



2024-2025 Business Operations Guidelines - HR

BENEFITS

- Benefit open enrollment for current staff is held in May of each year with coverage beginning on June 1. New staff members are eligible at the completion of 60/90 days.
- Health deductions are allowed on a 19 or 24 paycheck basis. The option of 24 paycheck deduction is only available for 12 month employees. All Guardian deductions are on a 19 paycheck basis.
- Deductions for the 19 paycheck basis begin on the 8/25 check and end on the 5/25 check each program year.

CHILDCARE CRIMINAL BACKGROUND CHECK (CCCBC)

- An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the department, unless the visitor or independent contractor, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the department.
- Further information on RCCDC process for background checks can be found in the Employee Handbook pg 18-20.

FIRST AID & CPR TRAINING

- It is the responsibility of each supervisor to ensure that their staff attend a course prior to the expiration of that staff person's First Aid & CPR certification. All staff members of Regina Coeli must have current First Aid & CPR certification.
- First Aid & CPR certification classes are held on an as needed basis based on center expiration date.

VACANCIES/INTERVIEWS

- Each supervisor is responsible for notifying Dora, Business Operations Supervisor, when a position becomes vacant by forwarding any documentation of resignation or job abandonment. All new positions will be posted by the Director of Business Operations.
- Upon notification of the vacancy, Business Operations will post the vacancy to ApplicantPro within 2 business days. All interested applicants must complete the online application for that vacancy to be considered for the position.
- After the position closes, it is the responsibility of each hiring supervisor to select candidates for interview and notify Dora of their desire and availability to conduct interviews.
- Once a candidate is selected for hire, the hiring supervisor will complete a *Recommendation for Appointment Form* and submit to Dora via email. Only Business Operations will make job offers to employees unless a supervisor is given clearance to inform a current staff member.

SUBSTITUTES

- Anyone interested in becoming a substitute must apply thru the ApplicantPro online application.
- Center Managers will select the applicants that they are interested in for substitutes (similar to selecting for regular appointed positions). Once a selection has been made, please send an email to Ryan.
- Substitutes will follow the same onboarding process as regular/temp hires.

TRAINING

Request to Fund Training

- **CLASS Recertification** - A completed *Request to Fund Training* form must be submitted to the Sandra via email by the 1st of the month prior to expiration. The request must include details explaining if you will need the test and book or just the test. If details are not included, just the test will be purchased.
 - Once you receive the product key code, please make sure to claim the code at least two weeks prior to your expiration date.
 - **All Request to Fund Training for CLASS certification and recertification are due to the Director of Business Operations by the 1st of each month.**
 - Request to Fund Training for renewals are due at least 30 days prior to expiration.
- **CDA Renewals** - A completed *Request to Fund Training* form must be submitted to the Sandra via email by the 1st of the month prior to expiration.
 - **All Request to Fund Training for CDA recertification are due to the Director of Business Operations by the 1st of each month.**
 - Request to Fund Training for renewals are due at least 30 days prior to expiration.
- All requests for training outside of those offered by RCCDC, conferences, certifications, etc must be submitted on a *Request to Fund Training* form to Sandra via email with as much notice as possible.

Onboarding

- All new employees, including substitutes, are required to receive training prior to beginning employment. Regina Coeli Child Development Center has a 7-day Onboarding process for all New Hire employees.
- Any current staff member and subs moving to a new position will begin attending on Day 4 of onboarding training. Current staff will not move to their new position until this training is complete.

Annual Training/Inservice

- All staff members and substitutes will attend annual training in August each year. It is the responsibility of each center manager to contact their substitutes to ensure they attend annual training. Substitutes will not be able to work after annual training day until the training is completed.
- Only regular and temporary appointed staff will attend in-service/preservice.

Training Certificates

- The Business Operations Department is responsible for producing training certificates for all RCCDC training related activities. The goal of the Business Operations Department is to deliver training certificates to centers within 3-5 business days following the end of a training.
- Within 48 hours of a training, the trainer responsible for organizing the training must submit the following to Maria:
 - RCCDC Training Information Form
 - Sign In Sheet (Names must be legible)
 - Agenda
 - Any materials distributed during the training
- Trainers – In an effort to ensure that all documentation is completed in a timely manner, if above documents are not submitted within 48 hours of the training, the packet must be signed by your immediate supervisor prior to submitting to the Business Operations Department.
- Certificates will only be produced for Pathways Certified Trainers
- It is the responsibility of each trainer to maintain their Pathways certification current.

TUITION REIMBURSEMENT

- To receive tuition reimbursement, the employee must be a full time employee, in good standing, and employed with Regina Coeli for at least 90 days. They must also a completed Professional Development Plan indicating that they would like to be considered for the Tuition/Education Assistance program.

- Employees must show documentation from FAFSA and Louisiana Pathways denying Financial Aid/Grants and/or Scholarships.
- Employees must fill out “Request for Tuition Reimbursement” packet.
- A copy of the most recent transcript including grades and GPA along with a detailed invoice from the school must be attached to the request form before it will be evaluated. It is strongly recommended that you make a copy of this for your personal records.
- Employees must send in documentation of Financial Aid application/denial, signed Request to Reimburse Tuition packet, Transcripts, and Invoice to the training department at RCCDC.
- Employees will be reimbursed based on the limits specified in the Personnel Policies; upon approval and subject to the availability of funds.

SCHOOL READINESS TAX CREDIT

- Child directors and eligible staff are eligible for a refundable tax credit if they work at least six months for a licensed childcare facility that participates in the quality rating system and are enrolled in the Louisiana Pathways Child Care Career Development System.
- To Enroll in Louisiana Pathways, please complete the following information:
 - Enrollment Form
 - Employment Verification (from current center and previous employment)
 - Submit Documentation of your education (workshop certificates, CDA Credentials, Ancillary Certificate, Transcript, etc.).
- Once you are enrolled, you will receive a Welcome Letter to verify your enrollment. You will be placed at the appropriate level on our career ladders based on your education,
- experience, and professional activity.
- You can find more information <https://www.nsula.edu/pathways/careerdevelopment/>

Contact Us:

- If there are questions or concerns, please contact the following Business Operations staff via email:
 - New Hire Processing Teachers and Tas, Trainings – Maria Oliva, Business Operations Assistant at moliva@rccdc.org
 - New Hire Processing All Other Staff, First Aid/CPR – Ryan Byrd, Business Operations Manager at rbyrd@rccdc.org
 - All – Dora Trosclair, Business Operations Supervisor at dfonti@rccdc.org
 - All - Sandra Flad, Director of Business Operations at sflad@rccdc.org
- To help us ensure Excellence, please send all questions and concerns via email initially so that we can address them accurately.