

## Doña Ana County Head Start/Early Head Start

### Employee Handbook

This manual contains the policies and procedures regarding employment practices for Doña Ana County Head Start/Early Head Start and the general policies of New Mexico State University. All statements contained are intended to reflect general policies and procedures and do not represent contractual commitments on the part of the University. The provisions of the manual are illustrative and not all inclusive. The provisions of the manual are unilateral expression of policy by Doña Ana County Head Start/Early Head Start and may be unilaterally changed, amended or revoked with or without notice. Section numbers are indicated where direct information was obtained from the New Mexico State University Policy Manual. These policies do not include all of the university manual sections. It is recommended that each Doña Ana County Head Start/Early Head Start employee refer to the NMSU Personnel Policy Manual.

Visit <https://hr.nmsu.edu/policy/> or call (575)646-8000, the New Mexico State University Employee Services office regarding questions or interpretation of Personnel or benefits policies.

**Note: Refer to the DACHS program website ( <https://headstart.nmsu.edu/> ) and select the “Forms for Staff”, Supervisory Forms, for this manual.**

**Refer to the following websites for more information.**

#### **Head Start Policy & Regulations**

<https://eclkc.ohs.acf.hhs.gov/policy>

#### **NM Child Care Licensing Regulations**

[4 CYFD-Child-Care-Licensing-Regulations-NMAC-8.16.2.pdf \(520.75 KB\)](#)





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## Qualifications for Hire

The Board of Regents has delegated to the President or to whomever the President delegates, the employment of all faculty, staff and other University personnel. Although the Board should never actively nor directly participate in the actual hiring of the University personnel, with the exception of selection of the President, the Board should always be at liberty to review any particular hiring by the administration to determine whether or not the Board's hiring policies are being followed.

Doña Ana County Head Start adheres to Head Start regulations and Head Start Reauthorization Act of 2007, regarding staff qualifications.

Per the federal standards employee qualifications can be found the ECLKC website:

<https://eclkc.ohs.acf.hhs.gov> 45CFR 1302.90 Personnel Policies.

## Employment Contingencies

See <https://hr.nmsu.edu/policy/> & <https://eclkc.ohs.acf.hhs.gov> 45CFR 1302.90 Personnel Policies for more information.

The DACHS employment/hiring process can be initiated pending the following contingencies:

- Doña Ana County Head Start/Early Head Start Policy Council Approval (within 30 day of hire)
- Clearance of a Criminal Record (Fingerprints and Criminal Records Check) of all staff and volunteers working closely with children 6 hours or more per week
- Verification of work history, reference checks & required certificates and educational requirements
- TB test screening
- Initial physical exam
- Continued Federal Funding/budget restrictions or re-organization
- Compensatory (Comp) time and Overtime

**Only non-exempt employees:** of the University are eligible to be compensated or given comp time for time worked in excess of the 40-hour work week. However, if we know longer hours will be needed to attend evening parent meetings, etc. then we will determine whether employees will exchange or replace hours by leaving work early on Friday afternoons or within the week (**with prior supervisor approval**). The University has no contractual obligation to pay overtime or approve compensatory time.

Each employee can go to their <https://myNMSU.edu> for more information on their job description. All others can contact the Program Manager directly [tzintzun@nmsu.edu](mailto:tzintzun@nmsu.edu) or (575)646-8911 for job descriptions.

## EEO- Equal Employment Opportunity

Refer to <https://hr.nmsu.edu/policy/> (Equal Employment Opportunity) for more information

New Mexico State University and Doña Ana County Head Start are dedicated to providing equal employment and learning environments. NMSU & DACHS do not discriminate on the basis of age, ancestry, color, disability,

gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and university policy and rules.

Employees shall be free to discuss matters with NMSU's Office of Institutional Equity (OIE) and the Employee Relations office and file grievances without fear of reprisal. All discrimination allegations (to include sexual harassment and denial of disability accommodations) are to be reported to the Office of Institutional Equity and the Employee Relations Office immediately.

### **Probation Period**

<https://hr.nmsu.edu/policy/> Administrative Rules and Procedures(ARP) – Chapter 9-Performance Evaluation, Promotion and Tenure  
– 9.01 Staff Probationary Period

The length for each probationary period served the first 6 months of employment with NMSU for regular nonexempt employees, and the first 12 months of employment with NMSU for regular exempt employees.

### **Benefits**

<https://benefits.nmsu.edu> or Call Employee Benefits (575)646-8000

Doña Ana County Head Start employees are eligible for New Mexico State University benefits. This applies to employees with regular status. Temporary employees do not qualify for benefits.

### **Salary Increases**

Doña Ana County Head Start employees are eligible for Cost of Living Increases (COLA) in their salary depending on the availability in the grant funding.

### **Salary Longevity Increase**

Any questions or concerns regarding this please call Employee Labor Relations (575)646-2449.

Three-Year Longevity Increase: Regular non-exempt employees who complete their initial three (3) consecutive years of service with a performance rating of Fully Successful (previously "Meets Expectations") or better on their most recent evaluation will be awarded a five (5%) percent pay increase effective on the employee's anniversary date. Temporary or occasional employees are not eligible for the 3-year longevity award. Prior service with a break in employment in excess of five (5) Business Days is not credited toward the three (3) years of longevity. Leave without pay is not included as service time. [See ARP 7.01, Part 12]



## Pay Periods

<https://payroll.nmsu.edu/pay-schedules/>

Currently non-exempt and exempt staff are employed on either an Annual 9-month or Annual 12-month fiscal year. Exempt staff are paid semi-monthly/current basis on the 15<sup>th</sup> and the last working day of the month. Regular and Temporary non-exempt employees are paid semi-monthly on 2-week lag. They are paid on the last working day closest to the 15<sup>th</sup> of the month and on the final working day of each month for the time worked in the preceding semi-monthly payroll period. Timesheet is required to pay hourly employees.

If you have any questions, comments or concerns please call the DACHS Administrative office and speak to the Operations Manager. (575)646-8910

## Rest Breaks

<https://hr.nmsu.edu/flsa/>

Though the FLSA (Fair Labor Standards Act) does not *require* employers to provide breaks or rest periods for employees. NMSU allows employees to take a 15-minute rest period during each 4-hour segment of the work period. Breaks may not be taken at the beginning or the end of the work period or appended to the meal break. The classroom teacher and teacher assistant need to work this out together so the classroom and the children are monitored at all times to ensure the child/adult ratios are meeting the regulation. Break times for other staff should be arranged by the center, on-site supervisor. Non-usage of the break period may not be used to make up time spent away from work. Break times cannot be accumulated.

## Work Schedule

Services for the Doña Ana County Head Start/Early Head Start program begins on Monday mornings at 7:45 am and ends on Friday afternoon at 4:15 pm. A 40-hour work week is maintained during regular program operations. Exceptions may occur when the work load is heavy or a special project requires attention. In this case Comp. time must be approved for non-exempt employees by your immediate supervisor. Children will be at all centers from Monday through Thursday with some Fridays due to special circumstances. Center staff will utilize Friday for planning, parent-teacher conferences, home visits, data input, makeup days, cleaning, organizing the classroom and professional development (a calendar will be provided). Center staff's Friday follow the regular work schedule, exception will be when we have professional development days, hours may change. Staff will be notified ahead of time of professional development days and are required to attend.

- All employees, whether regular 12-month or 9-month, must take a lunch break of at least 30 minutes after 6 hours of work. Full day centers need to plan to have adequate coverage.
- All non-exempt employees will have a electronic time sheet to fill out on the 15<sup>th</sup> and last day of the month. **If the employee failed to submit the electronic time sheet, it is their responsibility to complete the paper timesheet and have their supervisor sign it. Failure to turn the timesheet may result in not receiving your paycheck on time.**

The morning session will begin at 8:00 am and end at 11:30 am for the children. The recommended one-hour break between sessions will allow staff a 30-minute lunch break as well as preparation period for the afternoon session.

The afternoon session will begin at 12:30 pm and end at 4:00 pm for the children. Other center staff will follow a schedule appropriate to their duties and approved by their supervisor.

The full day session will begin at 8:00 am and end at 4:00 pm for the children. While children nap, classroom staff will alternate taking their 30-minute lunch break.

### Evaluation Procedures

<https://hr.nmsu.edu/evaluations/>

Performance appraisal is a managerial tool that provides the employee with direction, feedback, appraisal, and developmental assistance. Appraisal should be made in concert with an accurate job description and annual individual performance objectives.

Each employee will receive a copy of the completed performance evaluation via email. A copy will be placed in employee's file at the DACHS Administrative office. The original will go to NMSU Human Resources Office.

### Leave Policies

**Annual, Sick, Compassionate, Family Medical Leave see more information at:**

<https://benefits.nmsu.edu/leave-holidays/>

Requests for annual leave will be considered with primary consideration given to the requirements of the job. Requests are required to be made in writing by filling out the DACHS Program Leave Request Part A & B Request form, **at least (5) five days in advance**. Once the form is filled out, it is to be emailed to your supervisor. This form can be found on the DACHS website, Forms for Staff menu. The supervisor and Program Manager will need to sign off on all leave requests before they are approved. If the supervisor is unavailable to give their approval, the request will go through the Program Manager for approval.

Annual leave may be taken by teaching staff, **with supervisor approval**, during scheduled classroom hours, if there are volunteers, parents, or students available to assist the remaining classroom staff. It will be the responsibility of the requesting employee to see that this is done and that there is an assistant in place for the remaining classroom personnel. **Taking annual leave during regular classroom hours is the exception and not the rule.**

Spring Break is NOT given to DACHS/NMSU regular staff. It is only given to students and faculty. Annual leave must be requested and used for this vacation week, if time off is desired and the hours have been earned and work load permits. Head Start classes may be in session regardless of the public schools or NMSU breaks.

Annual leave **may not** be taken during professional development trainings, curriculum planning days (teaching staff), IEP meetings unless there is an extenuating circumstance that arises. Approval from your supervisor needs to be obtained before time is taken off.

Annual leave **may not** be taken between May 1st through May 15<sup>th</sup> for Center staff, as this time is necessary for doing final reports, putting supplies in storage and turning in files.

Annual leave **may not** be taken between August 16<sup>th</sup> through August 31<sup>st</sup> for Center staff, as this time is necessary for preparing files, setting up classrooms and Pre-service training. **For teaching staff leave request approval will be contingent upon completion of approved lesson plans, completion of home visits and parent teacher conferences and completion of filing & documentation.**

Note: Annual 9-month regular employees are not eligible to draw unemployment insurance during the summer months, as Annual 9-month status is permanent employment.

**Temporary employees do not accrue annual or sick leave, nor are they eligible for any other leave listed in this section.**

### **Leave-Absence, Unauthorized**

<https://arp.nmsu.edu/10-10/>

An exempt or non-exempt employee who is absent from work without proper authorization or notification for a period of 1 working day, or if less than 1 working day for more than one occurrence, may be terminated. Such action will be considered as just cause for termination and processed as an involuntary termination. If subsequent investigation and information reveals extenuating circumstances, the employee may use annual leave, sick leave, or leave without pay for the days absent and may not be subject to other disciplinary action.

### **Employee Assistance Program**

<https://benefits.nmsu.edu/other/eap> For appointments contact: (575)646-6603

The NMSU Employee Assistance Program is the principle provider of confidential counseling for faculty and staff experiencing personal and work-related issues affecting their job performance. Faculty and staff experiencing issues with alcohol and or drug abuse are encouraged to contact NMSU EAP. Faculty and staff's spouse or significant other are also eligible for services. There is no cost for counseling.

NMSU EAP also provides consultation for department heads and supervisors concerning identification and intervention of faculty and staff experiencing personal/work issues affecting their job performance.

## Holiday Leave/Holiday Pay

<https://benefits.nmsu.edu/leave-holidays/>

Regular full-time and part-time employees on a prorated basis are eligible for holiday pay. The university recognizes the following holidays:

- Martin Luther King, Jr. Holiday
- Spring Holiday
- Memorial Day
- Independence Day\*
- Labor Day
- Thanksgiving (2 days)
- Winter Break (Christmas Eve Day through New Year's Day)

\*If this holiday falls (only) on a Saturday, Friday is observed; if it falls on a Sunday, the following Monday is observed.

**Temporary employees are eligible for holiday leave/pay.**

## Update Employee Information

Employees are required to update their personal information in writing if there is any change of name, address, telephone number, any allergies, medical conditions or emergency contact so that they may be contacted at all times and DACHS has updated information on all employees. In addition, employees will need to update their information on-line at <https://my.nmsu.edu> . Oral notification cannot be accepted.

## Educational Opportunities

<https://benefits.nmsu.edu/other/employee-tuition/>

One of the most valuable benefits offered by NMSU is the Educational Assistance Program made available to regular exempt and non-exempt employees and their qualifying family members. For more information see the above link.

**Temporary employees are not eligible for this benefit.**

## Training/Advising

All Doña Ana County Head Start employees are expected to attend all in-service training sessions throughout the year. There is a 24-hour training required by the NM Child Care Licensing for classroom teaching staff and the Program Manager (12 hours in Early Childhood and 12 hours in safety related training). The DACHS training log must include date of training, contact hours, competency area, and source of training and training certificates, if any. Doña Ana County Head Start/Early Head Start program will pay for registration and travel expenses for in-state and out-of-state travel when training is required. Staff is responsible for obtaining certification renewals CEU's and license renewals. All training needs to be improved by your immediate

supervisor and program manager. For local training or seminars (not provided by DACHS), whether or not the training is free, you must obtain prior approval from your supervisor to leave the work site and attend the training.

All DACHS employees are encouraged to be involved in Early Childhood training, professional development or in the pursuit of an advanced degree.

### **Nepotism**

<https://arp.nmsu.edu/6-17> Part 3:Rules (B)(1)

NMSU/Doña Ana County Head Start/Early Head Start officials and employees will not hire, supervise, evaluate or otherwise participate in decisions affecting the employment or volunteer status of individuals with whom they have a relationship.

### **Center Staff and Enrolled children who are relatives**

We discourage the placement of children whom are members of that center staff's family. All children who have applied and are eligible will be placed in the program, but may not be placed in the classroom where adult relatives work.

### **Regulations/Policies**

All Head Start/Early Head Start employee will read and comply with all federal, state and local regulations including:

- Head Start Performance Standards <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>
- NM Child care Licensing Regulations a copy will be at each center and the administrative office
- NMSU Policy Manual <https://hr.nmsu.edu/policy/>
- Doña Ana County Head Start Employee Handbook <https://headstart.nmsu.edu/>
- CACFP (Child & Adult Care Food Program and ED (Environment Department) copies are in the Health & Nutrition Specialist's Office
- Doña Ana County Head Start Program Forms for Staff <https://headstart.nmsu.edu/>
- Doña Ana County Emergency Preparedness Plan and Exposure Control Plan a copy will be at each center and the administrative office.

### **Office Hours**

The Doña Ana County Head Start/Early Head Start Administrative office is open from 8:00 am to 5:00 pm Monday through Friday. All Head Start business must be done during regular office hours. Most center site offices will open at 7:45 am and will close at 4:15 pm.

## Dress Code

In the business world, the way employees look says a lot about the company they work for. At all times, we want to ensure that our standards convey the spirit of excellence, professionalism and leadership that is associated with Head Start and other service sectors where meeting the public, is continual. The purpose of this information is to offer a more definitive description of what constitutes appropriate working attire. Clothes should fit properly, be in good repair, clean, not revealing, and appropriate for the work being performed. Doña Ana County Head Start/Early Head Start employees and volunteers in the program shall maintain a clean, neat and professional personal appearance while on duty.

### **Administrative Staff:**

**Business Casual Attire includes:** Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

**Work attire that is not acceptable:** Sweats, short shorts, short skirts or dresses, snug fitting or faded-ragged pants, ripped jeans, spandex (athletic wear) clothing, novelty t-shirts (those with printed writing, characters, slogans that show inappropriate languages or pictures or numbers), tank tops or flip-flops.

**Casual Friday:** Unless otherwise notified, Fridays will be designated as “casual day” for office staff. More relaxed apparel will be acceptable. Jeans and capris may be worn on Friday. Casual apparel applies to employees working during the summer months.

### **Direct Staff and Maintenance staff:**

Direct Service staff and maintenance staff will wear clothing and shoes that are appropriate for the duties they perform. **Work attire that is not acceptable applies to Direct Service staff also.**

**Safety:** Flip-flops, slides, mules, clogs, high heeled, platform and open toes/open heeled shoes are not safe for the classroom and kitchen environment and are not allowed.

**Meetings, trainings or conferences:** Business casual attire will be required unless otherwise notified by management. When attending a training or conference with others from cooperative agencies, we expect your dress to reflect a proper professional image on behalf of NMSU and Doña Ana County Head Start.

Keep these thoughts in mind “If you are unsure of whether an article of clothing is appropriate to wear to work, it probably isn’t”. Clothing you would wear to the swimming pool, the gym, or at home working in the garage or the yard should not appear in the work environment.

## Files

All files or reports generated in the course of work are the property of NMSU and DACHS. Files can not be removed from the work site. Upon resignation/termination of employment, files and reports will be retrieved from the center by DACHS support staff.

- The master administrative file will be maintained in the DACHS Administrative Office. Please make certain that all program information is given to the administrative staff so that current files are available to staff responsible for up-dating and revising. The administrative staff or the appropriate supervisor may retrieve information for you from these master files.
- **Current Child Files:** Current child records will be maintained in a locked file located in each individual Head Start classroom. Care must be taken to ensure that these files are locked and remain confidential at all times. Any person accessing the child's file must sign a record check out form each time the file is accessed. Child records will not leave the building or be release to anyone other than the staff. Parents may look at their child's file by signing the record check out form and reviewing the file in front of a DACHS staff in the classroom. At no time is the parent/guardian allowed to remove the file or any material in the file from the classroom.
- **Personal Files:** A personnel file is completed and maintained for each NMSU/DACHS employee and archived at the DACHS Administrative Office. The Administrative Assistant is the custodian of all personnel files. All information in the file is confidential. Employees may review their own files in the presence of the Program Manager. At no time is the employee allowed to remove the file or any material without the specific approval of the Program Manager.

Included in the DACHS employee file are copies of:

- Hiring Checklist – Reading Requirements 2<sup>nd</sup> page (signed off after completion)
- Job Specification
- Employee Information form
- NMSU application (non-exempt) or resume (exempt)
- Reference Checks/Work History Verifications
- Code of Ethics – with signature
- Affidavit of Confidentiality – with signature
- Head Start Declaration Form -on-site file
- TB screening – on-site file
- Criminal Records Check – on-site file
- Training Certification (if applicable) or training log – on-site file
- Payroll related forms (EAF<PTO & PAF)
- Performance evaluations (on regular NMSU employees only)
- Other forms as required for that particular position (CPR/First Aid).

Verification of current auto insurance and current work schedules will also be on file in the Administrative office files.

- **Staff records – On-site Classroom files** <https://www.newmexicokids.org/quick-links/new-mexico-state-child-care-regulations/> Chapter 16, 8.162.22 (F) Personnel Records

- Name, address and phone number
- Position
- Current and past duties and responsibilities
- Dates of hire and termination
- Documentation of a background check and employment history verification; if background check is in process then documentation showing that it is in process shall be placed in file
- An annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC
- Documentation of current first-aid and Cardiopulmonary Resuscitation Training
- Documentation of all appropriate training by date, time, hours and area of competency
- Emergency contact number
- Universal precaution acknowledgment form
- Confidentiality form
- Written plan for ongoing professional development for each staff member, including the program manager, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals
- Signed acknowledgement that the staff have read and understand the personnel handbook
- Signed acknowledgement that all staff have reviewed and are aware of the classroom's disaster preparedness plan and evacuation plan

This staff record must be available for review by NM State Licensing from CYFD Child Care Licensing.

Volunteers working 6 hours or more in a week, must obtain a TB screening and a Criminal Records check and a record of the results must be filed on-site in the classroom. An emergency contact for volunteers should also be on file.

### **Keys**

All employees will have the necessary keys to their offices and to the office building. All keys to file cabinets containing child's files must be kept in a designated location in the classroom. All nine-month employees will turn in their keys at the end of the program year to their immediate supervisor. Keys will be redistributed in August at the beginning of the new school year. Disciplinary action will be taken if a key has been duplicated.

### **Auto Insurance**

All of Doña Ana County Head Start/Early Head Start owned vehicles are insured with both liability and collision through New Mexico State Fleet coverage and paid for out of our Head Start budget. DACHS employees' privately-owned vehicles are required to have liability coverage. Our program is responsible for seeing that



this liability insurance is secured and covered through the Head Start budget through providing mileage reimbursement. This mileage reimbursement covers an employee who is using their private vehicle on an “excess coverage” basis for liability, but does not cover any of their collision/comprehensive if they are at fault in an accident, when the privately-owned vehicle is used for Doña Ana County Head Start/Early Head Start related business/travel. In addition, Head Start programs must comply with any state and local auto insurance requirements.

### **Mileage for Use of Personal Vehicle**

Mileage will only be reimbursed for miles used to carry out Head Start/Early Head Start job responsibilities. No employee will be reimbursed for mileage accrued going to and from the work site, to attend local trainings, meetings within a 30-mile radius, etc. Mileage will be reimbursed for on-site monitoring visits, home visits, meal pick-ups and shopping trips for groceries and supplies.

### **Telephone Use**

Personal calls are discouraged during work and classroom hours. Personal cell phones should be on vibrate or turned off during work and classroom hours. Personal phone calls should be done during breaks and lunch, please inform your friends and family members of the appropriate times to call you during your breaks and lunch.

### **Political Activity**

<https://legal.nmsu.edu/uploads>

3.86 Political Activity (See also Policies 3.63-Freedom of Expression Policy; 3.92-Sales and Solicitation) Campaign activities for candidates for public office or for ballot issues to be presented in local, state, and national elections may be permitted on the university campus when conducted by candidates or their representatives. These activities are subject to the freedom of expression policy. In addition to the locations covered by the freedom of expression policy, Corbett Center (lower lobby information table areas and meeting rooms and spaces) may be used for political activity subject to the rules, regulations, and fees applying to those sites. The responsible authority for the enforcement of this NMSU Policy Manual Chapter 3 Page 28 of 40 policy shall be the vice president for student affairs and enrollment management (or designee), whose decision shall be final.

### **Emergency Procedures**

- Procedures for handling medical emergencies are located on the bulletin board in each Head Start/Early Head Start classroom. Please refer to the Doña Ana County Head Start/Early Head Start Emergency Preparedness Plan, First Aid Manual, and Exposure Control Plan.

- Fire Drills are conducted by all Head Start/Early Head Start classroom staff. All classrooms handle their own drills and will document on the Fire Drill form that is posted on the Parent Board. September will have 4 drills preferably weekly and then monthly thereafter.
- Lockdowns/Shelter in Place drills will be conducted by Head Start/Early Head Start classroom staff. These drills will be conducted monthly starting in September.
- Evacuation Drills will be conducted by Head Start/Early Head Start classroom staff every 3 months. In the months of October, January and April.
- A Fire Evacuation Plan and Procedure is posted in all centers.
- All staff must review the Doña Ana County Head Start Emergency Preparedness Plan and Exposure Control Plan.
- All “on-the-job accidents” or injuries must be reported immediately to the injured employee’s supervisor. **Employee Reports any On-The-Job Accident, Injury or Occupational Disease:** The employee must report all on-the-job accidents, injuries or exposures immediately to the employee’s supervisor by completing and submitting the Notice of Accident or Occupational Disease Disablement Form, whether or not medical care seems to be needed.
  - The employee will then notify David Carbajal ([davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)) to receive further instruction on the process and what other forms need to be completed.
  - The employee can contact Environment Health, Safety, Risk Management department (575)646-3327 for further information. Or review <https://arp.nmsu.edu/8-72/> part 4 Workman’s Compensation claims processing.
  - Employee must inform their immediate supervisor of any emergency situation which would affect the staffing requirements at the classroom.

### **Monthly Reports**

On the last Friday or last working day of each month. Teaching staff/assistants must turn in the Volunteer/Visitor Sign-In Log, In-Kind reports and Contributions by email to the Fiscal Assistant and CC: Program Manager.

All staff must turn in mileage reports monthly to their immediate supervisor and CC: Program Manager.

### **Supplies/Equipment**

All purchase order request will be submitted monthly for the following month. All purchase orders will be emailed.

- Form must be completely filled in with description of the items.
- Retain a copy for your records.

- All requests must be routed through immediate supervisor for signature and approved by Program Manager.
- If specific brand names can not be found a simpler brand will be given.

## **Disciplinary Action**

### **Non-probationary – Regular employees**

<https://hr.nmsu.edu/discipline/>

Except in those instances of a serious nature where more stringent discipline is warranted (e.g. physical abuse, theft, falsification of documents, or willful misconduct), a progressive discipline policy will be instituted. This policy will normally involve the following steps:

- Counseling (informal)
- Verbal reprimand or warning – Supervisor prepares Memorandum of Record for DACHS Administration Personnel File
- Written reprimand, warning, or notification of unacceptable performance. Supervisor prepares a memorandum to the employee, obtains NMSU Employee & Labor Relation approval, and forwards a copy to the Employee & Labor Relation office for inclusion in the employee’s personnel file.
- Suspension or Demotion ( Requires NMSU Employee & Labor Relation approval).
- Dismissal – involuntary termination. (Requires Employee & Labor Relation approval).

## **Just Cause**

<https://hr.nmsu.edu/elr/job-seperation/termination/>

Non- Probationary regular employees. Doña Ana County Head Start/Early Head Start employees can be terminated, demoted or suspended for Just Cause which includes, but is not limited to, inefficiency, incompetency, misconduct, negligence, insubordination or conviction of a felony or misdemeanor.

The following is a list of actions which constitute just cause, examples are but not limited to:

- Falsification of documents.
- Threatening, assaulting, or abusive behavior towards a supervisor, student, employee, guest or customer of the university.
- Sexual harassment of an employee, student, guest or customer of the university on or off campus which may explicitly or implicitly affect an employee’s performance or unreasonably interferes with a person’s employment or academic endeavors.
- Jeopardizing the safety or health of an employee (including one’s self), student, guest or customer of the university.
- Dishonesty or intentional fabrication of events.
- Negligent, incompetent, inefficient or unacceptable performance of duties.
- Willful disregard of reasonable directives or policies or a defiant attitude of noncompliance toward regulations, directives or policies applicable to an employee.
- Conduct that interferes with the efficient operation of the university.

- Inability or unwillingness to perform the duties required of a position.
- Possession or use of alcohol or illicit drugs, reporting to work under their influence, or being under their influence while on the job.
- Possession of drug paraphernalia or stolen property.
- Conviction or admission of a felony or certain misdemeanors.
- Careless, negligent, improper, unauthorized, or malicious use of, or theft of, property, equipment, or funds.
- Abuse of privileges.
- Failure to report for work or to timely report justifiable reason for absence to the department head or immediate supervisor.
- Repeated tardiness or poor attendance.
- Misconduct which adversely affects the interest or reputation of the university or its employees.
- Any repetition of offenses which resulted in a reprimand, warning, demotion, notification of unacceptable performance or suspension.
- Job abandonment.
- Failure to provide Child Inclusion
- Any type of abuse of a child

### **Communication & Dispute Resolution Process**

Refer to the Doña Ana County Head Start/Early Head Start Program Organizational chart for the process of the channel of communication.

Much of the atmosphere of a school or classroom depends on upon the interactions that occur among staff members. It is essential that all Doña Ana County Head Start/Early Head Start employees communicate their feelings, ideas and concerns to one another. It is expected that all employees use the direct lines of communication that are outlined in the Organization Chart. This is not to prevent employees from speaking freely to other staff members but merely a management tool for eliminating confusion.

Tips for Dealing with Interpersonal Conflicts.

- **Deal with the person directly.** Try to work out differences with the person with whom you are having a conflict. You can always speak to the employee's supervisor later, but in most cases, it is best to first try working it out directly with the person.
- **Arrange a meeting.** Request an informal, private meeting with the person. Inform the person ahead of time what the purpose of the meeting is and phrase it positively. During the meeting, focus specifically on work-related issues and behaviors.
- **Sort our feelings ahead of time.** Before the meeting, defuse your emotions by talking it over with a friend, family member or Employee Assistance Program counselor.
- **Use "I statement."** During the discussion, begin statements with "I" instead of "you". This makes it easier for the listener to hear you and not get defensive. If the person grows defensive, he or she will not be free to problem solve.
- **Ask for input.** Give the person a chance to talk, and be sure to listen. Perhaps you may have unknowingly done something to upset the person. Ask the person for ideas on how to make

the relationship work. People are more committed to the outcome if they've been asked for their input.

- **Clarify and rephrase.** To prevent misunderstandings, ask the person to clarify what was said and agreed upon.
- **Show appreciation.** Thank the person for his or her willingness to discuss and work on the issues.
- **Check Back.** At the end of the meeting, arrange another meeting a week later to discuss the progress. If there has been no progress, express your disappointment with specific examples of behavior. The two of you may agree to continue to try or you may choose to consult with management next.

### **Grievance Procedure - Discrimination Matters**

<https://arp.nmsu.edu/10-20>

<https://equity.nmsu.edu/home/incident-report.html>

While employees are encouraged to resolve issues through discussion with the immediate supervisor, all discrimination matters are to be reported to the Office of Institutional Equity immediately. There may be occasions when disputes may be resolved at the departmental level without direct involvement of the Office of Institutional Equity, however, the director of the Office of Institutional Equity is to be consulted to ensure consistency. Employees shall be free to discuss matters with the Office of Institutional Equity director and file grievances without fear of reprisal.

### **Resignations**

<https://arp.nmsu.edu/7-71/>

A nonexempt employee who desires to separate from university/Doña Ana County Head Start employment should submit a signed resignation statement to their supervisor two (2) weeks prior to the intended resignation date.

Exempt employees should give thirty (30) days written notice prior to termination.

If the employee resigns by phone or is otherwise not available to submit a letter/notice of resignation, the supervisor should document all relevant information on the Personnel Action Form and forward to the Office of Human Resource Services in accordance with applicable procedures. All benefit coverage's cease at midnight the date of termination. If an employee's separation from the university is less than 5 working days, seniority and other such employment privileges may be reinstated with approval from the Program Manager. Employees may not appeal a voluntary resignation even if the action was in lieu of termination, unless the employee alleges discrimination. Building, classroom and/or office keys as well as the NMSU staff ID card, credit cards must be turned in upon termination.

All revisions to the Doña Ana County Head Start/Early Head Start Personnel Policies and Procedures are reviewed by the Policy Council as revisions are made.

If you have any questions or concerns please address them with your supervisor.



## Acknowledgement

This will serve to notify my employer, Doña Ana County Head Start/Early Head Start, that I have received my electronic copy of the Doña Ana County Head Start/Early Head Start Personnel Policies and Procedures Manual and the NMSU Policies Manual (link included in the DACHS manual) and that it is my responsibility to read and follow the policies, practices, rules and regulations as a condition of employment.

Signed: \_\_\_\_\_

(Employee's signature)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

(Supervisor's signature)

Date: \_\_\_\_\_

**Print out this page, sign, get your supervisor's signature and submit to the Program Manager to be placed in your administrative personnel file.**





## CODE OF ETHICS AGREEMENT

As a Doña Ana County Head Start employee, I adopt the following principles as my professional code of ethics:

Como empleado de Doña Ana County Head Start, yo acepto los siguientes principios como mi Código ético profesional.

- I pledge to care for every child entrusted to me with love, understanding, and respect.
- *Me comprometo a cuidar de cada niño que este bajo mi responsabilidad con amor, entendimiento y respeto.*
- I am committed to providing high quality child care in accordance with proven Head Start philosophy, goals, and objectives. *Me comprometo a proveer la más alta calidad en el cuidado de los niños de acuerdo con la filosofía, las metas y los objetivos demostrados en el programa de Head Start.*
- I will protect and promote each child’s physical and emotional well-being, mental capability, and social competency. *Protegeré y promoveré el bienestar físico y emocional, la capacidad mental, y las habilidades sociales de cada niño.*
- I agree to reach out to each child and family, attempting to enhance their quality of life by recognizing their unique needs. *Acepto ayudar a cada niño y familia que esté tratando de mejorar su calidad de vida, tomando en cuenta sus necesidades únicas.*
- I respect parents as the prime educators of their children and will endeavor to strengthen the bond among all family members. *Respetaré a los padres como los primeros maestros de sus hijos, y me esforzaré para que las relaciones entre las familias se fortalezcan.*
- I promise to conserve and protect the property and resources of Head Start entrusted to my care. *Prometo conservar y proteger la propiedad y recursos que están bajo mi responsabilidad dentro programa de Head Start.*
- I am continually aware of and take pride in my role within the community as an important influence on the lives of young children. *Estoy consciente y me enorgullece el papel que desempeño dentro de la comunidad como una influencia importante en la vida de los niños.*
- I accept the responsibility of involving the community in all aspects of nurturing its future leaders. *Acepto la responsabilidad de participar en todos los aspectos de la comunidad que implican el Desarrollo de los líderes de futuro.*
- I will continue to improve my personal growth and skills as a child care professional through relevant training. *Continuaré mejorando mi crecimiento y habilidades personales como profesional del cuidado infantil a través de entrenamiento relevante.*

I dedicate myself to maintaining high professional standards, safeguarding confidentiality, and performing with intelligence, commitment, and enthusiasm. Dedicaré mi persona a mantener el más alto estándar de profesionalismo, del cuidado de los asuntos confidenciales, y de actuar con inteligencia, compromiso y entusiasmo.

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Employee Signature (Firma de Empleado/a)

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Date (Fecha)

