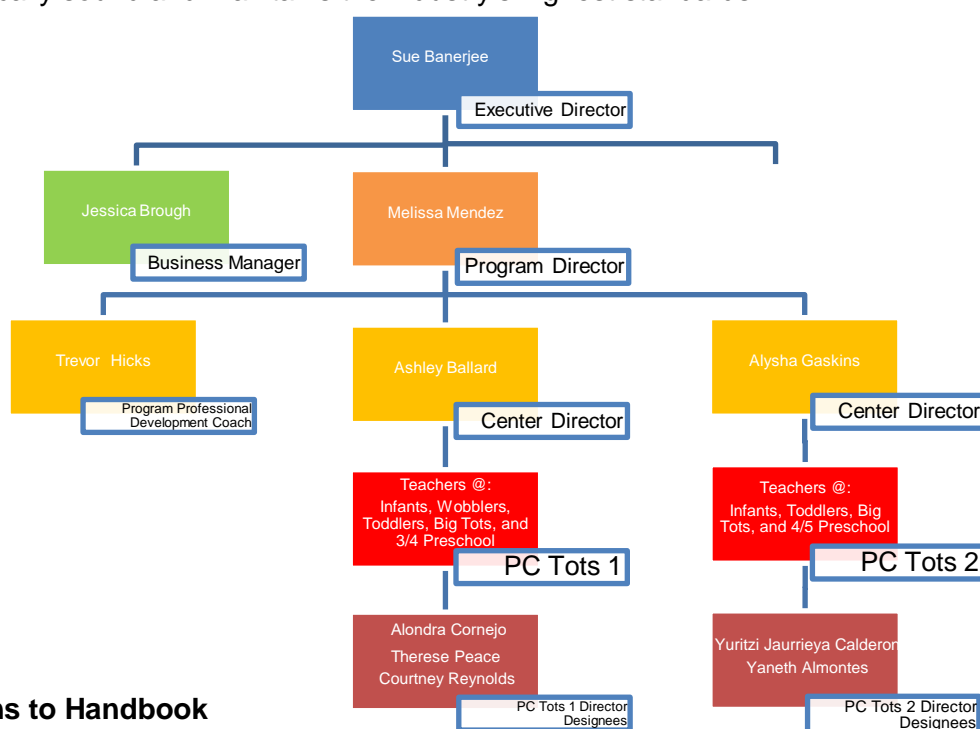
2.4 Mission Statement

PC Tots is a non-profit organization dedicated to providing high-quality, affordable, and safe childcare and early education for the workforce of Park City and greater Summit County, Utah. PC Tots has a critical mission of having a diverse socioeconomic and cultural blend of children, leading to rich community building and social equity from a young age.

2.5 Our Organization

As a non-profit organization, PC Tots is governed by a volunteer-led board of directors. The PC Tots Executive Director reports to and is accountable to the board of directors.

Board members are willing to give their time, talents, and enthusiasm to ensure PC Tots is fiscally sound and maintains the industry's highest standards.



2.6 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including PC Tots policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

PC Tots is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, student/family relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your

Center Director or Program Director. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment Authorization Verification

Before PC Tots employs a teacher, assistant teacher, or floating teacher the Program Director, Professional Development Coach, and Center Director shall (1) conduct an interview with such applicant; (2) perform background and reference checks provided by such applicant; (3) invite the applicant back for a classroom observation evaluation as well as meet the other teachers.

Ultimately, the Program Director and Executive Director is responsible for all hiring decisions.

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization. Federal and State laws require that PC Tots have documentation on file or recorded to ensure that you are eligible to work and properly qualified for the position. These items can include:

- Pass an e-verify evaluation
- Proof of eligibility to work (Driver's license or other state-issued identification, Social Security card)
- Education transcripts (if applicable)
- All employees of PC Tots must complete CCL background screening and fingerprint verification before working independently with children at the center. State Childcare Licensing regulations stipulate that clearance must show the employee has no open accusations or convictions of child abuse or neglect nor of a felony violation of any law intended to control the illegal possession or distribution of a controlled substance. PC Tots will pay for the CCL background screening and fingerprinting and retain all Employee CCL background screening cards in the center. If the employee leaves the employment of PC Tots within 90 days of the screening and/or fingerprinting, the cost of the CCL background screening and fingerprinting will be the employee's responsibility, and the price will be deducted from the employee's final check.
- All employees, substitutes, and temporary employees working at the PC Tots centers are highly encouraged to get an annual flu shot before September 15 every year.
- All employees, substitutes, and temporary employees working at the PC Tots centers are counseled to get a COVID vaccination and will comply with PC Tots COVID Policy

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

3.3 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at PC Tots. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

3.4 Job Descriptions

PC Tots attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Program Director.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Center Director or Program Director.

Employees hired for positions where the primary responsibility is direct childcare, such as lead teachers, assistant teachers, substitutes, and floating aides, must be at least (16) years of age. Sixteen and seventeen-year-old employees will not be left alone with children in a classroom.

All employees of PC Tots must be able to perform these essential functions:

- Able to observe, see, hear, and respond to children's needs, emergencies, and conflicts that might occur in a classroom, playground, bathrooms, and common areas.
- Able to lift 45 pounds from the floor to a waist-high table 10-15 times daily.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch to a child's height, maintain eye contact at the child's level and sit on the floor with children.
- Be able to implement Teaching Strategies, Conscious Discipline and Second Steps
- Able to determine children's cognitive, social, and physical needs and communicate both in writing and verbally in the English language at a level that the parents and other staff can understand and respond to.
- Able to multitask, keep calm, know your triggers, and stay positive with children and parents every day.
- Able to embrace teamwork and strive for excellence.
- Able to be respectful and supportive of families at all levels.
- Able to communicate openly and productively.
- Willing to improve skills and participate in all training activities
- Professionally represent PC Tots within the center and the community.
- Able to abide by State Childcare Licensing regulations and PC Tots policies

Employee Classifications

At the time of hire, every employee will be classified as either a Full-Time, Part-Time, or Temporary Employee. In addition, all new hires are on a probation period during their first 90 days of employment.

During this time, you will determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. Employment for 90 days is not guaranteed. Completing the probationary period does not guarantee employment for any period of time since you are an At-Will employee during and after your probationary period.

- Full-Time Employees regularly work 35-40 hours per week and 12 months per year. Full-Time employees are eligible for benefits described later in this section.
- Part-Time Employees regularly work less than 35 hours per week. Part-Time employees are eligible for sick leave, PTO and holiday pay which is based on average hours worked, they are not eligible for Health benefits.
- Temporary Employees are hourly staff such as substitutes who are willing to be an interim replacement in the classroom on an "as needed" basis. A substitute is paid hourly for hours worked and is not eligible for benefits.
- All employees are considered NON-EXEMPT and are entitled to overtime pay as required by applicable federal and state law. However, All Directors, the Program Professional Development Coach, and the Business Managers are excluded from overtime pay as they are salaried employees.

Upon hire, the Program Director or Center Director will notify you of your employment classification.

3.5 New Hires and Introductory Periods

PC Tots strives to employ people who are the best qualified to meet the needs of the Centers and the children under our care. Employment shall be based on proven competence or potential ability as indicated by academic achievements, personal attitude, and prior work experience. PC Tots expects teachers to embrace the curriculums provided at PC Tots and grow teaching skills to improve the delivery of teaching practice for each student. PC Tots provides a strong leadership team, including a Center Director, Professional Development Coach, and a Program Director to support teachers.

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with PC Tots and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Company can be shortened or lengthened as deemed appropriate by management and Executive Director.

Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Change of position for a current employee

A current PC Tots employee who has accepted a new position at the center may again be placed on probation at the discretion of the Director. An employee is eligible to accrue PTO days during the probationary period.

Any probationary period may be extended by approval of the Program Director or Executive Director, and only where it is deemed necessary and appropriate. The Program Director or Executive Director will provide a performance appraisal, the reason for the extension, and the recommended extension length.

Employment during any probationary period does not guarantee employment for any period of time since you are an At-Will employee during and after your probationary period.

Re-Employment

In the past, a person who has worked for PC Tots has left in good standing and subsequently returns to work at the center will be considered a new employee and may be placed on probationary status.

3.6 Training Program

In most cases, training employees is done on an individual basis by the Professional Development Coach. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Center Director. PC Tots has five mandatory Professional Development Days for all employees.

PC Tots must ensure that all employees have adequate and appropriate training to work with children. The following items are required for initial training for all new employees working at the center:

- Orientation: At least 2.5 hours of preservice training
- Have knowledge of and can follow all applicable laws and licensing rules
- First Aid Certification (All employees must be certified every two years)
- CPR Certification (All employees must be certified every two years)

4.0 Wage and Hour Policies

4.1 Attendance

If you know ahead of time that you will be absent or late, provide at least 2 hours advance notice to your Center Director. You will be required to provide a physicians note after 2 days of absence for any medical issue or other excuse for being absent or late where permitted by applicable law.

PC Tots reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at PC Tots.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company individual present is to pay for and report all expenses.

The Company will make every effort to have a master account set up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.

Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Program Director.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Company does not reimburse cost over \$75.00 for business gifts.

Other Expenses

The Company will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

4.3 Direct Deposit

PC Tots encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, the paperwork will be present in your initial paperwork packet the first week of your employment. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application. If you have selected the direct deposit payroll service, you will receive an email from intuit (quick books) this email will have an explanation of your deductions for your paydays described in the preceding sections in lieu of a check.

4.4 Introduction to Wage and Hour Policies

At PC Tots, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with your Program Director.

4.5 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for an absence, or leave work without authorization or notice, you will be considered to have abandoned your job and voluntarily resigned from PC Tots unless there are unusual circumstances.

4.6 Paycheck Deductions

PC Tots is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact the Business Manager.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Business Manager.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Company will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.7 Recording Time

PC Tots is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and

accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Workforce Time app. Exempt employees may also be required to track days or time worked. Speak with your Center Director or Program Director for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Time sheets/time cards are to be submitted through Workforce to your Center Director bi-weekly.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working. Over time must be approved by your Center Director or the Program Director.

Notify your Center Director of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Program Director any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Overtime pay

The Fair Labor Standards Act states that all working hours over 40 hours in a given workweek shall be compensated at the hourly rate of time and a half. Paid time off (PTO), holiday, and sick leave hours are omitted when calculating overtime.

All overtime work must receive prior authorization from the Program Director or Executive Director to qualify for overtime compensation.

4.8 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at PC Tots.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved PC Tots business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Program Director has been received.

Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form. A company stipend of \$48.00 will be advanced on travel days and \$64.00 allowance will be given on full days for meals.

Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Air Travel

Use economy or tourist class fares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate only for pre-authorized travel. The Executive Director must authorize any deviation from this policy.

Reporting

Report approved expenses, including receipts, and a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency to be reimbursed.

4.9 Use of Employer Credit Cards

All employees in the possession of a credit card issued by PC Tots will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases for business purchases for classroom supplies over \$40 must receive prior approval from your Center Director or Program Director.

Submit all sales receipts generated by use of the Company credit card weekly to your Center Director, Or Program Director. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 2 days.

Immediately report lost or stolen Company cards to your Executive Director or Business Manager. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

PC Tots will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Exit Interview

You may be asked to participate in an exit interview when you leave PC Tots. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Process

PC Tots strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Center Director and, if necessary, your Program Director or Executive Director. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Center Director at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Center Director. If you have already brought this matter to the attention of your Center Director before and do not believe you have received a sufficient response, present your concerns to the Program Director if that does not resolve the issue please see the Executive Director. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have. Follow the chain of concern.

5.4 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at PC Tots is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Company should be reported to your Center Director or Program Director. Failure to adhere to this policy may result in discipline up to and including termination.

5.5 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with PC Tots profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

5.6 Performance Improvement

PC Tots will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your Center Director and or Program Director assist you in developing a performance improvement plan at any time. The performance improvement process is a means for increasing the quality and value of your work performance. You will also have an Education Coach to support year-round professional development growth. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.7 Post-Employment References

PC Tots policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to the Program Director.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of PC Tots, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. All employees promoted into new job positions will undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Company benefits for which they are eligible.

5.9 Resignation Policy

PC Tots hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation. If you are a Center Director, Program Director, Executive Director, Business Manager, or Professional Development Coach, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your direct supervisor. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Company reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Company will pay separated employees in accordance with applicable laws and other sections of this handbook. Sick leave is not paid out upon separation. Up to 80 hours of PTO will be paid out upon separation.

Notify the Company if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Company property at the time of separation, including curriculum, smocks and aprons, keys, laptops, iPad, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

5.10 Standards of Conduct

PC Tots wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, students, family members, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the

workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property, or on Company business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace, never touch a student out of anger.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons
- Not reporting child abuse is inappropriate conduct. All PC Tots staff members and temporary staff are mandatory child abuse reporters. They are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Suspected child abuse or neglect cases must be reported to the Program Director or Center Director immediately and reported to Child Protective Services (DCFS) by calling the hotline: 1-855-323-3237.

Examples of standards of Conduct

Each PC Tots staff member is an early childhood professional educator and is expected to act as such. The following standards of conduct should always be maintained:

- Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- Follow confidentiality policies concerning information about children, families, and other staff members.
- No child will be left alone or unsupervised while at PC Tots. Always take 2 children to the bathroom with you.
- Use positive methods of child guidance, and NOT engage in corporal punishment, emotional or physical abuse, unnecessary restraint, humiliation, or isolation. In addition, do not employ methods of discipline that involve the use of food or water as punishment or reward, denial of bathroom privileges, or denial of any basic need.
- Arrive on time and stay the entire shift.
- Your presence on-site is essential. Minimize absenteeism and find a substitute when necessary.
- Dress appropriately for interaction with children. Wear comfortable clothing that covers your chest, midriff, and close-toed shoes are required. Close-toed Sandals are welcome in the summer.
- Take directions, suggestions, and corrective feedback, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families, and co-workers).
- Attend staff meetings and other center events.
- Complete required training courses in a timely fashion
- Be flexible with your lunch schedules as the center must stay in ratio at all times. A certain lunch hour is not guaranteed.

5.11 Transfers

PC Tots may transfer your employment from one position to another with or without notice, as required to maintain ratio's or classroom needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.12 Workforce Reductions (Layoffs)

Based upon business needs, PC Tots management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Computer Security and Copying of Software

Software programs purchased and provided by PC Tots are to be used only for creating, researching, and processing materials for Company use. By using Company hardware,

software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The Program Director and or Executive Director is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Center Director's approval. All software acquired by the Company must be purchased through The Program Director

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.2 Employer Sponsored Social Events

PC Tots holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a director prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.3 Employer-Provided Cell Phones/Mobile Devices

PC Tots does not provide Cell Phones/Mobile Devices.

6.4 Non solicitation/ Non distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, PC Tots has implemented a Non solicitation/Non distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non solicitation/Non distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not

include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your Center Director.

6.5 Off-Duty Use of Employer Property or Premises

You may not use PC Tots property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of your Center Director. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or Center Director.

6.6 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of PC Tots. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing a smock, apron or name badge. Use common sense and good judgment in determining what to wear to work.

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

- **COMFORTABLE** – Staff is expected to play with the children and get down at their level whenever appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Staff must wear shoes with a close-toed shoes/sandals to protect against work-related injuries: no slippers or flip flops. Socks must be worn in the infant and wobbler rooms.
- **CLEAN** - All clothing should be clean with no stains, rips, or tears, and must smell clean fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies. This also applies to personal hygiene.
- **COURTEOUS** - staff members interact with children and parents daily. Work Dress should reflect the professional position that you hold at PC Tots. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions and

offensive tattoos are forbidden. Certain articles of clothing are never appropriate for the work environment, including halter tops, strapless "tube" tops, short skirts/shorts (must hit at fingertip length or below), excessively torn jeans/shorts, low-rise jeans/shorts which expose undergarments, sports bras or bra straps that show and see-through leggings. Under no circumstances should cleavage, midriffs, or backsides be exposed

The Company, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact your Center Director to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.7 Personal Cell Phone/Mobile Device Use

While PC Tots permits employees to bring personal cell phones and other mobile devices (i.e., smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to the Company network or to Company equipment (computers, printers, etc.). To charge a device or use Brightwheel when outside of the building during walks or outdoor time.

Use of personal devices for work purposes may be permitted to certain employees and may be limited based on compatibility of technology. To ensure the security of Company information, the Company IT support may need to program and set security protocol on the device including any software requirements (antivirus, firewall, VPN, etc.). Upon termination of employment, IT will assist in removing all work-related software and permissions.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA. You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.8 Personal Data Changes

It is your obligation to provide PC Tots with your current contact information, including current mailing address and telephone number. Inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your Center Director, Program Director or Business Manager.

6.9 Security

All employees are responsible for helping to make PC Tots a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Center Director immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your Center Director of any known or potential security risks and/or suspicious conduct of employees, volunteers, guests, or families of the Company. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.10 Social Media

At PC Tots, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any, manager, owner, employees, families or students of the Company.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, there is No Cell Phone use in the classroom, unless it is work related as authorized by your Center Director or consistent with policies that cover equipment owned by the Company

PC Tots encourages you to use good judgment when communicating via blogs, Facebook, online chat rooms, networking, internet sites, social internet sites, and other electronic and non-electronic

platforms. The following is a general list of guidelines you should keep in mind when utilizing personal social media:

- Do not "friend" parents of children enrolled in the Center on Facebook.
- You may not post photos of children on your personal social media account. (Facebook, Instagram, Twitter, or Snapchat, etc.) If done, disciplinary actions will be taken.
- Make it clear that the views expressed in social media are yours alone.
- Do not disclose confidential or proprietary information about PC Tots.
- Do not disclose information about children or parents enrolled at PC Tots.
- Do not disclose information that could subject PC Tots to legal liability.
- Be respectful of the privacy and dignity of your co-workers.
- Harassing, obscene, defamatory, threatening, or other offensive content must be avoided.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Executive Director.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

6.11 Third Party Disclosures

From time to time, PC Tots may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to The Program Director or the Executive Director about this policy or are not certain what to do when such a contact is made, contact Your Center Director.

6.12 Use of Company Technology

This policy is intended to provide PC Tots employees with the guidelines associated with the use of the Company information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

such as:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access keys, keycards and fobs.

General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.13 Workplace Privacy, Right to Inspect, and Confidentiality

PC Tots property, including but not limited to lockers, phones, computers, tablets, desks, workplace area, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

Due to the sensitive nature of the information confidentiality is of the utmost importance for our students and families, you must keep sensitive information confidential as a teacher of young children. The only information teachers are authorized to share with parents is information concerning their child.

Confidential and sensitive information about a child will only be shared when the parent/guardian of the child has given express written consent, except where

otherwise provided for by law.

Conversations about other children, other parents, co-workers, past employees, supervisors, and PC Tots confidential business information is a violation of privacy. All staff must be compassionate and discrete about discussing children's developmental needs and family information in public places, including the employee kitchen, office area, and hallways. This also includes off-premises discussion and/or conversations.

PC Tots is committed to protecting the personal information submitted to us by our parents. Use, access to, and protection of personal information will be limited and controlled, ensuring that information is neither shared nor disclosed to unauthorized persons without appropriate consent.

Confidential information includes any of the following:

- Contact information, such as name, address, email, and phone numbers
- Financial information, such as banking information or credit card numbers
- Medical information, including past history and current conditions
- Assessments done to determine developmental areas for the child

Staff must strive to support PC Tots' efforts by avoiding damaging or malicious discussions about center issues. Staff should be careful in discussing details of the center operations, particularly problem areas, with others in public.

7.0 Benefits

Employee benefits go into effect the first of the month, following 60 days of Employment.

7.1 401(k) Plan

Is not being offered at this time.

7.2 Bereavement Leave

PC Tots recognizes the importance of taking leave when there is a death in the family. While bereavement leave is not required by law, the Company will provide bereavement leave as follows:

All employees, regardless of years of service, are eligible for 1-5 days of paid bereavement leave based on employees' needs and approved by the management team. Bereavement covers the loss of any loved one, including a partner, child, foster child, stepchild, miscarriage, sister, brother, parent, grandparents, aunts and uncles, cousins, friends, and neighbors.

You may use accrued but unused vacation/sick leave/paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.

You must provide notice of your need for bereavement leave as far in advance as possible. The Company may require documentation supporting your need for bereavement leave.

7.3 Dental Insurance

All regular full-time employees who have completed 60 days of employment at PC Tots are eligible for the Company dental plan. The benefits go into effect the first of the month, following 60 days of Employment. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

7.4 Employee Assistance Program (EAP)

PC Tots does not participate in an EAP Plan now.

7.5 Employer-Sponsored Disability Benefits

PC Tots offers the following employer-sponsored disability insurance benefits to employees when they miss work due to non-work-related disabilities.

Eligibility

All full-time employees that have completed their first 60 days of employment, will qualify for benefits on the first day of the following month will be eligible for employer-sponsored Short-Term Disability and Long-Term Disability insurance benefits.

Short-Term Disability Insurance

Short-Term Disability insurance generally pays a weekly benefit if you cannot work because of a covered illness or injury. The benefit replaces a portion of your weekly income, providing funds directly to you to help pay your bills and living expenses. Check your plan documents for details about benefit payments and duration.

Long-Term Disability Insurance

Long-Term Disability insurance generally pays a monthly benefit to you if you cannot work because of a covered illness or injury. The benefit replaces a portion of your income, thus helping to meet your financial commitment in a time of need. Check your plan documents for details about benefit payments and duration.

Additional Information

The terms and conditions for the disability insurance program are outlined in the Summary of Plan Benefits. Contact PC Tots Executive Director for a copy of the plan provisions, required forms, and additional information about these benefits.

7.6 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Program Director for clarification.

7.7 Provides an HSA

PC Tots provides Health Savings Account (HSA) benefits for eligible employees. HSAs provide tax-free reimbursement to employees for health care and/or dependent care expenses that are not reimbursed by any other insurance or reimbursement program.

A Health Care HSA provides eligible employees the opportunity to pay for medical expenses, on a pretax basis, that are not reimbursed by an insurance plan. The amount you are reimbursed from your Health Care HSA are income tax free.

All regular full-time employees are eligible for the above HSA benefits.

Contact your Center Director or Program Director for a copy of the plan summary and for questions about this benefit.

7.8 Health Insurance

PC Tots offers group health insurance benefits to all eligible full-time employees. Employees will qualify for this benefit after completing their first 60 days of employment. Benefits will begin on the first day of the following month after the 60 days for themselves and their eligible dependents. Health plan benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from the Executive Director.

Your group health benefits are paid in part by the Company. The remainder of the costs are paid by you through deductions from your paycheck if needed.

Benefits may be canceled or changed at the discretion of the Company, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, the Company will provide you with information about your rights to continue your benefits coverage.

7.9 Holidays

PC Tots offers the following paid holidays each year:

Labor Day
Fall Break
Winter Break

September 5, 2022
November 24-
25, 2022
December 26- December 30, 2022

You will be compensated for holidays in accordance with federal and state law. however, if you have taken leave the day before or the day after a holiday and you are not using accrued PC Tots leave the employee will not be paid Holiday Pay.

Mandatory workdays

Professional Days	Development Professional Days	October 21, 2022 (No Student Day)
Development Professional Days	Development Professional Days	January 27, 2023 (No student Day)
Development Days		May 26, 2023 (No Student Day)
		August 11, 2023 (No Student Day)

7.10 Life Insurance

PC Tots provides life insurance to all regular full-time employees with the Company. Employees will qualify for this benefit after completing their first 60 days of employment. Benefits will begin on the first day of the following month after the 60 days for themselves and their eligible dependents. You will be required to notify the benefits administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

7.11 Military Leave (USERRA)

PC Tots complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to with your Center Director, Program Director or Executive Director. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Center Director of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Center Director.

7.12 Nonexempt Personnel

If you are classified as nonexempt at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Program Director for clarification.

7.13 Paid Time Off (PTO)

This policy designates dates for all part-time and full-time employees to receive paid time off throughout the calendar year to retain and recruit employees.

Vacation Paid Leave is accrued throughout the year and based upon the hours employed.

Year 1 - 10 days

Year 2 - 12 days

Year 3 - 15 days

At the termination of employment, vacation is paid to the employee. Up to a maximum of 80 hours are allowed to be paid out.

7.14 Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 35 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at PC Tots are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

7.15 Regular Part-Time Personnel

All employees who work fewer than 35 hours per week are considered part time. Part-time employees are not eligible for PC Tots benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

7.16 Sick Pay

PC Tots allows its regular full-time and part-time employees who have completed their introductory period 7 sick days per calendar year. 56 hours of sick leave can be accrued and carried over however, no more than 56 hours can be accrued each year. Sick days are accrued by hours worked. Notify your Center Director as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your Center Director in advance. In those situations, provide notification of your circumstances 2 hours before your shift begins. You may also be requested to provide a certificate of illness to your Center Director if you have missed 2 consecutive days.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Sick time accumulation will be capped at a total of 7 days or 56 hours per year. At the termination of employment, sick leave is not paid out.

7.17 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by PC Tots and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

7.18 Vision Care Insurance

All full-time employees that have completed their first 60 days of employment, will qualify for benefits on the first day of the following month for the Company vision care plan. The vision benefits plan will begin at the first of the month after the 60 days have been completed. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

7.19 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at PC Tots, no matter how slightly, you are to report the incident immediately to your Center Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Center Director, or Program Director immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Unpaid Leave

8.1 UNPAID LEAVE POLICY

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for critical pressing personal needs at the discretion of the department manager.

Provisions

- Individuals employed by PC Tots for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence.
- Unpaid personal leave may only be requested after all other appropriate leave balances have been exhausted.
- PC Tots will attempt to hold an employee's position open for the period of unpaid personal leave if such leave is 12 weeks or less. Employee health benefits will be continued in the same manner as received before the leave if the leave is for 12 weeks or less. The employee will be expected to remit payment for the employee's portion of the health insurance premium before departing for unpaid personal leave, equivalent to the expected period of absence. If an employee requests leave extending beyond 12 weeks, the employee will be advised of COBRA continuation rights.
- Unpaid personal leaves are limited to one per year.
- Accepting employment elsewhere is not a qualified reason for unpaid leave under this policy and may result in termination of employment at PC Tots.
- If the Employee maintains health insurance for family members, the Employee is responsible for maintaining that cost share for their family for the 12 weeks of unpaid leave.

8.2 Maternity Leave

Maternity leave is covered under short-term disability benefits. (See Short Term Disability Policy.)

8.3 Personal Leave of Absence

Procedure for applying for unpaid personal leave

Requests for unpaid personal leave must be written to the employee's department manager with a copy to the human resources director. They should indicate the reason and the length of leave requested.

The department manager shall review and act upon a request for unpaid personal leave in consideration of the following factors:

- The purpose for which the leave is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.
- The quality of the employee's performance before the submission of the request.

All unpaid personal leaves must be approved by the department manager and concurred with by the human resources director.

Procedure for returning from unpaid personal leave

An employee who has been granted an unpaid personal leave of absence shall give the department manager reasonable notification of the intent to return to work at least two weeks before the return date.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee reinstated to the employee's previous position, if available.

Separation of Employment

Upon separation of employment for any reason, you will forfeit any earned sick leave and unused PTO time will be paid out up to 80 hours.

9.0 Safety and Loss Prevention

All personal teacher items must be locked in a cabinet while at work.

9.1 Drug and Alcohol Policy

PC Tots is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not

discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Director if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

9.2 General Safety

It is the responsibility of all PC Tots employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Center Director as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

9.3 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of PC Tots, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero-Tolerance Policy

The Company has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as students, families, volunteers, and vendors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.

- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Center Director, Program Director or Executive Director immediately, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your Center Director, Program Director or the Executive Director.

10.0 Trade Secrets and Inventions

10.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, PC Tots employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential information (i.e. financial or sales records/reports, marketing or business strategies/plans, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Center Director or Program Director.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Confidentiality

Due to the sensitive nature of the information, you must keep sensitive information confidential as a teacher of young children. The only information teachers are authorized to share with parents is information concerning their children. Confidential and sensitive

information about a child will only be shared when the parent/guardian of the child has given express written consent, except where otherwise provided for by law.

Conversations about other children, other parents, co-workers, past employees, supervisors, and PC Tots confidential business information is a violation of privacy. All staff must be compassionate and discrete about discussing children's developmental needs and family information in public places, including the employee kitchen, office area, and hallways. This also includes off-premise discussion and/or conversations.

PC Tots is committed to protecting the personal information submitted to us by our parents. Use, access to, and protection of personal information will be limited and controlled, ensuring that information is neither shared nor disclosed to unauthorized persons without appropriate consent.

Confidential information includes any of the following:

- Contact information, such as name, address, email, and phone numbers
- Financial information, such as banking information or credit card numbers
- Medical information, including past history and current conditions
- Assessments done to determine developmental areas for the child

Staff must strive to support PC Tots' efforts by avoiding damaging or malicious discussions about center issues. Staff should be careful in discussing details of the center operations, particularly problem areas, with others in public.

Additional Utah Employment Policies

Hiring and Orientation Policies

Disability Accommodation

PC Tots complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Center Director. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will

be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

EEO Statement and Non harassment Policy

Equal Opportunity Statement

PC Tots is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Center Director or any other designated member of management.

Policy Against Workplace Harassment

PC Tots has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify your Center Director, Program Director or Executive Director or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

PC Tots is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with your Center Director, Program Director or Executive Director.

Wage and Hour Policies

Accommodations for Nursing Mothers

PC Tots will provide nursing mothers 1 hour of paid break times to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. You must make reasonable efforts to not disrupt Company operations. PC Tots will pay for 1 hour of pumping each day, if you go over one hour of pumping you must clock out.

You are encouraged to discuss the length and frequency of these breaks with your Center Director.

This policy applies only to employees classified as nonexempt under the Fair Labor Standards Act.

Meals

PC Tots strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal periods. Check with your Center Director regarding procedures and schedules for meal breaks. The Company requests that employees accurately observe and record mealtimes. If you know in advance that you may not be able to take your scheduled break or meal period, let your Center Director know; in addition, notify your Center Director as soon as possible if you were unable to or prohibited from taking a meal.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, by your Center Director.

At certain times PC Tots may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At PC Tots, the standard pay period is biweekly, for all employees. Pay dates are Wednesdays. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Director if this type of date arises. Review your paycheck for accuracy. If you find an issue, report it to your Center Director immediately.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of PC Tots policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Center Director will

make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

General Policies

Access to Personnel and Medical Records Files

PC Tots maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative.

All requests by an outside party for information contained in your personnel file will be directed to the [[appropriate department]], which is the only department authorized to give out such information.

Benefits

Court Attendance and Witness Leave

PC Tots realizes that, on occasion, employees may be subpoenaed to attend a deposition or hearing. In such cases, you will be provided unpaid leave to attend. Notify your Center Director as soon as possible to make scheduling arrangements. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

PC Tots encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Center Director as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Minor Child Court Attendance Leave

If you have a minor child that is required to appear in court, PC Tots will provide you unpaid leave to attend. Notify your Center Director as soon as possible to make scheduling arrangements. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If you do not have at least three nonworking hours between the time polls open and close, PC Tots will provide you up to two hours of paid time off to vote. The time when you can go to vote will be at the discretion of your Center Director, consistent with applicable legal requirements. You must request time off to vote prior to Election Day.

Safety and Loss Prevention

Workplace Smoking

PC Tots is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees, Students and families. Smoking in the office, building, parking lot areas, and restrooms is prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Sue Banerjee, Executive Director

PC Tots

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the PC Tots Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by PC Tots.

If I have any questions about the content or interpretation of this handbook, I will contact Andrea Barnes.

Print Name: _____

Signature: _____ Date: _____