

BEST PLACE TO WORK APPLICATION –Center Based ESSENTIAL MODEL WORK STANDARDS	Documentation provided	Consistently met	Partially met	Unmet but working on
1. WAGES				
Published and available salary scales *				
Salary scales identify different levels of pay for different levels of education.*				
Staff receive annual 5% salary increase and cost of living increase. (If not met, what is the percent?)				
Salary scales are reviewed annually and revised when additional funds become available from parent fee increases, reimbursement or other subsidy rate increases, or other sources.				
As required by federal law, all work by child care teaching staff that is over 40 hours per week is paid at the overtime rate of time and a half.				
COMMENTS:				
2. BENEFITS				
Full time employees receive 100% employer-paid health insurance, including prescription coverage. Health insurance for part- time employees is pro-rated. (If not met, what is the percent?) *				
Staff receive at least 15 paid sick/personal days per year which can be taken to care for sick family members as well. (If not met, what is the number?)*				
A minimum of 11 holidays are paid each year. Staff and employer together determine days closed for holidays. When holidays fall on the weekend, the day before or after is paid. (If not met, what is the number?)*				
During the first year of employment, employees accrue vacation of at least 10 days per year. (If not met, what is the number?)*				
During years two through four, employees accrue vacation time of at least 15 days per year. (If not met, what is the number)*				
After five years, employees accrue vacation time at the rate of 20 days per year. (If not met, what is the number?)*				
COMMENTS:				
3. JOB DESCRIPTIONS & EVALUATIONS				
Staff members are provided a copy of their written job description, and of evaluation procedures and instruments, before beginning employment.*				
The evaluation process includes: evaluations from employee, supervisor and team or peers, and a meeting between the employee and the supervisor to discuss the evaluation.				
COMMENTS:				

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4. HIRING & PROMOTIONS				
Policies focus on developing current employees for promotions and leadership positions.				
COMMENTS:				
5. TERMINATION, SUSPENSION, SEVERANCE & GRIEVANCE PROCEDURES				
Employees are not discharged without just cause.				
No discharge for unsatisfactory job performance takes place until the employee has been warned in writing and has been given reasonable time to improve (except under circumstances as described in Written notice of discharge, stating reason for dismissal is provided. *				
Grievance procedures are in writing and are available to all employees. *				
COMMENTS:				
6. CLASSROOM ASSIGNMENTS, HOURS OF WORK & PLANNING TIME				
Classroom assignments are stable and are not changed in response to daily fluctuations in child enrollments. Nor arbitrary or capricious changes occur.				
When work schedules must be changed temporarily, staff input is considered.				
When work schedules must be changed permanently, a minimum of two weeks notice is given.				
COMMENTS:				
7. COMMUNICATION, TEAM BUILDING & STAFF MEETINGS				
Communication between teaching staff, administration and supervisory staff models respect for the valuable work of child care.				
An effective communication system ensures that everyone on staff is informed about new procedures, policies and events. Such a system respects the various learning styles of staff; it incorporates both visual and verbal messages, and, as appropriate, a “walking through” process for new procedures.				
Written policies and procedures for the program are provided to employees at the time of hire, including but not limited to: job descriptions; personnel policies; salary/benefit schedules; staff disciplinary policies; program policies; expectation for staff involvement in parent meetings, conferences, fundraising events and other activities; and health policies for both children and staff. *				
Proposed changes in policies and procedures are circulated in writing to all staff, and a sufficient period is allowed for meaningful staff input and response before changes are adopted or implemented.				

	Documentati on provided	Consistently met	Partially met	Unmet but working on
Paid staff meetings engaging all staff are held at least once per month, primarily for improving program quality, enhancing staff communication, and promoting professional development. In addition staff meetings may be used for announcements, reminders and general issues of efficient program operation.*				
COMMENTS:				
8. DECISION MAKING & PROBLEM SOLVING				
Teaching staff make decisions regarding daily activities, room arrangements and other matters that affect their day-to-day practice.				
Staff are engaged in setting program goals, identifying priorities to meet the goals, and measuring progress.				
The program philosophy and vision for the future are shared by staff and reviewed at least annually.				
COMMENTS:				
9. PROFESSIONAL DEVELOPMENT				
Staff receive open honest and regular feedback based on routine classroom observation.				
Confidentiality of all information regarding employees is maintained.				
Staff development and training plans are determined through mutual evaluation between the staff member and the supervisor. Training choices reflect the learning styles and interests of individual staff members.				
High-quality Level: In addition to planning and staff meeting time, staff have a minimum of 40 hours of paid professional time each year. (If not met, what is the number?)				
Increases in education are rewarded with increases in compensation. *				
COMMENTS:				
10. PROFESSIONAL SUPPORT				
The program consistently maintains sufficient staff for manageable group sizes and adult/child ratios that ensure individual attention for each child every day.				
Trained substitutes or floater teachers are available and arranged by the program administration for all staff leave time, including sick, vacation, personal and professional leave. *				
COMMENTS:				
11. DIVERSITY				
All staff participate in ongoing anti-bias/anti-racist training as part of in-service and professional development activity, with a focus on working with adults as well as children.				
All staff members are honored and respected. This goal is evaluated regularly with staff input.				

Program recruitment, retention and promotion policies and practices reflect a commitment to diversity.	Documentati on provided	Consistently met	Partially met	Unmet but working on
Employees are not discriminated against based on race, color, age, religion, sex, handicap, marital status, political persuasion, national origin, physical appearance, income level or source of income, student status, sexual preference, union activity or criminal record, except as required by licensing regulations. *				
Reasonable accommodations are made for staff with special needs as required by the ADA.				
COMMENTS:				
12. HEALTH & SAFETY				
The program accepts responsibility for providing a safe and healthy working environment for employees.				
Regularly used equipment (e.g. diapering tables) and storage are designed on ergonomic principles and are at a height and location that allow staff to use gestures and postures that are safe.				
Adult-sized chairs, sinks, toilets and work stations are available.				
Copies of reports resulting from inspection of the workplace are posted.				
No retaliatory action is taken against employees who refuse to perform work that is in violation of regulations, after notifying the employer of the violation.				
COMMENTS:				
13. PHYSICAL SETTING				
Classroom space is adequate, designed with the developmental needs of children in mind. Staff have input into room arrangements and are provided resources, training and support to improve classroom space.				
Classrooms have a comfortable places for adults to sit and be with children.				
Staff have a place to put personal belongings and a work area for preparation and planning.				
The physical setting is evaluated periodically for the health and safety needs of employees; improvements are planned in response to staff needs. *				
COMMENTS:				
Overall comments:				