JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

CHILD CARE CENTER COMPENSATION/BENEFITS

Policy 6.15
BOT 1/18/00
Revised: 9/17/02

Applies to: Staff at Child Care Center,
Lima Community Center

POLICY

The Child Care Center located at the downtown Lima Community Center, 345 E. Elizabeth Street, Lima is managed and operated as a separate cost-budget site and as such, specific exceptions to College Policies covering employee wage and benefit eligibility and other similar personnel issues apply as stated in this policy. Unless specifically mentioned in this policy, all other College policies apply to the operation of the Child Care Center.

A. All Child Care Center employee positions, except the positions of Director and Office Coordinator, will be ineligible for any College employee benefits except statutory benefits (P.E.R.S. and Medicare) and the benefits specifically designated in this policy.

B. Each Lead Teacher position will be compensated on an hourly rate determined and approved by the Child Care Director, appropriate College senior administrators and the College Board of Trustees. Work hours for each Lead Teacher will be scheduled weekly by the Director or his/her designee. Employees assigned to Lead Teacher positions will be eligible for 50% reduction in child care rates for their child care eligible dependent children at the center; and after one (1) year of continuous employment the employee will be eligible for three (3) paid holidays (Thanksgiving Day, Christmas Day, and the Fourth of July); three (3) paid sick days to be used as necessary during the calendar year; and five paid vacation days to be used as scheduled and approved during the calendar year. After two (2) years of continuous employment, the employee will be eligible for three (3) additional paid holidays (New Year's Day, Memorial Day and Labor Day). The employee will receive their current hourly wage rate in effect for holidays, sick days and vacation days. Total hours paid for a holiday, sick day or vacation day will be determined by dividing the total hours worked during the preceding week by the employee by five (5). (No partial sick nor vacation days will be allowed.)

C. Each Teacher's Aide position will be compensated on an hourly rate determined and approved by the Child Care Director, appropriate College senior administrators and the College Board of Trustees. Work hours for each Teacher's Aide will be scheduled weekly by the Director or his/her designee. Employees assigned to Teacher's Aide positions will be eligible for 50% reduction in child care rates for their child care eligible

dependent children at the center; and after one (1) year of continuous employment the employee will be eligible for three (3) paid holidays (Thanksgiving Day, Christmas Day, and the Fourth of July); and three (3) paid personal days to be used for either sick or vacation purposes during the calendar year. These days will be granted after they are scheduled and approved unless they are used as sick days. After two (2) years of continuous employment, the employee will be eligible for three (3) additional paid holidays (New Year's Day, Memorial Day and Labor Day). The employee will receive their current hourly wage rate in effect for holidays and personal days. Total hours paid for a holiday or personal day will be determined by dividing the total hours worked during the preceding week by the employee by five (5). (No partial personal days will be allowed.)

D. All sick, vacation and personal days should be used during the current calendar year. No carry-over of unused days to the following calendar year will be permitted. Any unused days will be forfeited.

E. All newly hired Lead Teachers and Teacher's Aides will be responsible for providing documentation of their initial finger prints, physical and other required training prior to their date of employment. Thereafter, required annual renewal of these items will be arranged and paid for by the College.

F. New employees will be on probation for the first three (3) months of employment and their performance will be evaluated at the end of this period for determination of continued employment. A new employee may be terminated at will at any time during their probation. After their probation employees will be evaluated annually.