

## Employee Expectations

Employees of the Wee Care Center of all types and levels are held to universal standards and expectations of employee performance, training, attendance, and conduct. This page serves as an abbreviated version of Employee Expectations. **It is the responsibility of each employee to read the Employee Handbook and understand and abide by its policies.**

1) Employees are expected to demonstrate understanding and competence in areas of safe and high-quality childcare, including:

- Supervision and ratios (p. 8)
- Positive guidance (p. 10)
- Diapering and toileting (p. 11)
- Safe sleep practice (p. 12)
- Incident reporting (p. 13)
- Safe feeding (p. 14)
- Confidentiality practices (p. 15)
- Emergency protocols (p. 16)
- Exclusion due to illness (p. 17)
- Cleaning & disinfection (p. 18)
- Health & safety (p. 18)
- Mandatory reporting (p. 21)

2) Employees are expected to demonstrate understanding and competence in areas pertaining to employee appearance, performance, behavior, and conduct requirements, including:

- Adequate training per licensing and accreditation requirements (p. 7)
- Compliance w/ scheduling requirements (p. 19)
- Compliance with technology policy (p. 14)
- Compliance with dress & grooming standards (p. 15)
- Clear communication with management and other team members (p. ##)
- Management of employee health (p. 17)
- Call-ins, trading/covering shifts (p. 19)
- Time off requests (p. 19)
- Proper communication with supervisors and administration (p. 20)
- Contributing to positive, supportive environment (p. 20)
- Continued training requirements
- Conduct themselves and perform work duties according to UVU Competencies (p. ##)

3) Failure to comply with stated standards and expectations in any form for any role may result in disciplinary action and even termination. The responsibility for performance, attendance, conduct, and clear communication lies with the employee and the employee's choices will result in positive reinforcement or disciplinary procedures, up to and including termination in accordance with these expectations and the needs of the Wee Care and Kit Care centers.

4) Employees are expected to observe safety of all children, parents, volunteers, visitors, staff, students, and administrators within the building at all times, including awareness of allergies of staff and children.

5) Employees are expected to adhere to rules concerning technology in the classrooms, location and usage of staff lockers, microwaves, break rooms and times, and time usage. If there are no other projects, training, or work to be done, homework or other quiet activities may be done while on the clock according to management discretion. However, providing quality care for the children of students we serve is always our first priority.

6) Employees are expected to work their entire assigned shifts, which are a semester-long commitment finalized by the add/drop deadline. Communication and responsibility for covering shifts is that of each individual employee and each are expected to adhere to all Work Schedule Expectations as detailed in the Employee Handbook (pgs. ##). No call/no shows will be subject to disciplinary action. Frequent absences or tardies, even excused absences or tardies, may result in disciplinary action.

**I have reviewed the employee handbook and detailed policy for all subjects above. I understand the process and consequences for not adhering to these policies.**

Name\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_