

**SIUC HEAD START  
Operating Policies and Procedures Manual**

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<b>Subject:</b> Organizational Structure	<b>Number:</b> D.52.1
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Organizational Structure
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(a)(1);1304.52(a)(2)(i); 1304.52(a)(2)(ii) & (iii)

**POLICY:** SIUC Head Start is to maintain an organizational structure that supports the accomplishment of program objectives and addresses the major functions and responsibilities assigned to each staff person. The structure is to provide adequate staff supervision and support. The organizational structure is revised and updated annually and on an as needed basis. A copy is made available to staff through the policies and procedures website; Policy Council and Governing Body are provided copies in the governance notebooks.

SIUC Head Start is to ensue that program management functions are formally assigned to staff within the program that include program management (Head Start director); management of early childhood development and health services, including child development and education, mental health and service for with disabilities and child medical, dental and child nutrition; and management of family and community partnerships including parent involvement activities.

All staff are to follow the chain of command when making requests, suggestions or complaints. The chain of command is outlined on the agency flow chart and visually depicts the routing of information.

**PROCEDURE:** Head Start Director is responsible to ensure that Job descriptions are developed and reviewed periodically to ensure the required responsibilities and assigned management functions are reflective of designated staff positions duties and responsibilities. *(See Position Descriptions)*

- Service Area Coordinators are responsible to draft job descriptions for staff positions reporting to the area and for staff positions that the job function falls within a service area.
- Drafted job descriptions are submitted to the Head Start Director for review and approval.
- Business Manager is responsible to ensure the updated job descriptions are filed in the job description notebook and are electronically stored in the proper location.
- Each position description should be reviewed every three (3) years to ensure it is reflective the position responsibilities.
- Business manager coordinates all civil service position description updates with SIU Human Resources.
- Job descriptions are to be updated if external requirements dictate such updates.

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<b>Subject:</b> Qualifications - Staff	<b>Number:</b> D.52.2
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Staff Qualifications-General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (b)(1) & (2)

**POLICY:** SIUC Head Start will identify job qualifications on each position's job description. Qualifications will meet the requirements of the performance standards, Department of Children and Families Services Day Care Licensing regulations and University (grantee) requirements for each respective position including pre-employment background checks.

**PROCEDURE:** N/A

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<b>Subject:</b> Qualifications - Parents	<b>Number:</b> D.52.3
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Staff Qualifications-General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(b)(3)

**POLICY:** SIUC Head Start personnel policies and procedures regarding hiring ensure that current and former parents receive preference for employment vacancies for which they are qualified.

**PROCEDURE:** *See Personnel Policies and Procedures*

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<b>Subject:</b> Qualifications - Staff/Consultants Knowledge of Family Heritage	<b>Number:</b> D.52.4
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Staff Qualifications-General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(b)(4)

**POLICY:** SIUC Head Start will hire staff and consultants familiar with ethnic background and heritage of majority of families enrolled in the program. As necessary, the program utilizes parents, paid staff and community volunteers as resources for understanding different cultures and to effectively communicate with children and families with no or limited English proficiency.

**PROCEDURE:** *See PDM-Management Systems and Procedures—Communication with Families for procedures regarding use of interpreters.*

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<b>Subject:</b> Qualifications - Head Start Director	<b>Number:</b> D.52.5
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Early Head Start/Head Start Director Qualifications
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(c)

**POLICY:** SIUC generally requires a master's degree to be considered for an administrative position. SIUC Head Start requires the Head Start director position to have master's degree in Early Childhood or related degree in social services with three years experience in a pre-school classroom and in administration and supervision.

**PROCEDURE:**

- The program's Director prepares the job description and qualifications per University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.
- Requirements of the position are determined by the reporting unit administrator per University, Head Start and DCFS Daycare Licensing requirements.

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<b>Subject:</b> Qualifications - Service Area Staff and Consultants	<b>Number:</b> D.52.6
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)

**POLICY:** SIUC Head Start must hire staff that have necessary qualifications to provide content area expertise and oversight on an ongoing or regularly scheduled basis. Consultants may be used to provide additional expertise in such areas as early childhood education, disabilities, health and/or nutrition. A mental health consultant must be maintained by the program and comply with the requirements listed in the performance standards.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.
- The program maintains a mental health consultant, health consultant and may make use of a child development consultant to assist with identified needs in the child development and disabilities areas.
- Consultants' requirements must meet Head Start Performance Standards and have specific expertise of a content area.
- Consultants must provide copies of credentials, certifications, licenses, etc. that are necessary to be considered as an expert in a specific service area

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<b>Subject:</b> Qualifications - Education and Child Development Services	<b>Number:</b> D.52.7
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(1)

**POLICY:** SIUC Head Start will hire a coordinator to manage and provide oversight for education and child development services. At a minimum the position requires a bachelor's degree in early childhood education or a degree in a field related to early childhood education with experience in teaching preschool children and a State-awarded certificate to teaching a preschool program and experience in program planning, early childhood curriculum and assessments. A specialist may be employed to support the management and oversight of the service area. The position requires bachelors in early childhood education with at least three years prior professional teaching experience in a center-based educare setting, prior experience with classroom curriculum development; screenings and assessments; organizational, interpersonal and effective communication skills with children and adult and demonstrated ongoing professional development within the ECE field.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.

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<b>Subject:</b> Qualifications - Health and Nutrition Services	<b>Number:</b> D.52.8
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(2) & (3)

**POLICY:** SIUC Head Start will hire a coordinator to manage and provide oversight for health and nutrition services. At minimum the position requires a bachelor's degree in health/nutrition education or related field and experience in program planning, staff training and supervision. A specialist may be employed to support the management and oversight of the service areas. The position requires one year of job related experience (paid or unpaid), familiarity with Jackson and Williamson County communities, effective communication skills and ability to work with target population.

Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.
- Health/Nutrition Coordinator and/or Nutrition Consultant must provide copies of a current registration with Commission on Dietetic Registration of the American Dietetic Association or be eligible, registered and ready to take the examination. A master's degree (MPS or MS) from an approved program in public health nutrition may be substituted for this registration.

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<b>Subject:</b> Qualifications - Mental Health Services	<b>Number:</b> D.52.9
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(4)

**POLICY:** SIUC Head Start must support the mental health services by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.

**PROCEDURE:**

- The coordinator assigned to the mental health service area responsibilities and/or the Mental Health Consultant must provide copies of appropriate state licensure and demonstrate expertise in serving young children and their families, knowledge of treatment strategies in the areas of child behavior management and family crisis intervention, ability to work with families in a supportive manner throughout the diagnostic and referral processes, ability to work with staff to improve their own health and they, in turn, provide supportive services to families and ability to broker the services or to provide counseling and treatment for children and families with diagnosed problems.

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<b>Subject:</b> Qualifications - Family/Community Partnership Services and Parent Involvement Services	<b>Number:</b> D.52.10
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(5) & (6)

**POLICY:** SIUC Head Start will hire a coordinator to manage and provide oversight for family and community partnership services and parent involvement services. At a minimum the position requires a bachelor's degree in social work or related human service field and background and knowledge, experience and familiarity with Head Start program required.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.

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<b>Subject:</b> Qualifications - Disabilities Services	<b>Number:</b> D.52.11
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(7)

**POLICY:** SIUC Head Start will hire a coordinator to manage and provide oversight for disability services. At minimum the position must have a bachelor's degree in a field related to early childhood education or human services and must demonstrate experience and training in securing and individualizing needed service for children with disabilities.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.
- Disability services are managed by the child development coordinator and supported by the child development specialist.

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<b>Subject:</b> Qualifications - Fiscal Officer Services	<b>Number:</b> D.52.12
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Qualifications of Content Area Experts
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (d)(8)

**POLICY:** SIUC Head Start will hire an accountant to ensure that an appropriately qualified fiscal officer is available. At a minimum the accountant must be a Certified Public Account (CPA) or hold a bachelor's or master's degree in accounting. In addition as a part of the indirect cost pool, the University (grantee) assigns a fiscal officer as the grant accountant.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director that meets University classification requirements, Head Start Performance Standards and DCFS Daycare Licensing requirements.

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<b>Subject:</b> Qualifications - Classroom Staffing	<b>Number:</b> D.52.13
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Classroom Staffing
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (g)(1), (2) & (3)

**POLICY:** SIUC Head Start will hire qualified classroom staff. If the majority of children speak a language other than English, the program will provide a classroom staff member that speaks the same language as the majority of the children in the room. SIUC Head Start will maintain a substitute teacher list to ensure staff-child ratios are met when regular classroom staff are absent.

**PROCEDURE:**

- Position qualifications are developed by the Head Start Director in consultation with the Executive Director, University classification requirements, Head Start Performance Standards, DHHS/ACF Information Memorandums, most current Head Start Act and DCFS Daycare Licensing requirements.
- The program hires two classroom teachers, a supervising teacher and a teacher and hires substitute teachers.

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<b>Subject:</b> Staff Supervision of Outdoor/Indoor Play Areas	<b>Number:</b> D.52.14
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Classroom Staffing
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (g)(5)

**POLICY:** SIUC Head Start classroom staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.

**PROCEDURE:**

- Center Directors are to develop a playground schedule each August to ensure child staff ratio is maintained at all times and that the maximum number of children allowed using the playground does not exceed the space capacity requirement of 75 square feet per child.
- Teachers playground supervisory skills are monitored through Center Director Classroom Observation forms and issues are to be addressed as needed.

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<b>Subject:</b> Standards of Conduct	<b>Number:</b> D.52.15
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Standards of Conduct
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (h)(1)

**POLICY:** Staff, consultants and volunteers at SIUC Head Start must abide by the program's standards of conduct. These standards specify that:

1. They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. They will follow program confidentiality policies concerning information about children, families, and other staff members;
3. No child will be left alone or unsupervised while under their care;
4. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

**PROCEDURE:**

- Policies are established by the Head Start Director/Executive Director and approved by the Advisory Board and the Policy Council in conjunction with applicable University rules and regulations.

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<b>Subject:</b> Conflict of Interest & Penalties For Violating Standards Of Conduct	<b>Number:</b> D.52.16
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Standards of Conduct
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52 (h)(2) & (3)  
*See approved personnel policies*

**POLICY:** The "Policy on Conflict of Interest: Non-University Activities and Financial Interests" is designed to implement an Illinois law requiring university faculty and, by extension, all employees to obtain written approval before engaging in remunerated research or consulting services for persons or organizations. The provisions of this policy are further designed to describe the type of non-university relationships that generally carry a potential for abuse, to prevent conflicts between the university interests and an employee's private interest, and to avoid non-university commitments that are likely to interfere with the performance of the individual's responsibilities to the university.

Conflict of Interest Non-University Activities and Financial Interests (See SIUC Employee Handbook). Excerpts from the policy that are of distinct significance to the SIUC Head Start program are included below.

A conflict that is prohibited by this policy may occur as a result of either a conflict of interest or a conflict of commitment. A "conflict of interest" generally encompasses any situation wherein an individual employee influences university business, research, teaching or other decisions in ways that lead or could lead to any form of personal financial gain for the individuals or his/her family, or that gives or appears to give improper advantage to others to the detriment of the university. A "conflict of commitment" encompasses any situation wherein non-university activities undertaken by the individual employee are sufficiently demanding of the individual's time and attention as to interfere with assigned duties or with his/her responsibilities to students or the university. Relationships and circumstances that may constitute a conflict that is prohibited include but are not necessarily limited to the following situations:

1. When an employee directly or indirectly solicits or receives for personal benefit or the benefit of a family member any gift, gratuity, favor, loan or other thing of personal value from any external source as a condition, either expressed or implied, for influencing university business, research, teaching, or other decisions. This provision shall not be construed as limiting the solicitation or receipt of honoraria or other similar payments recognized as appropriate or customary in the university setting in connection with the performance of job-related activities, provided, however, that such honoraria or other payments are disclosed to the university and approved in advance in accordance with procedures hereinafter set forth.

- A. Job-related activities are defined as:
    - 1) Activities that are expressly delineated in the individual's job description, or
    - 2) Activities clearly implied by the job description, including activities that fall within the general scope of the individual's job description and are consistent with the goals and mission of the university.
  - B. Examples of job-related activities for which honoraria or other similar payments may be accepted include authored manuscripts, workshops, seminars, editorships, editorial board service, and invited lectureships for which university employees customarily receive honoraria or other similar payments.
2. When an employee (or firm, partnership, association, or corporation, of which he/she is the owner or principal owner or major officer or primary employee) holds any financial interest in any contract for the purchase of goods or services by the university, unless such purchase is deemed essential to university operations and is approved by the chancellor (or designee), in accordance with the "Joint Purchasing Rules Governing Procurement and Bidding at State Systems University in Illinois"; or when a member of the immediate family of an employee, or a firm, partnership, association, or corporation of which he/she is the owner or principal owner or major officer or primary employee contracts for the purchase of goods or services with the university, unless such purchase is deemed beneficial to university operations and is approved by the chancellor (or designee) and such approval is filed with the purchase order or contract, in accordance with the "Joint Purchasing Rules Governing Procurement with Bidding at State Systems Universities in Illinois."

#### Specific Violations/Infractions of Standards of Conduct

1. The following violations will result in immediate relief of duties with pay until further instruction from the SIUC Human Resources is received:
  - Corporal punishment of Head Start children (spanking, hitting, etc.) and/or verbal abuse (yelling, screaming, cursing), and emotional abuse or humiliation.
  - Physical contact with intent to do harm or injury to another individual (Head Start staff, parents, etc.)
  - Possession of a firearm, fireworks, explosives on SIUC and/or Head Start property
2. Disciplinary action for drug/alcohol violations and sexual harassment will follow SIUC Employee Policies. Refer to the handbook.

3. Disciplinary action will be taken for, but is not limited to, the following causes:

- Leaving children unattended.
- Finding of unauthorized use or reckless driving of a Head Start vehicle.
- Excessive tardiness, absenteeism, or early departure from the work site.
- Abuse of Head Start telephone or unauthorized use of credit cards.
- Failure to maintain Head Start personnel policies and/or other guidelines.
- Failure to notify designated Head Start staff members of absence before deadline.
- Insubordination (refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by management).
- Failure to complete assigned tasks and paperwork in a timely manner.
- Failure to attend training sessions.
- Failure to report suspected child abuse to appropriate central office staff.
- Failure to maintain confidentiality of Head Start information.
- Incurring financial obligations to SIUC Head Start without proper authorization.
- Falsifying or misusing records or applications.
- Misrepresentation of job position, responsibilities and other important Head Start functions, i.e. entering into contracts, agreements, and binding decisions.
- Dishonesty or removal of another employee's and/or parent's and/or child's property without permission.
- Willful destruction of agency property or another employee's and/or client's and or child's property.
- Negligence-The commission of negligent or careless acts during working time or on SIUC Head Start property that result in personal injury or property damage or that causes expense to be incurred by the program.
- Engaging in confrontations of a personal nature during working hours with Head Start families or family representatives.

**PROCEDURE:** Disciplinary Action: The standards of SIUC Head Start employee conduct normally required in any place of employment (no fighting, use of obscenities, use of alcoholic beverages, controlled substances, theft or misuse of agency equipment) will be the standard of employee conduct.

Faculty disciplinary action is based on the collective bargaining agreement between the Southern Illinois University Board of Trustees and the non-tenured track faculty association, IEA/NEA (July 1, 2009—June 30, 2012). For specific information regarding faculty disciplinary action refer to the SIUC Human Resources Labor Relations website at [www.siu.edu/~laborrelations/lrcontracts.htm](http://www.siu.edu/~laborrelations/lrcontracts.htm)

A four-stage process of disciplinary action will be carried out for Head Start employees:  
1. Initial Warning, 2. Notice of Continual Concern, 3. Disciplinary Suspension, and  
4. Involuntary Termination.

### Step 1: Initial Warning

When a violation of SIUC and/or Head Start policies, procedures or performance standards occurs, an initial notification outlining the disciplinary action will be documented on the appropriate Head Start form. An individual conference should be convened to fully explain and discuss the nature of the violation. A copy of the completed disciplinary action form will be given to the employee. It is the responsibility of the supervisor to review an employee's progress and prepare a written report of the status of the individual at the end of the designated time period given to correct the violation.

### Step 2: Notice of Continual Concern

The supervisor or program director shall forward to the employee a description and documentation of the behavior or poor performance that is considered to be in violation of SIUC and/or Head Start policies or procedures or an indication of unfitness, inability, or lack of desire to continue in the program's employment. A detailed set of corrective instructions is to be included. The notice should inform the employee that in the event he/she is unable to correct the stated deficiencies within the designated time frame, the disciplinary process would be continued in accordance with SIUC policies.

### Step 3: Disciplinary Suspension

If suspension without pay or discharge for cause is contemplated, the Head Start director should contact the Director of Labor and Employee Relations to discuss the matter. Only Human Resources has the authority to suspend a civil service employee without pay.

### Step 4: Involuntary Termination

All termination procedures of Head Start staff will be in accordance with applicable SIUC personnel policies. After SIUC policy and procedural requirements are met, termination of Head Start staff will be ordered by the executive director upon recommendation by the Head Start director and approval by the policy council. The Head Start director will carry out the involuntary termination. When possible, an exit conference between the executive director, Head Start director, supervisor and the employee will occur prior to the termination.

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<b>Subject:</b> Performance Evaluations - Staff	<b>Number:</b> D.52.17
<b>Service Area:</b> PDM-Human Resources	<b>Section:</b> Staff Performance Appraisals
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> Revised 07/2006

**REGULATION REFERENCE:** Performance Standard 1304.52 (i)

**POLICY:** Performance evaluations of each Head Start staff member will be conducted on an annual basis per classification regulations. Results of these reviews will be used to identify staff training and professional development needs. *See approved personnel policies.*

**PROCEDURE:**

Civil Service Employees

Formal evaluations will be conducted twice during the six-month probationary period and thereafter, annually on the anniversary date of appointment to the position. A negative evaluation will be followed up with monthly meetings to monitor the progress of improvement in the defined duties and behavior warranting improvement. Generally, the supervisor, center director or program director conducts evaluations.

Faculty and Administrative Professional Staff

The immediate supervisor will evaluate faculty and A/P appointees annually, no later than March 30, of each calendar year. Evaluations for faculty will be conducted based on the collective bargaining agreement between the Southern Illinois University Board of Trustees and non-tenured track faculty association, IES/NEA (July 1, 2006—June 30, 2009). For specific information regarding faculty evaluations refer to the SIUC Labor Relations website at [www.siu.edu/~laborrelations/lrcontracts.htm](http://www.siu.edu/~laborrelations/lrcontracts.htm). A/P staff hired during the program year will have evaluations conducted before the end of the first school year. Informal evaluations will be conducted on a continuing basis.

The supervisory personnel will review each formal evaluation in the Head Start central office personnel files. The supervisor provides an assessment of the subordinate's performance and makes recommendations to the Director. The Director has final approval of staff evaluations.

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<b>Subject:</b> Physical Exams - Staff/Volunteers	<b>Number:</b> D.52.18
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Staff and Volunteer Health
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(j)(1) &(2)  
*See approved personnel policies*

**POLICY:** Employees—All Head Start employees are required by the Illinois Department of Children and Family Services (DCFS) to have a physical exam, including an initial TB test, upon hire. The physical exam must be repeated every two years. For those employees who do not have health insurance, or for whom insurance does not cover the cost of the physical exam or partially covers the cost of the physical exam, Head Start will reimburse the employee up to \$90.00 when the employee adheres to the reimbursement procedures.

In addition, some Head Start employees are subject to the policies and procedures of the "Fluid and Blood Borne Pathogen Exposure Control Plan". Upon hire, these individuals are required to receive training related to blood born pathogens and may opt to receive Hepatitis B vaccinations at the expense of the Head Start program. Individuals not choosing to receive the vaccination must sign a refusal statement. Annual refresher training is also required for individuals subject to this policy.

Regular Volunteers—Health exams including an initial TB is required for volunteers who complete a volunteer application, except for volunteers assisting the program during the time Head Start is not in session and children are not present. *See Community Partnerships Policies/Procedures for additional information/requirements related to volunteers.*

**PROCEDURE:**

- The Department of Children & Family Services physical exams are required every two years and an *initial* TB.
- Employees who are currently in need of a physical exam (new employees or current employees whose exam has expired) should contact their family physician to complete the DCFS physical form. The charge, if any, is billed to the insurance company covering the employee. For those employees who don't have health insurance, or for whom insurance does not cover the cost or partially covers the cost, Head Start will reimburse the employee up to \$45.00.
- In order for an employee to be reimbursed for the required physical exam, the employee must adhere to the following procedures:
  - Proof of Completed DCFS Physical Exam Form along with:
  - If you pay the bill in full and then file an insurance claim, to receive any dollar difference you had to pay, you will have to submit the paid bill along with the Explanation of Benefits form from your insurance company.

- If you pay only the amount not covered by insurance, submit a copy of the physician's bill paid by you.
  - If you are not covered by insurance, submit a copy of the physician's bill paid by you and a signed No Insurance Verification Form. You will be reimbursed for the amount paid up to \$90.00.
  - Center staff must submit copies to the center director who will be responsible for forwarding to appropriate staff
  - Central office staff and substitute staff must submit copies to the Head Start director's office.
- The above policy and procedures are specifically for employees that are required by DCFS to have a physical every two years. This policy does not address employees required to have a physical as a position qualification requirement (such as bus drivers). However, on the anniversary date of the DCFS exam (every two years from the employee's initial exam) the physical exam cost will be paid by up to the \$90.00 maximum assisting such employees with the cost for that specific year.

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<b>Subject:</b> Wellness - Staff	<b>Number:</b> D.52.19
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Staff and Volunteer Health
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2005

**REGULATION REFERENCE:** Performance Standard 1304.52(j)(3)

**POLICY:** Information on mental health and wellness regarding coping with job-related stress that may affect an individual's job performance will be provided to staff.

**PROCEDURE:**

- At least once per year, staff will be provided training on topics regarding on job-related stress and on physical wellness.
- The Child Development Coordinator is responsible to ensure topics are provided to staff on job-related stress and is to be coordinated with the Family/Community Partnership Coordinator.
- Training may be accomplished through workshops and/or written information.
- The Health/nutrition Coordinator is responsible to develop wellness activities and opportunities for staff to be involved in and/or provide relevant information to staff.

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<b>Subject:</b> Orientation - Staff, Consultants & Volunteers	<b>Number:</b> D.52.20
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Training & Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> Revised 08/2008

**REGULATION REFERENCE:** Performance Standard 1304.52(k) (1)

**POLICY:** Orientation to the SIUC Head Start program, which is provided to new staff, consultants, and parent, student, and community volunteers, consists of information regarding state and federal standards along with internal policies and procedures.

**PROCEDURE:**

- Center level staff are to meet with Business Manager or designee and Program Systems Operation Coordinator and the Collaboration Specialist at the time hiring paperwork is to be completed.
- Administrative/Program staff meet with Business Manager or designee and Program Systems Operation Coordinator at the time hiring paperwork is to be completed
- An orientation checklist is used as a guide to ensure all needed information and materials are shared with new staff or consultants. Employees receive a copy of the:
  - SIUC Head Start Agency Calendar
  - SIUC Head Start Personnel Policies and Procedures
  - Copy of policies & procedures specific to job
  - Copy of the job description
  - DCFS Mandated Reporting procedures for child abuse and neglect
  - Keys (as applicable)
  - Phone and internet access (as applicable)

Additional Information provided includes:

- The mission of the program
  - Introduction to Head Start Program Performance Standards
  - DCFS Licensing Standards
  - Initial bloodborne pathogen review
  - Completion of a training needs assessment
  - Introduction to staff
  - Tour of facilities and work area
- 
- Orientation for regular parent, student and community volunteers will be provided through an appropriate orientation process.
  - The staff person supervising the volunteer is responsible for providing orientation.
  - Minimally, training of community and student volunteers will include an orientation about the goals and underlying philosophy of Head Start and the ways in which they are implemented by the program.
  - Other information to be shared at orientation may include:

- An overview of preschool child development.
- A review of the Parent Handbook
- An explanation of in-kind
- Information regarding Standards of Conduct and Confidentiality
- Information regarding health/safety and hygiene procedures

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<b>Subject:</b> Training/Professional Development System	<b>Number:</b> D.52.21
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Training & Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> Revised 08/2006

**REGULATION REFERENCE:** Performance Standard 1304.52(k) (2)

**POLICY:** SIUC Head Start implements a structured approach to staff development in order to assist employees in acquiring or increasing the skills they need to become proficient at their current jobs and by creating a work environment in which staff can build relationships among themselves and continue to develop additional skills and knowledge. Through the completion of annual staff training needs assessments and individualized professional development plans along with goals identified in the annual self-assessment, an annual training and technical assistance plan is developed and implemented for the program.

The program director will make the decision regarding staff's participation in training events/conferences based on the information in the T/TA plan, the budget, staff performance, staff schedules, and the fit between the training content and the staff member's job function.

**PROCEDURE:**

- Professional Development Plans are initiated with all new staff and then reviewed and updated per the designated schedule.
- New staff will meet with their supervisor within two weeks of hire to review needs assessments, PDP cover sheet, and develop goals *if needed*
- All staff meet with their supervisor during months of August or September in order to:
  - Review completed needs assessment
  - Update PDP cover sheet
  - Review/update previously set goals *if needed* (returning staff)
  - Develop new goals *if needed* (returning staff)
  - Develop new goals if needed (new staff)

Administration

- Supervisors complete the Individual Professional Development Plan three times during the program year:
  - Initial – Aug/Sept
  - Mid Year – January
  - Final – April/May
- Supervisor is to ensure that staff person receives copy of signed form

Bus Drivers

- Center Director completes the Individual Professional Development Plan three times during the program year with each bus driver.
  - Initial – Aug/Sept

- Mid Year – January
- Final – April/May
- Center Director ensures staff person receives copy of signed form

#### Bus Monitors

- Collaboration/Training Specialist completes the Individual Professional Development Plan with each bus monitor at least quarterly.
- Collaboration/Training Specialist shares form with Center Directors for their review and signature
- Center Director may add goals/performance expectations on reverse side of the copy left by the collaboration/training specialist
- Center Director is responsible for follow up on any goals/performance expectations developed with staff
- Center Director ensures staff person receives copy of signed form

#### Cooks

- Health/Nutrition Coordinator completes the Individual Professional Development Plan with each cook as part of each CACFP monitoring review three times per program year
- Health/Nutrition Coordinator shares form with Center Director for review and signature
- Center Director may add goals/performance expectations on reverse side of the copy left by the Health/Nutrition Coordinator.
- Center Director is responsible for follow up on any goals/performance expectations developed with staff
- Center Director ensures staff person receives copy of signed form

#### Family & Community Service Workers

- Family/Community Partnership Coordinator completes the Individual Professional Development Plan at least quarterly with each FCSW.
- Family/Community Partnerships Coordinator shares form with the Center Director for review and signature.
- Center Director may add goals/performance expectations on reverse side of the copy left by the Family/Community Partnerships Coordinator.
- Center Director is responsible for follow up on any goals or performance expectations developed with staff.
- Center Director ensures staff person receives copy of signed form.

#### Teaching Staff

- Child Development Coordinator completes the Individual Professional Development Plan at least once per month on each staff member as part of the ongoing mentoring program.
- Child Development Coordinator shares form with appropriate supervisor (center director or supervising teacher) for review and signature.
- Supervisor may add goals/performance expectations for staff on the reverse side of the copy left by the Child Development Coordinator.
- Supervisor is responsible for follow up on any goals/performance expectations developed with staff

- Supervising teachers must submit teacher forms to Center Director who will review, initial, date, and return form to supervising teacher
- Supervisor ensures staff person receives copy of signed form

#### Tracking and Monitoring

- Needs assessments, updated cover sheets; coursework verification is to be submitted to the Collaboration/Training Specialist by October 1 of each program year.
- Professional Development Plan forms are to be submitted to the Collaboration/Training Specialist for tracking in February and May of each program year.

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<b>Subject:</b> Courses - Undergraduate/Graduate	<b>Number:</b> D.52.22
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Training & Staff Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** SIUC Employee Benefits  
*See approved personnel policies*

**POLICY:** SIUC Head Start employees are provided the same course tuition waiver as all University employees. The employee must receive prior approval to take courses during normally scheduled department work hours.

**PROCEDURE:** Employees requesting to take courses should implement the following procedure:

- Submit in writing a request for classes one month prior to class deadline date. The request must include course title, day in session and time of classes.
- Indicate if/how the course relates to your current Head Start position.
- Generally, the director will make appropriate recommendations after investigative measures.
- Classes: Generally, in early May, a list of all SIUC Head Start personnel is forwarded to Human Resources Benefit Department indicating approval for employees listed to register for summer course work. This employee list is contingent upon satisfactory work performance and grant award.

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<b>Subject:</b> Child Abuse & Neglect - Training	<b>Number:</b> D.52.23
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Training & Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(k) (3)(i)

**POLICY:** Staff receives training on identification and reporting of child abuse and neglect annually.

**PROCEDURE:**

- PSO Coordinator is to ensure that each new staff person receives training on identification of child abuse and neglect, Illinois Department of Children and Family Services procedures for mandated reporters, and SIUC Head Start procedures for reporting child abuse and neglect as part of new staff orientation. The following material is provided:
  - Mandated reporter book
- All staff receive refresher training on the identification of child abuse and neglect and reporting procedures annually.
- The Family/Community Partnership Coordinator is responsible to coordinate the training, i.e., presenter, time, place.

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<b>Subject:</b> Transitioning To & From Head Start - Training	<b>Number:</b> D.52.24
<b>Service Area:</b> PDM-Human Resources Management	<b>Section:</b> Training & Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1304.52(k)(3)(ii)

**POLICY:** Staff receive training on methods that support successful transitions for children and their families to and from Head Start.

**PROCEDURE:**

- An annual training and technical assistance assessment is conducted each year generally in February. Participants include the director and service area management staff.
- PSO Coordinator prepares the draft training plan based on assessment information and incorporates required training topics into the structured approach; draft is submitted to the Director in March and is to be incorporated in the annual grant application.
- Transition training is to be provided to coordinators, specialist, family/community service workers, teachers and center directors.
- Training topics for transitioning should include
  - Ways to prepare children and their families for transition
  - How to assist parents in advocating for their children in the school system and in exercising their rights and responsibility concerning the education of their children
  - Ways to support parent in identifying need selecting child care
- Child Development Coordinator and Family/Community Partnership Coordinator must work together and maintain ongoing communication and cooperation between Early Head Start, elementary schools or other childcare settings to develop opportunities/activities for visits by elementary school, childcare teachers and Early Head Start staff and for visits by Head Start children and families to elementary Kindergarten classes.
- Child Development Coordinator is responsible to implement developed procedures for transferring records
- Family Community Partnership Coordinator is responsible to initiate annual review of written transition agreements with Early Head Start, special Education Cooperatives and Local Education Agencies and provide information to children and their families to prepare them for transitioning into and out of Head Start.

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<b>Subject:</b> Governance - Training Or Orientation To Advisory Board Members and Orientation and On-Going Training To Policy Council	<b>Number:</b> D.52.25
<b>Service Area:</b> PDM -Human Resources Management	<b>Section:</b> Training & Development
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2006

**REGULATION REFERENCE:** Performance Standard 1304.52(k)(4)

**POLICY:** Training or orientation must be provided to Head Start governing body members. In addition, training and on-going orientation must be provided to Head Start Policy Council members to enable them to effectively carryout their program governance responsibilities.

**PROCEDURE:** The Program Director is responsible to ensure the following training activities are provided:

- Orientation/governance training will be conducted for the governing body on an as needed basis covering the DHHS Head Start 45 CFR 1304.50 Appendix A “governance and management responsibilities” of Policy Council, Governing Body (Head Start Advisory Board) and management staff and the implementation of shared governance among these groups.
- A Head Start overview packet is provided for orientation to any new Advisory Board members.
- Notebooks are provided to the Advisory Board that include governance plan and policies and procedures related to governance requirements, 1304.50 performance standards.
- Advisory Board Members unable to attend orientation/training will be provided a packet of training materials with an invitation to contact the Head Start Director for an individual conference either in person or by telephone
- Annual orientation/governance training will be conducted for Policy Council.
- New Policy Council members are provided an orientation session during the September Policy Council Transition Meeting.
- Policy Council notebooks are provided that include governance plan and policies and procedures related to governance requirements, 1304.50 performance standards Parent representatives who are seated in October and throughout the year are provided individual basic training by the Family/Community Partnership Coordinator. In the event that the individual training cannot be scheduled within one month of being seated on the council, a training packet will be provided. Efforts will continue to be made to conduct the individual training.
- Community Representatives who are newly seated will receive an orientation/training packet.
- The Director is available to address any questions related to the role of Policy Council members and shared governance.
- Generally, in November, a training session is conducted which covers the DHHS Head Start 45 CFR 1304.50 Appendix A “governance and management

responsibilities” of Policy Council, Governing Body and management staff and implementation of shared governance.

- Various training topics are built into each Policy Council meeting throughout the program year that include elements of In-kind requirements, budget/parent activity line and financial reports, self-assessment and community assessment process, grant application process, selection criteria. A schedule is prepared each June with Policy Council input and approved in July that identifying training topics each month.