



Employee Handbook

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Welcome!

On behalf of Huntey's Clubhouse, we are thrilled that you are here and look forward to working with you! At Huntey's Clubhouse, we are firm believers that it takes a village to raise a child and we are committed to partnering with you and our local families to ensure that every child that attends our center has a positive social and learning experience as they build upon their innate curiosity and disposition for learning in a nurturing and safe environment.

This handbook is designed to help you get acquainted with our center and answer many of your questions, as well as provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this handbook applies to all employees. Abiding by these policies is considered a condition of continued employment. The contents of this handbook are not intended to constitute or be construed as a promise of employment or as a contract between the center and any of its employees. The Staff Handbook is a summary of our policies and a commitment to how we will work together.

Huntey's Clubhouse reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the policies, however, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook. Throughout this handbook, Huntey's Clubhouse and the Company will be used interchangeably.

We hope your time here will be joyful, rewarding, and supportive of your professional growth. Our Mission, Vision, and Values are listed below- we take these very seriously. As an employee of Huntey's Clubhouse your actions and behaviors are expected to align with our Mission, Vision, and Values.

Mission

To provide a nurturing atmosphere for the families and communities we serve where children receive intentional care with an educational focus.

Vision

Create a legacy of future leaders.

Values

- Safety- active supervision, following policies that are in place to keep children and facilities safe
- Integrity- doing the right thing regardless of being watched, dependability, honesty, committing to our mission and values, do your best, be respectful
- Facilitating Development- early childhood learning as well as professional growth for our team members
- Community- Communication between our team members as well as with our families, Teamwork, Philanthropy within our communities

Employment

Equal Employment

Huntesy's Clubhouse [The Company] provides equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, physical or mental disability, military or veteran status, genetic information or any other protected classification. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination. The Company takes allegations of discrimination, harassment, and retaliation seriously, and will promptly conduct an investigation when such behavior is reported. Whenever possible, Huntesy's Clubhouse makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodation should contact the director.

At-Will Notice

The employment relationship between Huntesy's Clubhouse and employees is at-will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either the Company or the employee. Company policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by an officer with the power to create an employment contract. There is no implied employment contract created by this Handbook or any other Company document or written or verbal statement or policy.

American with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) protects qualified employees with disabilities from discrimination in the workplace.

If you have a disability that may prohibit you from performing essential job functions in any way, notify the Director as soon as possible. Huntesy's Clubhouse will reasonably accommodate individuals with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals, others in the workplace, or the children and/or if the accommodation creates an undue hardship to Huntesy's Clubhouse.

Non-Harassment/Non-Discrimination Policy

Huntesy's Clubhouse prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age disability, marital status, veteran status, or any other status protected by applicable law. These individuals have the right to work in a professional atmosphere that promotes equal employment opportunities. Huntesy's Clubhouse prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, disability, marital status, veteran status, or any other status protected by applicable law. Violations of this policy will not be tolerated. Discrimination includes but is not limited to employment decisions or employment-related actions on the basis of race, color,

religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct based upon a person's protected characteristics. Behavior that shows hostility or aversion towards the person because of the characteristics, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance or has the purpose or effect of creating an intimidating, hostile or offensive work environment. Harassing conduct includes but is not limited to called an epithet; slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes, and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion towards an individual or group based on their protected characteristics.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. 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.

Reporting:

Any employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of the Director. If you do not want to share with the Director, please reach out to hello@hunteysclubhouse.com or the central line phone number. Huntey's Clubhouse will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible in Huntey's Clubhouse will take appropriate action based on the outcome of the investigation. No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies.

Pregnancy and Lactation

Pregnancy Discrimination

Huntey's Clubhouse prohibits discrimination based on pregnancy which includes:

- The basis of past pregnancy, current pregnancy, family status, and intended pregnancy;
- Contraceptive use
- A medical condition relating to pregnancy or childbirth including lactation and breastfeeding;
- An employee having an abortion or contemplating having an abortion;
- Forcing an employee to take leave just because they are pregnant, as long as they are able to perform the daily job functions;
- Treating a pregnant employee who is temporarily unable to perform the functions of their job differently than other employees who are temporarily unable to perform the functions of their jobs.

Lactation

Huntery's Clubhouse supports breastfeeding employees by accommodating the person who wishes to express breast milk during their workday when separated from their child. For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times to express breast milk for their baby. Talk to your Director about where you'd prefer and be comfortable to pump and where you should store it. If your nursing infant attend the center, you can breastfeed them. Make sure you communicate in advance with your team members so rooms can remain in ratios with active supervision.

Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Background Checks

R 400.8112 Comprehensive background check; fingerprinting. Rule 112.

(1) Pursuant to sections 5n and 5q of the act, MCL 722.115n and 722.115q, before an individual has unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following: (a) A licensee. (b) A licensee designee. (c) A child care staff member. (d) A child care aide. (e) An unsupervised volunteer.

(2) An applicant or licensee shall do all of the following: (a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc. The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

Rules (b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license. (c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms. (d) Establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the child care background check system. (e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license. (f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

(3) An individual may serve as a child care staff member pending an eligibility determination by the department under sections 5n(8) and 5q of the act, MCL 722.115n and 722.115q, and shall be supervised at all times by the licensee or a child care staff member who has been determined eligible.

(4) For an individual who is determined ineligible by the department, a licensee shall immediately do all of the following: (a) Prohibit the individual from being on the premises of the child care center. (b)

Prohibit the individual from having any contact with children in care. (c) Disconnect the individual from the child care background checks system.

(5) An individual who requires a comprehensive background check under sections 5n and 5q of the act, MCL 722.115n and 722.115q, shall submit to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check, including all of the following: (a) Full legal name. (b) All other names used in the past, including any maiden name or alias, the approximate date the other name was used, and the reason for the name change. (c) Suffix, if applicable. (d) Social Security number. (e) Date of birth. (f) Place of birth. (g) Country of citizenship. (h) Height. (i) Weight. (j) Hair color. (k) Eye color. (l) Gender. (m) Race. (n) Current address. (o) If the individual resided outside this state during the last 5 years, then provide each of those addresses. (p) Driver's license identification number and state issuing the license or a state identification number and state issuing it, if available. (q) Phone number. (r) Email address, if available. Page 9 Courtesy of Michigan Administrative Rules (s) Any other information deemed reasonably necessary by the department to determine the eligibility of the individual based on a name-based registry match.

(6) The department shall maintain the confidentiality of all personally identifiable information submitted pursuant to this rule to the extent permitted by law.

Open Door Policy

Suggestions for improving Huntley's Clubhouse are always welcome. During the course of your employment, you may have a suggestion, question, or complaint about your job, your working conditions, or the treatment you are receiving. Your good-faith suggestion, question, or complaint is a concern to Huntley's Clubhouse. We ask you to first discuss your concerns with your center's Director or Assistant Director. If you still do not receive a satisfactory response, please escalate it to our Leadership team via hello@huntleysclubhouse.com. Huntley's Clubhouse values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation. All suggestions will be taken into consideration but may not always be acted upon.

Staff/Volunteer Screening

Upon hire, staff and volunteers are required to provide the following:

Staff; volunteer; requirements. Rule 125. (Code: R 400.8125)

- (1) All staff and volunteers shall provide appropriate care and supervision of children at all times.
- (2) All staff and volunteers shall act in a manner that is conducive to the welfare of children.
- (3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.
- (4) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.
- (5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information: (a) The individual is aware that abuse

and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Staff; volunteer; tuberculosis. Rule 128. (Code: Code R. 400.8128)

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering

Training Period

Training will be provided by the center and done within the first two weeks of hire. Each staff member will train in the center for one week. This week is a trial period to determine the ability for the staff or volunteer to safely and effectively care for children. Continued employment is under the discretion of the owners and/or directors.

Introductory Period

Introductory Period is 90 days. Employees are more closely evaluated during this time. At the end of an introductory period, additional employee benefits may begin.

Volunteer Supervision

Parents and student interns can be a wonderful experience in the classroom. However, a person cannot volunteer in the classroom (even if only for an hour) unless they have completed the paperwork required by the state licensing division. Please direct any individuals wanting to volunteer within the classroom to the Director.

Volunteers are required to have a TB test on file in compliance with Code R. 400.8128 and a background check with PSOR clearance (see below). Volunteers may not care for children unsupervised. A staff member must always be present and directly supervising when a volunteer is with children. The volunteer will not be alone with a child at any time in accordance with state regulations and should defer child guidance/discipline concerns to the supervising educator. Staff to children ratios must be kept - volunteers are not included in this ratio.

All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

On their volunteer day, each volunteer must list their name and the time they arrive and leave on the Visitor Log sheet. Volunteers will be under the direct supervision of a qualified staff member at all times. The volunteer will not be alone with a child at any time in accordance with state regulations and should defer child guidance/discipline concerns to the supervising educator.

Employment Classifications

The Company has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a work week and may be eligible for some benefits.

Conduct and Behavior

General Conduct Guidelines

Employees are expected to exercise common sense and courtesy at all times, for the benefit of students, parents, co-workers, and Huntey's Clubhouse as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Active supervision of the children in care is required at all times. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook and in company's Policies & Procedures.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Company property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of the child care, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of the childcare, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering the child care premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on the child care premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off the child care premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the childcare services, operations, property, reputation, or goodwill in the community, or interferes

with work.

- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on child care premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Company premises.
- Gambling on child care premises
- Huntley’s Clubhouse has a “zero tolerance” for any expressed or implied threats among employees. Employees, who threaten, initiate, become involved in, or assist others in violence in or out of the workplace will face disciplinary action up to and including termination.

All employees need to be able to lift and carry 40 lbs.

Disciplinary Action

The safety and well-being of the children in care is taken seriously at Huntley’s Clubhouse. If at any point a staff member endangers or is neglectful of a child in care, they will be terminated immediately.

If a staff member is violating a policy, the following action will be taken and progresses as follows. The Disciplinary Form (also known as a “write-up”) must be completed with each instance and placed in the employee’s file. More in-depth information can be found in Disciplinary Policy & Procedure.

<u>Non-Licensing Violation</u>	<u>Licensing Violation</u>
-Oral Warning -Written Warning -Written Warning and Suspension -Termination	-Oral Warning -Written Warning and Suspension -Termination

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, Huntley’s Clubhouse has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of our employees and the children we care for as well as the security of the company’s equipment and facilities. For these reasons, Huntley’s Clubhouse has zero tolerance for drug and alcohol use.

When reasonable suspicion testing is warranted, Director will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Violence and Weapons

To ensure that Huntey's Clubhouse maintains a safe and free of violence for all employees and children, the company prohibits the possession or use of dangerous weapons on company property. This includes concealed weapon permits. Huntey's Clubhouse has zero tolerance for weapons or violence of any kind.

Security in the Workplace

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. It is the employee's responsibility to report any and all suspicious persons or activities to your Director. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles that may be accessible. The security of facilities, as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the Director when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

All families and employees have a unique code in order to enter the facilities. From time to time, people may ring the doorbell to be let in. You should question who they are, why they are visiting and what do they need. You should ask them to wait outside and get the Director or escort them to the office. Do not let someone into the building without a proper explanation.

If a person is picking up a child that you do not recognize, ask them for their ID. Do not fear offending a parent as they would rather know their children are in a secure, safe facility.

If you ever feel like any child is in danger, for example, an intoxicated parent, notify the Director immediately. Delay the parent's departure until you feel it is safe to release the child. If you feel endangered, release the child and then call another parent or person on the emergency contact list, or the local police department.

Safety in the Workplace

Huntey's Clubhouse values the safety of our employees and our children. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees are required to report any unsafe conditions to their supervisor. Additionally, your compliance with the following rules is mandatory:

- Employees must report immediately any accident that results in injury.
- Know the location of fire exits, first aid kits, fire extinguishers, gas shut off valves, and any MSDS (material safety data sheets)
- When performing duties, you must take care to protect your safety, as well as that of your co-workers, students, and parents
- Clean up all spills immediately
- Jumping from elevated areas is not permitted
- Lift heavy materials with assistance from a colleague

Keep your work environment clean. This includes the following:

- Keep floors dry and free of trip hazards
- Passageways to exit doors and through classrooms should remain open and not be blocked

- Desks and cabinet drawers/doors should be kept closed when not in use
- Clean up after yourself in all common areas, bathrooms, kitchen, and classrooms
- Know your responsibilities in an emergency

All employees need to be able to lift and carry 40 lbs.

How can team members prevent back injuries?

- Proper lifting techniques such as, but are not limited to, bending at knees, using legs to do the lifting and bare weight, and avoiding twisting when lifting up or setting down.
- Adult height changing tables and sinks.
- Bring changing pads to the ground instead of lifting children.
- Using strollers to transport children for long distances.
- Glider rockers with back support for holding children for extended periods of time.

Audio and Video Surveillance

Our goal is to provide a safe and secure environment for the children and staff at our childcare center, and we believe that the use of audio and video surveillance is one of the many tools that can help us achieve this goal. All centers have cameras that allow us to monitor classrooms, hallways, outdoor play, and other common areas. In the case of an investigation, our Leadership team may revisit an event with camera footage. By working at Huntley's Clubhouse, you consent to the recording process. All footage and data is kept confidential and retained for a limited period of time.

The audio and video surveillance will be in compliance with all applicable state and federal laws and regulations, including the Child Care Organizations Act. We understand that some individuals may have concerns about audio and video surveillance. If you have any questions or concerns about this policy, please do not hesitate to contact our Leadership team via hello@hunteysclubhouse.com.

Social Media

For the purposes of this policy, social media includes but is not limited to all means of communicating or posting information of any sort on the Internet. Any conduct that adversely affects your job performance, the performance of other employees, or otherwise adversely affects customers, suppliers, or anyone working on behalf of the Huntley's Clubhouse legitimate business interest, may result in disciplinary action up to and including termination. You are solely responsible for what you post online. Nothing in this policy shall unlawfully limit an employee's right to engage in legally protected concerted activities. In summary, treat people fairly, with dignity and respect, and above all, be professional in your comments and postings on social media sites.

- Resolve work-related complaints by speaking directly with co-workers or by utilizing the our Open Door Policy rather than by posting complaints to a social media site.
- Express only your personal opinions and never represent yourself as a spokesperson for the company. If the company is a subject of your social media postings, best practice would be to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Huntley's Clubhouse."
- Company electronic devices shall not be used at any time to access personal social media sites

and/or postings, or any site deemed inappropriate or illegal including pornographic sites

- Huntley's Clubhouse reserves the right to review and record any employee's publicly available social media sites if an internal investigation ensues.
- If you choose to "friend" or interact with other employees via social media, you should realize that your social media comments may be viewed by other employees as well as by Huntley's Clubhouse.
- Huntley's Clubhouse maintains the sole right to edit any comments made by our employees on any company-owned or maintained website, blogs, and/or message boards.

Prohibited Social Media Use

The Company encourages the free speech of its employees and does not wish to infringe on any social media comments, dissenting or otherwise. However, Huntley's Clubhouse prohibits the use of social media for any speech that:

- Is deemed illegal and in violation of federal, state, or local laws;
- Promotes hate or fear of any kind when it is motivated by the person's actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender or disability, military or veteran status;
- Carries a credible threat of violence against an individual or group of people
- May be blatantly considered spam;
- Makes any reference to children, families, coworkers, and/or partners without first obtaining their expressed written permission to do so;
- Contains Huntley's Clubhouse proprietary or confidential information;
- Contains any copyrighted or other legally protected materials;
- May be considered by a court of law to be slanderous, libelous, or defamatory;
- Would negatively affect the outcome of Huntley's Clubhouse internal investigation;
- Discloses the personal and/or private information of an employee including but not limited to the employee's full name, date-of-birth, social security number, home address, landline or cell phone number, or credit card information.
- Certain violations of this policy may be considered criminal in nature and Huntley's Clubhouse reserves the right to notify law enforcement. The Company will assist law enforcement to the fullest extent of the law as required.

Privacy

Employees and employers share a relationship based on trust and mutual respect. However, Huntley's Clubhouse retains the right to access all company property including computers, desks, file cabinets, storage facilities, files, and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on Huntley's Clubhouse grounds or while using company property. All documents, files, voice mails, and electronic information, including emails, and other communications, created, received, or maintained on or through Huntley's Clubhouse property are the property of the center, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

Personnel Files

Huntley's Clubhouse maintains a personnel file on each employee. These files are kept confidential to the fullest extent possible. Employees may review their personal files upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, mailing address, home phone number or cellular number,

home address, number of dependents, or emergency contact information.

Children/Family Privacy

Please respect the privacy of the children, their parents, and other staff members by not discussing them outside of the center environment. Information about one child should never be discussed with other parents without the specific written permission of the child's parent. Information about children or families may not be given to outside agencies without written permission by the parent. You should not have photographs of children on your personal phone.

Employee Attendance

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent; ratios and employee responsibilities fall behind, and other employees must assume added workloads. All employees are expected to show up on time for their scheduled shift, failure to do so may result in disciplinary action.

In order to maintain high quality childcare, we strive to have consistent staffing in rooms and buildings. We understand that sickness and events happen that prohibit us from coming to work. However, we also want to avoid the instances where call-ins happen too late to cover a shift and a center is short staffed.

Call-In Policy

Call-ins should be made to the Assistant Director or Director (this varies by Center) as soon as you are aware you will be absent or late.

If you call in and do not have documentation, this is classified as an **unexcused absence** and you will receive a write-up.

If an unforeseen event occurs, such as sickness, you must provide a doctor's note or discharge paperwork so it will be classified an **excused absence**.

Two unexcused absences in one month will result in termination.

No Call, No Show: Absence without notification is considered a voluntary termination. In extreme circumstances, it is under discretion of the Director.

Paid Time Off and Scheduled Absences: Any paid time off or scheduled (unpaid) absences need to be submitted at least two weeks prior to the date(s) requested. If it is less than two weeks prior, team members must discuss with Director and it is at their discretion.

Arriving Late: If you are not going to make it on time; call the office and let them know your approximate time you will be at work. If you are late two times in one week, you will receive a write-up.

Meal and Rest Periods

All employees who work five (5) or more hours in a weekday are entitled to take an uninterrupted 30-minute unpaid meal period. Any employee who works more than ten (10) hours in a day is entitled to an additional 30-minute unpaid meal break. You are not required to take the meal break. Bathroom breaks are upon request and communication with Director and team members is important to maintain ratio.

Jury Duty

You should notify the Director of the need for time off for jury duty as soon as notice or summons from the court is received. You may be requested to provide written verification from the court clerk for having served. Employees will not receive pay for time off for jury duty.

Staff Meetings

All staff members are required to attend staff and company meetings. Important information, procedures, and policies are introduced and reviewed at these meetings. Employees will be notified at least 3 weeks in advance and must notify the Director if they are unable to attend and the reason for the absence. Disciplinary action could occur.

Leave of Absence and FMLA

As soon as you become aware of a need for a leave of absence, you need to provide documentation that explains and supports your request. Leaves of absence are unpaid. Employees must exhaust PTO time, as permitted under state and federal law (Refer to Employee Benefits: Paid Time Off). Holiday benefits will be suspended and vacation time/sick leave and seniority benefits will not continue to accrue during any leave of absence unless otherwise required by law.

The Family and Medical Leave Act (FMLA) is a federal law to help employees balance work responsibilities with family and medical needs. FMLA requires eligible employees be allowed to take unpaid leave, or earned paid leave, for up to 12 work weeks in any 12 month period in the event of: the birth of a child or placement of a child for adoption or foster care; the employee is needed to care for a family member (child, spouse/eligible partner, or parent) with a serious health condition; the employee's own health makes her/him unable to perform essential job functions. Leave can be taken intermittently, or the employee may work a reduced schedule when appropriate to meet the employee's medical necessities. Employees are only eligible for FMLA if they have worked full-time for over 12 continuous months. Additional information and forms to complete for FMLA can be found at the following website; you begin with the Eligibility Notice, form WH-381.

<https://www.dol.gov/agencies/whd/fmla>

The following general provisions apply to all leaves of absence:

- All leaves of absence must be approved in advance, in writing, by the Director
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination
- Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to the company's expectations, as well as to observe all company's rules, policies, and procedures
- Employees who are absent from work on a leave are required to contact their Director via e-mail with updates of their status on a predetermined regular basis

- Employees who falsify the reason for their leave of absence may be subject to disciplinary action up to and including possible termination
- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider’s written statement that certifies the need for the extension
- While an employee is on authorized leave, Huntley’s Clubhouse will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work, as required by law. Employees will continue to pay their portion of any health benefit-cost and should make arrangements prior to going out on leave for continued payments.

Compensation

Pay Periods

The standard seven-day payroll workweek for the Company will begin at 12:00 a.m. Thursday. The designated pay period for all employees is bi-weekly. Paydays are every other Friday. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

Overtime

Huntley’s Clubhouse complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek. All overtime must be previously authorized by the Director.

Time Keeping

At the beginning and end of each shift, employees use the time keeping system located near the office. Employees cannot clock in until 10 minutes before scheduled shift, unless otherwise decided by the Director. If you have children that attend the center, you need to clock out prior to getting your child ready to leave. You need to clock out prior to visiting with colleagues after your shift. There is zero tolerance for time fraud.

Payscale

Huntley’s Clubhouse uses the following payscale for all employees:

No experience in childcare or education/training	\$10/hr
Minimal experience (months-2 years) Some training/no formal education	\$10.50/hr
2-3 years experience 1 year with Huntley’s Clubhouse	\$11/hr
CDA or lead teacher qualifications And/or 3+ years experience 2 years with Huntley’s Clubhouse	\$12/hr

Associate's Degree in Early Childhood Education and/or 5+ years experience working with children 3-5 years with Huntey's Clubhouse	\$12.50-\$14.40/hr
Bachelor's Degree in Early Childhood Education 6+ years with Huntey's Clubhouse	\$15-\$17/hr
Masters in Early Childhood Education	\$18-\$20/hr
Program Director	\$30,000/yr starting salary Pay based on company longevity, education and experience

*Full time employees working 30 or more hours per week are eligible for medical, dental and vision insurance, and a health membership after 90 days and PTO time.

*All employees are eligible for discounted childcare

Holidays

Regular full-time employees are entitled to the following paid holidays observed by Huntey's Clubhouse:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

There are chances the center will close on other holidays unpaid. Directors communicate with parents in advance to see if there is enough attendance/demand to remain open.

Holiday pay will be calculated based on your straight-time pay rate (as of the date of the holiday) multiplied by the eight hours. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Employees are expected to work their regularly scheduled day immediately before and immediately after the holiday in order to be eligible for holiday pay. When a holiday falls on a weekend, it is usually observed on the preceding Friday or the following Monday. However, Huntey's Clubhouse may choose to close on another day. Holiday observations will be announced in advance.

Benefits

Paid Time Off (PTO)

Regular full-time employees are eligible for paid time off (PTO). PTO begins to accrue after 90 days of continuous service. Employees will accrue paid time off according to the following schedule. PTO does not accrue on overtime or paid holidays.

- 1-2 years: 40 hours
- 3-5 years: 80 hours
- 6 + years: 96 hours

40 hours of unused PTO will be carried over each year. Upon termination of employment, you are not eligible for unused vacation time.

Vacations and time off need to be scheduled in advance so as to not disrupt the workplace. Time off is at the discretion of the Director. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Refer to Employee Attendance section.

Insurance

Health Insurance Health Insurance is available to regular full-time employees after the introductory period. Huntey's Clubhouse only assists in the implementation of the plan and obtaining a group rate for employees. Huntey's Clubhouse does not fund or contribute to the monthly premium.

Dental and Vision Insurance Every regular full-time employee will receive dental and vision insurance after their 90 day introductory. This is for the employee only. Employees have the option to add spouses/family.

All benefits are terminated upon resignation or termination.

Fitness Membership

Regular full-time employees will receive a monthly Planet Fitness membership after their introductory period. Enrollment in fitness membership is done on a case-by-case basis. After your introductory period, contact hello@hunteysclubhouse.com to schedule a time to register. Membership is terminated upon resignation or termination.

Worker's Compensation

Huntey's Clubhouse provides Workers' Compensation insurance at no cost to you. Any injury or illness sustained while you are working that requires medical, surgical, or hospital treatment is covered under this program.

If you sustain any work-related injury or illness, you must inform the Director immediately. If you are required to take time off work or are given limited duties per instructions of the Workers' Compensation physician, it is your responsibility to notify the Director and provide a doctor's certification for such requests. Employees who are absent from work are required to contact Huntey's Clubhouse updates of their status at least once every week.

Neither Huntey's Clubhouse nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Huntey's Clubhouse.

Child Redirection and Managing Behaviors

As an early childhood educator we are building the character of future leaders and members of society. We have to expect that with child development can come challenging behaviors. This is how children learn appropriate behaviors and expectations.

The following steps are a quick guide to redirecting behaviors:

1. Practice active supervision at all times. If a child is beginning to escalate, monitor the behavior.
2. If a child is presenting a behavior that is inappropriate, get on the child's level and talk through the situation with them.
 - Asking questions such as "why do you feel that way" or "what can I do to help" can enable conversations to support solutions.
3. If a child is unable to safely continue the activity, redirect them to another activity or a quiet space until they are able to rejoin.
4. If a child is continually presenting dangerous behaviors, reach out to your Director for assistance and document the behaviors.

Refer to policies and procedures manual, as well as regular training and direction from more experienced teachers, to handle conflict resolution and redirection.

Professional Development

Huntery's Clubhouse supports the continued education of all employees. Each staff member is required to complete 20 CEUs within the calendar year. Upon hire staff members will be added to MiRegistry. The director will assign required trainings and will periodically run progress reports to ensure completion. The following continuing education courses will be offered and required:

- Health & Safety Courses 1 & 2
- Infant Safe Sleep
- 2 CEUs in specific age group
- 2 CEUs in inclusive practices
- 2 CEUs in challenging behaviors
- 2 CEUs in family engagement
- 2 CEUs in social connections
- 2 CEUs in anti bias
- 2 CEUs in ASQ-SEL training

Proof of transcript or certificate must be turned into the office for a record in your personal file. If a staff member wishes to enroll in college courses or other trainings, please notify your director.

Cell Phone Policy

Active supervision is compromised when a caretaker is on their device. Cell phone use and personal device (including smart watches) is not permitted while a staff member is caring for children. Unauthorized texting or phone calls on a smart watch and/or cell phone use is not permitted and may result in immediate suspension or termination.

Personal phone calls, with the exception of emergencies are not allowed during working hours. If you are expecting an important phone call, inform your Director so someone can cover your room to ensure adult to child ratio is maintained.

If a staff member needs to use a personal device unexpectedly, they must ask to leave the room and have another staff member come into the room to ensure adult to child ratio is maintained.

Every classroom has a designated basket for cell phones and personal device. Employees are prohibited from carrying personal cell phones, pagers, or other electronic devices for the purpose of receiving or initiating personal phone calls or other digital/electronic communications while on duty. Each room has a specified tablet used to document child activities and communicate with parents.

Cell phone use during rest time is permitted ONLY if:

- The classroom is CLEAN and organized which includes, but not limited to: Floors swept, tables three-stepped cleans, and all dishes are taken to the kitchen.
- All childrens are sleeping
- All licensing rules are being followed

Employee Appearance & Dress Code

Employee Appearance

The Company expects all employees to maintain a modest, clean, and neat appearance. Personal cleanliness including body odor, clothing cleanliness and hair must be clean and well maintained. It is common courtesy to bathe, brush your teeth, and use deodorant each day before reporting to work. All staff are expected to practice excellent hygiene at all times and follow hand washing procedures. If you have any questions regarding your appearance, please ask a director. Management's opinion is considered final.

Hair

Depending upon the age of the children, it may be best to tie up or pull long hair back. Extreme hair styles may not be accepted if they could cause potential safety hazard to the children. If designs are shaved into the hair, they must be child appropriate in nature. Derogatory, scary, sexual in nature, offensive, or anything that can be taken or considered offensive in nature is not permitted. Stiff mohawk hairstyles are not acceptable as they can be harmful to the children.

Nails

Team members should keep their nails short and not in a manner that can be a safety hazard to the children. Long nails can be a health code violation and are a safety risk with younger children.

Tattoos

If team members do have tattoos, they need to be deemed appropriate in nature by management. The company reserves the right to require tattoos be covered if they can be interpreted by management as violent, scary, inappropriate for children, derogatory, offensive, sexual in nature or

include profanity.

-Tattoos on the face are not allowed.

-If a visible tattoo is deemed inappropriate by management, the employee will be required to cover the tattoo with a bandage, pants, socks, long sleeve white shirt, turtle neck or required uniform shirt. Another form of a cover-up for a tattooed area would be solutions such as Dermablend or Bairly Sheer.

Employee Dress Code

The Company expects all employees to take pride in their attire. We expect outstanding quality that is demonstrated by our performance and our professional appearance. Torn, dirty, or frayed clothing is unacceptable. Wrinkled, stained, or otherwise unprofessional looking shirts and pants are not acceptable.

Please remember that it is your job to play with the children at their level. This means that you need to be comfortable and appropriately dressed to play with them outside, kneeling on the floor, bending over, etc.

If you have any questions regarding the appropriateness of an outfit, please check with the Director before wearing it. If management feels that your dress is inappropriate, you will be sent home to change without pay for the time missed. Possible disciplinary actions may follow, as well as possible termination of employment.

Tops

As we are proud to be ONE team, and so it is easy to identify team members, employees must wear something that signifies they are an Employee. This could be a branded t-shirt/apparel, a Huntley's Clubhouse smock, or your ID badge. You will be provided shirt(s) when you are hired. Occasionally, apparel orders will be available at your center. Additional items available from the Company apparel website (i.e. logoed cardigans, fleeces, pullover tops and special t-shirts) are also approved tops. All employees are responsible for maintaining these shirts, keeping them clean, neat and free of holes.

Tops must be modest (no cleavage), clean, and without holes.

Acceptable Tops:

- Company Branded Shirts
- Graphic Design Child Care/Teacher
- Smock/Apron
- Blouse, Polo, Collared shirt, or similar business casual top

Unacceptable Tops:

- Tanks Tops
- Crop Tops
- T-shirts with logos, cartoons, or unrelated phrases

Bottoms

You will be bending, lifting, etc so bottoms must be suitable and modest for these types of activities. All pants, skirts and dresses must fit properly to assure the body is appropriately covered at all times, including when bending and sitting (i.e. when bending over the upper portion of the buttock may not

be visible). Torn, dirty, or frayed clothing is unacceptable. **Wrinkled, stained, or otherwise unprofessional looking shirts and pants are not acceptable.**

Acceptable Bottoms:

- Jeans (no holes)
- Khakis / Dress Pants
- Leggings* (per policy)
- Jeggings with pockets
- Skirts that go past the knee
- Capris that meet other criteria

Unacceptable Bottoms:

- Anything with holes or transparency is not allowed.
- Shorts
- Sweatpants, Athletic or Pajama Pants

***Note on Leggings:** If you want to wear leggings, you must wear a tunic/long shirt/cardigan that completely covers your bottom and hits *at least* mid-thigh. Leggings cannot be see-thru/transparent or have slits/ holes. They must be a solid color.

Dresses & Skirts:

- Must be past the knee
- Modest
- Allow you to do your job

Jumpsuits: are allowed as long as they meet all other criteria. Rompers (shorts) are not appropriate.

Shoes: must be neat & clean. For your safety, nonslip shoes are required. If you want to wear slippers or socks, they must have nonslip on the bottom. Barefoot feet are not allowed as this is a health and safety violation.

Mandated Reporting

All employees, administrators and officers are mandated reporters of child abuse and neglect. All team members receive training on the Michigan Child Protection Law and their role and the responsibilities of being a mandated reporter. Child Abuse & Neglect statement will be signed by all employees and kept in employee folder. Team members and/or volunteers who suspect that a child is being abused or neglected will immediately report the concerns to the State of Michigan Centralized Intake.

When a team member suspects that a child is being abused or neglected the following steps must be followed:

1. Calmly ask the child open-ended questions (to ensure the conversation is child-led vs. the adult leading the conversation) to obtain only enough information to make a report. Do not ask leading questions or force statements from the child.
2. Submit a complaint regarding suspected child abuse or neglect using the Mandated

Reporter Online System by going to www.Michigan.gov/mandatedreporter. Complaints made using the Mandated Reporter Online System do not require submission of a DHS-3200. This must be completed by the team member who observed the injuries or had contact with the child regarding the report.

3. For cases which require an emergency response (imminent risk of injury, death or serious harm), call 911 and then the Centralized Intake Hotline at 855-444-3911 instead of using the Michigan Online Reporting System to submit a complaint. When calling a complaint into the hotline, MDHHS requires a written report (DHS-3200) within 72 hours of the call. This must be completed by the team member who observed the injuries or had contact with the child regarding the report.

4. Maintain confidentiality. Team member is not required to disclose to the supervisor.

Special Needs Plan

Huntery's Clubhouse strives to be an inclusive environment that accommodates the needs of every child. We will work with individual families to create a plan for every child's specific special need.

The [Americans-with-Disabilities-Act-\(ADA\)-Policy-&-Procedure](#) and the [ADA Special Needs Packet](#), available in the Shared Direcotry, outlines the steps on how to work with a family when enrolling a child with special needs.

Purpose

The purpose of this plan is to provide an overview concerning any special needs for individual children regarding inclusion, education and staff training. This plan allows families of children with special needs a safe educational environment. The plan also lays out a staff training plan for continuing education.

Tools and Resources

The Director will utilize the most up to date resources to train staff on special needs within the facility. Every staff member will receive at a minimum of two hours of training per year regarding special needs within their specific age group.

Information for Families

Families will work directly with the Director to complete a plan for their child. All communication will be done face to face, by phone or via Brightwheel. Any changes in the child's health or needs must be communicated to the Director so necessary changes can take place.

Cultural Competency Plan

Huntery's Clubhouse is committed to providing an inclusive environment. Our staff are educated about, remain aware of, and are sensitive to the cultural differences of our children

and staff. To accomplish the goal of remaining inclusive, Huntley's Clubhouse has established a Cultural Competency Plan that builds on experiences and relationships of our families.

Policy

It is the policy of Huntley's Clubhouse to be sensitive to and respect the diverse cultures, races, ethnic backgrounds, religions, and disabilities of its families. The Director will coordinate to present a training program for all staff addressing cultural competencies. This program will be presented annually, and all staff will be required to attend.

Purpose

- To recognize that there are many diverse; cultures, races, ethnic backgrounds, religions, and disabilities in Mecosta and surrounding counties. o
- To realize there are various cultures, races, ethnic backgrounds, religions, and disabilities in Mecosta and surrounding counties. o
- To develop a staff that recognizes, values, affirms, and respects, the worth of the individuals.

Principles

- Work toward equal access to service and recourses for racial and ethnic populations regardless of language, culture, and disability.
- Incorporate cultural knowledge and strengths into policy and practice, recognizing the interaction of culture and health.
- Recognize the diversity within various racial and ethnic communities and distinguish between cultural identification and the culture of poverty.
- Develop and support a work force at all levels, which reflects the race and ethnicity of the population served. o Support programs that strengthen the capacity of multicultural communities to promote education. o Establish policies and procedures to promote racial and ethnic community participation in the allocation of resources and the design and implementation of interventions developed to address their needs. o Evaluate the effectiveness of programs in improving the health status of racial and ethnic populations.
- Promote unity through the celebration of diversity. o Create an ongoing process to monitor level of culture competence, including the recognition of achievement and the identification of unmet needs.

Education and Training

The Cultural Competency Plan is geared towards education and training to ensure that Huntley's Clubhouse staff are sensitive and responsive to families needs and are aware of the characteristics of its families. To meet this goal, Huntley's Clubhouse provides the following services:

- A cultural sensitivity training program for all staff will be provided on an annual basis
- The cultural sensitivity training program will be mandated, regularly scheduled and updated on an ongoing basis to meet the families needs

The cultural sensitivity training program will address the following topics:

- Importance of the family
- Role of the family versus the individual
- Rules for interpersonal relations (showing respect vs. deference)
- Communication styles guided by respect and individuality
- Understanding that negative feelings may not be freely expressed by the families
- Appreciating different communication styles (including nonverbal expressiveness) by individuals of various ethnic background
- Conveying a warm welcome and sincerity
- Appropriate salutation to different ethnic populations and ages
- Values, attitudes and beliefs about different ethnic groups and social classes

Huntery's Clubhouse is committed to ensuring that its staff and subcontractors are educated about the linguistic needs and cultural differences of its families, have an understanding of the population that they serve, are willing to be responsive and sensitive to their needs, and have the ability to communicate effectively with families.

Active Supervision

The children we serve every day require the best care we can provide. This means our full attention and a positive, nurturing attitude. We will treat everyone with respect and provide them with the education to enhance their future and facilitate development. Proper supervision includes the ability to see every child in your care, ratio checks and prevention of incidences or accidents.

Safety Checks

As a childcare educator it is our duty to ensure children are in a safe learning environment. Each staff member is required to check to safety of their surroundings daily. This includes monitoring for broken toys, ensuring plugs in outlets, keeping any cleaners out of reach of children, and anything else applicable. Refer to additional policy & procedures.

Cleaning

Every teacher is required to assist in the cleanliness of the center. As a high quality center, we must maintain the top standard of cleanliness and this takes effort from each person.

Daily cleaning duties include sweeping after every snack or meal, properly sanitizing tables and eating surfaces, sanitizing changing tables after each diaper change, sanitizing toys if a child puts in their mouth, mopping, vacuuming and cleaning bathrooms. Each teacher is expected to clean a part of the center before leaving for the day. This ensures cleaning is part of a complete team effort and isn't left to one person.

Refer to policies & procedure manual for in depth explanation of cleaning expectations.

Employee Separation

Resignation

The Company requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to the employee's manager. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

Termination

All employment with the Company is "at-will." This means that either the Company or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and the Owners.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Huntey's Clubhouse

I acknowledge receipt of Huntey's Clubhouse's Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; Huntey's Clubhouse or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my manager or Human Resources.

Name: _____

Signature: _____

Date: _____