Community Colleges of Spokane

Head Start/ECEAP/Early Head Start
EXEMPT HEAD START/ECEAP/EARLY HEAD START STAFF PROGRAM DIRECTIVE
REGARDING WORK HOURS, LEAVE USAGE AND WORK ATTENDANCE

The following is a management directive specific to all CCS Head Start (HS)/ECEAP/Early Head Start (EHS) exempt staff and is made in addition to and clarification of those directives and agreements outlined in Community Colleges of Spokane (CCS) Administrative Procedures 2.40.01-A, B, and C.

Staff attendance is critical to fulfilling the HS/ECEAP/EHS mission. Consistent staff attendance provides continuity of care, supports daily routines for enrolled families and children, and ensures operational support to staff in providing quality service delivery per Head Start and ECEAP Performance Standards.

Rules governing working hours and leave use are outlined in the Administrative Procedure covering your position. Those Administrative Policies provides CCS the right to develop and enforce policy, procedure, and work methods determined reasonable to the operation of CCS, including HS/ECEAP/EHS. Employees are, in turn, obligated to comply with these policies, procedures and work methods.

There are protocols that have been developed for use within CCS HS/ECEAP/EHS that are unique to our work setting and are necessary for the safe, efficient and effective operation of our programs. These protocols are managerial directives and, as indicated above, you are obligated to comply with them. These directives include the following:

Leave reporting:
- All leave must be approved, in advance if possible, by your immediate supervisor or, in his/her absence, by his/her alternate before leave can be entered into the CCS automated leave reporting system (computer). One week prior notice is expected, barring any unforeseen circumstances.
- If unable to report for work for any reason, you are to call and leave a message for your immediate supervisor, at the phone number designated by your supervisor as far in advance of your scheduled start time as possible. All HS/ECEAP/EHS staff should notify their supervisor at least two hours prior to their scheduled start time, as follows:
    1. Call your supervisor at their preferred work contact number;
    2. If unable to reach your supervisor, leave a voice message;
    3. You may also be directed to leave an additional message on a central phone (i.e. site office phone).

- *Leave must be documented within 24-hours of returning to work.*

Work Hours:
- While exempt staff may sometimes "flex" their work schedule to meet operational needs, you are expected to set a professional example in your approach to your work. This includes: timely arrival to work, communicating any changes in your schedule with your direct reports and supervisor, managing lunch and break times appropriately, providing contact information when away from your work site and being accountable for your time.

Work Attendance:
- Supervisors reserve the right to require a written medical certificate, submitted directly to the Human Resource office, for any sick leave absence.
- A questionable pattern of absences (for example, consistently on leave the day before and after a weekend) may be cause for a just cause investigation for possible abuse of leave.

The above directive will be reviewed with employees annually.

These directives are consistent with CCS Administrative Procedures and all applications will apply in all parts of the above Directive. The procedures above are necessary for the efficient and effective operation of the HS/ECEAP/EHS program. Failure to comply with the above directives may be considered a violation of a lawful management directive (in addition to any other applicable cause for action) and may be cause for disciplinary action up to and including termination. Your continued compliance is expected and appreciated in advance.

If you feel the above Directive has been wrongly applied, you can contact the Human Resources Office (HRO) at 434.5040 for assistance.

I have read the above directive and will adhere to the guidelines of this directive.

Signature: _____   **Date:** _____

Print Name _____