



Spokane Head Start/ECEAP/EHS 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) 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, and the State Master Contract.

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 current collective bargaining agreement (CBA) and/or Administrative Procedure covering your position. The CBA also provides CCS the right to direct its workforce. This includes the right to develop and enforce policy, procedure, and work methods determined reasonable to the operation of CCS, including HS/ECEAP/EHS, provided those rules are not in violation of the CBA. 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. To maintain required adult: child classroom ratios and service delivery to children and families, 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:

- Be in your assigned work area promptly at the scheduled start time of your shift, as well as promptly following lunch and rest breaks. Repeated failure to do so may be considered tardiness and cause for a just cause investigation. Keep breaks to the allotted amount of time.

- Do not leave the work site until your shift is completed or unless your immediate supervisor or their designated alternate has specifically approved an earlier release for personal reasons. Proper paperwork will be promptly completed prior to your release unless otherwise approved by your supervisor.
- Working overtime, starting a shift early, or staying beyond the end of your shift, unless related to the care and safety of an enrolled child or parent must be preapproved by your immediate supervisor or designated alternate.

Work Attendance:

- Supervisors can require a written medical note, submitted directly to the Human Resource office, for sick leave absence that exceeds three days.
- 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 the Master Agreement By and Between The State of Washington and WFSE and all contract conditions and 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.

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

Signature: _____ **Date:** _____

Print name _____