



Human Resource Management Plan

Personnel policies and procedures are determined by the grantee Upper Cumberland Human resource agency in the form of an Employee Handbook and supplemented by the Head Start Program.

The Van Buren County Head Start is committed to the concept of equal opportunity in employment by Upper Cumberland Human Resource Agency (UCHRA). Positive practices will assure equal opportunity regardless of political affiliation, race, color, creed, national origin or ancestry, age, sex, sexual orientation, citizenship status, genetic information, HIV status, or disability.

Our purpose is to support, educate, train, coach and lend technical assistance to all employees of UCHRA Van Buren County Head Start. We seek to provide knowledge and viable resources on Human Resources related laws and issues. Our success is dependent on how effectively we recognize and meet our responsibilities. We are dedicated to the continued growth and success of UCHRA Van Buren County Head Start. We strive to provide an atmosphere where every employee is given the opportunity to grow and achieve their maximum potential.

To provide for a comprehensive management system, the following staff are employed to manage and provide the required and necessary high quality services. Fourteen (14) employees will be paid by the Head Start budget. They are as follows: One (1) Director/Transportation/Education Specialist, One (1) Assistant Mentor Coach/Education Supervisor/Professional Development Coordinator, one (1) Health and Disabilities Service Specialist, One (1) Family and Community Partnership Specialist, One (1) Family Service Worker, Two (2) Teachers, Four (4) Teacher Aides, One (1) Literacy Aide/Educational Support, One (1) Safety Coordinator and One (1) Custodian/Maintenance. In addition, one (1) Cook to be paid by the Van Buren County Board of Education. One center will be maintained with two classrooms to house all related employees.

Background checks, child abuse registry checks, standards of conduct and selection procedures are maintained in accordance with head start and state requirements (every 5 years). All potential staff prior to employment must submit to pre-employment drug screenings, background checks, abuse/registry checks, sex offender checks, and sign a Safe Environment Policy/Staff Code of Conduct. An explanation of required criminal background checks by fingerprinting is given to each applicant. Potential employees will fill out a Criminal History Disclosure Form provided by State Licensing and fingerprinting will be scheduled. A technician will obtain fingerprints for submission and provide the applicant with signed confirmation. Applicants must submit to the potential employer the signed copy of completion to be filed in the

personnel file at the agency and a copy will be maintained at Head Start. Upon receipt of clearance, the Director will submit a letter of approval to the agency HR department and maintain copy at Head Start Center. The new employee will be contacted to set 1st day of employment. However, if an applicant/employee is denied due to any reason, the Director will notify them of results and forward documentation to the agency HR Department and maintain a copy at Head Start. Additionally our agency performs Random drug screening pulls and an employee is sent for screening without notice. Upon receipt of clearance from the agency, the Director will maintain a copy at Head Start Center. However, if an employee fails the screening and medical documentation can not be provided for cause, the Director will notify them of results and terminate their employment; then forward documentation to the agency HR Department and maintain a copy at Head Start.

All new staff and consultants are provided with an overview/orientation to Head Start and all employees are required to attend an additional agency orientation process. The orientation covers a basic overview of the following: What is Head Start?/ Personnel Policies & Procedures/ Integration of Components/ Health/ Mental Health/ Disabilities/ Education/ Family/ Community/ Program Management/ Transportation. All staff are mandated to attend a minimum of 60 hours of training yearly building on their knowledge and experience in child and family outcomes, to include but not limited to child abuse training (2 yearly), ensuring teachers have a knowledge of the content in Head Start Early Learning Outcomes Framework, partnering with families, supporting dual language learners, addressing challenging behaviors, preparing children for transitions and use of data. A mentor coach and assistant are available to provide the necessary support to education staff.

Staff and consultants are made familiar with ethnic backgrounds and heritages of families served by the program and translators are made available when applicable. Spanish is the most common language encountered to date by the program and efforts have been made to translate materials.

The program ensures that staff and consultants have sufficient knowledge, training and experience and competencies to fulfill the roles and responsibility of their position by providing training opportunities and implementing professional development plans, and/or contracting with specialists when employees do not have the necessary credentials.

Staff will receive an initial physical exam and additional exams every third year whereas bus drivers will obtain a yearly DOT exam as required, all exams to include screeners or testing for communicable diseases as appropriate. Staff will be provided with mental health and wellness information regularly. In addition regular volunteers will be screened for appropriate communicable diseases, and are never left alone with children. Volunteers must submit to abuse/registry checks, sex offender checks, and sign a Code of Conduct Volunteer, Consultant and Contractors. All volunteers are oriented in accordance to the relativity of the duties they will perform but will at a minimum include: What is Head Start?/Health-Safety.

Documentation of Background clearance will be maintained for contractors/consultants along with their credentials. All contractors/consultants must submit to abuse/registry checks, sex offender check, and sign a Code of Conduct Volunteer, Consultant and Contractors. All

contractors/consultants are oriented in accordance to the relativity of the duties they will perform but will at a minimum include: What is Head Start?/Health-Safety.

The Governing Board, in conjunction with the Policy Council and the Parent Committee, carry out the responsibilities of the Head Start program. According to Head Start Program Performance Standard 1302.90(a), "A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to all staff." The Governing Board and Policy Council review, modify, and approve the personnel policies for the upcoming school year. The revised version replaces any and all other previous versions.