

Changes/Revisions/Additions to Personnel Policies & Procedures

1993

1993, Dec	Section 5.2, page 3 of 3, #8 Re: Return from FMLA requirement
1993, Dec	Section 5.2, page 3 of 3, #7 (Subsection) Re: Description of “child” and “parent”
1993, Dec	Section 5.2, page 2 of 3, #3 Re: Family Leave notices
1993, Dec	Section 5.2, page 1 of 3, #1 Re: Family Leave
1993, Dec	Section 5.2, page 1 of 3, #1 (c) Re: Maximum allowable leave
1993, Dec	Section 5.2, page 1 of 3, #1 (b) Re: Granting of Family Leave
1993, Dec	Section 6.13, page 2 of 2, #8 Re: Unacceptable Attire
1993, Dec	Section 6.13, page 2 of 2, #4 (2 nd bullet) Re: Length and style
1993, Dec	Section 6.13, page 1 of 2, #3 (2 nd bullet) Re: Revealing necklines or exposure of skin
1993, Dec	Section 6.13, page 1 of 2, #2 (8 th bullet) Re: Dressing professionally
1993, Dec	Section 8.2, page 4 of 4, #10 Re: Unsatisfactory ratings-Action or option by Ex. Dir.
1993, Dec	Section 8.2, page 3 of 4, #6 (b) Re: Appraisal elements
1993, Dec	Section 8.2, page 2 of 4, #4 (4 th bullet) Re: Retaining employee, continuing on “probationary” appointment or dismissed
1993, Dec	Section 8.2, page 1 of 4, (Purpose) Re: Employee Performance Appraisal
1993, Dec	Section 8.2, page 1 of 4, #2 Re: Employee transfer performance
1993, Dec	Section 8.2, page 1 of 4, #1 Re: New employees, introductory period and extensions

1994

1994, April	Section 2.10, page 3 of 4, #7 Re: Travel Time: Work time
1994, April	Section 2.12, page 1 of 3, #3 (b) Re: Exempt Employee
1994, April	Section 3.2, page 2 of 2, #3 (5 th bullet) Re: Exempt staff accounting for leave
1994, April	Section 3.3, page 2 of 3, #13 Re: Travel time on agency business
1994, April	Section 3.8, page 3 of 3, #3 [(c) 1 st & 2 nd bullet] Re: Exempt staff
1994, April	Section 4.4, page 5 of 5, #13 Re: Accrue/Accumulate Leave in a pay/non-pay status
1994, April	Section 4.4, page 4 of 5, #6 Whole Day Leave Requirements
1994, April	Section 4.4, page 4 of 5, #6 Re: Recognition of exempt “administrative leave” time
1994, April	Section 4.4, page 4 of 5, #6 Exempt Staff Administrative Leave Accumulations
1994, April	Section 4.4, page 4 of 5, #10 Re: Mandating leave of absence policy
1994, April	Section 4.4, page 3 of 5, #6 Exempt Staff Administrative Leave Re:
1994, April	Section 5.1, page 1 of 1, #1(b) Re: Holidays/Accrued leave
1994, April	Section 5.2, page 2 of 3, #6 Re: Approval of FMLA
1994, April	Section 9.1, page 2 of 2, #2 (4 th bullet) Re: Lodging, mileage and other-than-per-diem travel expense reimbursement
1994, April	Section 9.1, page 1 of 2, (Purpose) Re: Authorization and funding of travel by AACS employees and other personnel (authorized) on AACS business
1994, April	Section 9.1, page 1 of 2, #2 (2 nd bullet) Re: Claiming travel expenses
1994, April	Section 9.1, page 1 of 2, #1 (5 th bullet) Re: Travel reimbursement based on approved per diem rate
1994, April	Section 9.2, page 1 of 1, #8 Re: Travel Time
1994, April	Section 9.2, page 1 of 1, #7 Re: Travel Terminology (Per Diem Schedule)
1994, April	Section 9.4, page 1 of 1, (2 nd paragraph) Re: Claims in excess of prescribed per diem rates approved by Ex. Dir.
1994, April	Section 11.8, Re: Donations
1994, April	Section 11.9, Re: Personal Mail

1994, Dec Section 2.12, page 2 of 3, #4 (c) Re: Letter of Appointment (fringe benefits)
 1994, Dec Section 3.1, page 2 of 2, #8 Re: Compensation Committee
 1994, Dec Section 3.1, page 1 of 2, #4 Re: Salary decisions
 1994, Dec Section 3.4, page 2 of 3, #5 (Sm. bullet #6) Re: One-time adjustments for Ex. Dir.
 1994, Dec Section 3.4, page 2 of 3, #5 (Sm. bullet #5) Re: One-time adjustments for Ex. Dir.
 1994, Dec Section 3.4, page 2 of 3, #5 (Lg. bullet #2) Re: One-time adjustments
 1994, Dec Section 3.4, page 1 of 3, #3 Re: Merit awards
 1994, Dec Section 4.2, page 1 of 2, #1 [2nd bullet (b)] Re: Non-eligible employees – Health Ins.

1995

1995, Feb Section 10.1, page 1 of 2, #1 Re: Driving an agency vehicle or personal vehicle
 1995, Feb Section 10.1, page 1 of 2, #1 (3rd bullet) Re: Read and abide by safety precautions
 1995, Feb Section 10.1, page 1 of 2, #1 (2nd bullet) Re: Inform personnel office if license suspended or revoked or termed as high insurance risk
 1995, Feb Section 10.1, page 1 of 2, #1 (1st bullet) Re: Inform Supervisor if symptoms occur that may impair driving
 1995, Oct Section 13.10, page 1 of 1, (Added) Re: Years of Experience Compensation for Head Start/Child Development Staff
 1995, Dec Section 2.12, page 2 of 3, #4 (c) Re: Regular part-time employees
 1995, Dec Section 11.6, page 1 of 3, #1 [b (v)] Re: Reinstatement of staff

1996

1996, April Section 5.2, page 1 of 3, #1 (c) Re: Outside employment while on Family Leave
 1996, June Section 5.2, page 2 of 3, #6 Re: Forms to be completed for FMLA
 1996, June Section 5.8, page 1 of 2, [c (6th bullet)] Re: Employee's absence of more than 90 calendar days
 1996, June Section 5.8, page 1 of 2, [c (2nd bullet)] Re: Availability of employee's position upon return from Leave of Absence
 1996, June Section 5.8, page 1 of 2, (Purpose) Re: Unpaid leave of Absence
 1996, June Section 5.8, page 1 of 2, (a) Re: Request for Leave of Absence
 1996, June Section 10.1, page 1 of 2, #2 (1st bullet) Re: Accident/vandalism
 1996, June Section 10.4, page 1 of 1, Re: Workplace Violence

1997

1997, Aug Section 6.17, page 2 of 2, #3 Re: Contracting of vehicles for non-agency operation and/or use

1998

1998, Dec Section 2.5, page 2 of 4, #3 (4th bullet) Re: Hiring of "immediate" family members
 1998, Dec Section 3.8, page 3 of 3, #2 (c) Re: Professional staff
 1998, Dec Section 3.8, page 1 of 3, Re: AACS exempt positions

1999

1999, May Section 2.12, page 2 of 3, #4 (h) Re: HS Agreement employees
 1999, May Section 3.2, page 1 of 2, #1 (6th bullet) Re: Adjustments to HS Agreement employee's salary
 1999, June Section 3.5, page 1 of 1, (2nd paragraph) Re: HS employees pay adjustment

1999, Aug Section 6.20, Page 1 of 1, Re: Cellular Telephones
1999, Oct Section 10.1, page 1 of 2, #2 (2nd bullet) Re: Turning off cellular phones while driving
1999, Dec Section 5.2, page 1 of 3, #1 (b) Re: Twelve work weeks

2000

2000, Feb Section 2.5, page 4 of 4, #17 Re: Head Start Policy Council role and Responsibilities in Hiring
2000, June Section 4.2, page 2 of 2, #2 Re: Dental and Vision Insurance
2000, June Section 4.2, page 1 of 2, Re: Benefits approval and project funding
2000, June Section 4.2, page 1 of 2, #1 [2nd bullet (a)] Re: Health insurance effective coverage
2000, June Section 4.2, page 1 of 2, #1 (5th bullet) Re: Payment of premiums for paid and unpaid “leave of absence” and “family leave”
2000, June Section 4.2, page 1 of 2, #1 (1st bullet) Re: Health insurance premiums
2000, June Section 4.2, page 2 of 2, #4 Re: Employee Assistance Program
2000, Nov Salary Schedule
2000, Nov Salary Position Classification Chart
2000, Nov Hourly Wage Schedule
2000, Nov Hourly Position Classification Chart

2000, Dec Section 4.2, page 2 of 2, #4 (2nd bullet) Resource for management with employees
2000, Dec Section 4.4, page 1 of 5, #1 (8th bullet) Re: Compensation for accumulated vacation hrs.
2000, Dec Section 8.2, page 3 of 4, #6 (a) Re: Ratings of Performance Appraisal
2000, Dec Section 11.4, page 2 of 2, #5 Re: Ex. Dir. may order suspension as preliminary step with or without pay
2000, Dec Section 13.4, page 2 of 2, #4 Re: Employees Agreement
2000, Dec Section 13.4, page 1 of 2, #1, Re: Application and additional information
2000, Dec Section 13.4, page 1 of 2, #1 Re: Cost of Criminal Records Check, Physical, and TB by Head Start
2000, Dec Section 13.4, page 1 of 2, #1 (2nd bullet) Re: Maintaining physical exam and TB test

2001

2001, Feb Section 4.2, page 2 of 2, #3 Re: AACS pre-paid life insurance
2001, Feb Section 13.1, page 1 of 1, (Purpose) Re: Management by the Child and Family Development/Head Start Director
2001, Feb Section 13.2, page 1 of 1, #1 (8th bullet) Re: Reviewing or recommending goals, etc. for HS
2001, Feb Section 13.2, page 1 of 1, #1 (7th bullet) Re: HS program evaluations
2001, Feb Section 13.2, page 1 of 1, #1 (6th bullet) Re: Monitoring parent activity funds
2001, Feb Section 13.5, page 1 of 1, (Purpose) Re: Corporal Punishment, Isolation & Child Safety
2001, Feb Section 13.5, page 1 of 1, #6 Re: Leaving child unattended
2001, Feb Section 13.5, page 1 of 1, #4 Re: Employees convicted of child abuse or neglect
2001, Feb Section 13.6, page 1 of 1, Paragraph # 2 Re: New hire provisional while pursuing GED
2001, Feb Section 13.6, page 1 of 1, Paragraph # 1 (Procedure) Re: GED required to retain employment for 90 days
2001, Feb Section 13.6, page 1 of 1, (Purpose) Re: GED or High School Graduate Requirement

2001, Feb Section 13.7 (rewritten) Re: Requirement for teaching credentials of AACCS Head Start and Child Care Teachers. Must hold minimum of CDA.

2001, Feb Section 13.8, page 2 of 2, #5 (a) Re: Priority of Educational funds disbursement

2001, Feb Section 13.8, page 2 of 2, #4 Re: Paid time to attend elective courses

2001, Feb Section 13.8, page 1 of 2, #1 (b) Re: Requirements to be eligible for grants for tuition

2001, Feb Section 13.9, page 1 of 2, #5 Re: Additional steps or grades advances for new employees with degrees

2001, Feb Section 13.9, page 1 of 2, #1 (b) Re: Steps earned for college hours/degree

2001, June New Salary Position Classification Chart

2001, June Section 6.11, page 2 of 2, #8 [Added] AACCS abide by provisions as stated in Title 20, Employee Benefits, Section 641.322. States: "No may be used in any way to assist, promote, or deter union organizing".

2001, June Section 6.11, page 1 of 2, (Purpose) [Added] AACCS abides by Title 20 (CFR641.322) regarding federal monies used in any type of union activity

2001, Aug Section 4.4, page 1 of 1, Accrued Leave Time, change in accrual of vacation leave

2001, Aug Section 13.7, page 1 and 2, Child Development Credentials, Requirements for Head Start and Child Care Teachers, RE: Child Care teachers maintain a current CDA

2001, Dec Revised Affirmative Action Plan

2001, Dec Section 2.10, page 1 of 4, #1 (b) Re: Head Start Center-based employees follow break time set forth by school district

2001, Dec Section 4.3, page 1 of 3, #1 (6th bullet) AACCS contribution rate to CERS

2001, Dec Section 4.3, page 1 of 3, #1 (3rd bullet) Vesting period with CERS

2001, Dec Section 13.4, page 1 of 2, (Purpose) Hiring of Head Start-Child Care employees

2001, Dec Section 13.9, page 1 of 2, #1 (a) Re: Steps earned for "in area" of employment for college degrees

2002

2002, April Section 5.4, page 1 and 2, Jury and Witness Leave, revised

2002, August Section 6.19, page 1 of 1, Electronic Communications, added (4)

2002, Dec Affirmative Action Plan – Updated and replaced

2003

2003, Apr Section 6.1, page 1 of 1, Non-Disclosure of Confidential Information –added #5 – Head Start surveillance video recordings

2003, Oct Family Leave, Section 5.2, page 1 of 3, Clarification of benefits during Family Medical Leave.

2003, Oct Unpaid Leave of Absence, Section 5.8, page 1 of 2, (c), First bullet, clarification of benefits during Family Medical Leave.

2003, Dec Salary Position Classification Chart- Revised

2003, Dec Affirmative Action Plan- Updated for 2004

2003, Dec Section 1.10, Page 2 of 4, Re: Deletion of (IND) Introductory Ninety Days.

2003, Dec Section 2.11, page 1 and 2, Re: Introductory (90) day period changed to (9) month Introductory Period.

2003, Dec Section 2.12, Page 1 of 3, Re: Changed Introductory (90) day period to (9) month Introductory Period

2003, Dec Section 2.14, page 1 of 1, Re: Transfer Conditions changed to (9) month Introductory Period.

2003, Dec Section 3.10, page 1 of 1, Re: Explanation of mandatory Direct Deposit procedure.

2003, Dec Section 4.3, page 1 of 3, Re: Changed to (9) month Introductory Period.

- 2003, Dec Section 5.1, page 2 of 2, Re: Clarification of Holidays for Head Start “Agreement Employees”.
- 2003, Dec Section 8.2, page 1 of 4, Re: Change of (90) day Introductory Period to (9) month Introductory Period.
- 2003, Dec Section 13.4, page 2 of 2, Re: Deletion of (90) day Introductory Period changed to (9) month Introductory Period.
- 2003, Dec Section 13.6, page 1 of 1, Re: Change of (90) day Introductory Period to (9) month Introductory Period.
- 2003, Dec Section 3.3 page 3 of 3 (16), Re: Purchase of Accrued Medical (Sick) Leave Credits as a Retirement Benefit.
- 2003, Dec Section 3.3, page 2 of 3 (15), Re: Clarification if Discretionary Post-Employment Payment for Accrued Annual Leave Time.
- 2003, Dec Section 3.4 page 1 and 3, Re: (1) Revision of Salary Adjustments changed to (9) month Introductory Period, (5) Revision of One-Time Adjustments of \$1000 or Less.

2004

- 2004, Aug Added positions to Hourly Position Chart. Garage Attendant, Early Care Associates and Certified Lead Teacher
- 2004, Aug Section 4.4, Accrued Leave Time, pages 1, 2, of 5, changes in accrued annual and vacation leave time.
- 2004, Aug Section 3.8, Exempt Position, pages 1, 2, 3, updated and rewritten
- 2004, Aug Section 1.4, page 1 of 1, Key Policy and Policy-Advisory Committees. Deleted councils no longer active and added other Advisory Committees
- 2004, Aug Section 2.5, General Hiring Policies, page 3 or 4, (14) added Counseling Services and GRITS . (15) Added GRITS to pre-employment physicals,
- 2004, Aug Section 2.10, page 2 of 4 and 3 of 4, Work Schedule, (3) a, b, c, d, Flex-time/flex place employees clarified flex time work schedule. (5) Added Alternative Work Schedule
- 2004, Aug Section 3.3, page 2 of 3, (14) Previously Accrued Annual, Sick, and “Compensatory” Time Frozen. Added Agency’s year-end carryover and termination-pay limitations.
- 2004, Aug Section 3.5, Payroll Corrections changed to Time and Attendance and Corrections and section rewritten
- 2004, Aug Section 4.3, Retirement and Income Protection Benefits, page 1, 2 and 3, added change of benefit factor of KY Retirement Systems from 2.2% for current enrollee to 2.0% for employees enrolling in KY Retirement Systems after July 1, 2004
- 2004, Aug Section 5.1, Holidays, (2) changed Migrant “Agreement” holidays to 5 holidays annually
- 2004, Aug Section 5.4, page 1 of 2, Jury Leave, added benefited, full-time employees granted paid time
- 2004, Aug Section 13.1, Child/Family Development Director’s Role, page 1. Removed resource and referral.
- 2004, Aug Section 13.4, page 1 of 2, Head Start Child Development Hiring Procedures. Deleted employee’s thumbprint
- 2004, Aug Section 13.7, Child Development Policies and Procedures renamed Child Development Credentials. Section rewritten to include minimal credentials for teacher associates and early child associates.
- 2004, Aug Section 13.9, page 2 of 2, Incentive Compensation for Head Start/Child Care Workers Enhancing their Educational and Professional Credentials, deleted first sentence and revised to include early care associates
- 2004, Oct Section 13.5, page 1 Corporal Punishment, Isolation and Child Safety Policy rewritten. Added page 2 of 2

2004, Dec Revised Affirmative Action Plan – Policies and Procedures
2004, Dec Section 5.8, page 1 of 2 Unpaid Leave of Absence, revision of section (c)

2005

2005, Feb Section 5.1, page 2 of 2 Holidays, addition of Holiday Work- Incentive Pay for GRITS Staff.
2005, Feb Section 3.3, page 1 of 3, Overtime, revision of number (7) definition of standard workweek for GRITS drivers
2005, Jun Section 11.6, Terminations, pages, 1 and 2 of 4, added higher standards for retention of staff with higher qualification by lower seniority
2005, Jun Section 16, Hourly Position Classification Chart, pages 1, 2 and 3, added non-exempt staff to Hourly Position Chart
2005, Jun Section 18, Salary Position Classification Chart, whole section, deleted non-exempt staff from Salary Position Chart
2005, Oct Section 3.3, page 3 of 3, “Overtime/Travel Time/Payments for Accrued Leave Time,” (17) added Purchasing of Unused Sick Leave Credits with Unused Annual (Vacation) Leave”

2006

2006, Feb Section 3.4 pages 1, 2 of 3 “Salary Adjustments” Change one-time adjustment of \$1000 or less to \$3000 or less.
2006, Mar Section 3.3 page 3 of 3, “Purchase of Accrued Medical (Sick) Leave Credits as a Retirement Benefit”
2006, Aug Section 8.2, “Employee Performance Appraisal” changed to allow a more outcome based performance appraisals and to allow both types of appraisals during the transition to all outcome based performance appraisals.
2006, Aug Section 13.5 pages 1, 2 of 2 “Corporal Punishment, Isolation and Child Safety” removed zero tolerance for leaving child alone and made Child Safety it’s own policy number 13.12
2006, Aug Section 13.12 page 1; add “Child Safety”
2006, Nov Hourly Wage Schedule

2007

2007 January “Affirmative Action Plan – Policies and Procedures 2007” updated
2007, January “Salary Position Classification Chart” revised
2007, February “Hourly Position Classification Chart” revised
2007, February Section 6.10 “Drug and Alcohol Free Workplace” (pages 1 through 3) revised and updated.
2007, February Appendix: Tab 19 “Drug and Alcohol Policies for Audubon Area Community Services, Inc.; Safety-Sensitive Positions” revised and updated.
2007, March “Organizational Chart” and “Organizational Structure Chart” revised
2007, March “Summary of Table of Contents” revised to have Appendix documents listed with tab numbers
2007, March “Table of Contents”, page 4; revised to have Appendix documents listed with tab numbers
2007, June “Salary Position Classification Chart” revised
2007, June “Hourly Position Classification Chart” revised
2007, October Section 4.3 page 3, Kentucky Worker’s Compensation Insurance added (2b) Return to Work operational policy
2007, October Section 6.13 pages 1 and 2. Dress Code revision.
2007, Dec Revised Affirmative Action Plan – Policies and Procedures for 2008

2008

2008, February “Salary Position Classification Chart” revised
2008, February “Hourly Position Classification Chart” revised
2008, February Section 5.1, page 2 of 2 Holidays
2008, February Section 13.7, pages 1 and 2 of Child Development Credentials
2008, April Section 2.5, page 2 of 4 of General Hiring policies
2008, April Section 2.8 pages 1 and 2 of Immigration Reform and Control Act of 1986
2008, April Section 5.1 pages 1 and 2 of Holidays
2008, April Section 13.4 pages 1, 2 and 3 of Head Start Child Development Hiring Procedures
2008, April “Salary Position Classification Chart” revised
2008, June Section 2.5, page 3 of 4 of General Hiring Policies
2008, June Section 5.8, page 1 of 2 of Unpaid Medical Leave of Absence
2008, June Section 13.4, pages 1 and 2 of Head Start Child Development Hiring Procedures
2008, June “Hourly Position Classification Chart” revised
2008, June “Salary Position Classification Chart” revised
2008, August Section 1.8, page 1 of 1 of Employee Limitations
2008, August Section 4.2, page 2 of 2 of Group Insurance
2008, August Section 10.2, page 1 of 1 of Preventing Fraud, Waste and Abuse
2008, October Section 4.2, page 2 and 3 of Group Health Insurance
2008, December “Hourly Position Classification Chart” revised
2008, December “Salary Position Classification Chart” revised
2008, December “Affirmative Action Plan” revised
2009, June Section 5.1, page 1 of 2 of Holidays
2009, June Section 5.4, page 1 of 2 of Jury and Witness Leave
2009, June “Hourly Position Classification Chart” revised
2009, June “Salary Position Classification Chart” revised
2009, June Appendix: Tab 19 “Drug and Alcohol Policies for Audubon Area Community Services, Inc.;
Safety-Sensitive Positions” revised and updated
2009, October Section 3.2 page 1 and 2 of Salary Payment Procedures
2009, October Section 5.1 pages 1, 2, and 3 of Holidays
2009, October Section 6.20 page 1 of Cellular Telephones
2009, October Section 13.7 pages 1 and 2 Child Development Credentials
2009, October Section 13.8 pages 1 and 2 of Grant for College Tuition and Books
2009, December “Hourly Position Classification Chart” revised
2009, December “Salary Position Classification Chart” revised
2009, December “Affirmative Action Plan” revised
2009, December Section 2.5 pages 1 and 2 of General Hiring Policies
2009, December Section 4.2 pages 1, 2, and 3 of Group Benefits/Health and Wellness
2009, December Section 4.3 pages 1, 2, and 3 of Retirement and Income Protection Benefits
2009, December Section 4.4 page 2 of 5 of Accrued Leave
2009, December Section 6.4 of Tardiness and Absenteeism
2009, December Section 6.13 pages 1 and 2 of Dress Code