

Resource: Staff Handbook Template

Use this outline as you are developing your staff handbook. Below are some items that are typically included.

Welcome & Introduction

- Welcome letter
- History of your child care business
- Mission
- Values

Employment Practices

- Equal opportunity
- Americans with Disabilities Act (ADA) & reasonable accommodations
- Commitment to diversity
- Harassment and complaint procedure
- Consensual relationships

Conflict of Interest Policy

Confidentiality Policy

Personal Conduct and Performance

- Collaboration
- Performance management
- Whistle-blowing protection
- Child abuse reporting

Employment Relationship

- Employment classification
- Work week and hours of work
- Time records
- Overtime
- Compensation
- Payroll deductions and garnishments
- Access to personnel files
- Promotions
- Professional development
- Employment of relatives
- Separation from employment

Workplace Safety

- Drug-free workplace
- Smoke-free workplace
- Background screenings
- Workplace violence prevention
- Commitment to health and safety
- Emergency procedures

Workplace Guidelines

- Attendance
- Outside employment
- Dress and grooming
- Acceptable social media use
- Computers, internet, email and other resources

Time Off and Leaves of Absence

- Holidays
- Paid time off
- Family & medical leave
- Military leave
- Bereavement leave
- Jury duty / court appearance
- Worker's compensation

Employee Benefits

- Medical, dental, vision insurance
- Group life insurance
- Health savings account
- Flexible spending account
- Retirement plan
- Short /long term disability
- Consolidate Omnibus Budget Reconciliation Act (COBRA)
- Tuition reimbursement
- Child care discount