



# Department of Early Education and Care

THE COMMONWEALTH OF MASSACHUSETTS

## Small Group, Large Group and School Age Child Care Licensing

### TECHNICAL ASSISTANCE: Staff Handbook

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#### Personnel Policies

Personnel policies serve as a guide for staff as they can become familiar with your program. It is an opportunity for you to communicate to staff the information that they will need to know so they will have a clear understanding of policies and procedures that guide everyday operation and programming. Personnel Policies are usually compiled into a Staff Handbook that is a tool that can be used in orientation for new staff as well as a guide for existing staff.

Programs should include any information they feel relevant along with information in regulation 7.04(17)(1) which states “In programs with four or more paid staff the licensee must describe, in writing, the program's current personnel policies and practices and must make them available to all employees and prospective employees at the program.”

As required by 7.04(17)(1), a program's Personnel Policies must include the following:

1. The criteria and procedures for hiring, promotion, probationary periods, disciplining, suspension, and dismissal of any staff person
2. The procedure for handling staff complaints
3. The procedure for handling allegations of child abuse or neglect against a staff member, including the requirements of 7.11(4)(e) and (f) which are:
  - Notifying EEC immediately after filing or learning that a 51A has been filed alleging abuse or neglect of a child while in the care of the program or during a program-related activity
  - Notifying EEC immediately upon learning that a report has been filed naming an educator as an alleged perpetrator of abuse or neglect of a child

4. Job descriptions for all paid educator positions
5. The salary range covering all positions. The licensee must provide each employee with information regarding the salary range for his/her position or the procedure for determining the salary for his/her position.

**The following are suggestions for additional information to be provided in the Staff Handbook:**

- Additional information related to abuse and neglect policy (i.e. if staff are suspended do they get paid, if the 51A is supported what happens, etc)
- BRC policy
- Program's dress code
- Policy for confidentiality [regulation 7.04(12)]
- Policy for cell phone use
- Policy for babysitting
- Program's plan for orientation including requirements stated in EEC's "Orientation to Early Education and Care" Policy .
- Program's plan for staff supervision and evaluation
- Program's plan for professional development
- Staff meeting requirements
- Parent Handbook
- Health Care Policy
- Emergency/Evacuation Plans
- Plans for transitions
- Plan for referrals
- Any and all policies that staff need to know in order to provide care to children