

KLAMATH FAMILY HEAD START

PERSONNEL

POLICY & PROCEDURE #: 725

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SUBJECT: WORKDAY INSTRUCTIONS

POLICY:

Klamath Family Head Start will comply with State and Federal Labor Laws regarding employee work hours.

PURPOSE:

To ensure consistency in the implementation of work hours and conditions for all employees.

PROCEDURE:

All staff will comply with the following guidelines:

A. WORKDAY

1. Business hours are from 7:00 a.m. to 4:30 p.m. Monday through Thursday, and Friday 7:00-3:30.
2. Time variations may be made to accommodate program, site and family needs.

B. REST PERIODS

Klamath Family Head Start provides the employee one paid ten (10) minute break for every four (4) hour period worked.

1. 10 minute breaks are not to be taken in conjunction with the mid-day break.
2. Staff must consider the schedule and needs of the children in planning for a rest break.
Under no circumstances will children ever be left alone.
3. IAW: Oregon Pupil Transportation Manual. *OAR 581-053-0015*, A school bus driver shall not drive more than three hours continuously without taking at least a fifteen-minute break from driving duties.

C. MID DAY BREAK

1. Employees working six (6) consecutive hours or more in one day must take an unpaid 30 minute mid-day break in accordance with Bureau of Labor and Industry.
2. Head Start Performance Standards require employees working directly with children to participate in mealtime to facilitate the learning experience. Classroom staff will have a thirty (30) minute unpaid mid-day break, outside of classroom hours, on classroom days.
3. Office and classroom staff, on non-classroom days, will have a minimum of thirty (30) minute unpaid mid-day break. Time for lunch breaks will be scheduled according to the needs and operating conditions of the program.

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D. TRAINING AND WORK TIME

1. Only an employee who has successfully completed the 90 day orientation period will be eligible to attend optional training, paid for by Head Start.
2. When an employee attends a required training.
 - a. Employee will be asked to flex hours or will be paid additional hours, for required trainings only.
3. If an employee is selected to attend the regional or national Head Start conference paid hours will apply.
4. Optional trainings must be approved by Supervisor/ Manager and the Director.
 - a. Compensations will be the same as regularly scheduled hours per week.
5. Training courses requiring travel time:
 - a. Actual driving and training time will be paid but may not exceed 8 hours per day or 40 hours in a week.
 - b. The employee is to flex hours during the week of training when possible.
 - c. Every effort will be made for multiple staff to travel together in Head Start vehicles.
 - d. Exceptions will require Executive Director approval prior to travel.

E. WORK WEEK

The Klamath Family Head Start workweek begins at 12:00 a.m. Sunday morning and ends Saturday at 11:59 p.m.

F. WORK SCHEDULES

Every Klamath Family Head Start employee has a regular work schedule.

1. Work hours are specific to each position.
2. Hours will be set by the supervisor and will be communicated to each employee.
3. Hours may change as staffing requirements change.

G. CONFLICT IN WORK SCHEDULE

It is the policy of KFHS to allow its employees to hold outside jobs. Outside employment is not encouraged; however, an employee must adhere to the following guidelines.

1. KFHS is the primary employer.

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2. No outside employment will be permitted that negatively impacts KFHS opportunity to provide services in the community, or that negatively impacts the quality of KFHS services or professional image in the community. Any employee considering outside employment that may fall outside this policy must receive management approval prior to accepting the offer of employment.
3. It must be realized that employment with KFHS is the employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work additional hours. Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee will be asked to resign from KFHS employment.

H. STAFF CHILDREN ON-SITE

An employee who brings a child to the workplace must:

- be the individual who primarily supervises and cares for the child while in the workplace;
- prevent any breach of confidential information;
- address with management any issues related to a child's infectious disease; and
- accept full responsibility for all aspects of the child's behavior, including: safety of the child, disruption to co-workers, unauthorized or inappropriate use of program resources, and any damage to property or injury to persons.

Management must:

- determine that either hazards are not likely to exist, or that hazards can be controlled under the circumstances in which the child will be present;
- address potential issues of possible disruption to co-workers in the workplace;
- consider the extent to which the child's presence in the workplace poses a risk of breaching confidentiality of information in the workplace;
- consider the extent to which the child's presence is appropriate to the specific work being accomplished.
- consider the health of co-workers before an employee is allowed to bring a child with an infectious disease to the workplace.

Head Start enrolled staff children may be allowed to accompany their parent to work for up to 10 minutes before and after class of time on a case-by-case basis, with manager approval.

Non-enrolled staff children may be allowed to accompany their parent to work in emergency situations on a case-by-case basis with manager approval under the following circumstances:

- In emergency situations (which does not include regularly scheduled school closures)
- Not during parents' class time.

Each individual scenario must be approved by the Site or Classroom manager prior to child coming on-site.

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Denial of permission:

Notwithstanding the exceptions provided by this policy, management has the authority to deny the presence of children in the workplace. Management may revoke previously granted permission for the employee to bring the child to the workplace (e.g., the child's presence is later determined to be disruptive to the workplace).

Violations:

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

Reviewed/ Revised: September 28, 2022

Approved by the Policy Council: 2007

Approved by the Grantee Board: 2007