

UPDATES TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL

DATE	PAGE NUMBER	CHANGE	BOARD APPROVED	PC APPROVED
6/14/2011 (Continued)	523:4	Classroom Assistant/Cook/Housekeeper job description – Changed lifting requirement from 50 lbs to 70 lbs. This is to be in-line with the lifting requirement of the Classroom Assistant		
	Organizational Chart	Updated Human Resource Manager Title		
	503	Removed line #3 under responsibilities which stated Education Supervisor was responsible for supervising Home Visitors		

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06/14/2011	Entire Manual	<p><u>Remove entire Personnel Policies and Procedures Manual</u></p> <p>Replace with entire new Personnel Policies and Procedures Manual</p> <p>Changes include:</p>	6/14/2011	6/14/2011
	Entire manual Section 5	<ul style="list-style-type: none"> • Placing all policies in alphabetical order • Correct Job Titles and Supervisor information 		
	301	<ul style="list-style-type: none"> • Move Old Policy 227 to Section 3 Policy 3 and changed title to "Compensation Management and Pay Ranges" 		
	310	<ul style="list-style-type: none"> • Inclement Weather Policy – deleted Nora and St. Paul and removed Wise from the PY instructions 		
	517	<ul style="list-style-type: none"> • Human Resource Officer job description – changed title to Human Resource Manager. 		
	Entire Manual	<ul style="list-style-type: none"> • Change "Human Resource Officer" to "Human Resource Manager" throughout manual 		
	301:5 – 301:6	<ul style="list-style-type: none"> • Moved Financial Services Assistant and HR Manager from Grade 11 to grade 13 on pay scale to be in-line with management staff. 		
	308	<ul style="list-style-type: none"> • Fringe Benefits policy – Added the sentence "Coverage will begin on the first day of the month following the 90 days" to each paragraph regarding benefits. Also changed the 401K match from 3% to 5% 		
	320	<ul style="list-style-type: none"> • Timekeeping Policy – removed language concerning pen and paper submission. Also added to submit by computer. 		
	Section 5	<ul style="list-style-type: none"> • Section 5 – All Job Descriptions have been categorized by department and put in alphabetical order 		
	234	<ul style="list-style-type: none"> • Added Policy 234 – Whistleblower policy 		

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DATE	PAGE NUMBER	CHANGE	BOARD APPROVED	PC APPROVED
01/28/2011	Table of Contents 300 323 – 324:3	<u>Remove Policy 324 and Update Policy 323</u> Replace Table of Contents Remove Section 3 Table of Contents and replace with update Remove Pages 323 – 324:3 and replace with updated pages 323 – 323:3	01/19/2011	01/26/2011
11/23/2010	302	Remove page 302 and replace with update (language change)	11/10/2010	11/16/2010
08/2010	Front 227:4 227:6 550 551 552 227:4 227:6	Remove organizational chart and replace with updated organizational chart Remove and replace with updated pages – Added Family Involvement Specialist position on pay scale Remove Family Advocate Job Description and replace with update Remove Family Services/MIS Job Description and replace with update Remove Family Involvement Specialist and replace with update Add Family Involvement Specialist on Grade 8 of pay scale (remove 227:4 and replace with updated 227:4) Add Family Involvement Specialist on Grade 8 (remove 227:6 and replace with updated 227:6)	08/17/2010 8/17/2010 8/17/2010 8/17/2010 8/17/2010 8/17/2010 8/17/2010	08/11/2010 8/17/2010 8/17/2010 8/17/2010 8/17/2010 8/17/2010

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DATE	PAGE NUMBER	CHANGE	BOARD APPROVED	PC APPROVED
06/2010	Table of Contents	Add the Assistant Director and Family Involvement Specialist to Table of Contents		
	552	Add – Family Involvement Specialist Job Description	06/15/2010	06/15/2010
	523	Add – Assistant Director Job Description	06/15/2010	06/15/2010
	500	Add the Assistant Director and Family Involvement Specialist Titles and Page Numbers		
05/2010	227	Remove the pay scale based on 3.1% (remove pages 227:4 – 227:8 and replace with 227:4 – 227:6)	04/20/2010	04/14/2010
01/2010	Front	Remove organizational chart and replace with updated organizational chart	01/19/2010	01/13/2010
	545	Add pages 545 - 545:6 (Disabilities Coordinator/Home Base Supervisor job description)	01/19/2010	01/13/2010
	500	Remove page 500 and replace with updated page 500 (Added Disabilities Coordinator/Home Base Supervisor title)	01/19/2010	01/13/2010
	Table of Contents	Remove main Table of Contents and replace with updated Table of Contents (Added Disabilities Coordinator/Home Base Supervisor title and page number)		
06/2009	Table of Contents	Remove Table of Contents and replace with updated Table of Contents		
	300	Remove page 300 and replace with updated page 300	06/15/2010	06/15/2010
	324	Add pages 324 – 324:3	06/15/2010	06/15/2010
	227	Replace pages 227:4 and 227:5. Add pages 227:6 – 227:8		

Kids Central Incorporated

PERSONNEL POLICIES

AND

PROCEDURES MANUAL

Approved by Board of Directors: June 14, 2011

Approved by Policy Council: June 14, 2011

Kids Central Incorporated

Philosophy on Human Resource Management

Kids Central's mission focuses on excellence in providing services to children. Kids Central believes success in this mission depends on the collective efforts of a diverse workforce made up of individuals committed to excellence in service and performance. In keeping with this commitment, we have established guidelines for policy formulation and administration which:

- Emphasize the integrity of Kids Central's community through a unified institutional effort
- Support and promote individual development for the betterment of the children served and the community
- Recognize individual contribution at all levels and appreciate innovative effort and accomplishments, and
- Encourage open communication and shared stakeholding to accomplish the mission

Kids Central takes pride in its tradition of leadership and innovation. The Human Resource Policies share this progressive character, providing foundation for a mutually supportive environment distinguished by equal opportunity and sound business practices. It is necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and state and federal legislation. However, any changes in policy will be consistent with Kids Central's approach to:

- Employ talented individuals whose creativity and imagination will support and contribute to achieving Kids Central's mission
- Communicate Kids Central's standards and expectations
- Value diversity
- Assure equal employment opportunity and a workplace where relationships are based on mutual respect
- Treat all staff and clients in a professional, non-discriminatory manner
- Provide safe, effective working conditions and accommodations, and
- Provide competitive salaries and benefits

Kids Central Incorporated

Purpose of the Personnel Policy Manual

The Personnel Policy Manual is a central reference to all Kids Central employee relations policies. Each policy is a guideline to be used with discretion, understanding, and management in the spirit in which the policy is written. It is intended for use by individuals who have supervisory responsibility for Kids Central employees (compensated and non-compensated). The contents are available to any member of the Kids Central community.

It is important that supervisory staff understand and support each policy. Therefore, every effort is made to include sources for certain policy guidelines (such as other non-profit organization policies and procedures as well as government requirements or legislation).

These policies apply to employees and volunteers as designated. The specific policies that follow promote the philosophy of Kids Central with regard to standards of excellence; terms of employment; employee development; and employee services. These policies and procedures will be reviewed on a regular basis and may be revised as necessary and appropriate to reflect the dynamics of Kids Central. Changes will be communicated to all employees, and new or revised policies will be distributed to individuals with supervisory responsibility. Under no circumstances are the statements contained in these policies to be considered a contract of employment, an obligation, or guarantee on the part of Kids Central.

Procedure:

1. The Manual will be distributed to supervisors and senior management staff only.
2. The Manual applies to employees, volunteers and independent individuals and organizations under contract or agreement to provide services.
3. In response to updated regulations, laws, personnel, payroll and human resources best practices, the Manual is subject to change at any time.
4. Written authorization from the Board and Policy Council is required prior to changing/updating the Manual.
5. Updates will be brought to the immediate attention of the appropriate groups of employees, volunteers and independent individuals and organizations under contract or agreement to provide services through any of the following means:
 - a. Meeting
 - b. Posting of the change(s) on the employee bulletin board
 - c. Memorandum
 - d. Amendments to the documents themselves
 - e. Website
6. This Manual must be available to staff and kept in the Human Resources Office.

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