

East Missouri Action Agency, Inc

Head Start Administration Plan

Revised 2011-2012

I. Rules and Regulations

A. **Accountability** - The Area Coordinator is the administrator of the Head Start program at the local level at his/her assigned area.

1. The Area Coordinator/Site Manager will supervise staff throughout the year with input from Specialists.
2. The Area Coordinator/Site Manager will be aware of personnel information relevant to his/her staff. This includes such matters as job descriptions, agency policies and procedures, Head Start 101, State Licensure and Head Start Performance Standards.
3. The Site Manager will be responsible for staff/child ratio of all staff in assigned area.
4. Evaluations will be done by either the Area Coordinator or by Site Managers on their local field staff as instructed by the Director.
5. The Area Coordinator is the resource/liaison person for the field staff.
6. **Confidentiality**: Information regarding children and families must be kept confidential. Information from files cannot be released without written consent from parents/legal guardians. In legal matters, files can be subpoenaed, through Central Office and the Head Start Director [Performance Standard 1304.51(g)]
7. Files are not to be taken out of the center of Central Office. [EMAA's Personnel Manual, Section V, 16c]
8. **Fraud**: The Fraud and Abuse Policy will be strictly enforced. [Refer to EMAA's Personnel Manual, Section, XV]

B. **Position Evaluations**: Refer to EMAA's Personnel Manual Section V, 7A-E [Performance Standard 1304.52(i)]

1. Trial: To be completed two (2) weeks prior to completing the initial ninety (90) days of employment.
2. Annual: Regular employees will receive an annual evaluation.
3. Observations will be made on classroom, home visits and parent/teacher conferences, as well as during staff meetings and planning times.
4. Observations will be done on how well training is incorporated into daily plans.
5. Evaluations will be sent into Central Office when completed and signed by the appropriate staff. They will then be reviewed by the Head Start Director and the Executive Director.
6. **Staff Conduct**: All staff is expected to conduct themselves in a professional manner at all times. If a problem exists, the Area Coordinator will discuss and document the situation with the individual staff person. If the situation continues, the Director will be notified. [EMAA's Personnel Manual, Section V, 9A]

C. Day to Day Operations

1. **Smoking**: All Head Start premises are to be smoke free. Smoking is not allowed whether or not the children are present. [HHS Memorandum, Performance Standard 1304.53(a)(g)]
2. **Hot and Cold Beverages, Food and Soda**: To be allowed only in designated areas, never in children's presence. [Performance Standard 1304.23 (b),(v),(vi)]
3. **Memos**: All memos will be presented at staff meetings, read and initialed by each staff member present. They will then be posted to be read and initialed by those not attending staff meeting. It will be each individual's responsibility to check the bulletin board for new memos. Site Managers should be sure that all appropriate staff has initialed each form. [Performance Standard 1304.51(b)]

4. **Staff Meetings:** All staff meetings will be conducted weekly. Family Advocates, Cooks and Teachers will attend. Pertinent information will be shared at the beginning of each meeting. Staffing on children and families will be done during staff meetings.
5. **Head Start Staff:**
 - A. Family members coming into the center must be utilized as volunteers. Visiting with family members must not take place during working hours except during break times. [Performance Standard 1304.40(d)]
 - B. **Enrollment:** A staff member's child enrolled in Head Start class must not come in early or remain in the classroom after the other children leave.
 - C. Head Start staff may not bring their children to the center with the exception of those over 14 years of age being utilized as a volunteer.
 - D. All staff should strive to present a positive image of the Head Start program. Revealing garments is not one of the images Head Start wants to present. All staff will be neat, clean and free of body odor. [EMAA's Dress Code and Personnel Manual Section V, 25A-D]
6. **Communication:** E-mail, fax, modem, telephone, the internet and other means of communication should be used primarily for job-related purposes. [EMAA's Personnel Manual, Section V, 21A-E]. ¹Only during breaks and lunch, non-emergency calls may be made by field staff.
7. **Solicitations:** Donations from merchants or organizations are not to be solicited by staff. All persons or organizations contacting staff to make donations should be referred to the Area Coordinator or designated staff person. Visitors should not include Avon, Schwan's or any other sales persons. There will be no sales solicitation at program sites.
8. **Reports:** All reports are expected in Central Office on schedule and to be accurate. Incorrect forms will be returned to appropriate staff for correction. Computer reports are not to be taken home, even to be destroyed [Performance Standard 1304.51(h)]
9. **Accident Reports:** A completed accident report must be sent to Central Office within twenty four (24) hours of the accident. All accidents must be reported. Vehicle accidents must be reported to the local law officials.
10. **Absence:** Central Office must be notified before 8:30am, if staff is going to be absent. [EMAA Personnel Manual, Section V, 14A-D]
11. If you have been under doctor's care, and are returning to work, you must have a doctor's release stating you can resume job duties and any specific restrictions.
12. **Family and Medical Leave (FMLA):**
 - A. East Missouri Action Agency is required by law to allow eligible employees to take unpaid, job-protected leave for certain family-medical events.
 - B. The complete policy on FMLA is in Section XVIII of the EMAA Personnel Manual.
13. **Discipline Policy Statement:** It is the policy of the East Missouri Action Agency that disciplinary action may be taken against any employee who is not fulfilling his/her duties as directed. Because EMAA is an "at will" employer, either the Agency or the employee may terminate employment at any time, with or without cause. [Disciplinary Summary: EMAA Personnel Manual, Section IX, 1-6]
14. **Outside Employment:** Refer to EMAA Personnel Manual, Section V, 5A-D.

¹ Approved by PC 9-12-11

15. **Breaks:** Staff may take fifteen (15) minute breaks or otherwise designated by Site Manager/Area Coordinator. Breaks must not interfere with daily operation of the center or supervision of the children.
16. **New Hire Procedures:** All new hire forms must be filled out and orientation must be completed before a new employee begins work. Personnel Actions will not be approved by the Executive Director if forms and orientation has not been done prior to beginning of work date.
17. **Enrollment of Staff's Children:** Refer to EMAA Personnel Policy Manual Section V, D1-8
18. **Purchasing:** All purchases must have prior approve through Central Office and must follow Procurement Policy (See Purchasing)
19. **Political Participation:** Refer to EMAA Personnel Manual Section V, 19, A-C
20. Staff are not to be on agency property after work hours without prior approval from Central Office

D. **Training**

1. Training will be held on a regularly scheduled work day.
2. Hours staff is scheduled to work on training days: Staff scheduled to attend training work an eight (8) hour day, 8:00am to 5:00pm unless otherwise noted. The training site is the work site.
3. Carpooling is a must. Individual mileage will not be given if alternate means could have been secured.

E. **Travel**

1. Home visits should be grouped by areas. We will not pay mileage for Family Advocates to return to offices if home visits are cancelled and then for them to later return to that same area. (Take work with you to allow for lapse-time between visits whenever possible.)

F. **Pay Periods** – Refer to EMAA Personnel Policy Manual, Section VI, 8A-D

G. **Leave**

1. Fringe benefits – EMAA Personnel Manual, Section VII
2. Holiday – EMAA Personnel Manual, Section VII, 2A 1-3
3. Earned Time Off – EMAA Personnel Manual, Section VII, 2B 1-9
4. Leave Without Pay – Administrative Directive; EMAA Personnel Manual Section VII, H1
5. Sick Leave – EMAA Personnel Manual, Section VII, 2C 1-9
6. Personal Days – EMAA Personnel Manual, Section VII, 2E 1-6
7. Weather Leave – is available for eligible Head Start Center staff only. Refer to EMAA Personnel Manual, Section VII, F 1-3; G 1-3
8. Bereavement Leave – EMAA Personnel Manual Section VII, 2D 1-6

H. **CDA**

1. The responsibility of notification of re-certification is that of the CDA renewal candidate.