



EMPLOYEE HANDBOOK

Talented Tots - Parkville

10801 NW Crooked Rd.

Parkville, Missouri 64152

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EMPLOYEE ACKNOWLEDGMENTS

FOREWORD

Dear Valued Employee,

Congratulations and welcome to Talented Tots Learning Center. Whether you have recently joined our team or have worked with us for some time, we are excited to work with you. Your performance will be an integral part of Talented Tots future success. In order to help you perform at your full potential and create a safe and enjoyable work environment we are providing you with this Employee Handbook to inform you of the many important aspects of your employment and guide you along the way.

There are a few things to keep in mind when reading this Employee Handbook. This document is not a comprehensive compilation of all Talented Tots policies and procedures and does not cover all possible circumstances and exceptions that may arise. Many of the policies summarized in this Employee Handbook are covered in more detail in other official documentation. Consult such documentation for additional information regarding specific policies. Please address any specific questions regarding the interpretation or applicability of Talented Tots policies and procedures to designated Talented Tots managers. Note that the terms of the official Talented Tots insurance and benefits policies supersede any terms to the contrary stated herein.

This Employee Handbook is not an employment contract, and nothing in this Employee Handbook gives you any right, express or implied, to continued employment. Furthermore, all terms, conditions, policies, and procedures as stated in this document are subject to change, and nothing stated herein is guaranteed to remain a fixed term or condition of your employment.

As Talented Tots Learning Center's employee, you have an obligation to keep the information provided to you in this Employee Handbook confidential. Do not discuss the contents of this document with persons who are not employees, officers, or otherwise privy to this information through an affiliation with Talented Tots Learning Centers.

Please take time to thoroughly review this Employee Handbook, noting how each section relates to your employment. Pass along any questions or concerns you may have to your immediate supervisor. We look forward to a harmonious and mutually fruitful relationship with you and are confident you will find your experience with us dually rewarding.

Again, welcome!

SECTION I
- Introduction -

1.1 This Employee Handbook

This Employee Handbook summarizes some of Talented Tots Learning Center's key expectations and employment policies. As such, it cannot provide guidance for every possible circumstance that may arise during employment and is not intended as an exhaustive resource for all Talented Tots policies. Employees who desire elaboration on specific policies should refer to official policy documentation or consult a human resources manager. This Employee Handbook replaces all prior employee handbooks, employment policies, and Talented Tots rules and practices, express or implied, whether written or oral. In addition, this Employee Handbook is subject to the provisions of official Talented Tots policy documents, including insurance and benefits policies, plan documents, and applicable law. All Talented Tots employees are required to abide by the terms of this Employee Handbook as a condition of employment. The terms of individual employees' employment contracts may control over this Employee Handbook where applicable.

1.2 Policy Changes

As circumstances warrant, Talented Tots may, in its sole discretion, deviate from the terms stated herein as it sees fit. Talented Tots has the express right to amend, modify, revoke, and add to the terms of this Employee Handbook as well as other official Talented Tots policy documentation. The terms of this Employee Handbook may only be altered through official Talented Tots written policy notices. No terms of this Employee Handbook may be altered via oral statements or other representations. Talented Tots' interpretation of the terms stated herein is absolute. Employees that need clarification as to Talented Tots' policy on a specific matter should consult a human resources manager or such designated Talented Tots officer or manager. Each employee is responsible for remaining informed of policy changes.

1.3 No Guarantee of Employment

Nothing in this Employee Handbook creates a binding employment contract between Talented Tots and its employees or provides a guarantee of continued employment for any amount of time. At-will employment status may only be altered through an express, signed, written agreement between Talented Tots and an employee to that specific and intended effect.

1.4 At-Will Employment

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. Either Talented Tots or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this Employee Handbook will alter or restrict the right of Talented Tots or an at-will employee to end the employment relationship accordingly. Nothing in this Employee Handbook impairs Talented Tots' right to make changes in employment status, including, without limitation, promotions and demotions, reassignments, transfers, and wage and benefit changes. Talented Tots may only enter into an employment relationship that is not on an at-will basis through a written employment agreement signed by the CEO, President, or a Talented Tots officer or manager authorized with such capacity by the CEO or President.

1.5 Dispute Arbitration

In return for Talented Tots' promise to do the same, your continued employment, and other benefits conferred through the employment relationship, you the employee (hereinafter "**you**," "**your**") promise to submit to binding arbitration all claims, disputes, or controversies with the Talented Tots and its officers, directors, and employees arising out of or relating to your employment relationship with Talented Tots, including disputes related to your wages and benefits, your termination, intellectual property rights, confidentiality, and any breach of this agreement, to be decided by an independent, mutually agreed upon arbitrator and any Talented Tots arbitration policy or agreement.

1.6 Job Description

Helping children grow, learn, and gain new skills can be very rewarding. Child Care Providers will be responsible for planning and implementing child care for young children. They must ensure the development and safety of these children in accordance to Talented Tots Learning Center and in compliance with the State of Missouri Health and Senior Services. The Child Care Provider will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

Talented Tots has the right to change your work location, description or hours at any time without prior notice.

Core Values

We value **education**; we understand that each child learns in different ways. We encourage **self-esteem**; we want children to be able to recognize their strengths and feel confident entering kindergarten. We value **respect** for every child, family and staff member. We acknowledge the importance of **communication** amongst children, parents and staff members.

Work Environment

Helping children grow, learn, and gain new skills can be very rewarding. Child Care Providers will be responsible for planning and implementing child care for young children. They must ensure the development and safety of these children in accordance to Talented Tots Learning Center and in compliance with the State of Missouri Health and Senior Services. The Child Care Provider will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

Responsibilities

1. Plan and implement activities to meet the physical, emotional, intellectual, and social needs of the children
2. Ensure equipment and the facility is clean, well maintained, and safe
3. Provide daily, weekly, and monthly schedule of activities
4. Provide activities to encourage curiosity, exploration, problem solving at developmental levels of each child
5. Read books with children
6. Emergency procedures need to be followed
7. Provide a fun and exciting classroom atmosphere
8. Ensure children are supervised; this includes all areas of our facility (restrooms, classrooms, hallways, playground)
9. Provide a safe and secure environment for children
10. Communicate clearly and effectively in a manner that children understand
11. Actively engage with children at their level

Communication

Keeping parents informed of program expectations, program activities, and their child's progress is vital to the success of our program. You must be able to listen to parents and maintain open, friendly and cooperative relationships with them. Open and positive communication with coworkers and management is always expected! Talented Tots Learning Center is always open to listening to new ideas to make our program better!

Personal Attributes

1. Be respectful
2. Possess sensitivity
3. Be flexible
4. Demonstrate sound work ethics
5. Be consistent and fair
6. Be compassionate and understanding
7. Build self-esteem while ensuring a safe and secure environment
8. Be punctual and responsible

Take pride in being a Talented Tots employee!

Physical Demands

The Child Care Provider is required and must be capable of the following demands:

1. Ability to lift up to forty (40) pounds
2. Moving and carrying of equipment and children
3. Sitting and playing with children on the floor
4. Cleaning all areas and aspects of the facility

Environmental Conditions

The Child Care Provider will be working in the following conditions:

1. Active and very lively environment
2. Hot and humid conditions
3. Cold temperatures
4. Strong and sensitive odors associated with toileting and illness

Caring for children can be stressful. The Child Care Provider must ensure that children are always supervised and that children are involved in safe and appropriate activities. There may be several situations happening at once, and the Child Provider must be prepared to handle accidents and emergencies.

SECTION II - Employment Policies -

2.1 Employee Classification Categories

Under state and federal wage and hour laws, including the Fair Labor Standards Act ("**FLSA**"), all Talented Tots employees are either classified as exempt or nonexempt.

Exempt Employees - Employees exempted from the minimum wage and overtime provisions of the FLSA by holding positions that satisfy the criteria under the act. These employees are generally executives, managers, professionals, administrators, and technical staff who receive salaries or sales commissions.

Nonexempt Employees - Employees who are NOT exempt under the criteria of the FLSA minimum wage and overtime provisions.

In addition, the following mutually exclusive classifications apply to both exempt and nonexempt employees and help determine an employee's employment status and eligibility for employee benefits, but in no way guarantee continued employment for any amount of time:

Regular Full-Time Employees - Employees are considered full-time employees if they are normally scheduled to work at least 35 hours per week. Full-time employees that average 35+ hours per week qualify for benefits described later in this handbook in section five.

Regular Part-Time Employees - Employees who are NOT normally scheduled to work at least 35 hours per week or who only irregularly work such hours. Part-time employees that average under 35 hours per week do not qualify for additional benefits described in this handbook in section five.

Temporary Employees - Full-time or part-time employees hired for a limited duration generally for three months or less. These employees are typically interim replacements or hired for work on a specific project. Temporary employee work duration may be extended upon written permission; however, status as a temporary employee may only be changed by an express writing signed by authorized Talented Tots personnel. Temporary employees are employed on an at-will basis unless expressly stated otherwise in a written employment agreement with Talented Tots. As at-will employees, temporary employees may be terminated prior to the end of the initially planned work duration for any or no reason, with or without notice. Temporary employees are generally not eligible for Talented Tots benefits unless expressly stated otherwise in a written employment agreement or Talented Tots policy.

Employees not notified of their particular classification upon hire should inquire to a site director. Note that independent contractors and consultants are self-employed individuals working with Talented Tots and not Talented Tots employees. As such, they are not entitled to receive Talented Tots benefits unless expressly provided in a written agreement between such individuals and Talented Tots. Furthermore, these individuals will have control over the manner of completing assigned tasks, while Talented Tots has control over assigning the tasks that independent contractors and consultants complete and defining the specific outcomes sought.

2.2 Confidentiality

In order to maintain a competitive advantage in its industry, Talented Tots requires that employees keep strictly confidential certain information related to Talented Tots and those with which Talented Tots conducts business. Employees are prohibited from disclosing "**Confidential Information**," as defined below, to any external parties without prior Talented Tots authorization or to other Talented Tots employees, independent contractors, or consultants that do not have a legitimate business reason to know such information. External parties are any person or entity besides Talented Tots' employees, representatives, and authorized agents. Employees must maintain confidentiality in all locations, all modes of communication, and at all times, continuing indefinitely after termination of their employment relationship with Talented Tots. Employees are responsible for knowing what information should be treated as Confidential Information and should consult their supervisor for clarification if in doubt. Employees may be required to sign a confidentiality agreement as a condition of their employment.

Confidential Information - Includes information that relates to Talented Tots, its operations, or technology that is generally not known to the public and includes, without limitation, the following: trade secrets, business plans, business strategies, bids, marketing plans, financial information, costs, pricing, employee compensation, attorney communications, projections, and investments. Confidential Information also includes information you receive from others that Talented Tots has an obligation to treat as confidential, including, without limitation, information from Talented Tots' vendors, suppliers, and current and prospective customers and clients.

You can help Talented Tots safeguard its Confidential Information by adhering to the following guidelines:

- Do not discuss Confidential Information in public places.
- When discussing Confidential Information, or matters that are potentially Confidential Information, be aware of who is around you and consider whether they have a specific need to know such information.
- Do not take hard copies of Confidential Information off Talented Tots premises unless absolutely necessary. If you do, be sure to keep such information in a safe and secure place.

- Keep electronically stored Confidential Information password protected, and store hard copies out of sight in secure locations.
- Shred or tear up hard copies of Confidential Information before disposing of it in the trash.
- Do not share or disclose information in any way that could be construed as or appear to be insider trading.

2.3 Conflicts of Interest

Employees are required to avoid conflicts of interest. This means employees must avoid activities, relationships, and situations that may cause them to put their personal interests ahead of Talented Tots. It is important that employees act in the best interests of Talented Tots at all times, and for this reason, employees must take measures to avoid even the appearance of having conflicts of interest. You must disclose any actual or potential conflicts of interest to a site director, including actual or potential conflicts of interest held by another employee that such employee fails to disclose. In general, you can avoid conflicts by not using or appearing to use Talented Tots' Confidential Information, property, or business opportunities for your own personal gain.

The following are examples of situations which may create, or appear to create, a conflict of interest:

- Situations where you may have a personal financial interest in transactions or business activities of Talented Tots or Talented Tots' competitors, clients, customers, or suppliers.
- Situations where, although you do not have a personal financial interest, you may nonetheless obtain some other personal gain or advantage resulting from transactions or business activities of Talented Tots or Talented Tots' competitors, clients, customers, or suppliers.
- Situations where you consult for or otherwise have a separate business relationship with a Talented Tots competitor, client, customer, or supplier outside of your normal employment role for Talented Tots.
- Accepting any benefit, including gifts, services, entertainment, or favors, from a Talented Tots competitor, client, customer, supplier, government entity, or other organization in connection with your relationship with Talented Tots outside of your regular employment benefits from Talented Tots.
- Situations where you are responsible for hiring, managing, or otherwise working with your own family members or persons of close relation to you, whether such persons are other employees or have a different business relationship with Talented Tots, for instance as contractors, consultants, clients, customers, or suppliers.

You are required to consult your site director if you are unsure about whether you have a conflict of interest or the appearance of a conflict of interest. When a conflict of interest is found to exist, or appears to exist, you must work with a human resources manager and/or the manager supervising the relevant business activities to remove yourself from the situation as much as possible, including creating an effective screening plan, if necessary.

2.4 Employment of Relatives and Personal Relationships

In order to safeguard Talented Tots interests, you must disclose any relatives or close personal relationships that exist or may exist with other Talented Tots employees, contractors, consultants, clients, customers, or suppliers. You should also disclose this fact if, during your employment, you become a relative or in a close personal relationship with another employee, contractor, consultant, client, customer, or supplier, for instance, through marriage or dating.

Your director as well as the CEO may approve your working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of

Talented Tots operations or activities, for instance, by creating potential supervisory, morale, safety, fairness, or public relations problems. Where possible, Talented Tots will strive to neutralize such conflicts of interests without impairing the benefits you receive from Talented Tots; however, Talented Tots reserves the right to take any action necessary to remove conflicts of interest that threaten Talented Tots interests.

2.5 Employment of Minors

Talented Tots is regulated by and adheres to state and federal child labor laws including those of the FLSA, which is designed to protect minor employees' health, safety, and educational opportunities while employed. Among other things, these laws prohibit employment of minors less than 18 years old for childcare facilities in the state of Missouri.

2.6 Employee Files

Talented Tots maintains confidential employee records and files according to law. Supervisors and managers may only have access to an employee's file with a legitimate business need to know and as permitted by state law. Unless otherwise required by state law, current and former employees may generally be granted access to their files upon providing reasonable notice.

All employee files must be reviewed under supervision of the records keeper during regular business hours inside of the office or department where they are normally stored and may not be taken off Talented Tots property. You may not tamper or remove any part of your employee file; however, you may make copies of any information you have provided to Talented Tots that have your signature affixed, as permitted by state law.

Should you dispute any item in your file, you are permitted to make a signed and dated written statement of your dispute that will become part of your file as well.

Talented Tots will grant government agents and entities limited access to employee files when and as required by law.

An employee file is comprised of documents and information related to each employee's relationship with Talented Tots, including among other items the employment application, employment history verification documents, resumes, background checks, emergency contact information, contracts of employment, tax forms, payroll and benefits information, and performance reviews, if any of these should exist and according to Talented Tots policy.

You are required to notify a human resources or payroll manager, as applicable, should any information previously provided to Talented Tots should change, including information provided on an employment application or form, insurance form, or tax form. Misrepresenting information in your employee file, or failing to correct a known mistake in your file, is grounds for discipline, possibly including immediate termination.

At Talented Tots sole discretion, you may provide a written and signed release for Talented Tots to disclose information in your employee file to an outside entity requesting access.

2.7 Background and Reference Checks

Talented Tots will conduct various background and reference checks on potential or current employees. The information collected will become part of the employee's file and may include verification of information provided during the hiring process, resume, employment verification, criminal record, driving records, and credit report, depending upon the type of position sought. Any employment offer or offer for promotion or reassignment to another position made by Talented Tots is contingent on verification as to the accuracy of the information provided by the potential or current employee.

As background and reference checks are part of each employee's file, such information is kept confidential and may only be reviewed by those involved with hiring and personnel decision processes or Talented Tots managers having a legitimate business need to know.

Should you be denied employment based on information obtained from a background or reference check, then Talented Tots will provide you with a copy of such report(s) and allow you an opportunity to dispute such information.

Background and reference checks may be conducted on current employees in order to assess them for continued employment, promotion, or reassignment, as permitted by state and federal law.

2.8 Healthcare Information

Information related to an employee's healthcare enrollment or plan, if any, will be managed according to Talented Tots policy for conformance with the Health Insurance Portability and Accountability Act (HIPPA), as applicable. Talented Tots does not regularly maintain records of its employees' private healthcare information, and any such information voluntarily shared with Talented Tots by an employee will be kept confidential.

2.9 Employment Eligibility

In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 no later than the first day of hire in order to verify identity and employment authorization. Talented Tots will verify proper completion of Form I-9. You will verify your identity and eligibility by providing documentation as specified on the last page of the form. Talented Tots will not file Form I-9 with USCIS but will retain and store the completed Form I-9 either for three years after the date of hire or for one year after employment is terminated, whichever is later.

2.10 Political Views

Employees have the right to express political views and otherwise engage in political activities and freedoms outside of their role for Talented Tots. Talented Tots will not discriminate against employees based on their engaging in legal political activities or their affiliation with a particular political view or group. However, all employees have a responsibility to ensure that the political views they communicate and political activities engaged in are seen as separate from Talented Tots and their role as a Talented Tots employee.

2.11 Termination and Change of Employment Status

A change in your employment status may occur for different reasons, including termination by Talented Tots, resignation, abandonment, reassignment, or retirement. Should a change in employment status occur, wages will only accrue up to your effective date of separation with Talented Tots, unless contrary to a written employment contract or state law.

- **Termination by Talented Tots** - Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. This means that Talented Tots may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** - If you are an at-will employee, you may choose to conclude the employment relationship at any time and for any reason. If you are considering resignation, you are encouraged to consult your director in order to discuss whether other options are available to accommodate your needs. If you do decide to resign,

Talented Tots asks that you provide at least two weeks' advance written notice of your departure. Employees who fail to provide the full requested advance notice may be subject to forfeiture of accrued benefits including vacation, paid time off, or other benefits at Talented Tots' discretion and according to state law. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of Talented Tots. At Talented Tots' sole discretion and business needs under the circumstances, Talented Tots may choose to require your immediate departure and provide you with two weeks' pay instead of your being present during the notice period. Should Talented Tots so require, you agree to complete an exit interview or memo prior to departure.

- **Abandonment** - Abandonment occurs where an employee fails to be present during scheduled work hours without prior approval for the absence. If you are considering abandonment, you are encouraged to consult your supervisor in order to discuss whether other options are available to accommodate your needs. Talented Tots asks that all employees provide at least two weeks' advance written notice of their departure. Employees who fail to provide the full requested advance notice may be subject to forfeiture of accrued benefits including vacation, paid time off, or other benefits at Talented Tots' discretion and according to state law. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of Talented Tots. At Talented Tots' sole discretion and business needs under the circumstances, Talented Tots may choose to require your immediate departure and provide you with two weeks' pay instead of your being present during the notice period. Should Talented Tots so require, you agree to complete an exit interview or memo prior to departure. If you choose to ab
- **Reassignment** - Based on Talented Tots needs, your employment status may occasionally change through Talented Tots reassigning you to a different shift, department, or location, unless you have a written employment contract to the contrary. Talented Tots may choose to take into consideration your requests concerning reassignment. Should Talented Tots so require, you agree to complete an exit interview or memo prior to departure.
- **Retirement** - Employees seeking to retire must provide at least four weeks' advance written notice to a human resources manager. This will allow Talented Tots sufficient time to finalize any payroll and benefits issues, determine and prepare for any hiring needs, and wrap up all other outstanding employment matters related to the planned retirement. Should Talented Tots so require, you agree to complete an exit interview or memo prior to departure.

2.12 Return of Talented Tots Property

Employees must return all Talented Tots property in their possession upon ending employment with Talented Tots. Unless otherwise notified, Talented Tots property includes ID cards, uniforms, cell phones, laptops, electronics, office supplies, and all other tangible items in your possession that Talented Tots owns. Talented Tots may deduct from the final paycheck the value of all unreturned Talented Tots property, in accordance with state law.

2.13 Rehire

To be rehired, former employees must have separated employment in good standing with Talented Tots. Employees lose good standing when the reason for separation is based on a policy violation. Former employees in good standing are still required to submit to Talented Tots' regular hiring process and screening, including, at Talented Tots' discretion, submitting an employment application and completing any required exams. Directors seeking to hire former employees must submit a request for review and approval from the CFO prior to hiring. Except where expressly stated to the contrary in a written employment agreement, former employees who are rehired will begin accruing benefits at the same rate and in the same manner as new employees, and tenure for all purposes will be calculated starting from the date of rehire.

2.14 Labor Unions

Talented Tots recognizes all sanctioned labor unions and their role in representing the interests of Talented Tots' unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements held by such unions.

SECTION III - Payroll Practices -

3.1 Payment of Wages

Employees are paid every two weeks for their regular wages due. Payday will be every other Friday. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday.

You must submit a new Form W-4 to your site director if your marital status or the number of exemptions you claim changes.

3.2 Overtime Pay

Employees classified as nonexempt will be paid overtime according to the FLSA and state law. Your director must approve all overtime in advance. You are expected to comply with requests to work overtime during especially busy times and according to Talented Tots needs.

Missouri state law sets the standard work week at 40 hours. You will earn overtime pay whenever you exceed the standard work week, which will be paid at one and one-half your normal pay rate. The workweek is calculated beginning at 12:00 a.m. on Sunday morning and ending at 11:59 p.m. on Saturday night but may be changed according to Talented Tots discretion. Only actual hours worked will be counted for overtime pay. Meal breaks and time off for holidays, vacation leave, personal leave, sick leave, and other leaves of absence will not be used to calculate overtime.

3.3 Deductions

Deductions from your pay will be made according to federal and state law. This may include deductions for Federal and State Income Tax Withholding, Social Security, Medicare, Disability, garnishments pursuant to valid court orders, and other deductions pursuant to law. If you need to change your federal or state income tax withholding, please consult your site director. Furthermore, should you elect to make employee contributions under a Talented Tots benefits plan offered to you, your voluntary contributions will also be deducted from your pay according to the benefits plan as well as federal and state law.

3.4 Pay Advances

Pay advances are generally not available. Employees that may have questions concerning pay advances should consult your site director.

3.5 Faithful Performance

All employees are expected to promote Talented Tots's business interests at all times and to devote their full time and attention during working hours to faithfully and efficiently performing their assigned duties to the fullest extent possible within their individual means and talents.

3.6 Outside Work

Employees may hold other jobs or engage in work outside of their role with Talented Tots so long as such outside work does not have a negative impact on fulfilling their responsibilities to Talented Tots. Furthermore, any outside work must not conflict or compete with Talented Tots interests or be conducted during an employee's scheduled work time. Employees engaging in outside work must notify their supervisor or manager so that Talented Tots can determine if such work presents a problem or a conflict with Talented Tots interests.

All employees must obtain prior written approval from their director before engaging in outside work. Failing to obtain prior permission is grounds for discipline, including termination.

No employee may engage in any outside work for customers or clients that Talented Tots would normally expect to perform. Employees are prohibited from using Confidential Information or Talented Tots tools, equipment, or other property for outside work.

Employees may not use outside work as an excuse for failing to perform their responsibilities to Talented Tots, for poor job performance, or for failing to be present during scheduled work hours. Therefore, Employees should refrain from taking on any outside work that may demand too much of their time, energy, or attention. Talented Tots may ask you to stop or decrease your involvement in any outside work that becomes a detriment to job performance. Employees are prohibited from using any allotted time for leaves of absence to engage in outside work, including leave classified under the Family and Medical Leave Act.

Outside work includes any work outside of your obligations to Talented Tots for which you are compensated, monetarily or otherwise, including self-employment. Outside work also includes service on a board or commission for a public entity or governing body, whether or not you are paid or otherwise compensated for such work.

3.7 Meal Breaks

Meal breaks are an important time for you to rest and refuel. Taking them will help boost your health and productivity. To the extent that Missouri does not require meal breaks, employees will have the option to receive a 30-minute meal break every shift. Exceptions for specific classes of workers, including workers under collective bargaining agreements and workers with written employment agreements, may apply.

3.8 Rest Breaks

To the extent that Missouri does not require rest breaks, employees will receive an unpaid 30-minute rest break every shift if requested by the employee and shift consists of eight hours or more. Talented Tots may permit rest breaks in excess of the minimum amount required by law.

Supervisors may choose to stagger rest breaks as needed to manage operations. Rest breaks may not be accumulated or combined with other break periods into longer rest breaks, and employees may not use rest breaks to cover their late arrival or early departure from their shifts.

3.9 Lactation Breaks

Federal law requires an employee with a nursing child to receive a reasonable amount of break time to express breast milk for her child for up to one year after a child's birth at any time when the employee needs to do so. Talented Tots will provide a private, safe, and sanitary place other than a bathroom or toilet stall to express milk. However, employers with fewer than 50 employees may be exempted from some of these requirements if they would impose an undue

hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

3.10 Time Reporting

Nonexempt employees are required to keep accurate and complete time records of daily hours worked through the timekeeping system provided or used by Talented Tots. Employees must not count any meal breaks or off-duty time toward hours worked. It is prohibited to falsify or alter time records, including those of a co-worker, without permission from a supervisor, and doing so may result in discipline or termination.

Time worked is recorded for payroll purposes by rounding to the nearest tenth of an hour. One workday consists of 24 hours beginning at 12:00am and ending at 11:59pm. Each work week begins on Sunday at 12:00am and ends on Saturday at 11:59pm.

3.11 Attendance

Talented Tots' success relies on employees arriving on time and regularly attending work. You must notify your supervisor in advance of your scheduled starting time if you will not be able to attend work that day for any reason or will be arriving late. Failure to notify your supervisor in advance will result in an unexcused absence, which is serious misconduct. Talented Tots may consider your job abandoned and your employment status voluntarily resigned for any unexcused absence. You must also receive prior supervisor approval should you need to leave work early for any reason. Employees who display a pattern of excessive absences or tardiness may be disciplined despite not having used all of their accrued leave.

Emergencies and Inclement Weather

In the event that bad weather or other conditions make it dangerous or impossible to travel to work, notify your supervisor as soon as you determine that you will not be able to arrive on time. You are expected to report to work as soon as travel conditions have improved. If bad weather or other emergency causes Talented Tots to close its centers for the day, we will make every effort to notify you. All full-time employees will be paid for their regular work hours for the day it is closed. When in doubt as to whether work will be canceled, contact your site director. If a center remains open but enrollment is low, employees may be sent home and will not be paid.

3.12 Performance Reviews and Pay Increases

Performance reviews are not guaranteed to employees and are at the discretion of management. Employees receiving a performance review will not necessarily receive an increase in pay. Pay increases are based on several factors, including overall Talented Tots business performance, and will not always directly reflect on an employee's performance. Employees are encouraged to regularly have informal discussions with their supervisors about their strengths, weaknesses, and goals in order to monitor their performance. Pay increases may be implemented at other times besides during performance reviews but must always be preapproved by the CFO to ensure that the requested increase aligns with Talented Tots policy and is in Talented Tots' best interest.

Periodic pay bonuses are not guaranteed to employees and are at the discretion of management. If paid by Talented Tots, these will be based on your individual performance and Talented Tots profitability. Bonuses are meant to incentivize employees to exceed expectations and constantly perform to the best of their abilities. This will help ensure that Talented Tots stays competitive in its market.

3.13 Payroll Policies

Talented Tots reserves the right to change payroll policies and practices, including those stated above, after providing prior written notice to employees and in accordance with state law.

SECTION IV

- Standards of Conduct -

4.1 Equal Employment Opportunity

Talented Tots provides equal employment opportunities (EEO) in all our employment practices to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local laws. This includes prohibiting unlawful discrimination against those associated with or perceived to belong to a protected class, whether or not an employee actually falls into such class. Talented Tots' EEO practices are upheld in every location that it operates and in all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence.

EEO violations must be taken seriously, and all employees must make every effort to uphold and support Talented Tots' EEO policy. This includes reporting all instances of discrimination or harassment to a Talented Tots manager. It is Talented Tots' policy to promptly investigate any reported instance in a thorough manner. Talented Tots forbids any retaliation against those who report or investigate discrimination or harassment. Employees with protected characteristics under EEO law, such as those with disabilities or seeking accommodation of their religious practices, should notify Talented Tots well in advance of their need for accommodation. Talented Tots will take reasonable measures to accommodate such employees' needs.

4.2 Americans with Disabilities Act

Talented Tots does not discriminate against qualified employees with disabilities in any aspect of their employment and provides reasonable accommodations to such individuals as required by law so that they may perform the essential job duties of the position. Talented Tots is fully committed to upholding the Americans with Disabilities Act (ADA) and any amendments or laws related thereto. The ADA requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. In compliance with the ADA, Talented Tots does not discriminate against qualified individuals in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. Talented Tots also does not ask prohibited questions related to an applicant's disability prior to making a job offer.

Talented Tots provides reasonable accommodations for known physical or mental limitations of qualified individuals that bring their needs to Talented Tots' attention, unless it would cause Talented Tots undue hardship. If you are currently disabled or become disabled while employed, you should notify a human resources manager to discuss any questions you may have and to request disability leave or accommodations that will enable you to perform the essential functions of your job. Talented Tots reserves the right to require that you provide certification from your healthcare provider of your disability and your need for accommodation. If disability leave is necessary, Talented Tots will work with you to determine how to best accommodate your needs while also balancing Talented Tots needs.

4.3 Anti-Harassment Policy

Talented Tots aims to create a work environment free of harassment wherein employees treat each other with respect and courtesy. Therefore, Talented Tots prohibits its employees from engaging in unlawful harassment against

individuals on the basis of race, color, creed, national origin, religion, gender, sexual orientation, pregnancy, genetic information, age, physical or mental disability, veteran status, marital status, or any other protected classification under federal, state, or local law. Conduct considered harassment is defined below. This policy applies in all work settings, whether or not occurring on Talented Tots property, and to all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence. It also applies to all applicants for hire and employees, whether or not the conduct is directed at a fellow employee or to an outside party, such as an independent contractor, vendor, supplier, customer, or any other party that conducts business with Talented Tots. Furthermore, Talented Tots aims to protect its employees from workplace harassment by nonemployees and will take appropriate steps to remedy any such harassment.

Employees violating this policy are subject to discipline, including possible termination. Instances of harassment are serious matters, and all employees must make every effort to uphold and support Talented Tots's anti-harassment policy. This includes reporting all instances of harassment to a Talented Tots manager. It is Talented Tots's policy to promptly investigate any reported instance in a thorough manner. Talented Tots forbids any retaliation against those who report or investigate harassment.

Sexual Harassment Defined

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering or whistling; repeated uninvited physical contact or touching, such as patting, pinching, or grabbing another's body; insulting or obscene comments or gestures; displays in the workplace of sexually suggestive objects or pictures; and other physical, verbal, written, or visual conduct of a sexual nature regardless of the rank, position, gender, or sexual orientation of those involved. Sexual harassment may occur through transmission using the Talented Tots's electronic communications system or through other online conduct. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment Defined

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is defined as verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassment includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is circulated in a work setting, whether by being posted on Talented Tots premises or communicated via e-mail, phone, text messages, online forums, or other means.

4.4 Harassment and Discrimination Complaint Procedure

In order to maintain a safe and enjoyable work environment, it is imperative that any employee who believes that he or she has been the victim or witness of harassment or discrimination, as prohibited by this policy or law, should immediately report such behavior to a human resources manager. Discrimination or harassment should be reported whether engaged in by an employee, independent contractor, vendor, supplier, customer, or any other party that conducts business with Talented Tots.

Many times individuals are not even aware that their behavior is harmful to others. If they feel comfortable doing so, victims and witnesses of harassment or discrimination have the option to first seek to remedy the situation informally by notifying the offending party that his or her actions are not welcome and are believed to constitute a violation of Talented Tots policy. If warranted by the situation, this type of open and frank discussion can help resolve problems before they escalate to the point of irreparably harming working relationships. However, victims and witnesses who do not feel comfortable trying to resolve the problem verbally should immediately report the offending behavior to a site director.

Upon receiving a report of harassment or discrimination, Talented Tots will promptly complete an investigation to determine the merits of the allegations, discover the nature and extent of the improper behavior, and, if necessary, determine the proper corrective action to take, which may include termination. Talented Tots may take any legal steps it believes are necessary in making its investigation, which may include, without limitation, reviewing electronic communications and conducting interviews of any individuals who may have information relevant to the allegations. Talented Tots will make every effort to keep the investigation as confidential as possible under the circumstances while still being as thorough in its efforts as is necessary to do its due diligence. All employees are required to cooperate and be forthcoming in assisting with Talented Tots' investigations, and any employee possessing information that may be helpful should notify the CFO.

Employees should not refrain from reporting harassment or discrimination or cooperating in investigations for fear of reprisal. Retaliation against those who report or cooperate in investigations is strictly prohibited in any form. Freedom to report and cooperate in investigations is an essential component of enforcing Talented Tots' anti-harassment and discrimination policies. Therefore, employees who report or cooperate in investigations must not receive any ill treatment or disadvantage due to their participation in helping enforce Talented Tots policy. Employees who are victims or witnesses of retaliation are encouraged to report retaliation to a human resources manager. Reports of retaliation will be investigated, and corrective action will be taken, according to the same harassment and discrimination procedures outlined above. Similarly, intentionally false or malicious reports of harassment, discrimination, or retaliation that Talented Tots becomes aware of will be investigated, and corrective action will be taken, according to the procedures.

If the victim or alleged offender does not agree with the resolution of a complaint, then that party has the right to appeal the decision to the next most senior human resources manager in the succession of authority, if available, or otherwise to the Talented Tots CEO or President, who will have the final say on the matter. Victims and alleged offenders who still do not agree with the final resolution of a complaint may seek legal remedy by contacting the state or federal agency responsible for enforcing such matters.

4.5 Standards of Conduct and Discipline

All employees are responsible for knowing and abiding by Talented Tots rules and policies. Talented Tots prides itself on its ability to meet high standards of ethical and personal conduct throughout its operations. Therefore, you are expected to maintain the highest ethical standards and perform your duties in good faith and to the best of your abilities at all times when engaged in Talented Tots business.

Where warranted under the circumstances, Talented Tots will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At Talented Tots' discretion, progressive discipline may proceed along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a set period not to exceed 90 days in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination.

Talented Tots reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offenses and the circumstances. Note that this means that Talented Tots has the right to immediately terminate an employee without warning or the use of progressive discipline should the circumstances call for such action. When determining the appropriate discipline for a given instance Talented Tots may consider, at its discretion, any of the following factors, without limitation: the employee's prior history of poor conduct with Talented Tots or prior employers, the employee's work record and level of commitment to Talented Tots goals, the number of repeated instances of the particular offense, the amount of counseling and/or training received in order to prevent such offenses, the impact the offense has on Talented Tots' performance or perception in the marketplace, and the level of egregiousness and purposeful intention to violate Talented Tots policy. Note that supervisors and others who fail to report violations or who withhold relevant information concerning a policy violation will be disciplined as is warranted under the circumstances.

At Talented Tots' discretion, Employees may be disciplined or terminated for violating any Talented Tots policy or rule. Misconduct can take many forms, and it is impossible for us to provide you with a comprehensive list of prohibited behaviors. Therefore, the list below is only illustrative and is intended to give you notice of some of Talented Tots' general expectations concerning standards of conduct; Talented Tots may always discipline or terminate employees for engaging in any conduct it deems inappropriate. Employees are expected to use good judgment in all their actions and to consult their supervisors or a human resources manager if there is any doubt as to whether their intended conduct falls below Talented Tots standards.

Examples of misconduct that may result in discipline or termination include, but are not limited to, the following:

- Unsatisfactory job performance, including poor quality or quantity of work
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor
- Repeatedly arriving tardy or starting work late
- Repeated unexcused absences
- Falsifying time records or failure to accurately record time worked, including time records for another employee
- Dishonest behavior
- Illegal discrimination or harassment
- Disorderly conduct, such as violence or threats of violence or blackmail

- Violating Talented Tots procedures or instructions
- Failure to abide by health or safety regulations
- Intentionally falsifying Talented Tots documents, including Talented Tots records and documents provided by the employee during the hiring process
- Excessive use of obscene, profane, or abusive language
- Misusing Talented Tots property, including using property without authorization; using Talented Tots property improperly; or damaging, destroying, or stealing property
- Possession or use of weapons or other dangerous items or materials on Talented Tots property
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on Talented Tots property or while engaged in Talented Tots business
- Failure to disclose conflicts of interests
- Unauthorized use or disclosure of Talented Tots' confidential information
- Conviction of a crime that indicates you are unfit to work for Talented Tots or represent a potential threat to Talented Tots personnel or operations
- Violating applicable laws or regulations in performing your duties
- Violating any other Talented Tots policy or rule

4.6 Internal Promotions and Transfers

Talented Tots may choose to initiate promotions or transfers of employees between different positions and locations in order to meet Talented Tots' various business needs. Employees who feel that they are well qualified are also encouraged to apply for job vacancies that become available. However, you must notify your supervisor if you apply for a position. Talented Tots prefers to promote from within unless it decides that hiring outside the organization is advisable under the circumstances. Talented Tots will take into account the past performance, length of service, conduct, skill, potential, and qualifications for the position of all employee candidates for promotion or transfer. Therefore, employees will not become "entitled" to a promotion or transfer through length of service alone. Employee candidates may be subject to the same hiring interviews, tests, and other processes as outside applicants. At all times Talented Tots retains discretion to hire outside candidates and make exceptions to this promotions and transfers policy.

4.7 Dress Code

Employees are expected to maintain a clean, orderly, and well-groomed appearance. Specific dress standards will vary depending on the position and responsibilities of each employee. Ask your supervisor if you are unsure as to what is appropriate for an occasion. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline. Management will determine what is considered "appropriate" dress and appearance.

4.8 Safety

Each employee is tasked with helping maintain a safe work environment and complying with all safety and health laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they experience or observe to your site manager or other designated manager. Failure to abide by Talented Tots safety policies or to report unsafe conditions may result in discipline.

The Occupational Safety and Health Act (OSHA) is a federal law requiring that we maintain records of all work-related accidents and illnesses. You are required to submit an incident report to your supervising director for all accidents, illnesses, or unsafe working conditions that an employee suffers or witnesses while on the job, no matter how small. Human resources may prescribe a standardized incident report form for you to use. Failure to complete an incident report may result in discipline or prevent your ability to receive workers' compensation and other benefits.

Contact your director if you or another co-worker is injured on the job. If necessary, contact emergency medical assistance.

Fire Safety

Employees are required to know and observe OSHA regulations, including helping prevent fires and maintain safe practices for avoiding fires in the workplace. Do not block access to any fire exits, doorways, windows, or fire extinguishers. Please keep all flammable materials stored in covered metal containers.

Security

As valued members of our team, we strive to ensure your personal security at all times. Contact your director if you have questions or concerns regarding Talented Tots' security systems or in the event that you discover a potential security breach.

4.9 Workplace Bullying

Talented Tots employees are to be treated with courtesy and respect at all times. Bullying through repeated inappropriate abuse of another will not be tolerated in the workplace, whether physical, verbal, or otherwise. Examples of bullying include pushing, physical assault, threats, insults, ridiculing, humiliating, and slandering. If you are a victim or witness of bullying, report it to a human resources manager immediately. Communications regarding bullying and any resulting investigations will be kept as confidential as possible under the circumstances. Retaliation against those who report instances of bullying is prohibited. Violations of this policy will result in discipline and possible termination.

4.10 Workplace Violence

Talented Tots does not tolerate violence or dangerous behavior of any kind in the workplace, whether through physical abuse, threats, intimidation, coercion, stalking, or otherwise. Please report all incidents of direct or indirect violence or dangerous behavior to a human resources manager as soon as possible. Reporting incidents and concerns early can help prevent a situation from escalating and becoming even more dangerous. Those who report workplace violence may not be disciplined or retaliated against. Never attempt to handle a potentially dangerous situation yourself.

Reports of violence or dangerous behavior will be promptly investigated. Identities of those involved will be kept as confidential as is possible under the circumstances. Those suspected of violence or dangerous behavior may be suspended during the investigation, with or without pay, in order to maintain safety in the workplace. If found guilty of violence or other dangerous behavior, including threats of violence, you may be disciplined and terminated at Talented Tots' discretion.

4.11 Drug-Free Workplace

Talented Tots' drug and alcohol policy applies to all employees and applicants for hire and is designed to identify and correct instances of substance abuse in the workplace.

Drug and alcohol abuse are serious threats to Talented Tots operations and success, not to mention employee health and safety. In order to provide a safe and productive workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on Talented Tots property or while engaged in Talented Tots business. Likewise, employees may not consume alcohol at any time on Talented Tots property or while engaged in Talented Tots business, except for reasonable and moderate alcohol consumption during Talented Tots business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their bodily systems at work.

A drug is considered illegal if it is illegal to possess or obtain or is legal to possess but has been obtained illegally, such as possessing prescription drugs without a valid prescription. This policy does not prohibit employees from lawfully possessing and using prescribed drugs. However, employees with valid prescription drugs are prohibited from abusing such drugs by consuming them in excess of the prescribed amounts or from consuming prescribed drugs that impair their ability to safely perform their duties. Talented Tots reserves the right to require employees taking prescribed drugs to produce proof that they possess valid prescriptions. Consult a doctor if you are unsure as to the potential effects of any prescribed drugs you take. You are responsible for notifying your supervisor if any prescribed drugs you take may impair your ability to work safely or perform your duties effectively.

Any violation of this policy can result in disciplinary action and possible termination, even for an employee's first offense. We encourage you to seek help if you have developed an addiction or dependence on drugs or alcohol. Talented Tots will make reasonable efforts to accommodate employees who voluntarily seek help, whether through counseling, rehabilitation, or another type of assistance program, before committing a violation of this policy. As warranted under the circumstances, such employees may be allowed to use paid time off, referred to treatment programs, placed on leaves of absence, or otherwise accommodated as required by law. Before returning to their prior work status, such employees may be required to provide proof that they have successfully completed their treatment program and to submit to testing to ensure they can perform their duties safely.

4.12 Searches

Talented Tots reserves the right to conduct searches and inspections of Talented Tots property and any items on Talented Tots premises, including personal items owned by employees brought on the premises such as bags, vehicles, and other containers. Talented Tots may search or inspect any part of its premises or property, including items provided to employees for their use, such as lockers, desks, cabinets, and drawers. Searches for illegal drugs, alcohol, paraphernalia, and other items possessed illegally may be conducted at any time, without notice. Any illegal items confiscated will be turned over to the appropriate law enforcement agency. Employees who fail to fully cooperate in all searches or inspections are subject to discipline.

4.13 Smoke-Free Workplace

Except in designated smoking areas and in conformance with state law, Talented Tots prohibits smoking on all Talented Tots premises, including inside and outside of all areas on Talented Tots premises, during off-site Talented Tots meetings and events, and inside Talented Tots vehicles. This policy applies to all employees, contractors, visitors, and other persons who are present on Talented Tots premises or any other place where smoking is prohibited by this policy. "Smoking" is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind."

4.14 Computer and Electronic Communication Policy

All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide you in your use of computers and other electronic communication devices

on behalf of Talented Tots, including all electronic communication devices owned or leased by Talented Tots, used or accessed on Talented Tots premises, used for or on behalf of Talented Tots, or used to create content identifying or associated with Talented Tots' business operations. Consult your supervisor you have questions or concerns related to this policy.

An "electronic communication" is any digitally or electronically stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information you may create on Talented Tots premises or otherwise on behalf of Talented Tots are the sole property of Talented Tots, not you, and should only be created or used for Talented Tots' best interests and never for personal use. This includes all digital files, software, and hardware you may create. You have no right to privacy in your electronic communications created on behalf of Talented Tots or using Talented Tots property.

Talented Tots has the right to override your personal passwords in order to gain access to digitally stored information owned by Talented Tots. Talented Tots may also keep a record of the passwords you use to gain access to Talented Tots' electronic communications. Take care to not transmit or store your own sensitive personal information while using or on Talented Tots property. Talented Tots routinely monitors your use of its electronic devices. We may access all Talented Tots-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." You will be subject to discipline if found to be using or creating Talented Tots-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access Talented Tots' electronic communications and devices that they have been granted access to. This means you may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use Talented Tots' electronic communications and devices in strict compliance with Talented Tots' confidentiality policy described herein. Take care not to disclose confidential information to inappropriate persons or without authorization via Talented Tots' electronic communications or devices, especially when sending emails to outside parties. Talented Tots may use its electronic communications and devices according to the needs of the business and applicable law.

Talented Tots' electronic communications and devices may not be used to create or display anything that might disparage or negatively impact Talented Tots' public image or reputation or that would otherwise be contrary to Talented Tots' best interests. In addition, employees using Talented Tots' electronic communications and devices are prohibited from the following: engaging in discriminatory, harassing, obscene, or illegal conduct; engaging in copyright, trademark, or other intellectual property infringement; accessing electronic communications that an employee is restricted or prohibited from accessing, or otherwise violating Talented Tots policy.

Employee may only use Talented Tots' electronic communications or devices for business purposes, not personal use. This means accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, you may not install personal software on Talented Tots electronic devices or systems. You may only use your personal electronic devices while on break. Note that illegally duplicating Talented Tots software may result in copyright charges against you and Talented Tots.

You must also take care to not use Talented Tots' electronic communications or devices in any way that disrupts the ability of others to use them. Be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. Contact a manager if you become aware of any virus on a Talented Tots device or think you may have downloaded a virus accidentally.

4.15 Social Media

Utilization of social media is a powerful way to market Talented Tots' business, influence Talented Tots' reputation, and engage with the community and public at large. While we encourage your support of Talented Tots through your use of social media, you must obtain authorization prior to making posts of Talented Tots-related content that are accessible to the public or any party outside the Talented Tots.

"Social media" refers to any social interaction via the internet or similar platforms, such as YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media please conduct yourself in a professional and courteous manner at all times and respect the views of others. Remember that your statements reflect on Talented Tots' reputation and public image. Take care to distinguish any personal opinions you may have from Talented Tots', for instance, by inserting "The opinions I have included here are my own and do not necessarily represent the opinions of Talented Tots."

Employees are prohibited from creating content on social media that could be considered discriminating, harassing, or obscene, or that may damage Talented Tots' reputation or public image. Employees also may not use social media for personal use during work. "Followers," "friends," and other contacts gained through Talented Tots social media accounts are Talented Tots' sole property. Talented Tots may monitor your use of social media and may ask you to delete or change any Talented Tots-related content found to be inappropriate or not in Talented Tots' best interest.

4.16 Personal Phone Calls and Cell Phone Use

Making personal phone calls or using your cell phone during work can be disruptive to others and interferes with employee productivity. Therefore, employees may not make personal phone calls or use their cell phones during work except during breaks, emergencies, or on rare occasion to handle pressing personal matters. Talented Tots retains the right to outright prohibit all personal calls and cell phone use, except during emergencies, and supervisors may prohibit personal calls for individual employees who abuse the privilege.

Keep your cell phones silenced or on low volume at all times during work so that you do not disturb others. When making personal calls, keep your voice at a low volume and move away from others if possible.

Any employee who receives a Talented Tots-issued cell phone must not use it to make personal calls. Talented Tots-issued cell phones will remain Talented Tots' exclusive property and must be returned at the end of your employment.

4.17 Talented Tots Equipment and Property

Any equipment that Talented Tots issues to employees will remain Talented Tots' sole property and must be returned promptly at the end of employment. Talented Tots-issued equipment may include cell phones, laptops, vehicles, and other items. You are responsible for performing regular maintenance, following all operating instructions and safety guidelines, and not damaging or destroying any Talented Tots equipment or property you receive or use during the course of your employment. Please notify your supervisor immediately if you discover any Talented Tots equipment or property that is damaged, defective, hazardous, or in need of repair. Ask your supervisor if you have questions or concerns regarding proper operation or maintenance of Talented Tots equipment or property.

Employees who handle Talented Tots equipment or property improperly, negligently, or in an unsafe manner may be disciplined, and employees may be required to reimburse Talented Tots for damages they cause directly or indirectly to Talented Tots property.

4.18 Solicitations in the Workplace

Soliciting for causes and distributing non work-related materials in the workplace may cause disruptions and interfere with productivity. Employees and nonemployees are prohibited from solicitation and distributing or posting literature or other materials in the workplace without prior authorization. This includes things such as requesting donations and funds, selling products or services, gathering signatures, promoting organizations, posting on bulletin boards, sending non-work-related emails, and posting solicitations on Talented Tots online spaces. Talented Tots may make limited exceptions to this policy for charitable activities, community organizations, or Talented Tots-sponsored events and organizations.

4.19 Mandated Reporting of Child Abuse & Neglect

Any person may report suspected child abuse, neglect, or exploitation. **Anonymous reports are accepted from individuals who are not mandated by occupation to report**, but please consider identifying yourself. Being able to contact you later helps the Children's Division staff complete a more thorough investigation. They may also need to ask you for more information during the investigation process.

As a state licensed childcare facility, you are considered a mandated reporter. Mandated reporters can report suspected child abuse and neglect by calling the Child Abuse and Neglect Hotline directly (1-800-392-3738) or by making a report online. Online reporting should only be used in non-emergency situations. Effective August 28, 2004, Missouri law requires all mandated reporters to identify themselves when making a report.

SECTION V - Employee Benefits -

5.1 Benefits Generally

In addition to benefits required by state and federal law, employees may become entitled to a range of benefits offered by Talented Tots. Talented Tots reserves the right to alter, supplement, amend, or end employee benefits at any time. Official benefits plans and documentation contain many terms and conditions. The policy below is only intended to outline general guidelines and procedures Talented Tots follows with regard to its benefits. However, specific benefits are governed by their plan documents and other official benefit documentation, which is controlling over this policy, and any statement in the below policy that contradicts or does not align with official benefit documentation shall be considered void. Therefore, be sure to consult official documentation to specific benefits and/or the CFO if you have any related questions or concerns.

Employee eligibility to receive the benefits described in this handbook is as follows: Full-time employees after three months of employment

5.2 401(k) Plan

Employees may become eligible to enroll in a 401(k) plan. This plan allows employees to make contributions into an account for retirement savings from their paychecks on either a pre- or post-tax basis, depending on the specific plan. The savings in each 401(k) account are invested in various mutual funds chosen by the employee composed of stocks, bonds, and money market investments. Talented Tots will match 100% up to 3% of the employee's contribution; 50% of 3-5% of the employee's contribution with a max of 4% for an employee's 5% contribution. Open enrollment occurs twice per year; January 1 and July 1. Contact your site director should you have any questions or concerns regarding the plan.

5.3 Childcare

Talented Tots limits the number of employee children allowed at the center at one time to six or fewer. Any employee child that attends Talented Tots over the allotted spots, must pay full price. Full time employee rates are half tuition for the first child under two years old. Children two years and older will receive free tuition. Talented Tots only offers a discount for one child per employee. All subsequent children will be full price.

5.4 Workers' Compensation

Workers' compensation laws are designed to provide support for employees who suffer work-related injuries or illnesses. Talented Tots carries workers' compensation insurance for all employees. Workers' compensation generally covers necessary medical, surgical, and hospital expenses in addition to lost wages and disability payments. If you suffer a work-related injury or illness, no matter how small, seek medical assistance at once and notify your director who will assist you in completing a report. This will ensure that you receive any workers' compensation to which you are entitled to receive.

5.5 Social Security

Both you and Talented Tots contribute to the federal government's Social Security Program. This program is designed to provide you benefits when you retire, become disabled, or are unemployed. Contact your director should you have any questions or concerns regarding your social security contributions.

5.6 Unemployment Insurance

Talented Tots pays taxes toward unemployment insurance in accordance with federal and state law. This provides you with supplemental income should you become unemployed through no fault of your own and also meet certain other eligibility requirements. Contact a human resources manager should you have any questions or concerns regarding unemployment insurance.

SECTION VI - Time Off and Leaves of Absence -

6.1 Requesting Leave

Talented Tots' operations rely on having a dependable and consistent workforce. However, we understand that circumstances will sometimes require employees to take time off work. Eligible employees are entitled to various types of leave that are either mandated by law or offered by Talented Tots on a discretionary basis. Unless a specific type of leave in this policy provides a different notice time or otherwise required by law, employees must provide as much advance notice as possible prior to taking planned leave. If the need for leave is unforeseeable or an emergency, you must give notice as soon as possible under the circumstances. Unless required to do so by law, supervisors retain the discretion as to whether to approve any requested leave.

Employees must properly submit all requests for leave and receive authorization prior to taking the time off work. Unless required to authorize the leave by law, Talented Tots will grant leave requests based upon Talented Tots needs and Talented Tots' ability to absorb the missed work. Talented Tots reserves the right to penalize, demote, transfer, or reassign employees that take extended leaves of absence, unless prohibited by law. Unless otherwise noted or required by law, regular full- and part-time employees that receive paid time off will be paid at their normal base pay rate for the hours absent. If you are unsure as to which types of leave you are eligible to receive, consult your site director.

6.2 Paid Time Off (PTO)

Employees receive 40 hours of paid vacation on their one-year anniversary date of employment with Talented Tots Learning Center. On your third-year anniversary date with Talented Tots Learning Center, you will receive an additional 40 hours of paid vacation for a total of 80 hours. Each additional year of employment with Talented Tots will result in 8 paid vacation hours per year up to a max amount of 136 hours.

Vacation days will restart based on your anniversary date with Talented Tots Learning Center and will not carry over to the next year. All vacation hours not used by your anniversary date will be forfeited.

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
1 year anniversary	40 hours
2 year anniversary	40 hours
3 year anniversary	80 hours
4 year anniversary	88 hours
5 year anniversary	96 hours
6 year anniversary	104 hours
7 year anniversary	112 hours
8 year anniversary	120 hours
9 year anniversary	128 hours
10 year anniversary	136 hours

You may request time-off anytime throughout the year. To do so, you must complete a vacation request form and submit it to your director a minimum of one week prior to your requested days off. If more than one employee has requested the same time off, requests will be considered in the order in which they are received. Please note that all vacation request forms must be approved by your director. Every effort will be made to honor your vacation request; however, no guarantees will be made. If you decide to no longer be employed at Talented Tots Learning Center, you will forfeit all vacation accrued.

6.3 Holiday Time Off

Eligible employees will receive pay for time off during the following holidays:

- a. New Year's Day
- b. Memorial Day
- c. Independence Day
- d. Labor Day
- e. Thanksgiving Day
- f. Christmas Day

Eligible employees will receive pay for time off during these holidays calculated at each employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. If you non-scheduled day of work falls on the above holidays, you will not receive holiday pay.

6.4 Family and Medical Leave Act (FMLA)

Due to its size, Talented Tots is not required to comply with the federal Family and Medical Leave Act (FMLA) mandating family and medical leave under certain circumstances. This policy affords employees with all rights required under applicable state and federal law regarding family and medical leave. State law may provide employees with additional family and medical leave rights not provided under federal law, and relevant information concerning

any such rights is included below or otherwise provided by Talented Tots in accordance with state law. Please contact a human resources manager should you have any questions or concerns regarding family or medical leave.

To the extent that family and medical leave is not required under state law, Talented Tots will consider granting employee requests for leave for the birth and care of a newborn; for the placement or care of a child for adoption or foster care; to care for the employee's spouse, child, or parent who has a serious health condition; to seek care for the employee's own serious health condition; to manage an exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty; or to care for a service member with a serious injury or illness. When possible, such requests must be made at least 30 days prior to the anticipated leave and provide Talented Tots an estimate of the duration of the leave. Requests will be granted on a case-by-case basis according to the needs of both Talented Tots and the employee.

6.5 State Family and Medical Leave

Under Missouri state law, employees may have additional family and medical leave rights. The information provided here is meant to give you a general description of your rights. Talented Tots will provide employees with all information regarding any relevant state family and medical leave law, as may be required by law. Please contact a supervisor should you have any questions or concerns regarding family or medical leave.

6.6 Military Leave

Talented Tots strives to provide job security and prevent discrimination against employees engaged in military service. Eligible employees who are members of the Uniformed Services of the United States are entitled to military leave to participate in active or inactive duty, training, or fitness examinations, including, but not limited to, those in the Armed Forces, the Army National Guard, the Air Force National Guard, state militias, or reservists. Military leave is granted according to state and federal law for employees who satisfy the pertinent legal requirements. You may be entitled to continued health insurance or paid or unpaid leave for a period of time during leave. You must provide your supervisor with as much advance notice as possible before taking military leave and return to work within the timeframe prescribed by law after your service ends.

In accordance with state and federal law, it is against Talented Tots policy to discriminate against an employee or applicant for employment on the basis of that person's membership or other service to the Uniformed Services of the United States, including denying such person employment, reemployment, promotion, compensation, or other benefit. No such person may be retaliated against for exercising his or her rights as a military service member under law or Talented Tots policy. Contact a human resources manager immediately if you believe you have been the subject of discrimination, retaliation, or harassment on the basis of your military membership. Also, contact your site director to request detailed information regarding your eligibility for military leave or for other related inquiries.

6.7 Workers' Compensation

If you are unable to work due to a work-related injury or illness, you may be eligible for workers' compensation leave and benefits in accordance with state law. Contact your supervisor to request detailed information regarding your eligibility for workers' compensation leave or for other related inquiries or concerns.

6.8 Jury Duty

Talented Tots encourages employees to serve on jury duty when called. Eligible employees will receive up to three (3) days of paid leave to serve on jury duty. Jury duty time off will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent.

Employees must present their jury summons notice as soon as possible so that Talented Tots may make arrangements to cover their shift. Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. Talented Tots may allow employees called for jury duty to use accrued PTO or other leave upon request. Time off for jury duty should be reported and appropriately logged in each employee's time records. Notify your supervisor that you have been selected for jury duty as soon as possible.

Under Missouri state law, employees are entitled to unpaid time off for jury duty. Employees may not be required to use annual, sick, or vacation leave for jury duty. Employees must provide a reasonable amount of advance notice that they will need to take time off for jury duty. Employers that terminate or penalize employees for jury duty may be liable for lost wages, damages, and attorney's fees and may be required to reinstate the terminated employee.

6.10 Parental Leave for School Functions

Upon proper notice and request, Talented Tots may allow unpaid time off for eligible employee-parents to attend their children's school functions upon request. Talented Tots may require you to use accrued personal or other leave. If approved, you are required to promptly return to work upon the completion of the school function. Requests will be granted based on departmental coverage and Talented Tots needs at the time. Talented Tots has the right to disapprove any requests that may interfere with or negatively impact its operations, unless otherwise required by law.

EMPLOYEE ACKNOWLEDGMENTS

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

That this Employee Handbook contains important Talented Tots policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult my site director if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.

That, unless expressly stated to the contrary in a written employment agreement between myself and Talented Tots, **this is an at-will employment relationship, and as such, both myself and Talented Tots may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify my at-will employment relationship with Talented Tots.

That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.

That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.

That Talented Tots reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, Talented Tots reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time.

That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not effected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, Talented Tots will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

I sign in acknowledgment of, and agreement with, the above provisions.

Employee Signature: _____ Date: _____

Printed Name: _____

TO BE PLACED IN EMPLOYEE FILE

