

## Employee Handbook Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_ --

1. You can view an electronic version of YPW's employee handbook by visiting  
<http://www.ypwkids.com/YPWEmployeeHandbook.pdf>
  - a. True
  - b. False
2. What is YPW's mission statement?
3. The six pillars of the YPW community are:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
4. YPW strongly discourages babysitting for enrolled children by school staff
  - a. True
  - b. False
5. Match the employment category below to the average number of hours worked per pay period
  - a. \_\_\_\_\_ Part-Time                      a) average 64 hours
  - b. \_\_\_\_\_ Seasonal                      b) average more than 16 hours but less than 64
  - c. \_\_\_\_\_ Full – Time                      c) less than 16 hours
  - d. \_\_\_\_\_ Substitute                      d) as needed
6. Performance Reviews (select all that are true)
  - a. Give you an opportunity to assess your performance
  - b. Occur every six months
  - c. Allow an opportunity to discuss mutual goals
  - d. Provide a chance for your boss to tell you what you're doing wrong

7. What is PTO (Personal Time Off)
8. When do you start earning PTO?
9. Can PTO be used for Vacation and Sick time?
10. How much PTO time do you get when:
  - a. You are an hourly employee
  - b. You are a salary employee
11. Who is eligible for PTO?
12. How soon can I start using my PTO?
13. Can I accumulate my PTO to use it for vacation?
14. How many PTO hours do I have at the beginning of each year?
  - a. Zero
  - b. 8 hours
  - c. 4 hours
  - d. Whatever hours I have from the previous year up to 24 hours
15. Can I carry over the PTO to next year?
16. Up to how many PTO hours can I carry over to next year?
17. Can I combine this carry over PTO with new PTO?
18. What do I have to do to carry over PTO to following year?
  - a. Fill out the corresponding Request of Time Off (RTO) form by 12/5
  - b. Have director authorize form
  - c. Request a date between January 2<sup>nd</sup> and March 31<sup>st</sup>
  - d. All of the above
19. At six months of employment, an hourly full-time staff member will have accrued how much PTO?
  - a. 32
  - b. 40
  - c. 24
  - d. 12
20. Who is eligible for personal leave?

21. What is one situation in which you could NOT use personal leave?
- a. Personal appointment
  - b. Trip to the beach
  - c. Personal illness
  - d. Family member illness
22. What is the appropriate method and time frame for requesting time off?
23. Employees unable to report to work due to personal or family illness or injury must \_\_\_\_\_ to a \_\_\_\_\_ of the school at least \_\_\_\_\_ prior to their scheduled shift.
24. Employees unable to report to work must submit doctors note to be able to use PTO for missing day
- a. True
  - b. False
25. To receive \_\_\_\_\_ pay. You must work your \_\_\_\_\_ scheduled day before a holiday and your \_\_\_\_\_ scheduled day after a holiday.
26. When are new employees eligible for benefits like holiday pay?
27. When are new employees eligible for benefits like health insurance?
28. An employee can participate from health insurance and offspring school discount
- a. True
  - b. False
29. The preferred method for receiving your paycheck is:
30. It is YPW policy that you can work overtime when you feel it is necessary
- a. True
  - b. False
31. The parking spots \_\_\_\_\_ the school entrance are designated for \_\_\_\_\_ use
32. YPW employees are prohibited from using cell phones while caring for children
- a. True
  - b. False
33. Unplanned absences do everything below EXCEPT:

- a. Affect productivity
- b. Benefit the children
- c. Inconvenience other employees
- d. Disrupt work

Match up the answers below that outline YPW attendance policy during your first 90 days of employment:

- 34. \_\_\_\_\_ First absence or tardy      a) Termination
- 35. \_\_\_\_\_ Second absence or tardy      b) Written Warning
- 36. \_\_\_\_\_ Third absence or tardy      c) Allowed
- 37. Ragged Jeans, yoga pants and flip-flops are examples of acceptable attire at work
  - a. True
  - b. False