

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY
ADMINISTRATIVE COMMITTEE

Date: Monday, November 18, 2019

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

Time: 3:00 p.m.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	B. Pacheco, Committee Chair
2.	POTENTIAL CONFLICTS OF INTEREST Any Committee Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	B. Pacheco, Committee Chair
3. Action Pg. 1	JULY 30, 2018 COMMITTEE MEETING MINUTES Supporting Document	E. Reyes, E.D.
4. Action Pg. 3	EMPLOYEE HANDBOOK Supporting Document	E. Reyes, E.D. K. Perez, Staff
5.	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	B. Pacheco, Committee Chair
6.	ADJOURNMENT	B. Pacheco, Committee Chair

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

5. EMPLOYEE SALARY ADJUSTMENTS – FISCAL YEAR 2018-2019

Public Comment: None heard.

This was a discussion item therefore; no action was required.

Committee members provided guidance to staff on options for employee salary adjustments for Fiscal Year 2018-2019 to be reviewed and considered during the August 2018 regular Commission Meeting.

6. EXECUTIVE DIRECTOR REPORT

Emilia Reyes provided the following brief updates:

Reminder the seventh annual State of Our Children Breakfast will be on Thursday, August 30th, 2018 from 7:30-9:15am at the Clovis Veterans Memorial District building.

First 5 Fresno County will be hosting the Children’s Breakfast keynote speaker Lateefah Simon on Wednesday, August 29th, 2018 from 5:45-7:30pm at the Lighthouse for Children. This event will host youth and community leaders in partnership with Fresno County Superintendent of Schools, Fresno Unified School District and Fresno State University.

7. PUBLIC COMMENT

Public Comment: None heard.

8. ADJOURNMENT

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ADMINISTRATIVE COMMITTEE MEETING

November 18, 2019 - 3:00 p.m.

2405 Tulare St.
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Employee Handbook - Annual Review

RECOMMENDED ACTION:

Approve the updated Employee Handbook.

BACKGROUND:

The Employee Handbook sets forth the major policies and procedures of the Commission as well as benefits provided to Commission employees. On an annual basis, the Employee Handbook is reviewed and updated in partnership with the Commission's human resources firm to include any changes and/or updates to state and/or federal labor laws. The Commission's human resources firm, CoreHR Team, has reviewed and incorporated updates to the Employee Handbook to ensure the Commission is in compliance with state and federal labor law regulations.

CONCLUSION:

The practice of an annual review of the Employee Handbook ensures the Commission's employee policies and procedures remain accurate and relevant in addition to the incorporation of necessary labor law updates. Once annual updates are incorporated, reviewed and approved by the full Commission, employees receive an updated copy of the Employee Handbook.



Employee Handbook

202018

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THE HISTORY OF FIRST 5 FRESNO COUNTY

On November 3, 1998, California voters approved Proposition 10, “The Children and Families Act of 1998.” The Act increased tobacco excise taxes to provide funds for early childhood development and smoking prevention and cessation programs. The passage of this Act created an unprecedented opportunity for Fresno County to mobilize its many resources to create an integrated, coordinated system of care that supports and enhances the lives of expectant parents, children from the prenatal stage up to age five, and their families.

OUR VISION AND MISSION

At First 5 Fresno County, we envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family.

~~The vision of First 5 Fresno County is that all children ages 0 to 5 years will achieve optimal social, emotional, physical, and cognitive development. Our mission is to be a catalyst for creating an accessible and effective network of quality services for young children and their families.~~

INTRODUCTION

This handbook replaces any previously distributed handbooks. With or without prior notice, First 5 Fresno County (“the Commission”), reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other related document.

Any written changes to this handbook will be distributed to all employees so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the Commission as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document creates or is intended to create a promise or representation of continued employment for any employee.

GENERAL POLICIES & PROCEDURES

Equal Employment Opportunity

The Commission is an equal opportunity employer and makes decisions related to compensation and all terms, conditions, and privileges of employment on the basis of merit.

Employment At-Will

All employees are “at-will” employees. This means that employment may be terminated with or without cause, and with or without notice, at any time by either an employee or the Commission. No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy, or practice.

The Executive Director, with the approval of the Commission, has the exclusive authority to create an employment relationship other than on an “at-will” basis, and any such agreement must be in writing.

Anti-Harassment, Discrimination & Bullying

The Commission is committed to providing a work environment free of unlawful discrimination, and harassment and prohibits any unlawful harassment and/or discrimination by any of its employees based on pregnancy, childbirth or related medical conditions, sex, religious creed, race, color, national origin or ancestry, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, gender identity and expression, natural hairstyles, military and veteran status or any other consideration made unlawful by federal, state or local laws. This Anti-Harassment Policy applies to all persons involved in the operation of the Commission and prohibits unlawful discrimination and/or harassment by any employees of First 5 Fresno County, including supervisors, Directors and those in management, agents, independent contractors, as well as persons and third-parties doing business with or for the Commission.

Harassment includes but is not limited to:

- Verbal harassment such as abusive, derogatory comments or slurs that are gender based;
- Physical harassment, such as an assault, or interference with normal work or movement that is gender based;
- Visual forms of harassment such as derogatory posters, cartoons or drawings that are gender based;
- Unwanted or unwelcome sexual advances which condition an employment benefit upon an exchange of sexual favors.

Anti-Bullying Policy

The Commission is committed to providing a safe and harassment-free workplace for all employees. As part of that commitment, the Commission prohibits any form of intimidation, threats, or other types of abusive behavior (“bullying”). This workplace bullying policy is intended to supplement, not to supersede, other harassment or workplace violence policies already in place at the Commission. Employees found in violation of this policy will be subject to discipline, up to and including termination.

Anti-Retaliation

It is illegal to retaliate against an employee because he or she complained about harassment, bullying or discrimination, even if no harassment, bullying or discrimination ever occurred. The Commission’s policy strictly prohibits any form of retaliation against an employee.

Reporting Procedures

Do not assume that the Commission has knowledge of any form of illegal discrimination, harassment, bullying or retaliation. Any employee who believes that this policy has been violated should immediately report that belief to their direct supervisor, their Director, the Executive Director, or another member of the management team. Employees can also call the Employee Complaint Hotline, 559-825-4601. If you do not feel comfortable reporting to these persons, you can notify the California Department of Fair Employment and Housing. The Commission will take immediate steps to stop the inappropriate behavior and to conduct a thorough, objective investigation and, if appropriate, take corrective action. ~~S~~Directors/supervisors have an obligation to report complaints to the Executive Director. The Commission will conduct a fair, timely, and thorough investigation. The Commission will not retaliate against you for filing a complaint and will not willingly permit retaliation by management, other employees, third parties and/or your co-workers.

Reporting Compliance Irregularities

At First 5 Fresno County, we are committed to maintaining high professional and ethical standards. We expect all employees to comply with all applicable laws. If you have any concern or question regarding any policy or practice of the Commission, we encourage you to speak up. Please refer to the Commission's communication guidelines document for a more detailed process on the proper communication channels.

WORKPLACE SAFETY

Injury Reporting Procedure

Employees are required to *immediately* report any work-related injury or illness, no matter how small, to their ~~Director~~supervisor. The Commission will provide the employee with any required paperwork. The employee is expected to cooperate in the reporting process.

Use of Cellphone While Driving

Employees are prohibited from talking, composing text messages, and reading text messages on a cell phone while operating a personal or Commission vehicle for Commission business.

Workplace Violence Policy

The Commission has a zero-tolerance policy for workplace violence, verbal and nonverbal threats and related actions. Firearms and weapons cannot be brought into the workplace or any Commission sponsored event at any time. Employees who violate this policy are subject to immediate discipline, up to and including termination.

Employees should immediately report incidents of violence or threats of violence to their supervisor ~~or Director~~. The Commission will not retaliate against any employee for reporting such an incident and will not knowingly permit any retaliation by management or non-management employees.

Security within Workplace

The security of our workplace as well as the welfare of our employees requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner, in or around the Commission's workplace, or when keys or similar items are lost or misplaced.

Employees entrusted with keys to the office or other Commission facilities/property are responsible for the safekeeping of the keys, the security and protection of Commission property, as well as any activity taking place while the employee is present and the office is closed. All keys are checked out to employees and record of ownership is kept.

EXPECTATIONS & EMPLOYEE CONDUCT

Grooming/Attire

The professional image of our staff is vital. Our employees must demonstrate professionalism and good judgment in matters of dress in the workplace. The following general guidelines will serve to standardize our expectations.

Business Casual: Often, a Business Casual appearance will be appropriate for the nature of your work. Keep in mind that there is a distinction between "casual" and "business casual" and dress should still

be appropriate for a ~~conservative~~, professional office environment. Business Casual includes appropriate jeans, Dockers, polo shirts, etc.

Business ~~Dress~~Professional: While the Commission generally observes a business casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, roundtables, etc., where you come in contact with other business professionals, you are expected to represent the Commission in a professional manner and dress appropriately for conducting such business. Know your audience, remember whom you represent and dress accordingly. When business professional dress is necessary due to the nature of your work or level of contact with the public or community partners, attire should include nice shoes, slacks, pantsuits, dresses and skirts of appropriate length (no more than two inches above the knees), dress shirts, nice sweaters or turtlenecks, socks and ties. If you are in doubt as to whether the item of clothing is professional, err on the side of being conservative.

Personal appearance should be a matter of concern for each employee. If your Supervisor feels your attire and/or grooming is inappropriate, you may be asked to leave the workplace until you are properly attired and/or groomed. This time away will be considered unpaid time off. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Punctuality & Attendance

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees must report to work as scheduled and remain at work for their entire work schedule, except for meal periods or when required to leave on authorized business. Late arrival, early departure or other unapproved absences from scheduled work hours are disruptive and must be avoided.

Excessive absenteeism may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

If you will be absent from work or tardy due to unforeseen reasons, you must contact your ~~Director~~/supervisor as soon as possible, but no later than your scheduled start time. If you are not able to reach your supervisor, you are expected to advise the Deputy Director/Executive Director of your absence. An Employee Leave Report to request paid leave for an unforeseen absence such as personal illness, family illness or bereavement leave should be completed upon return to work. An employee who fails to notify ~~t~~The Commission of an absence in accordance with this policy for three consecutive work days will be considered to have voluntarily resigned employment with the Commission, absent a reasonable explanation.

Personal Cell Phone Policy

While working, employees should be completely focused on their job duties. Employees are expected to use their personal cell phones during designated meal and rest periods. If an employee's use of their cell phone interrupts, delays or interferes with the Commission's business, the employee may be disciplined.

The Commission does not require employees to use their personal cell phone for Commission business.

Commission Computers & Electronic Equipment

Commission electronic equipment, including computers, office telephones, ~~MiFi's (internet access devices)~~ and iPads, are to be used for Commission business only. Commission electronic equipment belongs exclusively to the Commission and must be maintained according to Commission rules and

regulations. The Commission reserves the right to inspect all Commission electronic equipment to ensure compliance with its rules and regulations, with or without notice and not necessarily in the employee's presence.

Commission voicemail and email are to be used for business purposes only. The Commission reserves the right to monitor voicemail and e-mail messages to ensure compliance with this rule, with or without notice to the employee and not necessarily in the employee's presence.

The Commission may periodically need to assign and/or change "passwords" and employee codes used by the employee on equipment and/or electronic devices provided by the Commission. Employees do not have any expectation of privacy in the codes and/or passwords used to access Commission owned electronic equipment, applications or software.

Access to any website that is offensive or discriminatory is prohibited. You may not use Commission technology to state positions or opinions that give the impression that (s)he is speaking on behalf of the Commission unless you are specifically authorized to do so.

The communication systems should not be used to send or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Under no circumstances should any confidential or sensitive materials be disclosed to third parties except for appropriate and authorized business purposes.

PROHIBITED CONDUCT

Illegal Drugs, Controlled Substances, Alcohol and Marijuana Policy

Any employee who violates this policy is subject to discipline, including termination. All employees are prohibited from doing any of the activities listed below, at any time during working hours (including meal and break periods), while on Commission property (leased or owned), while representing the Commission at an outside event on or off Commission property, or while performing work related duties (whether on or off Commission property):

1. Possessing or using alcohol or marijuana
2. Possessing or using illegal drugs
3. Being under the influence of alcohol, marijuana, a controlled substance or an illegal drug
4. Driving a personal or rented vehicle for Commission business while under the influence of alcohol, marijuana, an illegal drug, or controlled substance
5. Distribution, sale or purchase of an illegal drug or controlled substance

The above prohibitions do not include the proper use of prescribed medications, provided that the employee complies with their physician's orders and the employee's use of the prescription medication does not create a safety hazard for the employee or other Commission employees.

The Commission reserves the right and hereby notifies all employees that upon reasonable suspicion that an employee has violated this policy, the Commission may conduct drug testing at any time in accordance with both federal and state laws. The Commission will keep the results of any required drug testing confidential.

Smoking, Vaping & Use of Tobacco Related Products

The Commission prohibits the use of tobacco products in/on Commission owned property, client sites, and offices. Tobacco products include but are not limited to: smoking, vaping, chewing.

Prohibited Conduct & Behavior

Conduct that is counter to our mission will not be tolerated. Below are examples of prohibited conduct, however, is not intended to be an exhaustive list of all prohibited conduct and/or behavior. Employees must also consider other applicable federal, state, and local laws. This statement of prohibited conduct does not alter the Commission's policy of at-will employment.

Examples of prohibited conduct and behavior include:

1. Making false statements or omitting pertinent information on Commission applications, records of employment, forms, or in the course of participation in Commission investigations or in responding to management inquiries.
2. Committing any act of violence or intimidation or making threats of violence, fighting, or using abusive or profane language at the workplace, including at Commission sponsored events or while representing the Commission.
3. Theft, unauthorized removal, or willful damage of property or assets belonging to the Commission, other employees, or customers.
4. Disregard of safety rules, safety procedures or workplace security rules.
5. Substandard or unsatisfactory work performance.
6. Any other conduct that is prohibited by law.
7. Unprofessional, rude, disrespectful or discourteous treatment of non-managerial staff, customers, vendors and sub-contractors.

There is no substitute for good judgment and common sense. Employees who engage in conduct prohibited by the Commission will be subject to discipline, up to and including termination.

Employee Separation

Neither the employee nor the Commission has entered into a contract regarding the duration of the employee's employment. The employee is free to terminate their employment with the Commission at any time with or without reason. All Commission-owned property (including but not limited to written materials, computer equipment and files, manuals, credit cards, and keys) must be returned upon request. Personal items, including electronic files, business-related contact information and calendars, left in the workplace after the last date of employment, are subject to disposal if not claimed at the time of your separation.

Benefits will be terminated as of the last day of the month in which the separation occurred. The Executive Director or designee will send a separation letter to the departing employee with details such as continuation of insurance, if applicable, and options with regard to any other benefits. Questions on benefit status should be directed to the Executive Director. Any accrued, unused PTO time and unpaid expense or mileage reimbursement with Commission documentation, will be paid at the time of separation.

The resigning employee may be invited to meet with the Executive Director for an exit interview to assure proper handling of personal and business matters. Information provided in the exit interview questionnaire and during the exit interview may be shared with appropriate individuals in order to improve employment conditions at the Commission.

TIMEKEEPING & PAY

Classification of Employees

Full-time employees are those who are regularly scheduled to work no less than 40 hours per workweek. Full-time employees are paid on either an hourly or salary basis.

Part-time employees are those who are scheduled to work less than 40 hours per week. Part-time employees are generally paid on an hourly basis and may not be eligible for any or some benefits. If you have questions regarding your eligibility for particular benefits, see the Executive Director. The conditions of eligibility for benefits are set forth in the particular plan documents for each benefit.

Special project (temporary) employees are those employees hired to perform a special job task or work for a limited time period. An example of a special project employee is a student, hired to perform services during the summer months. Special project employees may not be eligible for any or some benefits. If you have questions regarding your eligibility for particular benefits, see the Executive Director. The conditions of eligibility for benefits are set forth in the particular plan documents for each benefit.

Grant-funded employees are those employees whose salary comes completely or partially from a grant awarded to the Commission. Any Commission position partially funded by a separate funding source, other than Proposition 10 funds, requires approval by the Commission and the designated funding source authority. All employees holding grant-funded positions are subject to the contractual requirements of the grant.

Workday

A workday is defined as any consecutive 24-hour period beginning at the same time each calendar day. The workday begins at 12:00 am.

Workweek

A workweek is a fixed and regularly recurring period of 7 consecutive 24-hour periods. The workweek coincides with the Commission's pay periods and begins Thursday at 12:00 am.

Work Hours

General office hours are 8:00 am to 5:00 pm Monday through Friday. ~~Your hours may differ from the general office hours. Any work schedule that differs from the regular office hours must be approved in advance.~~

Timekeeping

Non-exempt employees are required to record hours worked using the Commission's timesheets. Employees shall record the time at the beginning and at the end of each workday and the beginning and end of meal periods. Commission policy prohibits engaging in off-the-clock or unrecorded work. Any failure to record time accurately must be brought to the immediate attention of your supervisor ~~or Director. Timesheets will be reviewed by the Executive Director or designee.~~

Recording time for another employee and/or falsifying time entries will result in discipline, up to and including termination.

Rounding

To ensure consistent time and attendance reporting the Commission has a rounding procedure as outlined below to pay time worked in quarter of an hour increments for employees submitting timesheets. This policy is designed in accordance with federal and state law to ensure that employees are fully compensated for all the time they actually work.

- Rounding is for pay purposes only. Employees' in and out times will be rounded to the nearest quarter hour as described below, as necessary.

-

<u>Clock Minute Range</u>	<u>Rounding Increment</u>
<u>53 to 7</u>	<u>0.00</u>
<u>8 to 22</u>	<u>0.15</u>
<u>23 to 37</u>	<u>0.30</u>
<u>38 to 52</u>	<u>0.45</u>

Meal and Rest Periods

The Commission will provide for meal and rest periods as required by law. The Commission will designate your normal work hours and schedule your meal and rest periods. Non-exempt employees are required to take scheduled meal periods and cannot perform any work during the meal period. Meal periods are unpaid. Non-exempt employees are required to use the Commission's timesheet document to record their meal periods.

Ten-minute paid rest periods are provided for every four hours of work or major portion thereof; generally mid-morning and mid-afternoon. Meal and rest periods cannot be combined nor may these breaks be used to substitute for late arrival or early departure.

If an employee is unable to take their meal period at the time designated by the Commission, or their rest break, the employee should immediately notify their supervisor ~~or Director~~.

Overtime

Overtime will be paid to hourly, non-exempt employees as required by California and federal law. Employees may be required to work overtime to meet Commission needs. In California, an employee is entitled to receive overtime pay for any hours worked in excess of 8 hours a day or 40 hours a week.

An employee needing to work overtime must obtain prior approval from their supervisor ~~or Director~~. Failure to obtain prior approval for overtime will result in disciplinary action.

Day of Rest

Employees are entitled to one day of rest during each workweek. Employees wishing to voluntarily forgo this required day of rest may complete a waiver with their ~~Director~~ supervisor. The waiver may be revoked at any time.

The Commission does not encourage nor require employees to waive their day of rest.

Paydays

Commission employees are compensated in accordance with all applicable state and federal laws. The Commission expects each employee to carefully review each paycheck and to promptly notify the Commission of any errors (e.g. your wages have been subject to any improper deductions, your pay does not accurately reflect all hours worked, or you have been inadvertently overpaid). State and federal tax deductions and garnishments must be made in accordance with the law.

Employees will be paid bi-weekly on Friday.

Meetings and Training Courses

Employees may be asked to attend meetings or trainings on behalf of the Commission. Unless otherwise specified by your supervisor ~~or Director~~, after 90 days of employment, employees are eligible to travel for conferences or trainings.

On occasion, non-exempt employees will be required to travel to meetings and/or training courses. Whether travel time constitutes hours worked will depend on the kind of travel involved. All staff are expected to refer to and follow the Commission's Travel Policies and Procedures Manual.

Off Duty Activities

Participation in any off-duty recreational, social, or athletic activity offered by the Commission is strictly voluntary.

PERSONNEL POLICIES

Representing the Commission

Our reputation is an asset that can make us successful in achieving the goals of the Commission. It is of paramount importance that each employee treat each other, community partners, clients, vendors and the general public with the utmost respect and consideration not only during working hours, but after hours as well. You should also recognize that clients and others may view or have access to posts you make electronically. How we behave both at work and after hours is a reflection on our business.

Child-Friendly Workplace

Employees may request flexible work schedules to accommodate child/family needs or the ability to bring child(ren) to work. We will make every effort to accommodate requests. However, the Commission may need to limit these privileges if they become disruptive to the workplace and/or apparent that the employee's work performance is suffering. Employees should contact their ~~Director~~ supervisor to discuss their own child/family needs.

Lighthouse for Children - Child Development Center

The Lighthouse for Children Child Development Center is operated by Fresno County Superintendent of Schools and Commission employees are welcome to enroll their children in the Center. The Commission offers a Tuition Scholarship, on a sliding scale, for eligible families to enroll their children in the Child Development Center. Please note, in order to avoid any conflict of interest, Commission employees, Commissioners, and/or their domestic partners are not eligible to be recipients of this Tuition Scholarship.

Confidentiality of Commission Information

In the course of your employment you will be exposed to information that the Commission considers and protects as confidential, proprietary information. It is your responsibility to in no way reveal or divulge any such information except in the performance of your duties, and as required by the California Public Records Act and the Brown Act. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and the Commission may take legal action. Even after your employment with the

Commission terminates, you are required to maintain the confidentiality of this information and not disclose it for any reason.

The confidential information to which you are privy and which you must maintain as confidential includes, but is not limited to, client names and contact information, billing, payment, budgets, and other financial information relating to the Commission; business and marketing strategies or practices; any information disclosed to the Commission in the course of representation; and client files and all information contained in those files.

To guard against dissemination of confidential information, employees should not access an e-mail message for the first time in the presence of others.

You may be given a personal password to log onto the Commission's computer system. Passwords are given to certain employees to allow us to control and restrict access to information. Employees are prohibited from giving their password to others or allowing others to access Commission data using their password. Nor should they ever, directly or indirectly, copy, download or disseminate or help another copy, download or disseminate Commission information for a non-Commission purpose. You should never download information to take with you when you leave the Commission's employment, even if you created the document. Engaging in these activities could subject you to civil and/or criminal liability.

Media Conduct

No employee may, in any circumstance, release information on behalf of the Commission or call a press conference without the permission of the Executive Director or designee. All inquiries by the press to employees must be referred to the [Government & Community Relations Project Manager or designee, Community Relations Director](#).

Conflicts of Interest

Employees of the Commission must adhere to the Conflict of Interest Code and Policy adopted by the Commission (the Policy can be found on the Commission's website). In addition, the Commission has adopted the terms of Title 2, California Code of Regulations, section 18730, and the amendments to it adopted by the Fair Political Practices Commission, as its Conflict of Interest Policy. A copy of Title 2, California Code of Regulations, section 18730, can be found online as www.fppc.ca.gov.

You have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to the subject of acceptable standards of operation.

A "conflict of interest" generally means a situation where the organization's interests and an employee's interests may differ. A potential conflict of interest may exist where the interests of the organization and the employee may differ, but the employee is presented with a decision or other arrangement from which the employee could personally benefit, and the question arises whether the employee's interest could influence the decision. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Commission's business dealings. Employees must take care to avoid not only actual impropriety, but also the appearance of impropriety. Potential conflicts of interest include, but are not limited to:

Outside Employment and Business Activities: Employees must report any outside employment to his/her supervisor so that we can assess whether the activity presents a conflict of interest. Employees

will not be permitted to work for an organization that receives funding or other support from the Commission.

Romantic Relationships: Personal or romantic involvement with an external community partner, co-worker or Board Member, which impairs an employee's ability to exercise good judgment on behalf of the organization, creates an actual or potential conflict of interest. We recognize that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes, misunderstandings or potential sexual harassment claims, ~~Directors/supervisors~~ are not permitted to engage in romantic relationships with employees that are in their chain of command. All employees should consider the potential conflicts of interest or problems that may arise from a consensual romantic relationship at work. The Commission will take appropriate action if such a relationship begins to adversely affect the work environment.

Nepotism: Persons hired, who are related to the Commission staff, will not work for the relative in a subordinate capacity or within the ~~Director/supervisor's~~ line of authority. A relative, for the purpose of this policy, includes a spouse, domestic partner, child, parent, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent or stepchild.

Acceptance of Gifts: Employees are prohibited from accepting direct gifts, money, or gratuities from persons receiving benefits or services, performing services under contract, or ~~who otherwise are in a position to benefit from the employee's action~~ in exchange for a benefit from the employee's action.

Attorney-Client Confidentiality

On occasion, you may be a participant in discussions involving confidential Commission business, including matters that are the subject of a pending or potential lawsuit. The dissemination of this information to you and others is necessary to communicate litigation strategy and implement the advice of counsel. You must maintain the confidentiality of this information. The information is protected by the attorney-client privilege. The privilege is owned by the Commission. As a result, only the Executive Director can authorize the dissemination of any litigation information. You cannot discuss the information with others including co-workers, family, spouses or friends.

Solicitations

In order for employees not to be bothered at work and to avoid disruption of our operations, non-employees will not be permitted to solicit employees during work hours. Solicitations by employees will be allowed during rest and meal periods.

Health Care and Other Group Benefits

Full-time employees and their dependents including spouses, children, registered domestic partners and children of the registered domestic partner may be eligible for coverage under the Commission's medical plan. Employees may be required to pay all or a portion of the insurance premiums. Leaves of absence may affect coverage under the medical plan.

The Commission also offers an employer-paid 401(a) Retirement Plan, an employee-paid 457 Retirement Plan, and a Section 125 Flexible Benefit Plan for full-time employees.

The official plan documents set forth the specific terms, conditions, and limitations regarding program eligibility and benefit entitlement. This handbook is not part of any official plan document of any benefit program, nor does it restate all of the features of the health care benefits program. Official

plan documents should be consulted for further information regarding each benefit program. Questions and requests for copies of official plan documents should be directed to the Executive Director.

While it is the Commission's present intention to continue these benefits, we reserve the right to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice. The Commission will give employees reasonable notice of modification, curtailment, reduction or elimination whenever possible. Finally, neither the benefit programs nor their descriptions are intended to create any guarantees regarding employment or continued employment. As noted elsewhere in the handbook, employment is at-will and may be terminated at any time, either at the option of the employee or the organization.

BENEFITS

Paid Time Off

The ~~Children & Families Commission of Fresno County~~ Commission maintains a Paid Time Off (PTO) program that combines vacation and sick leave benefits into a single Paid Time Off (PTO) bank. The PTO program is designed in response to employees' needs for time off and allows eligible employees to receive their wages for qualified time off from work. PTO benefits used for the illness, injury or medical appointment of an employee or a family member will be administered in compliance with California's Paid Sick Leave law.

Full-time employees are eligible to accrue PTO benefits beginning the first day of employment at a rate of 6.154 hours per pay period (20 days per year). After five years of continuous employment, the accrual rate will increase to 7.69 hours per pay period (25 days per year.) You will not accrue PTO benefits if you are on a leave of absence or are suspended.

PTO may be taken in hours, days, or weeks. The amount of PTO you may accumulate must not exceed 300 hours. Once you have accrued the maximum amount of PTO, you cannot accrue additional time until you begin using your accrued PTO.

Non-exempt employees must use PTO for any absence from their normally scheduled shift during a pay period, unless otherwise prohibited by state or federal law. If an exempt employee is absent from work for personal reasons for a period of four (4) hours or more, the Commission will deduct accrued PTO in no less than 4-hour increments. Personal unpaid time off may be granted with the advance approval of the employee's immediate supervisor and the Executive Director or designee.

Payment in lieu of PTO will not be made, except at the time of employment status change, i.e., from a position that earns PTO to a position that does not earn PTO, or at the time of termination of employment.

The scheduling of your PTO depends in part on the Commission's operational needs and the requests for PTO and leaves of absence of other employees. Your supervisor and the Executive Director or designee must approve all PTO requests in advance.

If you have been absent for a period of five (5) days or more due to an illness, injury or disability, the Commission may require medical certification of your ability to return to your position and duties. You may be asked to provide a physician's statement that verifies the illness, injury or disability, its beginning and ending dates, and/or your ability to return to work without endangering your own health and safety or the health and safety of others. When requested, such verifications and releases may be a condition of returning to work.

State Mandated Paid Sick Leave

Employees who are not eligible for PTO benefits will accrue state-mandated paid sick leave (“PSL”).

PSL accrues at the rate of one hour per every 30 hours worked (or .0334 hours of PSL for every 1 hour worked). You must keep an accurate record of hours worked so that we can properly account for accrued sick leave. An employee is entitled to use accrued PSL beginning on the 90th day of employment.

Upon an oral or written request, an employee may use PSL for the diagnosis, care or treatment of an existing condition, or preventive care, for the employee or for a family member. PSL can also be taken by an employee who is a victim of domestic violence, sexual assault, or stalking. The employee should provide notice of the need for leave as soon as practicable, and in advance if foreseeable. Family members include a child (biological, adopted, foster, step), legal ward, child to whom the employee stands in loco parentis; parent (biological, adoptive, step), legal guardian of employee or employee’s spouse or registered domestic partner, person who stood in loco parentis when employee was a minor; spouse; registered domestic partner; grandparent; grandchild; and sibling. Employees must use PSL in at least two-hour increments.

An employee may accrue a maximum of 48 hours of PSL. Once the maximum is reached, the employee must reduce accrued PSL before accrual will recommence. An employee can use no more than 24 hours of PSL in each year of employment. The Commission will not lend PSL to employees in advance of accrual. Unused PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired within one year of the date of separation, previously accrued but unused PSL will be reinstated at rehire.

Make-Up Time

The Commission allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. You may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek, to make up for time that will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate. Make-up time requests must be submitted in writing to your supervisor, using the “Make-Up Time Request” form provided by the Commission. Requests will be considered for approval based on the legitimate business needs of the Commission at the time the request is submitted. A separate written request is required for each occasion you request make-up time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours prior to the desired time off. If you ask to work make-up time first to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. Our workweek is Thursday through Wednesday. You may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to personal obligations.

If you take time off and are unable to work the scheduled make-up time for any reason, the missed hours would be paid as PTO or sick time. If no PTO or sick time is available, the hours missed will be unpaid.

Holidays

The Commission observes the paid holidays set forth below, whenever the dates listed fall on normally scheduled work days Monday through Friday. Full-time employees are eligible for the following paid holiday benefits. Part-time employees are eligible for a pro-rated amount for the following paid holidays.:

January 1	New Year's Day
Third Monday in January	Martin Luther King Jr.'s Birthday
Third Monday in February	President's Day
March 31/ Last Monday in March	Cesar Chavez Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Friday After Thanksgiving
December 24	Half day - Christmas Eve
December 25	Christmas Day
December 31	Half day - New Year's Eve

*When a holiday falls on a Sunday, the holiday is observed on the following Monday.

When a holiday falls on a Saturday, the holiday is observed on the preceding Friday.

A holiday schedule will be published and distributed to employees each year.

~~Generally, if January 1, July 4, November 11, or December 25 fall on a Sunday, the holidays will be observed the following Monday. If those holidays fall on a Saturday, the holiday will be observed on the preceding Friday. Likewise, if Cesar Chavez Day (March 31) falls on a weekday other than Monday or Friday or on a weekend, the holiday will be observed on the last Monday of March. A holiday schedule will be published and distributed to employees each year.~~

To be eligible for holiday pay, you must have worked, or been available to work, the days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by the Executive Director or designee. PTO use does not constitute a worked day.

If you are a non-exempt employee, eligible for paid holiday benefits and are required to work on a paid scheduled holiday, you will be paid for your work hours plus holiday pay (the number of hours you are regularly scheduled to work). Employees on leaves of absence are ineligible for paid holiday benefits.

LEAVES OF ABSENCE

Expectations During Leave

The Commission will make every effort to communicate with employees during any leave of absence. The employee will also be required to maintain communication and update the Commission on any change in status and the estimated date of return.

Leaves of absences provided by the Commission are unpaid unless otherwise noted. Except with pregnancy disability leave, employees are required to use any accrued, unused PTO before taking any unpaid leave.

Bereavement Leave

In the event of the death of your current spouse or domestic partner, your child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-in-law, father-in-law, son-in-law or daughter-in-law, you may take up to three ~~consecutive~~ scheduled work days off with pay with the approval of ~~the Executive Director~~ your supervisor. Your supervisor may approve additional unpaid time off.

Military Leave

The Commission will follow any and all applicable federal and state laws concerning military leave. Generally, an employee returning from military leave is guaranteed reemployment and other rights as long as he or she complies with certain notification requirements, as required by federal or state law. When an employee must return to work after the completion of service depends on the duration of the military service.

Service members and their families will receive health benefits in accordance with federal and state law. Health care coverage may be available under USERRA or COBRA.

Family and Medical Leave of Absence

As a public agency, the Commission is considered a covered employer under the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”). Eligible employees will be provided with family and medical leave in accordance with the requirements of applicable state and federal law. An “eligible employee” is an employee that (1) has worked for the Company for a total of at least 12 months, ~~and~~ (2) has worked at least 1,250 hours during the 12 months prior to the requested leave, and (3) works at a location with at least 50 employees within a 75 mile radius.

Eligible employees may receive up to 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee’s first day of leave. Family medical leave is unpaid. Employees with accrued but unused PTO time are required to exhaust the accrued PTO time during their leave of absence, unless otherwise prohibited by state or federal law.

Leave will be granted for any of the following reasons: (1) the birth of the employee’s child; (2) the placement of a child with the employee in connection with an adoption or foster care; (3) to care for a child, parent, domestic partner, grandparent or spouse who has a serious health condition; (4) due to the employee’s own serious health condition; or (5) because of a qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Parental Leave

Eligible employees will be provided with parental leave in accordance with the requirements of applicable state and federal law. An “eligible employee” is an employee that (1) has worked for the Company for a total of at least 12 months, and (2) has worked at least 1,250 hours during the 12 months prior to the requested leave.

Eligible employees may receive up to 12 workweeks of unpaid leave to be completed within 12 months of the birth of a child or placement of adoption or foster care of a child. Employees with accrued but unused vacation time may use vacation time during their leave of absence, unless otherwise prohibited by state or federal law.

Pregnancy Disability Leave

In compliance with California State law, if an employee is disabled by pregnancy, childbirth or related medical conditions, the employee is eligible to take a pregnancy disability leave (PDL). If the employee is affected by pregnancy or a related medical condition, the Commission will make every effort possible to accommodate the employee during the employee's pregnancy.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four (4) months (or eighty-eight (88) workdays if you are a full-time employee) per pregnancy.

This leave is unpaid. Employees may be eligible for state disability insurance during the leave.

Time Off to Vote

The Commission will provide employees with time off to vote in accordance with state law. When possible, the employee should make every effort to vote prior to or after their scheduled working hours.

No employee will be penalized or retaliated against for requesting time off to vote.

Crime Victims Leave

An employee who is the victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is the immediate family member, registered domestic partner or child of the registered domestic partner of such a victim will be given time off as necessary to attend judicial proceedings in relation to the crime.

Volunteer Emergency Services Providers' Leave

If you are a volunteer firefighter or a reserve peace officer, or if you provide certain emergency rescue services as defined by state law, upon request the Commission will grant you up to 14 days of unpaid leave per calendar year for the purpose of engaging in fire or law enforcement training. Under state law, employees who are emergency services providers may also be eligible for unpaid leave when performing certain emergency duties.

Civil Air Patrol Leave

Members of the Civil Air Patrol who have been employed at least 90 days are eligible for an unpaid leave of absence of a maximum of ten days per calendar year for the purpose of responding to an emergency operational mission of the California Wing of the Civil Air Patrol.

Jury Duty or Witness Leave

Employees are permitted to take an unpaid leave of absence for jury duty, as is required by state law. Employees are expected to notify a supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Written verification from the court clerk of having served is required. If work time remains after any day of jury selection or jury duty, you may be expected to return to work for the remainder of your work schedule. Employees may retain any mileage allowance, or related fees, paid by the court for jury or witness service. Employees who receive a subpoena to be a witness at a hearing or trial will be granted unpaid leave. The notice and verification requirements listed above for jury duty also apply to witness leave.

Time Off to Appear at School When Required by The School

Employees who are the parent, grandparent or guardian of a pupil are permitted to appear at the school when the school has given notice. Employees will not be compensated for the time. Employees are required to give reasonable notice to their immediate supervisor ~~or Director~~.

Organ and Bone Marrow Leave

Employees requesting time off for the purpose of donating an organ or bone marrow to another person will be granted a paid leave of absence in accordance with state law.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge receipt of the handbook. I understand that this handbook does not imply or constitute a contract or employment agreement for a specified term between myself and the Commission.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have any questions about the handbook, or any employment matters, I will contact my ~~Director~~/supervisor or the Executive Director.

I understand that this handbook contains general statements about current Commission policy, and that the Commission retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

Employee Signature _____

Employee Name Printed _____

Date _____