

Work Hours

The standard workweek for full-time employees is 40 hours. Part-time hours are variable. Full-time employees will receive a 30-minute lunch break and are asked to remain on the premises. If you need to leave the building during your 30-minute break, you must have this approved by the office, then clock out until you return. This time will not be paid. Break times may vary. We try to give a short morning and/or afternoon break for those who need it. You will be paid every other Friday for the preceding two weeks work. **Your hours may change to meet the needs of the children.** Children from another class may be put in your room in order to maintain ratios. On days when the number of children is low, you may have to clock out early, take breaks earlier or later, you may be needed in a different room, or you may need to stay late. Your hours may also change if another employee is on vacation or absent. You may be pulled from your room to do dishes, cleaning, or any other assigned jobs necessary as well. Hours claimed other than your on-the-clock working hours will not be honored unless the office assigned extra hours or responsibilities to you.

Employee Conduct and Discipline

ABC Academy expects our employees to behave responsibly, professionally, and in accordance with the law at all times. When necessary, the company will take disciplinary action which may consist of one or more of the following: verbal warning, written warning, suspension, or termination. The kinds of conduct which can lead to disciplinary action include, but are not limited to: tardiness, absences, failure to report to work, theft, insubordination, possession or being under the influence of alcohol or illegal drugs, violation of any safety rules, violation of any state regulations, violation of any hand book policy, failure to perform responsibilities as listed on your job description sheet, inattention to your job, working on personal matters, violation of our discipline policy, acts of discrimination, and any conduct jeopardizing the integrity of ABC Academy. It is your responsibility to go directly to the Director with any information pertaining to things that are against our policy or state regulations.

Benefits

Full-time employees who have been employed for at least 30 days will receive pay for the following holidays: New Years Day and New Years Eve, Christmas Day and Christmas Eve, Thanksgiving Day and the day after, Memorial Day, Labor Day, and the Fourth of July. You must work the scheduled days before and after in order to receive holiday pay. Personal days will be based on your yearly evaluations; 1 to 5 personal days will be given each year. You will receive one week paid vacation after one full year of employment if you are full-time, and two weeks will be given after 5 years. Part-time employees are not entitled to a paid vacation. The first employee to submit his or her days will be considered first, anyone after that will be considered on an individual basis.