

**Sequatchie Valley Planning and Development Agency
Signature Policy Statement**

1. I will use positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward.
2. I will know and report accurately the exact number of children in my supervision at all times, and release children only as authorized to properly identified individuals.
3. I understand that liability auto insurance and use of seat belts is required for on-the-job travel even when mileage expenses are not claimed.
4. I will participate in annually required training on exposure control and blood-borne pathogen. I also understand that Hepatitis B vaccinations are available upon request.
5. I understand that certain classes of employees are subject to random drug / alcohol testing and that Sequatchie Valley Planning and Development Agency is a drug-free workplace. All employees are subject to testing based on reasonable suspicion of use.
6. I understand that one adult should not supervise children on the bus or any other vehicle or in the center without another staff member nearby and within easy view (no closed doors). Bus aides must exit the bus when it is backing up or to collect or return children to another adult's custody.
7. I understand that I am prohibited from soliciting and/or accepting personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors. I understand that misleading information relate to client eligibility will result in disciplinary action to include possible termination / prosecution.
8. I have read and understand that Agency work rules. I also understand that the Agency has an employee grievance plan.
9. I understand that the Agency has a policy to review all pending and prior criminal arrests to also include any charges related to child abuse, sexual abuse, or neglect and the disposition. I must advise management within three business days of any charges related to the above that occur after employment.
10. I understand that management must be advised within three business days of any vehicle related accident or moving traffic violation to include speeding tickets as well as any other criminal charges.
11. I understand that any funds owed to the Agency, including those paid for text books and educational courses, are subject to recovery from the final payroll or reimbursement.
12. I have read, understand, and agree to abide by Sequatchie Valley Head Start's Standard of Conduct and more detailed work rules.

Signature of Employee

Date

Form explained by (Staff signature)

Date

Revised 07/11