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# Employee Model Handbook Instructions

CCA For Social Good™ (“CCA”) has developed this material as a model for your organization’s Employee Handbook. This handbook contains many of the most important policies your organization needs to address. **It will require your review and revision in order to reflect your organization’s policies, procedures and culture, and to comply with applicable federal, state, and local law.**

## NOTICE

**The content of this model handbook is not all-inclusive. It is provided to help you get a jumpstart on creating an Employee Handbook specifically for your organization. Items marked in yellow vary widely by employer and should be reviewed carefully prior to adoption.**

**You should modify or withdraw policies and procedures within this handbook in accordance with your organization’s policies, goals, and objectives.**

**After you create your organization’s Employee Handbook and before introducing it to your staff, be sure to have it reviewed by qualified employment law counsel to make sure it is in compliance with applicable federal, state, and local law. That review by your counsel should be updated from time to time. CCA may update this model employee handbook from time to time, but is not obligated to do so.**

**This model handbook was prepared by, and is the property of, CCA. CCA is the creator of the material contained herein, and it is protected under federal and state intellectual property law. CCA provides the handbook to CCA’s licensees. The use of the handbook is subject to the terms of the user’s license with CCA. The right to use the handbook terminates upon termination of the user’s license with CCA. CCA hereby grants the right to use the handbook to authorized licensees of CCA’s licensee, subject to the same conditions. This model handbook was last reviewed May, 2016.**

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## PREPARING THIS HANDBOOK FOR DISTRIBUTION

- Review the contents and **complete any highlighted sections** that require your specific rules and procedures to be added by simply clicking on the highlighted text and typing the revised content within the brackets.
- Remember to **SAVE** your work frequently. When you click on **File** and then **Save As** it's helpful to add the date and your initials to the saved file.
- Further customize the handbook by adding your organization name. If you follow the instructions below, the words "Kids Space School Age Program" will automatically be replaced with your organization's name in all the policies at one time.

### For Microsoft Word 2010:

- Go to the Title page, click on the Title
- Under the **Home** ribbon, select **Replace**
  - In the Replace screen, enter the following:
    - Under **Find What**, type (case sensitive): **Kids Space School Age Program**
    - Under **Replace With**, type (without the brackets): [the name of your Program]
    - Click **Replace All**. A pop-up screen will appear stating you have replaced the text.
    - Click on **OK**. Click on **Close** in the *Replace* window.

### For Microsoft Word 2007 and older:

- Go to the Title Page, click on the Title.
- On the Menu Bar, click **Edit**.
- From the drop down, choose **Replace**.
- In the Replace screen, enter the following:
  - Under **Find What**, type (case sensitive): **Kids Space School Age Program**
  - Under **Replace With**, type (without the brackets): [the name of your Program]
  - Click **Replace All**. A pop-up screen will appear stating you have replaced the text.
  - Click on **OK**. Click on **Close** in the *Replace* window.

- Add your logo to the Cover Page of the handbook.
  - Go to the Cover Page
  - To add, click on **[Click here to insert your Organization's Logo here or delete]**.
  - Click on the **Insert** tab on the Menu Bar.
  - Select **Picture**.
  - Locate your logo on your computer and click **Insert**. Your logo will appear centered on the page.

*You may not want to add a logo.*

- Go to the Cover Page of the handbook.
- To delete, click on **[Click here to insert your Organization's Logo here or delete]**.
- Hit "delete".

- Review the contents and **complete any highlighted sections** that require your specific rules and procedures to be added by simply clicking on the highlighted text and typing the revised content.
  - Update "Section 1".
    - Revise the "Welcome" page to appear and read more like a letter and add the signature of one of your executives.
    - Add your Organization's Vision, Mission and other unique information.
  - Update "Section 3". Add your Organization's workweek and payroll information.
  - Update "Section 4". Add your Organization's recognized holidays.
    - Modify the Insurance category with information from your specific plans.
    - After consulting with an employment attorney, add the FMLA information, if applicable.
    - Update your Organization's Bereavement, Jury Duty/Court Duty, Sick Time, and Vacation policy information.
- Delete any sections of the handbook (including this page) that do not apply to your organization.
- If your organization requires additional policies that are not covered within these pages contact an attorney to provide the necessary, customized sections.
- Update the Table of Contents after any revisions are made to the document.
  - To update, click the right mouse button once anywhere within the body of the Table of Contents.
  - Select **Update field**.
  - Select **Update entire table**.
  - Click on **OK**. Your table now reflects the changes you've made to your document.

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- After making changes to the handbook, update the title page and document footer to reflect the current revision date.
    - To update the footer, under the Insert tab, select footer, edit footer. Go to footer section 3, select month and year, hit delete, and enter current revision month and year.
  - Review the completed handbook with an Employment Attorney in your state to ensure all the state, federal, and local laws have been considered.
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# **Kids Space School Age Program**

## **EMPLOYEE HANDBOOK**

Effective August 2025

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# SECTION 1: GENERAL

## Welcome

We are pleased to have you on staff with **Kids Space School Age Program**, and wish you every success in your new position. We pride ourselves on hiring and retaining individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team.

This handbook is designed to familiarize you with **Kids Space School Age Program**, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your immediate supervisor.

After reviewing this handbook, please sign both copies of the Acknowledgment and Release form included at the end of this document. This confirms that you have received the handbook and understand its contents. Please return the Employer Copy to your supervisor.

No handbook can anticipate every situation or question about all of our policies and terms of employment. Your supervisor may tailor the policies set forth herein to specific situations. **Kids Space School Age Program** reserves the right to add new policies and to change or cancel existing policies at any time. We will endeavor to notify you of any changes to this handbook as they occur.

Questions about the handbook or its application to specific situations should be directed to your supervisor.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered. References in this handbook to “us” and “company” include **Kids Space School Age Program** and all affiliated entities.

Welcome to **Kids Space School Age Program**. We hope that your experience here will be challenging, enjoyable, and fulfilling.

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**(OPTIONAL)**

## **About Kids Space School Age Program**

- **[Click to insert your Organization's Mission or delete]**
- **[Click to insert your Organization's Vision Statement or delete]**
- **[Click to insert an overview of Programs and Services or delete]**
- **[Click to insert your Organization's Leadership Directory or delete]**
  - **[Click to insert Executive Management or delete]**
  - **[Click to insert Board of Directors or delete]**

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## SECTION 2: EMPLOYMENT

### Equal Employment Opportunity Policy

**Kids Space School Age Program** is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, **Kids Space School Age Program** will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

### Americans with Disabilities Act

**Kids Space School Age Program** is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, **Kids Space School Age Program** will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made **Kids Space School Age Program** aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on **Kids Space School Age Program**.

### Anti-Harassment and Non-Discrimination

**Kids Space School Age Program** wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be **Kids Space School Age Program's** policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

**Kids Space School Age Program** expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

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- (1) submission to such conduct is made a term or condition of employment; or
  - (2) submission to or rejection of such conduct is used as basis for employment decisions; or
  - (3) such conduct interferes with an individual's work performance; or
  - (4) conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that **could be viewed as** sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal "kidding," "teasing," or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another's body
- Pressuring someone to go on a date
- Comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one's sexual experience and discussion of one's sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of **Kids Space School Age Program's** policy against harassment.

### Reporting Harassment

**Kids Space School Age Program** encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment **before** it becomes severe or pervasive.

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

### Investigation

**Kids Space School Age Program** will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a pri-

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vate interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

**[Note to Employer:** An investigation of harassment will often require other employees to be interviewed, and, to do so, disclosure of the nature of the complaint and the party making the complaint. The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

### **Responsive Action**

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

**[Note to Employer:** Harassment policies and laws do not guarantee a workplace free of stress, conflict, or personality clashes. These situations and conditions do not necessarily constitute harassment. The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

### **Ethics Policy**

Ethics are integral to the successful achievement of our mission at **Kids Space School Age Program**. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

### **Confidential Information**

Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside **Kids Space School Age Program**, who does not have a legitimate need for the information.
- Confidential financial information about **Kids Space School Age Program** must not be disclosed to outsiders.
- Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of **Kids Space School Age Program**, including, but not limited to, **Kids Space School Age Program**’s existing and contemplated products and services; procedures of distributing,

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pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and proprietary information related to vendors and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of **Kids Space School Age Program**, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

**[Note to Employer:** Federal and state laws, including FERPA and HIPAA, may prohibit the disclosure of employees' medical information and conditions to other employees and outsiders. If you have or become aware of such medical information, you must observe applicable laws on the subject. Please respect the privacy of fellow employees regarding medical conditions and information. It is not appropriate to send an email to all employees saying, "Sue has stage four liver cancer!" unless she has agreed to that disclosure. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

### Conflicts Of Interest

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee's personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee's obligation to **Kids Space School Age Program** or its clients.

If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his manager, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of **Kids Space School Age Program**.

### Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires **Kids Space School Age Program**, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and

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- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

**Kids Space School Age Program** will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify **Kids Space School Age Program** of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

**Kids Space School Age Program** has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. **Kids Space School Age Program** may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

## Immunizations

**Kids Space School Age Program** mandates as a condition of employment, all employees must be current with all immunizations routinely recommended by the Centers for Disease Control and Prevention (CDC) or, if not immunized for medical, religious or philosophical reasons, provide written documentation of the reason before their effective start date.

[**Note to Employer:** Immunization requirements vary by industry, however not all industries will need to include this policy. Laws regarding staff immunizations are administered by each individual state. It is recommended that you reference your local statutes and review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

## Confidential, Proprietary and Other Nonpublic Information

The protection of confidential information and proprietary inventions is vital to the interest and the success of **Kids Space School Age Program**. Such confidential information includes, but is not limited to, the following:

- Donor Names/Information
- Employee data
- Family/Client information
- Financial information
- Research and development initiatives
- Pending projects and proposals

The disclosure of **Kids Space School Age Program**'s confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary

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action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information. Please refer to Section 5: Employee Conduct, Electronic Communication for further explanation.

## Employment Classification

All employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. Non-exempt employees are entitled to overtime pay. Exempt employees are not.

In addition, employees will be classified as the following:

**Full-time:** An employee who is normally scheduled to work a standard forty-hour workweek.

**Part-time:** An employee who is normally scheduled to work less than forty hours per week, and is not temporary.

**Regular:** An employee who has completed their introductory period.

**Temporary:** An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

## At-Will Employment

Employment with **Kids Space School Age Program** is at-will, meaning that either you or **Kids Space School Age Program** may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publications cannot modify this at-will employment relationship. Only a written and signed contract by the Executive Director or the Board can change an individual’s at-will employment status.

## Introductory Period

The first **[click here and enter Number of Days]** days are considered the Introductory Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to **Kids Space School Age Program** and to determine whether the new position meets their expectations. Similarly, **Kids Space School Age Program** uses this period to evaluate the employee’s capabilities, work habits, and overall suitability for the job.

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The completion of the Introductory Period does not represent a guarantee of continued employment, as employment is always at-will.

**[Note to Employer:** Introductory period practice must apply to all employees and be equally adhered to. The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.]**

## Personal Data Changes

To help keep record and benefits program information accurate, please notify **Kids Space School Age Program** of any changes to your personal information, such as: mailing address, emergency contacts, and other possible relevant information. If you are enrolled in benefits plans, please keep the provider or us informed of relevant changes in marital status, dependents' information, beneficiaries, and the like.

## Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with the employee's supervisor is not able to resolve the matter, the concern then may be presented to the next level of management.

## Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed. A formal written performance evaluation will be conducted at the end of an employee's introductory period.

Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and correct weaknesses, and discuss positive approaches to achieving goals.

## Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, **Kids Space School Age Program** requests at least two weeks' written resignation notice from all employees.

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## SECTION 3: SCHEDULES, COMPENSATION & ABSENCES

### Work Schedules

**Kids Space School Age Program** retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.

Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

### Recordkeeping

All hourly employees are responsible for timely and accurately recording the hours they work. You must accurately record the time you begin and end work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. Your supervisor must always approve overtime work before it is performed.

All employees (including exempt employees) are required to record any and all vacation and/or sick time taken.

Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

### Breaks/Lunch for Hourly Staff

**Kids Space School Age Program** does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that occasional pauses for rest are beneficial. Therefore, it is suggested that the time and occasion of such breaks be at the discretion of the supervisor and that the taking of short breaks is not against **Kids Space School Age Program's** regulations.

Non-exempt staff do not have to "sign out" for breaks, providing the break is no longer than 20-minutes in length.

All hourly employees who work more than **[Click here and enter your State's requirement]** consecutive hours will have at least a 30-minute unpaid lunch or eating period. Working through break/lunch period must be authorized by a supervisor and an employee must be paid for all hours worked.

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**[Note to Employer:** The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.]**

## Workweek & Payroll

**Kids Space School Age Program**'s normal business hours are [\[Click here and type Days \(e.g. Monday - Friday\)\]](#), [\[Click here and type Hours of Operation\]](#). The payroll period is [\[Click here and type Start and End days of pay period\]](#). Payday is on [\[Click here and type Day of Week or Month\]](#). In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior.

There is a one-week delay in the payment of wages after they are earned. Therefore, employees are paid for the prior workweek.

## Payroll Deductions

**Kids Space School Age Program** is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

**Kids Space School Age Program** will also make other deductions that have been authorized by you, such as your elected insurances or other benefits.

You must maintain a current, valid IRS W-4 form [\[click here to enter applicable state form, if required\]](#) designating the number of exemptions for federal [\[click here to enter 'and state' or delete\]](#) tax withholding. We cannot honor oral or email requests to "stop withholding" or "just use 99 exemptions this week."

## Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Exempt employees are not eligible for overtime pay. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

Overtime work cannot be "traded" for time off.

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## Expense Reimbursement

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of **Kids Space School Age Program** that need to be reimbursed. Receipts and detailed explanations of expenses must accompany all reimbursement requests. Expense reports and reimbursements may be subject to other specific policies and practices beyond those provided in this handbook.

## Errors in Pay

If you become aware of an error in your pay or deductions, bring it to the attention of your supervisor so that it can be corrected as soon as possible.

## Absences

Regular attendance is a condition of employment.

You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for your absence and when you expect to return.

Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days **without** advising your supervisor, you may be terminated.

If you are absent for five consecutive working days and do not notify your supervisor, you will be considered to have abandoned your job and you will be terminated.

## Emergency Conditions/ Safety

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work **[click here and enter "will" or "will not"]** be paid for regular full-time and regular part-time employees. In the event of an emergency or severe weather your supervisor will notify you of any schedule changes or closures.

**[Note to Employer:** Laws regarding paid time off may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

Employees who come in late, leave early, or are absent because of an emergency or se-

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vere weather situation must notify their supervisor immediately. Failure to notify your supervisor may result in being charged the time against available personal or vacation leave balances. Please check with your supervisor to learn more about these policies for your specific job responsibilities.

Help keep our workplace safe. It is Kids Space School Age Program's policy to provide a workplace free of safety or health hazards. Observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. You must report all observed unsafe equipment, unsafe or unhealthy working conditions, processes or procedures to the immediate attention of your supervisor. Any deliberate or ongoing safety violation or creation of a hazard by an employee will be dealt with through disciplinary action, up to and including termination. Don't engage in horseplay or pranks that may create unsafe conditions.

If you encounter another employee who is having a medical or safety emergency, contact your supervisor immediately. When in doubt, call 911. Do not attempt to assist or move another employee who is having a medical problem unless you are qualified to do. Get professional help.

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## SECTION 4: BENEFITS

### Holidays

According to applicable restrictions, **Kids Space School Age Program** will grant paid holiday time off to all eligible employees immediately upon hire. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would have worked on that day.

Paid holidays are as follows:

- Thanksgiving Day
- Christmas Day
- **[Click here and type another holiday or delete]**
- **[Click here and type another holiday or delete]**
- **[Click here and type another holiday or delete]**
- **[Click here and type another holiday or delete]**
- **[Click here and type another holiday or delete]**
- **[Click here and type another holiday or delete]**
- **[Click here and enter or delete 2 floating holidays (used on days of your choice with supervisor approval)]**

To be eligible for holiday pay you must have worked your scheduled hours the days before and after the holiday. If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employee's unpaid absence (e.g. unpaid leave of absence), no holiday pay will be provided.

### Insurance

**[Note to Employer: Modify this list to reflect your individual benefit program and update the descriptions to reflect the specific terms of your plans. Select and delete this text box.]**

**Kids Space School Age Program** offers the following health and life insurance options to employees:

**a. Health Insurance:**

Full-time employees are eligible to enroll in medical benefits. Medical benefits become effective the first of the month after 30 calendar days of employment.

**b. Dental Insurance:**

Full-time employees are eligible to enroll in dental benefits. The dental benefits become effective the first of the month after 30 calendar days of employment.

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**c. Vision Insurance:**

Full-time employees are eligible to enroll in vision benefits. Vision benefits become effective the first of the month after 30 calendar days of employment.

**d. Disability Insurance:**

Full-time employees are eligible to enroll in Short-Term and/or Long-Term Disability benefits. Disability benefits become effective the first of the month after 30 calendar days of employment.

**e. Life Insurance:**

**BASIC**--Any employee or dependent is eligible for "Basic Life Insurance." Eligibility is the first of the month after 30 calendar days of employment. Employees are automatically enrolled in the Basic Life Insurance.

**VOLUNTARY**--Any employee may purchase additional life insurance for themselves, spouses or dependents. Voluntary Life Insurance benefits become effective the first of the month after 30 calendar days of employment.

## Workers' Compensation

**Kids Space School Age Program** provides a workers' compensation program to our employees. The program reimburses certain out-of-pocket costs and may provide reimbursement for lost wages sustained as the result of injuries or illnesses sustained in the course of employment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert **Kids Space School Age Program** to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither **Kids Space School Age Program** nor the program will be liable for the payment of workers' compensation benefits for injuries that might occur outside of work or during employees' voluntary participation in off-duty recreational, social, athletic or community-based activities, even if sponsored by **Kids Space School Age Program**.

## Retirement Plans

[Click here and type your organization's retirement plan or delete this section]

## Leave Provisions

**a. The Family Medical Leave Act (FMLA)**

[Click here to enter your FMLA Policy or delete if not applicable]

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**[Note to Employer:** If your organization has **less than 50 employees**, your organization will not require information on FMLA.

For organizations with **more than 50 employees**, the FMLA will **need** to be included in this handbook.

Due to the complexity of integrating and the evolving nature of the Family Medical Leave Act with other policies and state laws, consult with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

#### **b. Bereavement Leave**

At the discretion of management, full-time employees may be allowed up to **[Click here and type Number of Days]** days off **[Click here and type "with" or "without"]** pay in the event of the death of an immediate family member. Please notify your supervisor as soon as possible if you need to take bereavement leave.

For the purposes of this policy, immediate family is defined as husband, wife, child, grandchild, parent, brother, sister, grandparent, and those same relatives of your spouse, and members of your immediate household.

Additional time off without pay may be granted at the discretion of your supervisor to attend the funeral of other relatives or friends. You also have the option of using any available vacation days in these instances.

#### **c. Jury Duty/Court Duty**

If you are called for jury duty or subpoenaed to appear in court as a witness, **Kids Space School Age Program** will pay up to **[Click here and type Number of Days]** (less any court pay received) per year to regular full-time and regular part-time employees. When the court obligation does not demand services for a full day, the employee must return to work. To receive this benefit, you must show the court summons or subpoena to your supervisor as soon as it is received.

#### **d. Military Leave**

**Kids Space School Age Program** will grant military leave of absence in accordance with applicable law.

#### **e. Personal Leave**

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director.

All personal leave is unpaid.

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## f. Voting

**Kids Space School Age Program** encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours may be allowed to accommodate your right to vote. Notify your supervisor prior to Election Day, if you require any such accommodation.

**[Note to Employer:** The laws regarding sick leave and acceptable medical reasons vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.]**

## Sick Time

**Kids Space School Age Program** provides up to

**[Click here and type Number of Days or Number of Hours]**

**[Click here and type 'days' or 'hours']** per calendar year of sick time to regular full-time and part-time employees. Temporary employees do not accrue paid sick leave. Sick time is provided for the purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury, and that of a child, parent, or spouse who is ill or injured.

- All employees are responsible for recording sick time used.
- Sick leave does not carry over from year to year.
- Employees who separate from **Kids Space School Age Program** will forfeit any unused sick time, unless state or local law requires otherwise.

## Vacation

**Kids Space School Age Program** provides vacation time to all regular full-time and part-time employees. Vacation hours accrue each pay period to the employee based on the employee's classification, hours worked during the pay period, and years of service. Employees will not accrue more than the maximum allocated accrual for any one pay period.

An employee will earn no vacation time during an unpaid leave of absence.

Vacations benefits are designed to provide employees with an opportunity to spend time away from the job and connect with others outside of work. Therefore, employees may not "cash out" vacation pay by continuing to work in lieu of taking vacation.

Vacation pay will be calculated based on the employee's straight-time pay rate (in effect when vacation benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence.

Vacation pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation.

Vacation benefits for exempt employees are based on their normal wages.

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Vacation leave requests should be submitted to your supervisor a minimum of **[Click here and enter Number of Weeks]** weeks in advance and are subject to approval. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence.

Vacation time must be used within the anniversary year it is earned. Unused vacation time will not be paid out at the end of the anniversary year.

Upon termination of employment, employees will be paid for vacation benefits which have accrued through the last day of work or as required by state law.

**[Note to Employer:** Specify whether vacation is to be used or allowed to accrue. The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.]**

Vacation benefits will be awarded to eligible employees according to the following schedules:

#### Full-time employees

Length of Service	Number of days	Number of Days to Carry Over
1 to 5 years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>
6 to 10 years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>
11 + years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>

#### Part-time employees

Length of Service	Number of days	Number of Days to Carry Over
1 to 5 years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>
6 to 10 years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>
11 + years	<b>[Click here and type Number of Days]</b>	<b>[Click here and type Number of Days]</b>

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## SECTION 5: EMPLOYEE CONDUCT

### Computer Use

Use of **Kids Space School Age Program**'s computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. **Kids Space School Age Program** may delete unlicensed and personal software without notice.

### Electronic Communication

All communications transmitted by, received from, or stored in **Kids Space School Age Program**'s computer systems are considered to be the property of **Kids Space School Age Program**. The following apply to use of **Kids Space School Age Program**'s computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by **Kids Space School Age Program**'s computers. **Kids Space School Age Program** reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws. This also applies to downloading, displaying or storing of such materials in **Kids Space School Age Program**'s computers.
- The computer and telecommunication resources and services of **Kids Space School Age Program** may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
- While **Kids Space School Age Program** understands that employees occasionally use their computer and the Internet for personal use, such use should be

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kept to a minimum and should not interfere with the performance and completion of their job responsibilities.

- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their passwords.
- The rules in this Employee Handbook on confidentiality and electronic communication extend to social media to the extent it is used on our equipment or with identification of us as your employer. Please be mindful and careful when engaging in exchanges of social media with other employees, and our families, vendors, sponsors, customers, and the like, so that you do not disclose our confidential information to outsiders or the general public, and so that you represent us in a positive light. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter & Instagram) can violate the privacy of children and families. Social media comments that are playful or teasing in a personal setting may be out of place when identified with us. If you identified yourself as an employee of ours in social media, you may be subject to the applicable portions of this Employee Handbook with respect to that conduct.

**[Note to Employer:** The laws regarding confidentiality and the use of social media may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

## Outside Employment

**Kids Space School Age Program** expects that all of its employees will be professionally committed to their position and responsibilities. **Kids Space School Age Program** also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with **Kids Space School Age Program**.

Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

## Personal Appearance

Employees have a direct impact on the image of **Kids Space School Age Program** and should appear neat, clean, and dressed appropriately for the work being performed. In some cases, safety gear or uniforms are required. Please check with your supervisor for more information on workplace attire expectations and requirements in your area.

## Personal Relationships

While **Kids Space School Age Program** has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or

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significant other. **Kids Space School Age Program** reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship.

## Phone Usage/ Cell Phone Policy

Personal calls should be kept to a minimum and should not interfere with the employee's work. Excessive use of the phones during work time will result in discipline.

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. However, there may be times when either a cell phone or walkie-talkie will be required for safety when off-site during walks or trips outside of the premises. These instances will be evaluated on a case-by-case basis.

## Political Activity

You can participate in political activities as long as it does not conflict with your work performance, or federal or state law and you make it clear in your interactions that you are acting as a private citizen, not representing **Kids Space School Age Program**.

## Smoking Policy

As required by law, all facilities and vehicles owned, operated or leased by **Kids Space School Age Program** are smoke-free. Smoking shall be permitted:

- 25 or more feet from a building entrance or exit and providing it is away from windows and air intakes.
- In personal vehicles.

No additional breaks beyond those allowed under **Kids Space School Age Program's** break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

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# ACKNOWLEDGEMENT AND RELEASE FORM - Employee Copy

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **Kids Space School Age Program**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **Kids Space School Age Program** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **Kids Space School Age Program** changes, the need may arise to change policies described in this handbook. **Kids Space School Age Program** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Kids Space School Age Program** will notify all team members of such changes, and they will be applicable even if I have not signed a new Acknowledgment and Release Form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

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Employee Printed Name

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Employee Signature

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Date

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# ACKNOWLEDGEMENT AND RELEASE FORM - Employer Copy

(Employer Copy—to Be Placed in Employee File)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **Kids Space School Age Program**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **Kids Space School Age Program** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **Kids Space School Age Program** changes, the need may arise to change policies described in this handbook. **Kids Space School Age Program** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Kids Space School Age Program** will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Please date, print and sign your name and forward this form to your supervisor.

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Employee Printed Name

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Employee Signature

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Date