

Employee Handbook

October 22, 2026

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with The Early Learning Coalition of Osceola County. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Early Learning Coalition of Osceola County adheres to the policy of employment at will, which permits the Coalition or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Coalition representative other than the Board of Directors may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Coalition documents. These Coalition documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Coalition guidelines. The Coalition may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Board of Directors.

This handbook supersedes all prior handbooks.

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SECTION 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1.1 Introduction

For employees who are commencing employment with The Early Learning Coalition of Osceola County ("The Early Learning Coalition of Osceola County" or "the Coalition"), on behalf of The Early Learning Coalition of Osceola County, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at The Early Learning Coalition of Osceola County. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

1.2 Mission. Vision & the Four Agreements



1.3 Equal Employment Opportunity

The Early Learning Coalition of Osceola County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including

pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The Early Learning Coalition of Osceola County's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Manager. The Early Learning Coalition of Osceola County will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Manager. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1.4 Reasonable Accommodations & Interactive Dialogue

The Early Learning Coalition of Osceola County is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). To that end, The Early Learning Coalition of Osceola County will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom The Early Learning Coalition of Osceola County has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include but are not limited to things such as the ability to carry or keep water near and drink, as needed; allowing the employee additional restroom breaks; allowing the employee whose work requires standing to sit and whose work requires sitting to stand; allowing the employee breaks, as needed, to eat and drink; accommodations related to lactation; time off to recover from childbirth; modification of equipment; appropriate seating; temporary transfer to a different position that the employee is able to perform; restructuring job duties; light duty; or a modified work schedule. The Early Learning Coalition of Osceola County will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship on The Early Learning Coalition of Osceola County.

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact the Manager. Accommodation requests can be made in writing using a form which can be obtained from the Manager. If the

employee who has requested an accommodation has not received an initial response within five (5) business days, they should contact Human Resources.

Unless otherwise required by law, The Early Learning Coalition of Osceola County may request that the employee provide supporting documentation. Cooperating with The Early Learning Coalition of Osceola County by returning requested information in a timely fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, The Early Learning Coalition of Osceola County will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, The Early Learning Coalition of Osceola County may initiate an interactive dialogue under certain circumstances, such as when The Early Learning Coalition of Osceola County has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event The Early Learning Coalition of Osceola County initiates an interactive dialogue, it should not be construed as The Early Learning Coalition of Osceola County's belief the employee requires an accommodation, but will serve as an invitation for the employee to share with The Early Learning Coalition of Osceola County any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, The Early Learning Coalition of Osceola County will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how The Early Learning Coalition of Osceola County may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, The Early Learning Coalition of Osceola County will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. The Early Learning Coalition of Osceola County is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

The Early Learning Coalition of Osceola County will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

The Early Learning Coalition of Osceola County will not allow any form of retaliation against employees who have requested an accommodation, for whom The Early Learning Coalition of Osceola County has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Manager.

1.5 Non-Harassment

It is The Early Learning Coalition of Osceola County's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression, sexual

orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by The Early Learning Coalition of Osceola County.

The purpose of this policy is not to regulate any employee's personal morality, but to ensure that no one harasses another individual in the workplace, including while on Coalition premises, while on Coalition business (whether or not on Coalition premises) or while representing the Coalition. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or emails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;

- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Sexually explicit emails, text messages, or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually related comments;
- Conversation about a person's own or someone else's sex life;
- Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the COO. If the employee is unable for any reason to contact this person or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the CEO. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Coalition will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1.6 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Coalition property, and to ensure efficient operations, The Early Learning Coalition of Osceola County has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Coalition.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on Coalition premises, while on Coalition business (whether or not on Coalition premises) or while representing the Coalition, is strictly prohibited. Employees and other individuals who work for the Coalition also are prohibited from reporting to work or working while

they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. Violation of this policy will result in disciplinary action, up to and including discharge. Coalition maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Coalition employee, including themselves. Employees must notify Coalition within five (5) calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, Coalition will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at Coalition.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of Coalition, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to Coalition's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, Coalition has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace; Coalition’s drug-free workplace policy; the availability of any drug-free counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed for violations of our drug-free workplace policy. Such education may include: (1) distribution of Coalition’s drug-free workplace policy at the employment interview; (2) a discussion of Coalition’s policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations, and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by Coalition's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.

1.7 Workplace Violence

The Early Learning Coalition of Osceola County is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Coalition and personal property.

The Early Learning Coalition of Osceola County does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, The Early Learning Coalition of Osceola County specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, The Early Learning Coalition of Osceola County does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Coalition policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Coalition employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede The Early Learning Coalition of Osceola County's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Coalition determines, after an appropriate good faith investigation, that someone has violated this policy, the Coalition will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Coalition to be aware of any potential danger in its offices. Indeed, the Coalition wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

SECTION 2 - OPERATIONAL POLICIES

2.1 Employee Classifications

For purposes of this handbook, all The Early Learning Coalition of Osceola County employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Temporary Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Temporary employees generally are not eligible for Coalition benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2.2 Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing their manager and updating their employee portal with any changes. Employees also should inform employee portal of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2.3 Working Hours and Schedule

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point The Early Learning Coalition of Osceola County may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2.4 Artificial Intelligence

The Coalition recognizes that the use of artificial intelligence (AI) tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive management approval and, if granted, comply with the below best practices.

Evaluation of AI tools. Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees also should review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees must receive management approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

Protection of confidential data. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the CEO. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control. Employees must not give access to any AI tools approved for business use to anyone outside the Coalition without prior approval from the CEO and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies. Employees must apply the same security best practices we use for all The Early Learning Coalition of Osceola County and customer data. This includes using strong passwords, keeping software up-to-date, and following the Coalition’s data retention and disposal policies.

2.5 Remote Work/Telecommuting

The Early Learning Coalition of Osceola County may allow employees to work remotely only if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Coalition. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement,

such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the Coalition at any time and at the discretion of the Coalition. Employees also may discontinue the arrangement but may not be guaranteed office space at the Coalition's location.

It is important to remember that remote work/telecommuting is not meant to be a substitute for dependent care. Employees may not work from home with the intent of, or for the sole purpose of, meeting their dependent care responsibilities while performing official duties.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the Coalition or employee without notice, cause, or liability.

Hours of Work

Scheduled hours of in-office and remote work will be set by the employees' manager or supervisor. Employees are expected to be working during all scheduled hours, unless other arrangements have been made and approved. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the Coalition's timekeeping system and take rest and meal breaks as if in the Coalition's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Coalition-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the Coalition.

Duties

Employees are expected to follow all existing Coalition policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the Coalition remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing Coalition policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on Coalition premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The Coalition assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the Coalition's security requirements. If the Coalition provides equipment for home use, employees agree to provide a secure location for Coalition-owned equipment and will not use, or allow others to use, such equipment for purposes other than Coalition business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the Coalition. The Coalition will bear the expense of removal of any such equipment, linkages, and installations provided by the Coalition upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the Coalition from any damage or liability incurred in the installing or removal of the equipment provided by the Coalition.

Return of Coalition Property

All equipment, records, and materials provided by the Coalition will remain Coalition property. Employees agree to return Coalition equipment, records, and materials upon request. All Coalition equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the Coalition will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the Coalition's policies prohibiting the nonbusiness use or dissemination of the Coalition's confidential business information. Employees will take all appropriate steps to safeguard the Coalition's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the Coalition's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda,

notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact their Manager.

This agreement does not apply to any employees who work 100% in the office. It would only apply in the event of an emergency where the COOP plan is activated or during a pandemic.

This agreement, along with all supporting documentation must be returned to the Human Resources Department for inclusion in the employee's personnel file.

2.6 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. Time should be recorded to the nearest quarter-hour.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2.7 Overtime

When The Early Learning Coalition of Osceola County experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be

considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2.8 Safe Harbor Policy for Exempt Employees

It is The Early Learning Coalition of Osceola County's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for The Early Learning Coalition of Osceola County. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Coalition has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the COO or any other supervisor in The Early Learning Coalition of Osceola County with whom the employee feels comfortable.

2.9 Your Paycheck

Employees will be paid bi-weekly on Friday for all the time worked during the past pay period. Pay days that fall on holidays will, in most cases, be paid on the nearest workday before the holiday. An employee whose employment has been terminated, voluntarily or involuntarily, may expect to receive their final compensation owed for time worked in the pay period following termination. Provision for the last pay should be arranged prior to the employee's last day on the job.

Payroll stubs itemize deductions made from gross earnings. By law, The Early Learning Coalition of Osceola County is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of your Supervisor immediately so the Coalition can resolve the matter quickly and amicably.

2.10 Direct Deposit

The Early Learning Coalition of Osceola County strongly encourages employees to use direct deposit. Authorization forms are available from the employee portal.

2.11 Pay Advances

The Early Learning Coalition of Osceola County maintains a pay advance policy to provide employees with an option to receive a portion of their upcoming paycheck in advance in case of financial emergency or hardship. Request forms are available from the employee portal.

2.12 Performance Review

Depending on the employee's position and classification, The Early Learning Coalition of Osceola County endeavors to review performance after 90 days of employment, and then annually around the hire date anniversary. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation

increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Coalition encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2.13 Record Retention

The Early Learning Coalition of Osceola County acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Coalition and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the CEO to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Coalition that may have an impact on record retention protocols.

2.14 Employment Application & Criminal Background Checks

The Coalition relies upon the accuracy of information presented throughout the hiring and employment process. If any misrepresentations, falsifications, or material omissions in any of the information or data are discovered during or after the employment process the Coalition may exclude applicants from further consideration for employment or, if the applicant has been hired, the employee may be terminated from employment with the Coalition.

It is the policy of the Coalition to check the employment references of all applicants. Because all positions with the Coalition are considered positions of trust, all applicants must successfully complete a criminal background check and complete a drug test prior to starting their employment with the Coalition. Executive staff and/or employees of the Coalition who are hired to perform accounting-related duties may also be processed for a credit report through established credit reporting agencies.

- All positions will require re-screening of criminal background checks every five (5) years prior to the anniversary date of the prior background screening check and thereafter if the individual continues working for the Coalition and/or performing work under the current grant agreement, in accordance with Florida Statutes 110.1127 and 435.04, F.S. and the Grant Agreement.
- All background screening results shall be processed in accordance with federal, state, and local laws and regulations. An employee's initial and continued employment will be contingent upon successfully satisfying background screening requirements.
- The Coalition shall repeat the background screening if there is a ninety (90)-day lapse in employment from working for the Coalition and/or performing work under the Grant Agreement.
- Random drug tests and/or credit checks, as applicable, may also be conducted throughout the employee's employment, as a condition of continued employment, as the Coalition's management determines is necessary.
- **All Coalition employees and its sub recipients, contractors and subcontractors are required to notify the Coalition within 48 hours of being arrested for any criminal offense.**

- The Coalition and/or its sub recipients, contractors and subcontractors shall not allow the employee to return to work on the Grant agreement until cleared of all charges.

2.15 Suggestions & Ideas

All employees have the opportunity to express ideas and opinions to management. The Coalition believes that open communication is essential to a successful work environment, as well as to the the Coalition's success. All employees may express ideas and opinions directly to Coalition management. Employees who would like to bring an idea or suggestion to the the Coalition's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources.

2.16 Wage Administration

The Coalition will strive to ensure that all personnel receive an equitable salary competitive with that paid by other organizations in the early learning field and commensurate with the value of service performed and as funding permits.

In compliance with the Florida Governor’s Executive Order number 20-44. The Coalition strives to compensate employees based on their overall performance and contribution. To remain competitive, employees may also be compensated through pay adjustments to offset increased cost of living expenses.

Pay Raises

Performance reviews for the purpose of determining pay raises are given once a year, near the employee's anniversary date. All promotions and merit increases are based on performance and length of service and are contingent on the financial ability of the Coalition to make pay increases. Every effort will be made to reward employees for positive performance with incremental pay raises that reflect the value of their contribution to the organization and its mission. Promotions and pay raises will go into effect at the time of performance reveiws, unless otherwise approved by the Coalition Board.

Pay Adjustments

The Coalition is committed to rewarding employees for good job performance and does so with annual merit adjustments depending upon the availability of funding. Employees may also receive pay adjustments based upon current market rates and/or cost of living considerations.

Merit pay adjustments are subject to annual budget factors and are not guaranteed. If given, however, they will generally not exceed 3% per year.

Bonuses/Incentive payments: According to 45 CFR § 98.54(a)(1)) and 45 CFR 75.430(f) bonuses or incentive compensation must be planned in advance with a written agreement between the ELC and employees before services are rendered. A notification of work expectation and bonus structure are subject to annual budget factors and are not guaranteed.

Market rate adjustments may be given periodically subject to funding availability, in addition to merit adjustments, and are computed based upon the results of periodic wage and salary surveys of the local labor market.

Pay adjustments may also be made upon an employee's promotion and will be based upon the market rate value of the new position. Sometimes an employee may receive a reduction in pay as a result of being reassigned to a lower-paying position.

All pay adjustments are computed on your base salary only. Such adjustments will also result in a change to the amount which is deducted for federal taxes, FICA, and Medicare.

2.17 Layoff Policy

This policy outlines the procedures and guidelines for conducting employee layoffs at the Early Learning Coalition (ELC). The objective is to ensure a fair, transparent, and consistent approach, minimizing the impact on employees while ensuring the continued operation of the organization.

Scope

This policy applies to all full-time and part-time employees of the ELC. It excludes temporary staff, contractors, and volunteers.

Reasons for Layoffs

Layoffs may be necessary due to one or more of the following reasons:

- Budget reductions or funding constraints
- Organizational restructuring
- Programmatic changes or discontinuation of services
- Decline in enrollment or participation in ELC programs
- Mergers, acquisitions, or other organizational changes

Criteria for Layoffs

Layoff decisions will be based on objective criteria, including but not limited to:

- Job function and redundancy
- Employee performance and documented evaluations
- Length of service with the organization
- Required skills, experience, and qualifications
- Compliance with legal and contractual obligations

Notice of Layoff

Advance Notice: Employees affected by layoffs will be provided with 30 days' notice where possible, or as required by law.

Communication: Layoffs will be communicated in person by the employee's direct supervisor and an HR representative, followed by a written notice outlining the reasons for and effective date of the layoff.

Benefits

Continuation of Benefits: Employees will be informed of their rights regarding continuation of health insurance and other benefits under COBRA or equivalent state laws.

Final Paycheck: Affected employees will receive their final paycheck, including any accrued but unused paid time off (PTO), by their last day of employment or as required by law.

Outplacement Assistance

The ELC may offer outplacement services to support affected employees in finding new employment. This may include resume writing assistance, job search workshops, and access to job placement resources.

Rehire Consideration

Former employees who were laid off may be given priority consideration for rehire if a position for which they are qualified becomes available within six months of the layoff.

Confidentiality

All discussions and decisions regarding layoffs will be conducted with the highest level of confidentiality to protect the privacy and dignity of the affected employees.

Compliance with Legal Requirements

The ELC will comply with all applicable federal, state, and local laws and regulations related to layoffs, including the Worker Adjustment and Retraining Notification (WARN) Act, where applicable.

Review and Amendments

This policy will be reviewed periodically and may be amended as necessary to reflect changes in laws, regulations, or organizational needs.

2.18 Whistleblower Protection

The Early Learning Coalition of Osceola County is committed to protecting employees from retaliation who raise good faith concerns regarding suspected violations of the law on the part of the Coalition, cooperate in an inquiry or investigation by a court, agency, law enforcement or other governmental body or identify potential violations of the Coalition's policies (SARBANES-OXLEY Act 2002 Section 1107, Section 1513 of title 18, USC.).

The Early learning Coalition of Osceola County expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise a suspected violation of law, cooperate in inquires or investigations, or identify a potential violation of Coalition policies. Any employee who believes that he or she has been subject to any form of retaliation as a result of reporting a suspected violation of law or Coalition policy should immediately report the retaliation to the Chief Executive Officer. If the

suspected violation involves the Coalition's Chief Executive Officer, the employee shall report the violation to the Coalition Board Chair.

Reports of suspected violations of law, Coalition policy and/or retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Chief Executive Officer and/or the Board Chair will conduct or designate other internal or external parties to conduct the investigation, as appropriate. A summary of all such reports will be presented to the Chief Executive Officer and/or the Board Chair. Any Coalition staff member who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who destroys documents or other forms of communication, such as emails, voice messages, etc. as an attempt to cover up or hide evidence of retaliation or evidence of guilt as it relates to an open case or potential case involving an employee who raised suspected violation of the law, or who identified a potential violation of Coalition policies or cooperated fully in inquires or investigation will be subject to discipline, up to and including termination.

The Coalition will maintain a workplace where employees are free to raise good faith concerns regarding the Coalition's business practices.

SECTION 3 - BENEFITS

3.1 Benefits Overview

In addition to good working conditions and competitive pay, it is The Early Learning Coalition of Osceola County's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs The Early Learning Coalition of Osceola County provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Benefits Department. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, The Early Learning Coalition of Osceola County (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Coalition intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Benefits Department.

3.2 Paid Holidays

The Coalition recognizes certain days of the calendar year as holidays, and as such, does not conduct Coalition business on these days. Full time and part-time employees are eligible for paid holidays. Temporary employees and/or independent contractors are not eligible for paid holidays.

The following twelve (12) days are paid holidays, as established by the Coalition Board:

New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- To be eligible for holiday pay, employees must be a regular full-time or part-time employee on the active payroll. Employees on Leave of Absence are not considered to be on the active payroll.
- Holiday pay will be calculated based on your straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day.
- A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.
- If a recognized holiday falls during an eligible employee's approved paid leave, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

3.3 Paid Time off (PTO)

PTO may be used for vacation, personal time, illness, or time off to care for family members, including:

- Spouse or Domestic Partner
- Child - A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (a person charged with a parent's rights, duties, and responsibilities)
- Parent/Step-parent/Legal Guardian
- Grandparent/Step-grandparent
- Sibling/Step sibling
- Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law
- Relative living in the same household

Employees are encouraged to use their PTO allowance each year. However, it is also important that the employee bank a reasonable allotment of PTO in the event that it should be needed. In the event that a particular request for leave time cannot be taken due to the business needs of the Coalition, the employee should select another date, whenever possible.

PTO begins to accrue from the first day of employment, and employees may use available PTO as it is accrued. PTO is accrued bi-weekly and increases on each anniversary date based on the tables below:

0-5 years	6-9 years	10 years +
200 hours annually	240 hours annually	280 hours annually
7.69 hours bi-weekly	9.23 hours bi-weekly	10.77 hours bi-weekly

A part-time employee working more than 20 hours per week shall accrue PTO based on the employee's employment status and the number of scheduled work hours at the time of initial employment. If the part-time employee's number of scheduled work hours change permanently, the calculated accrued PTO for the employee will change.

All PTO must be approved by the immediate supervisor and Finance/Human Resources and must not be in conflict with operational business. Every effort will be made to accommodate each employee's requested PTO. Employees should request paid leave in advance by completing a leave request form, except in cases of illness and/or emergency. For Exempt and non-exempt employees, PTO shall be charged in no less than 15-minute increments.

A maximum of 80 hours accrued PTO may be carried over into the next fiscal year. Any PTO in excess of 80 hours will be transferred into the employee's Paid Family and Medical Leave bank to be used only for qualifying leave reasons in accordance with the Coalition's Paid Family and Medical Leave Policy.

When PTO balance is zero, any additional leave time requested will be denied and/or considered unscheduled. Excessive leave time will be handled on a case-by-case basis. The CEO can authorize no more than a 24-hour negative PTO balance in extenuating circumstances. Any other negative balance will be addressed individually and may include disciplinary action.

At the time of separation, a maximum of 80 hours of accrued, unused PTO time may be paid out at the employee's current straight time rate of pay. In order for an employee to be eligible for pay out of PTO, they must give, and work through, a 2-week notice period. (4 weeks for exempt staff)

3.4 Lactation Accommodations

The Early Learning Coalition of Osceola County will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Coalition will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult your manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3.5 Workers' Compensation

On-the-job injuries are covered by The Early Learning Coalition of Osceola County's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Employees are required to submit to a post injury/post accident drug test. Failure to follow Coalition procedures may affect the ability of employees to receive Workers Compensation benefits and may result in disciplinary action, up to discharge.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

If an employee sustains work-related injuries or illness, it is imperative that he/she informs their immediate supervisor promptly. No matter how minor an on-the job injury may appear, it is important that it be reported as soon as possible. This will enable the employee, if eligible, to qualify for coverage as quickly as possible. If the employee files for worker's compensation for a legitimate injury or illness sustained while performing Coalition functions, he/she will not be penalized, disciplined, discriminated or retaliated against in any way for filing a worker's compensation claim in good faith.

Please note that neither the Coalition nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Coalition.

3.6 Jury & Witness Duty

The Coalition encourages employees to fulfill their civic responsibilities by serving jury duty or participating as a witness in court proceedings when required.

If an employee is summoned for jury duty or witness leave, the employee must submit a copy of their summons to their immediate supervisor as soon as possible so that their supervisor may make arrangements to accommodate the employee's absence.

If a regular full-time or part-time employee is summoned to jury duty, the Coalition will continue the employee's salary during his/her active period of jury duty, less the allowance they receive from the court for such service. Employees who are not regular full-time or part-time employees are given time off without pay while serving jury duty. Proof of service and allowances received from the court must be attached to the employee's time sheet in which the service occurred.

All employees are allowed unpaid time off if summoned to appear in court as a witness. Nonexempt employees may use accrued vacation or personal leave time during this period or take the time off without pay. Exempt staff members will be paid their normal salary during any workweek in which they appear as a witness or juror and also perform services for the Coalition, regardless of the amount of time spent performing those services. Proof of service must be attached to the employee's time sheet in which the service occurred.

To qualify for jury or witness duty leave, employees must submit a copy of the summons to serve as soon as it is received to their immediate supervisor. In addition, proof of service must be attached to the employee's time sheet in which the service occurred.

Employees who are excused from court prior to the end of a business day are required to contact their immediate supervisor and return to work that day, if the supervisor determines that there is sufficient time remaining within the scheduled work period for meaningful work.

The Coalition will make no attempt to have an employee's service on a jury postponed except when business conditions necessitate such action.

The Coalition will continue to provide insurance benefits for the full term of the jury duty absence. Paid leave and holiday benefits will continue to accrue during unpaid jury duty leave.

3.7 Bereavement Leave

The Coalition recognizes that employees may lose an immediate family member due to death caused by natural or unnatural circumstances. Employees experiencing this type of loss may take time off to grieve and/or attend funeral services.

Employees who wish to take time off due to the death of an immediate family member are to notify their immediate supervisor immediately or Human Resources.

Up to three (3) consecutive days of paid bereavement leave will be provided to all full-time employees. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their immediate supervisor's or Chief Operating Officer's approval, use any available paid leave for additional time off as necessary.

The Coalition defines "immediate family" as:

- Spouse or Domestic Partner
- Child - A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (a person charged with a parent's rights, duties, and responsibilities)
- Parent/Step-parent/Legal Guardian

- Grandparent/Step-grandparent
- Sibling/Step sibling
- Parent-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law
- Aunt, Uncle, Niece, Nephew
- Grandchild
- Relative living in the same household

Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a current Coalition Board or staff member, subrecipient staff member, service provider, contractor, or community member providing the Coalition employee had a close working relationship with the person who passed.

3.8 Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3.9 Insurance Programs

The Coalition believes that employees and their dependents deserve health insurance coverage, which includes Long-Term and Short-Term Disability Benefits.

The employer will contribute to insurance premiums as follows:

- **Health Insurance**: The employer will cover 83% of the premium for employee-only coverage and 65% for employees with children. The same 65% employer contribution will also apply to employees with family or spouse coverage.
- **HSA/FSA Plan/Waived Coverage:** Employee who elect the HSA plan or choose to opt out of health insurance will receive a supplemental contribution to an HSA/FSA plan, subject to funding availability.
- **Disability Insurance:** Long-Term and Short-Term Disability coverage is paid 100% by the employer.

Coverage is effective on the first day of the month following thirty (30) days of employment. Example: if an employee is hired on September 15, they will be eligible on November 1. Employees may select either single, or family coverage as is appropriate for health insurance.

All regular full-time employees are eligible for enrollment in the Coalition's dental insurance plan on the first (1st) day of the month following thirty (30) days of employment. Employees may select either single or family coverage as is appropriate for dental insurance.

Employees are responsible for payment of that portion of the premium that applies to the coverage they request. Payments will be established as a payroll deduction. Should an employee go on unpaid leave, the employee will be responsible for

making the premium payments on their own. Failure to continue the employee portion of insurance coverage will result in termination of the coverage and the employee will not be eligible again until the enrollment period of the plan and will have to qualify or re-qualify. Any unpaid portion of the benefits received by the employee must be reimbursed to the Coalition prior to the reinstatement of their health insurance benefits.

3.10 Employee Assistance Program

The Early Learning Coalition of Osceola County provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through the Office Manager.

3.11 Retirement Plan

As the Coalition Retirement Plan was established to augment the employees' other personal savings and social security, the Coalition will match an eligible participating employee's contribution dollar for dollar, up to 3% of the employee's compensation, as funding permits. Employees must elect their contribution as a percentage of compensation rather than as a fixed dollar amount. The employee contribution and any applicable Coalition match will be calculated each payroll period based on the employee's elected percentage and current compensation.

An employee's elected contribution percentage will remain in effect until the employee submits an authorized change in accordance with this policy and the retirement plan's requirements. When the employee's compensation changes, the contribution amount withheld from each paycheck will be recalculated automatically using the employee's current elected percentage. Accordingly, the dollar amount contributed may increase or decrease when the employee's compensation changes, without requiring the employee to submit a new percentage election.

3.12 Employee Term Life Insurance

As a benefit to Coalition employees, the Coalition carries employee term life insurance for all regular full- time employees at no cost to the employees. Employees may also elect Voluntary Life Insurance coverage that is 100% employee paid.

During the new employee orientation, all individuals hired as regular full-time employees shall complete all necessary enrollment paperwork to receive employee term life insurance in the amount of $50,000. At no cost to the employee, this insurance includes accidental death and dismemberment coverage and becomes effective the first (1st) day of the month following thirty (30) days of employment.

3.13 Continuation of Health Coverage (COBRA)

Employees of the Coalition, and the families of Coalition employees, are eligible for a temporary extension of health benefits (called “continuation coverage” or COBRA) in certain instances, where coverage under the employee’s existing plan would otherwise end.

Upon termination of the employee’s employment, or upon qualifying events, the employee and/or their eligible dependents may be entitled to elect to continue coverage by paying the full cost plus an administrative fee. If the employee or the employee’s dependent have a qualifying event, he/she may continue the health coverage that the employee was enrolled in prior to the qualifying event date, if he/she is covered. However, if Medicare covers the employee on the day before a qualifying event, he/she is not eligible to continue coverage. Qualifying events include:

- Voluntary or involuntary termination of employment for any reason other than gross misconduct
- Reduction in hours to fewer than the number required for plan participation
- Covered team member’s death
- Divorce or legal separation from your spouse
- Entitlement to Medicare
- Child loses dependent status under the plan

3.14 Infant-At-Work-Program

It is the policy of ELC of Osceola County to provide a positive work environment that recognizes parents’ responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and society. The ELC of Osceola County Infant-at-Work Program encourages new mothers or fathers to return to work sooner by allowing the new parents to bring their infant to work with them until the child 240 days old or begins to crawl, whichever comes first. (See Policy & Procedure 206C.89 for additional details.)

3.15 Paytient - Health Payment Account

Paytient is a type of benefit called a Health Payment Account (HPA) that helps employees access and afford care. Additional details are available in your benefits packet.

3.16 Tuition Reimbursement

The Coalition recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal Education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonable attainable jobs within the Coalition.

Employees who are actively working the full year, full time, 30-40 hours per week, and have completed ninety days of employment are eligible to apply for assistance. Please see the Office Manager for additional information.

SECTION 4 - LEAVES OF ABSENCE

4.1 Personal Leave

If employees are ineligible for any other Coalition leave of absence, The Early Learning Coalition of Osceola County, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn PTO or be eligible for Holiday pay. The Early Learning Coalition of Osceola County will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Coalition in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Coalition will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Coalition will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Coalition-provided Short-Term Disability Leave of Absence.

4.2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive a military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for a temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance

notice of their need for military leave as possible so that The Early Learning Coalition of Osceola County can maintain proper coverage while employees are away.

If a regular full-time or part-time employee is called to active military duty, the Coalition will provide a military pay differential when the employee's military compensation is less than the compensation the employee would otherwise have earned from the Coalition during that period of service. Employees are responsible for submitting documentation verifying their military service and military pay statements for each period for which differential payment is requested. Upon receipt and review of the required documentation, the Coalition will calculate and process any eligible differential payment.

4.3 Family and Medical Leave - Paid Time Bank

The Early Learning Coalition of Osceola County values the well-being and family-centric focus of its employees. This policy gives all PTO eligible employees the opportunity to accumulate time for planned leave for qualifying reasons.

Employees must provide reasonable advance notice to their supervisor and the Human Resources Department of their intent to take leave under this policy, specifying the start and end dates. Additionally, employees should complete any required forms for the leave application process.

Qualifying reasons include, but may not be limited to:

- Needs related to pregnancy, childbirth, or related medical conditions;
- Reasons covered under the Family Medical and Leave Act (FMLA)
- Family member medical or illness
- Other family or medical needs

This paid time bank will not accrue hours, and will only contain the transferred PTO hours in excess of allowed carry over limits under the PTO policy. Unused hours may be carried over into the next fiscal year. Any hours in excess of the maximum balance of 240 hours will be forfeited.

Available paid time must be utilized before unpaid time is approved for reasons that qualify under this policy.

At the time of separation, there will be no payout of unused hours.

4.4 Family and Medical Leave

The Leave Policy

Employees may be entitled to a job-protected leave of absence under the Family and Medical Leave Act (FMLA). The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA. This policy provides employees information

concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Employee Relations Manager.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must:

1. Have been employed by The Early Learning Coalition of Osceola County for at least 12 months (which need not be consecutive);
2. Have been employed by the Coalition for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
3. Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on the calendar year. Leave may be taken for any one (1), or for a combination, of the following reasons:

- The birth, adoption, or foster care placement of a child with the employee and to care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, child, or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one (1) or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

"Qualifying exigencies" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." "Covered servicemembers" also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave may be taken for a period of consecutive days, weeks, or months. Additionally, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on FMLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Coalition substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Coalition will notify employees if they

qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Coalition telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

1. Their rights and responsibilities in connection with such leave;
2. The Coalition's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
3. The amount of leave, if known, that will be counted against the employee's leave entitlement.

The Coalition may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Coalition's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Coalition and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Coalition of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Employee Relations Manager of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Coalition to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- They or a covered family member are under the continuing care of a health care provider;
- The leave is due to a qualifying exigency caused by a military member being on covered active-duty or called to covered active duty status to a foreign country; or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Coalition's questions to determine if absences are potentially FMLA-qualifying. Employees do not have to share a medical diagnosis.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Coalition has previously provided FMLA-protected leave, they must specifically

reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Coalition notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Coalition and make a reasonable effort to schedule treatment so as not to unduly disrupt the Coalition's operations, subject to the approval of the employee's health care provider. Employees must consult with the Coalition prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Coalition and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Coalition may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Coalition may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Coalition of the reason why such leave is medically necessary. In such instances, the Coalition and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Coalition's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three (3) types of FMLA medical certifications: an initial certification, a recertification, and a return-to-work/fitness-for-duty certification.

It is the employee's responsibility to provide the Coalition with timely, complete and sufficient medical certifications. Whenever the Coalition requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Coalition's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Coalition will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The Coalition will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Coalition (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Coalition with authorization allowing it to clarify or authenticate certifications with health care providers, the Coalition may deny FMLA leave if certifications are unclear.

Whenever the Coalition deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Coalition has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Coalition's expense. If the opinions of the initial and second health care providers differ, the Coalition may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Coalition and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Coalition may require employees to provide recertification of medical conditions giving rise to the need for leave. The Coalition will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return-to-Work/Fitness-for-Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Coalition with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Coalition may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active-duty or call-to-covered active-duty status of a military member, the Coalition may require employees to provide:

1. A copy of the military member's active-duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and
2. A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued

by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Coalition may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Coalition may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must, to the maximum extent permitted by applicable law, use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Upon written request, Coalition will allow employees to use accrued paid time to supplement any paid disability benefits, workers' compensation, or other monetary benefits.

Leaves of absence taken in connection with a disability leave plan, or workers' compensation injury/illness, or other monetary benefits shall run concurrently with any FMLA leave entitlement.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Coalition notifies employees of other arrangements, whenever employees are receiving pay from the Coalition during FMLA leave, the Coalition will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Coalition's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Coalition will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Coalition for the cost of the premiums Coalition paid for maintaining coverage during their unpaid FMLA leave.

IV. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Employee Relations Manager. The Coalition is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge, or discriminate, threaten, punish, or otherwise retaliate against any person for exercising their rights

under the law including requesting FMLA leave, opposing any practice made unlawful by FMLA or for involvement in any investigation or proceeding under or relating to FMLA including cooperating with a WHD investigation. If employees believe their FMLA rights have been violated, they should contact the Employee Relations Manager immediately. The Coalition will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the WHD or may bring private lawsuits alleging FMLA violations.

V. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Coalition's other leave policies in this handbook or contact the Employee Relations Manager. Employees can call 1-866-487-9243 or visit dol.gov/fmla to learn more information about the FMLA.

4.5 Florida: Domestic Violence Leave

Employees who have worked for the Coalition for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence.

Leave may be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
- obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make their home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence.

“Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of the employees or their family or household member, three (3) days advance notice of the need for leave is required. Sufficient documentation of the act of domestic violence, such as a restraining order, police report or order to appear in court, is also required. Requests for leave and documents in connection

with this leave will be kept confidential to the extent permitted by law. All paid time off available must be exhausted before receiving this leave.

SECTION 5 - GENERAL STANDARDS OF CONDUCT

5.1 Workplace Conduct

The Early Learning Coalition of Osceola County endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Coalition's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing The Early Learning Coalition of Osceola County property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of The Early Learning Coalition of Osceola County's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of The Early Learning Coalition of Osceola County's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on Coalition property.
11. Willful or careless destruction or damage to Coalition assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of The Early Learning Coalition of Osceola County's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of The Early Learning Coalition of Osceola County policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and The Early Learning Coalition of Osceola County reserves the right to impose whatever discipline it chooses, or none at all, in a

particular instance. The Coalition will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, The Early Learning Coalition of Osceola County will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5.2 Public Relations

Public relations is among the Coalition's most valuable assets. Every employee represents the Coalition when interfacing with the public, early learning clients, early learning providers, and the community at large. The way Coalition staff members perform their jobs presents an image of the Coalition. Therefore, Coalition staff should conduct themselves professionally at all times.

In all personal interactions with the public, Coalition staff must maintain professionalism, adhere to proper business etiquette, and display courteous, friendly, helpful, and respectful behavior. Prompt attention to those they interact with is paramount. When having personal contact with the public, Coalition staff members should conduct themselves professionally, always showing proper business etiquette and manners on the telephone and in person. Nothing is more important than being professional, courteous, friendly, helpful, respectful and prompt in the attention given to those who staff are in contact with.

While representing the Coalition externally, staff must always remember that their conduct reflects the Coalition's image and reputation. They are expected to maintain professionalism, uphold Coalition policies, and bring credit to the organization, at outside business functions or professional activities. It is especially important for Coalition staff to remember at all times that they reflect the image and reputation of the Coalition and that they are expected to conduct themselves professionally that brings credit to the Coalition and is consistent with Coalition policies.

5.3 Punctuality and Attendance

Employees are hired to perform important functions at The Early Learning Coalition of Osceola County. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive and disruptive and place an unfair burden on fellow employees and supervisors. The Coalition expects excellent attendance from all employees.

The Coalition does recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their direct supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the absence and its expected duration, every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the Coalition.

A pattern of irregular attendance is disruptive to the Coalition and has an impact on the employee's ability to perform their jobs and/or meet job-related deadlines. Therefore, consistent absenteeism will be subject to discipline and/or termination as deemed appropriate by the Coalition.

5.4 Use of Communications and Computer Systems

The Early Learning Coalition of Osceola County's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Coalition policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the The Early Learning Coalition of Osceola County systems.

The Early Learning Coalition of Osceola County may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Coalition deems it appropriate to do so. The reasons for which the Coalition may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Coalition operations continue appropriately during the employee's absence.

Further, The Early Learning Coalition of Osceola County may review Internet usage to ensure that such use with Coalition property, or communications sent via the Internet with Coalition property, are appropriate. The reasons for which the Coalition may review employees' use of the Internet with Coalition property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Coalition operations continue appropriately during the employee's absence.

The Coalition may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Coalition's policies prohibiting harassment, in their entirety, apply to the use of Coalition's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Coalition's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5.5 Use of Social Media

The Early Learning Coalition of Osceola County respects the right of any employee to maintain a blog or web page or to participate in a social networking on or through websites or services such as X (formerly Twitter), Facebook, Threads, LinkedIn, YouTube, Instagram, TikTok, SnapChat, or similar sites/services (collectively "social media"). However, to protect Coalition interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not use social media during work time or at any time with Coalition equipment or property.

All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed through social media.

When using social media, if the employee mentions the Coalition and also expresses either a political opinion or an opinion regarding the Coalition's actions that could pose an actual or potential conflict of interest with the Coalition, and it is either implicit or explicit that the poster is affiliated with the Coalition, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Coalition's position. This is necessary to preserve the Coalition's goodwill in the marketplace.

Employees may not use the Coalition's logos or trademarks for commercial purposes or to endorse any product or service.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Coalition policies apply equally to employee social media usage.

Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5.6 Personal and Company-Provided Portable Communication Devices

The Early Learning Coalition of Osceola County-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Coalition's networks, and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Coalition-provided or personal device, employees must comply with applicable Coalition guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using a Coalition-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Coalition information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Coalition information. This is the only way currently possible to ensure that all Coalition information is removed from the device at the time of termination. The removal of Coalition information is crucial to ensure compliance with the Coalition's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Coalition-issued device, the Coalition's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Coalition business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

5.7 Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, as well as inappropriate disclosure of confidential information, the use of any type of phone or video recording device, including but not limited to smart devices (phone, watches, glasses), anywhere on Coalition property or while performing work for Coalition, including to record conversations or activities of other employees or management, is strictly prohibited, unless the device was provided by Coalition and is used solely for legitimate authorized business purposes.

5.8 Inspections

To the maximum extent permitted by applicable law, The Early Learning Coalition of Osceola County reserves the right to require employees while on Coalition property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Coalition or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Coalition or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5.9 Smoking

In accordance with the Florida Clean Indoor Act, the Coalition is a smoke-free workplace. Therefore, smoking is prohibited in any office, hallway, restroom, lobby, or other area within the Coalition facility.

Coalition employees wishing to smoke may do so in designated smoking areas provided outside the building. Employees are welcome to smoke on designated breaks, as applicable.

This policy applies equally to all employees, clients, providers, and visitors.

5.10 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in The Early Learning Coalition of Osceola County facilities other than the reception areas.

5.11 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for The Early Learning Coalition of Osceola County. Solicitation of any kind by non-employees on Coalition premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Coalition is prohibited at all times. Distribution of literature by non-employees on Coalition premises is prohibited at all times.

5.12 Bulletin Boards

Important notices and items of general interest are continually posted on The Early Learning Coalition of Osceola County bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at The Early Learning Coalition of Osceola County. To avoid confusion, employees should not post or remove any material from the bulletin board.

5.13 Confidential Company Information

During the course of work, employees may become aware of confidential information about The Early Learning Coalition of Osceola County's business, including but not limited to information regarding Coalition finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Coalition's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to The Early Learning Coalition of Osceola County's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Coalition may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5.14 Conflict of Interest and Business Ethics

It is The Early Learning Coalition of Osceola County's policy that all employees avoid any conflict between their personal interests and those of the Coalition. The purpose of this policy is to ensure that the Coalition's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Coalition.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Coalition, by any employee who is in a position to directly or indirectly influence either the Coalition's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Coalition;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Coalition or which competes with the Coalition; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the Coalition.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Coalition.

5.15 Dual Employment

The Coalition acknowledges that individuals may require multiple jobs at times. Compensation from, or employment by, competitors, vendors, customers, clients, or any company or person which constitutes a conflict of interest or is potentially harmful to the Coalition is strictly prohibited.

If an employee seeks a second job, they must notify the Chief Executive Officer before the second job starts to discuss issues such as confidentiality and effects of dual employment on their job with the Coalition.

If outside employment, including self-employment interferes with the employee's work performance, management may ask the employee to either choose to terminate their outside employment or terminate their employment with the Coalition.

Use of the Coalition's property, facility, tools, equipment or supplies may not be used in the performance of an outside or second job under any circumstances. Unauthorized use of company property for secondary employment is punishable up to and including termination of employment with the Coalition.

5.16 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Coalition's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Coalition is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5.17 Health and Safety

The health and safety of employees and others on Coalition property are of critical concern to The Early Learning Coalition of Osceola County. The Coalition intends to comply with all health and safety laws applicable to our business. To this end, the Coalition must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Coalition's premises, or in a product, facility, piece of equipment, process, or business practice for which the Coalition is responsible should be brought to the attention of management immediately.

Periodically, the Coalition may issue rules and guidelines governing workplace safety and health. The Coalition may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5.18 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, The Early Learning Coalition of Osceola County may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Coalition. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Coalition generally will attempt to identify other available positions, but if no alternate position is available, the Coalition retains the right to decide which employee will remain with the Coalition.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5.19 Employee Dress and Personal Appearance

We embrace a flexible and respectful approach to attire through our "Dress for Your Day" policy. We trust our employees to use their best judgement when selecting clothing suitable for their day's activities and meetings. This policy encourages a balance between professionalism and comfort while upholding our company's values and image.

Business Casual

For standard workdays or casual meetings, employees may opt for business casual attire. This includes, but is not limited to, dress slacks, khakis, blouses, button-down shirts, polos, skirts, dresses, and dress shoes. Employees should always aim for a clean and well-groomed appearance.

Ultra-Casual

On days with minimal external meetings or specific duties that do not require formal attire, employees are welcome to dress in ultra-casual clothing such as jeans, t-shirts, sneakers, or other comfortable and appropriate casual wear.

Exceptions

While we encourage freedom and individuality in dressing, some areas or positions may have specific dress requirements for safety or operational purposes. Employees in such roles will be communicated separately.

Prohibited Attire

Clothing that is excessively revealing, offensive, or unkempt is not appropriate for the workplace. Employees are expected to avoid wearing clothing with offensive graphics, overly ripped or torn items, excessively low-cut tops, or any attire that may cause discomfort or distraction to others.

Special Occasions

For special events, client meetings, or presentations, employees should dress according to the level of formality appropriate for the occasion, aiming for a professional and polished look.

Respect for Diversity

Employees should be sensitive to cultural differences and respectful to their colleagues' backgrounds. Dress choices should never infringe upon the diverse and inclusive atmosphere we strive to maintain at the Coalition.

Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5.20 Publicity/Statements to the Media

All media inquiries seeking the Coalition's official position as to any issue of the Coalition must be referred to the CEO. Only the CEO is authorized to make or approve public statements on behalf of the Coalition. No employees, unless specifically designated by the CEO, are authorized to make those statements on behalf of the Coalition. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Coalition must first obtain approval from the CEO.

5.21 Operation of Vehicles

All employees authorized to drive Coalition-owned or leased vehicles or personal vehicles in conducting Coalition business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Coalition property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Coalition-owned or leased vehicles may be used only as authorized by management.

**see Personal and Company-Provided Portable Communication Devices policy*

5.22 Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Finance Department along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5.23 References

The Early Learning Coalition of Osceola County will respond to reference requests through the Human Resources Department. The Coalition will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

5.24 If You Must Leave Us

Should any employees decide to leave the Coalition, we ask that they provide a Supervisor with at least 2 weeks advance notice of departure, although a thirty (30) day written notice is preferable.

Failure to provide and work through the minimum requested notice may result in forfeiture of any accrued, unused Paid Leave time and may make the employee ineligible for future employment with the Coalition.

All Coalition, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Coalition's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Coalition (through payroll deduction, if lawful) for any lost or damaged Coalition property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5.25 Exit Interviews

Employees who resign are requested to participate in an exit interview with Human Resources, if possible.

5.26 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about The Early Learning Coalition of Osceola County. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, The Early Learning Coalition of Osceola County, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Coalition or its personnel policies and practices.

SECTION 6 - ACKNOWLEDGMENTS

6.1 General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with The Early Learning Coalition of Osceola County. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Coalition's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

> ***I have received and read a copy of The Early Learning Coalition of Osceola County's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Coalition at any time.***
>
> ***I further understand that my employment is terminable at will, either by myself or the Coalition, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.***
>
> ***I understand that no representative of The Early Learning Coalition of Osceola County other than the CEO may alter "at will" status and any such modification must be in a signed writing.***
>
> ***I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Coalition's Employee handbook.***

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

6.2 Acknowledgment and Receipt of Non-Harassment Policy

I have received, read, and understand The Early Learning Coalition of Osceola County's Non-Harassment policy. I agree to abide by and be bound by the rules, provisions and standards set forth in The Early Learning Coalition of Osceola County's policy. I further acknowledge that The Early Learning Coalition of Osceola County reserves the right to revise, delete, and add to the provisions of the Discrimination and Non-Harassment (Including Sexual Harassment) policy at any time.

Employee's Printed Name: _____

Employee's Signature: _____

Employee's Position: _____

Date: _____

The signed original copy of this receipt should be given to management. It will be kept in your personnel file.