

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

ADMINISTRATIVE COMMITTEE MEETING

February 21, 2023 - 1:15 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Employee Handbook - Annual Review

RECOMMENDED ACTION:

Approve, for full Commission consideration, 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 CoreHR Team, the Commission's contracted human resources firm to include any changes and/or updates to state and/or federal labor laws. The proposed updates are shown via red-line in the attached Employee Handbook.

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 reviewed and approved by the full Commission, employees will receive an updated copy of the Employee Handbook including the separation of the Illness and Injury Prevention Program.



Employee Handbook

202~~2~~3

CONTENTS

- Introduction 4
- Our Vision and Mission..... 4
- General Policies & Procedures..... 4
 - Equal Employment Opportunity 4
 - Employment At-Will 4
 - Anti-Harassment, Discrimination & Bullying..... 4
 - Anti-Bullying Policy 5
 - Anti-Retaliation 5
 - Reporting Procedures 5
 - Reporting Compliance Irregularities..... 5
- Workplace Safety..... 6
 - Injury Reporting Procedure 6
 - Use of Cellphone While Driving 6
 - Workplace Violence Policy 6
 - Security within Workplace 6
- Expectations & Employee Conduct 6
 - Grooming/Attire..... 6
 - Punctuality & Attendance 7
 - Personal Cell Phone Policy 7
 - Commission Computers & Electronic Equipment..... 8
- Prohibited Conduct 8
 - Illegal Drugs, Controlled Substances, Alcohol and Marijuana Policy 8
 - Smoking, Vaping & Use of Tobacco Related Products 9
 - Prohibited Conduct & Behavior..... 9
 - Employee Separation..... 9
- Timekeeping & Pay..... 10
 - Classification of Employees 10
 - Workday..... 10
 - Workweek 10
 - Work Hours..... 10
 - Timekeeping 11
 - Meal and Rest Periods..... 11
 - Overtime 11
 - Day of Rest..... 11

Paydays.....	11
Meetings and Training Courses.....	12
Off Duty Activities.....	12
Personnel Policies	12
Representing the Commission.....	12
Child-Friendly Workplace	12
Lactation Policy & Accommodation	13
Lighthouse for Children - Child Development Center	13
Confidentiality of Commission Information.....	13
Media Conduct	14
Conflicts of Interest	14
Attorney-Client Confidentiality	15
Solicitations	15
Health Care and Other Group Benefits.....	15
Remote Work Policy.....	15
Benefits.....	17
Paid Time Off.....	17
State Mandated Paid Sick Leave.....	18
Make-Up Time	18
Holidays.....	19
Leaves of Absence.....	19
Expectations During Leave.....	19
Bereavement Leave.....	20
Military Leave.....	20
Family and Medical Leave of Absence	20
Family Medical Leave Under the California Family Rights Act.....	20
Pregnancy Disability Leave	21
Time Off to Vote	21
Crime Victims’ Leave.....	21
Volunteer Emergency Services Providers’ Leave.....	21
Jury Duty or Witness Leave.....	21
Time Off to Appear at a School Site.....	22
Employee Handbook Acknowledgement Form	23

INTRODUCTION

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 throughout the state and established county commissions to administer these funds including the Children and Families Commission of Fresno County, more commonly known as First 5 Fresno County. The passage of this Act created an unprecedented opportunity for counties 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.

This employee 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.

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.

OUR VISION AND MISSION

We, at First 5 Fresno County, 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.

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~~they 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. 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

We are committed to maintaining high professional and ethical standards and 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 reporting procedures. [When in doubt, contact your supervisor or the Executive Director.](#)

WORKPLACE SAFETY

Injury Reporting Procedure

Whether working on- or off-site, the Commission wants to ensure that employees are provided with a safe working environment. Safety is a team effort. Employees should review the attached Commission's Injury and Illness Prevention Program (IIPP) description and ask their supervisor if there are questions or concerns. Failure to abide by the procedures outlined in the IIPP will lead to disciplinary action, up to and including termination.

Employees are required to *immediately* report any work-related injury or illness, no matter how small, to their supervisor. The Commission will provide the employee with any required paperwork. The employee is expected to be cooperative in the reporting process. The IIPP is attached to this policy.

Use of Cellphone While Driving

Employees are prohibited from talking on a phone (whether with or without a handsfree device), composing text messages, and reading text messages on a cell phone while operating a personal or a Commission-owned vehicle for Commission business. Failure to adhere to this policy will result in disciplinary action up to and including termination.

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. 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

~~Commission. The professional image of our staff is vital. Our~~ employees must demonstrate professionalism and good judgment in matters of dress in the workplace. ~~While we know that our attire does not speak for the quality of our work, we are laying out parameters as a guide and to standardize our expectations.~~ The following ~~are~~ general ~~and mostly universal~~ guidelines ~~and quick~~

~~searches of these categories, since they are mostly universal, cannot help guide attire, 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 professional office environment. Business Casual includes appropriate jeans, Dockers, ~~with blouses,~~ polo shirts, etc.

Business Professional: While the Commission generally observes a business casual dress environment, there will be situations requiring more formal attire (~~e.g. conducting or attending public meetings, seminars, roundables, presentations, etc.~~). ~~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, Business Professional attire should include appropriate business wear shoes (no sport shoes or sneakers), slacks, pantsuits, dresses and skirts of appropriate length (no more than two inches above the knees), dress shirts, sweaters or turtlenecks, socks and ties. If you are in doubt as to whether the item of clothing is Business Professional per this handbook, 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 rest and 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 Executive Director, a Director, or designee 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 the Commission of an absence in accordance with this policy for three consecutive workdays will be considered to have voluntarily resigned employment with the Commission, absent of 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 and its accessories and supplies, including computers, office telephones, printers, 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.

Additionally, the safe use and safe-keeping of equipment checked out to the employee is her/his/their responsibility. In the instance equipment belonging to the Commission is damaged, broken, lost, or stolen, the employee must notify their supervisor detailing the incident and circumstances. Employee may be responsible for costs associated with fault.

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 is committed to a philosophy of good health and a safe workplace. It is important that the work environment reflect the Commission's concern for good health. With this in mind, employees are prohibited from using tobacco products in/on Commission owned property, client sites, and offices. This includes any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe or hookah, smoking, vaping, and 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 Paid Time Off (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. 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.

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

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 by no later than the 5th hour of work and cannot perform any work during the meal period. Meal periods must be at least 30 minutes and 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, or their rest break, at the time designated by the Commission the employee should immediately notify their supervisor.

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 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, 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 treats each other, community partners, clients, vendors and the general public with the utmost respect and consideration not only during work hours, but after hours as well. You should also recognize that clients and others may view or have access to posts you make electronically on any social media platform. How we behave both at work and after hours is a reflection on our agency.

Child-Friendly Workplace

The Commission knows We believe, happy parents make better employees, and this can be accomplished in a child-friendly workplace. Thus, 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. Keep in mind we 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 supervisor to discuss their own child/family needs.

Time Off to Appear at a School Site

Employees who are the parent, grandparent, aunt, uncle, or guardian of a pupil are permitted to appear at a school site for a school event, /meeting, or to volunteer to help with class functions. Employees will not be compensated for the time. Employees are required to give reasonable notice to their immediate supervisor. Again, keep in mind that these privileges may need to be reevaluated if they become disruptive to the employee's work performance.

Lactation Policy & Accommodation

The Commission offers employees who want to express breast milk while at work full access to our Breastfeeding Friendly Lactation Room. The room is shielded from view and free from intrusion. The Breastfeeding Friendly Lactation Room provided by the Commission complies with all the minimum requirements of the law, including surface space to place personal items, a place to sit, access to electricity, running water and a refrigerator suitable for storing breastmilk.

The Commission provides a reasonable amount of break time to allow employees to express breast milk (pump) at work. The break time shall, if possible, run concurrently with any break time already provided to the employee. Employees requiring a lactation accommodation in accordance with this policy may request such accommodation by contacting their direct supervisor. The Commission is obligated to respond to an employee's request for a lactation accommodation. Any employee who believes the Commission has not met its obligation to respond to a lactation accommodation or has violated any law has the right to file a complaint with the Labor Commissioner.

Lighthouse for Children - Child Development Center

The Lighthouse for Children Child Development Center on the first floor of our building 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 the First 5 Fresno County 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 a Director, or designee.

Conflicts of Interest

Employees of the Commission must adhere to the Conflict of Interest Code and Policy adopted by the Commission. 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. Both the Code and Policy can be found on the Commission's website. **Additionally, staff may be required by Code or Policy to complete a Form 700.**

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 Commission, 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, 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 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, stepparent 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 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.

Remote Work Policy

Working remotely is the practice of employees doing their jobs from a location other than a central office. For the Commission, remote work is the option for an employee to work some or most of their work hours from their home or another established location under terms outlined.

The Commission considers remote working to be a viable, flexible work option after a minimum of one month of continuous, regular employment, when both, the employee and the job are suited to such

an arrangement. An employee who opts in to working remotely must take responsibility for ensuring that the quality, quantity, and timeliness of his/her/their work product is satisfactorily maintained. Terms and conditions of employment with the Commission remain the same regardless of work site, and the employee must abide by all federal laws, state laws, county and agency policies, and contractual obligations.

Arrangements for a regular remote work schedule must be discussed and approved by the supervisor and Executive Director. Once in a remote work arrangement, if at any time, the employee chooses to discontinue their participation, the employee should notify/discuss with their supervisor.

Remote Work Location

If the remote worker's offsite location is in a home, employee must designate a workspace that is maintained in safe condition, free from distractions or other hazards. Any injury and/or accident must be brought to the immediate attention of the supervisor.

The remote work location is provided exclusively by the employee, and not by the Commission. The employee is exclusively responsible for maintaining a safe and appropriate work environment and remains liable for injuries to third persons and/or members of the employee's family on employee's premises. The Commission is not responsible for damage to the employee's real or personal property while working remotely. Employees are advised to check with their insurance advisor on the availability of incidental office liability coverage. This coverage can extend the home or rental insurance policy to cover "business pursuits" at the home. The Commission is not responsible for any additional premium that may be charged and is not responsible for determining coverage issues.

Remote Communications

Employees must receive and respond to communications (i.e., Microsoft Teams, Mitel Connect, phone calls, e-mail, etc.) from other staff, supervisors, contractors, community partners, and/or the public while working remotely. Communication methods and frequency will be determined by the supervisor and employee. If the remote worksite is in a home, the Commission is not responsible for the payment of utilities incurred while working at home nor home maintenance costs.

Remote Equipment

The Commission will provide the technical equipment necessary (i.e. laptop) upon approval of the remote work arrangement. The Commission will make every effort to make remote work comfortable for the employee so long as accommodations are justifiable and within reason. The employee is responsible for setting up their agency-provided computer equipment at home or alternative work site. No in-house installation or support will be provided.

Use of equipment is limited to authorized staff persons for purposes relating to Commission business only. The employee is responsible for ensuring that equipment is used properly.

The remote worker will take all precautions necessary to secure Commission information and equipment in his/her/their home and prevent unauthorized access to any Commission system or information, damage or theft. In the instance that equipment, issued by the Commission, is broken, damaged or stolen, the employee must detail the incident to their supervisor.

The employee must provide his/her/their own Internet Service Provider (ISP) that will provide sufficient internet speed to run agency applications.

Disturbance to Work/ Discontinuation

If the employee is scheduled to work remotely and their work is disturbed (i.e., slow or failing internet or equipment, distracting remote work environment, etc.) causing a hinderance to work productivity or deadlines, the employee should contact their supervisor, and immediately commute to agency headquarters or take PTO, whichever is applicable and agreed upon with their supervisor.

Any violation or non-compliance with these terms and conditions or issues in productivity due to remote work may result in preclusion from the remote work arrangement option and/or disciplinary action, up to and including dismissal. Employee agrees not to engage in employment activities other than the Commission assignments, during the work hours as outlined in this Handbook.

Discontinuation of the option to work remotely or changes to this policy may be made at anytime at the discretion of the Commission management. Every effort will be made to provide a 30 days' notice, at minimum, of such change to accommodate issues that may arise from the termination of a remote work arrangement. There may be instances, however, when a 30 days' notice is not possible.

BENEFITS

Paid Time Off

The Children & Families Commission of Fresno County maintains a Paid Time Off (PTO) program. The PTO program is designed in response to employees' need for time off and allows eligible employees to receive their wages for qualified time off from work. PTO may be used for any reason, including illness. 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 or do not work the full pay period.

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.

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. For extenuating circumstances when prior approval is not possible (e.g. sudden illness), employees must call or message their supervisor as soon as possible to communicate the need for PTO.

If you have been absent for a period of (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 workdays 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	Presidents' Day
March 31/ Last Monday in March	Cesar Chavez Day
Last Monday in May	Memorial Day
June 19	Juneteenth National Independence Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Friday After Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
December 31	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 unless preceded by another holiday, which, in this case, the holiday will then be observed on the following Monday unless otherwise noted within the schedule.

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

To be eligible for holiday pay, you must have worked/shown up for work, 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 (an approved absence) 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 and military leave, employees are required to use any accrued, unused PTO before taking any unpaid leave.

Bereavement Leave

Upon the death of an immediate family member, employees will be granted leave of up to 5 working days with 3 of those days being paid. The leave does not have to be taken consecutively but must be taken within 3 months from the date of the family member's death. Documentation may be required to confirm the need for leave. For purposes of bereavement leave, "immediate family" includes the employee's spouse, registered domestic partner, child (including stepchildren), parent (including stepparent and in-law), grandparent, grandchild, brother or sister.

Prior approval of absence in order to receive pay for time off must be received by the employee's manager. Employees may use paid sick leave or other paid time off benefits to cover lost wages.

In the event of the death of a family member or close friend, 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 scheduled workdays off with pay, outside of your accrued PTO, with the approval of your supervisor. You may also utilize your accrued PTO and/or you may take up to five days unpaid for additional leave. 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~~ they 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"). 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 Commission for a total of at least 12 months, (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.

Family Medical Leave Under the California Family Rights Act

The Commission provides family and medical leave in accordance with state law. To be eligible for family and medical leave benefits, you must: (1) have worked for us for a total of at least 12 months and (2) have worked at least 1,250 hours over the previous 12 months.

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of your first use of family and medical leave. Leave may be used for any of the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member, defined as a spouse, registered domestic partner, child, child of a registered domestic partner, grandchild, sibling, parent, parent-in-law or grandparent with a serious health condition.

- You are unable to work because of your own serious health condition.
- For any qualifying exigency because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A leave taken due to a “qualifying exigency” related to military service must be supported by written proof of its necessity.

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

The Commission provides crime victims leave in accordance with state law. You may take unpaid time off from work if you, an immediate family member (spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather) needs to seek medical attention for injuries caused by crime or abuse, to obtain services from prescribed entities as a result of crime or abuse, to obtain psychological counseling or mental health services related to an experience of crime or abuse, or to participate in safety planning and to take other actions to increase safety from future crimes or abuse. This leave is also available for a person whose immediate family member is deceased as the direct result of a crime.

You may use vacation or other accrued time off, if available. Please contact your supervisor for more information regarding leave for crime victims’ rights.

Volunteer Emergency Services Providers’ Leave

If you are a volunteer firefighter or a reserve peace officer, or if you provide certain emergency rescue services, upon request the Commission will grant you unpaid leave when performing certain emergency duties, as defined by state law.

Jury Duty or Witness Leave

Employees are permitted to take leave for jury duty, as is required by state law. The Commission will pay non-exempt employees up to 2 days of jury duty leave. Employees can substitute paid time off benefits for any additional time needed to serve. 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.~~

~~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 a School Site~~

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

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 _____

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

ADMINISTRATIVE COMMITTEE MEETING

February 21, 2023 - 1:15 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Salary Schedule Update

RECOMMENDED ACTION:

Review and approve, for full Commission consideration, an updated Salary Schedule.

BACKGROUND:

To ensure the Commission fulfills its responsibility to review the salary schedule regularly for any required changes, the proposed updates to the staff salary schedule ranges are in accordance with state regulations of minimum wage/salary requirements.

In 2021, the Commission approved an updated Salary Schedule in accordance with California Labor Code 1182.12 to be compliant through the year 2023. Under California law, incremental increases to minimum hourly wage for both exempt and non-exempt employee classifications were required each year.

Last year, the California Legislature revised the 2023 minimum wage for non-exempt employees from \$15 to \$15.50/hr effective January 1, 2023. The updated increase is summarized in the table below.

Year	Mandated Salary per CA Labor Code	
	<i>Exempt</i>	<i>Non-Exempt</i>
2023 - Original	\$62,400	\$15.00/hr
2023 - Revised	\$64,480	\$15.50/hr

Additionally, under the Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act (First 5), which details all audit and expanded audit requirements, the Commission is required to review and approve the salary and benefit schedule when any revisions are made. The expanded audit requirement states the following:

“The county commission must adopt, in a public hearing, policies and procedures for establishing salaries for its employees. The employees’ salaries policies must comply with those set forth in the commission policies... [Health and Safety Code sections 130151(b)(8) and 130140 (d)(6)].”

Recommendation

With these requirements, Commission staff, in conjunction with CoreHR Team, have proposed updates to the Salary Schedule involving range updates for 2023 made effective January 1 of this year.

POSITION	APPROVED 2023 RANGE	PROPOSED 2023 RANGE
Executive Director	\$115,520 - \$137,520	\$121,760 - \$150,000
Deputy Director	\$105,200 - \$137,200	\$111,440 - \$143,440
Director	\$74,160 - \$93,160	\$84,000 - \$104,000
Manager	\$58,240 - \$77,240	\$64,480 - \$84,000
Specialist	\$36,344 - \$57,344	\$42,584 - \$63,584
Assistant	\$29,120 - \$41,120	\$35,360 - \$47,360

Fiscal Impact: These updates have been included within the 2022-2023 Approved Revised Agency Budget – Salaries Expense line. Additionally, range updates will be incorporated in the construction of future budgets.

CONCLUSION:

Reviewing the Commission’s Salary Schedule regularly allows the opportunity for revisions and/or to incorporate any needed updates based on new regulations. If approved by the Administrative Committee, staff will incorporate any feedback provided and prepare this item for review and approval by the full Commission at the next regular meeting.



Positions and Salaries

DRAFT - Effective January 1, 2023

POSITION LEVEL	POSITIONS	RANGE
Executive	Executive Director	\$121,760 - \$150,000
	Deputy Director	\$111,440 - \$143,440
Director	Business Director, Early Childhood Initiatives Director	\$84,000 - \$104,000
Manager	Early Childhood Initiatives Manager, Business Manager, Executive Projects Manager	\$64,480 - \$84,000
Specialist	Business Specialist, Early Childhood Initiatives Specialist	\$42,584 - \$63,584
Assistant	Project Assistant	\$35,360 - \$47,360

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

ADMINISTRATIVE COMMITTEE MEETING

February 21, 2023 - 1:15 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Employee Compensation Policy - Updates

RECOMMENDED ACTION:

Approve, for full Commission consideration, updates to the Employee Compensation Policy.

BACKGROUND:

The Employee Compensation Policy (the Policy) was created in 2017 to formalize written guidelines and procedures for determining eligibility for salary increases. The Commission's human resources firm, CoreHR Team, worked with staff to develop the Compensation Policy. The Policy has served as a guide for establishing salaries for new and promoted Commission staff, salary increase eligibility and performance evaluation parameters.

The proposed updates are intended to ensure the Policy continues to serve as a relevant guide for the Commission's approach to salary increases available to staff and eligibility criteria. The Policy was reviewed and updated in partnership with CoreHR Team and is attached for review. Highlights of the proposed updates include:

- Incorporating a Compensation Philosophy statement that includes the Commission's commitment to ensuring the policy is reviewed regularly to remain useful and relevant
- Clear definitions for types of possible salary increases (Promotion, Merit Based, Cost of Living Adjustment, and Mandated Adjustment)
- Updates to the eligibility criteria
- Removing the specificity of employee evaluation parameters from the Policy

Fiscal Impact: Action on this agenda item will have no fiscal impact; however, this action will further clarify the process and parameters for future salary increase opportunities, as determined by the Commission, including positions partially or fully funded by a separate funding source.

CONCLUSION:

If approved, by this Committee and subsequently the full Commission, the Compensation Policy will be updated and implemented immediately. Additionally, any salary increases remain contingent upon approval from the Commission of the annual agency operating budget.

1. Philosophy

We, at First 5 Fresno County, 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 Commission's Compensation Philosophy is grounded on the Commission's mission, vision, and values around pay equity.

Our work requires recruiting and retaining staff with pertinent talent, skills, education, and lived experience. By intentionally reviewing and updating our Policy, we not only reward and retain top talent, we also contribute to a more just society. As such, the Commission is committed to reviewing, on a regular basis, market, and survey data as well as our projected revenues, to assist in the setting and confirming base pay, salary adjustments, benefits plan, non-monetary rewards, etc.). Declining revenues is our fiscal reality; any salary adjustments/increases take this into account and are subject to approval by the Commission.

2. Objective

The Compensation Policy (the "Policy") describes the specific criteria the Commission uses to determine the following:

- Starting salary for new full-time staff;
- ~~Salary for staff members when promoted to a new job classification;~~ Types of possible salary increases;
- ~~Employee Appraisals (Performance Evaluations)~~
- Salary increase eligibility

This Policy applies to all full-time Commission staff members as outlined in the Employee Handbook. Any compensation for part-time Commission staff members, should there be any, shall be reviewed on a case-by-case basis.

2.3. Useful Terms

Job Classification

Job classifications define the job functions and role the staff member provides at the Commission. There are three job classifications: Administrative/Operations (Assistant & Specialist), Professional (Manager), and Executive/Leadership (Director). The Commission uses market value ~~data-information~~ to determine a salary range for each of the three job classifications.

Job Description

Job Descriptions are written for each position in the Commission and describe the duties, responsibilities and qualifications required for each position.

Job Category

The two job categories, as defined by the Fair Labor Standards Act, are Non-Exempt and Exempt. These two categories are defined and described in the Employee Handbook. These categories are not tied to any job classification. A job category is subject to change based on need, at the Executive Director's discretion.

3.4. Starting Salary & Hiring Range

New Full-Time Staff: New staff members will receive a salary no less than the lowest guaranteed salary for their job ~~classification~~ category and no greater than the highest salary in the salary range. The applicant's prior job-related experience and/or education will be used by the agency to determine the new staff member's exact starting salary. ~~The agency shall make every reasonable effort to ensure internal equity between new and existing staff members. The current approved Salary Schedule can be found on the Commission's website.~~

5. Types of Possible Salary Increases

Promotion

~~Promoted Staff:~~ When a staff member is promoted to a position in a different job classification, the promoted staff member will receive a salary no less than the lowest guaranteed salary for their new job classification and no greater than the highest salary in the salary range of the new job classification. The agency shall make every reasonable effort to ensure internal equity between new and existing staff members.

~~An increase in salary resulting from a promotion or any action that increases an employee's salary shall also qualify as a salary increase for purposes of this Policy. Therefore, a staff member with or without a new job classification in which his or her salary has increased shall not be eligible to receive an additional salary increase until twelve months or more from the last salary increase.~~

Merit Based

~~An increase to the employee's pay rate after successfully accomplishing job duties/expectations and a set of performance goals previously agreed upon between employee and supervisor. A formal evaluation will be completed annually in employee-supervisor dyads to assess performance and agree on professional development goals focused on continuous improvement. While continuous performance feedback is both encouraged and expected, a formal evaluation will be completed annually in employee-supervisor dyads to assess performance more broadly and agree on professional development goals focused on continuous improvement. The increase is typically calculated as a percentage of the employee's current salary. Available amount for merit based increases is defined in the budget and will not exceed 3%.~~

Cost of Living Adjustment (COLA)

~~An increase to pay or benefits depending on state and national market factors, to keep up with the rising costs of goods and services due to inflation. Often called a COLA (cost of living adjustment). In cases, a COLA may be a form of salary increase used by the Commission. While the COLA rate is established by the Social Security Administration and used by other employers, the existence of and rate of a COLA increase and the rate is not guaranteed to influence Commission salary increases as increases are dependent upon~~

agency budget constraints. Available amount for a COLA increase, if any, will be defined in the agency budget and will not exceed 2%.

Mandated Adjustment

Increase in an employee’s pay rate determined and required by state or federal legislative mandates.

1. Employee Appraisals

All Commission staff will be evaluated during the same review period, which will be based on the fiscal year as established by the Commission (the “Appraisal”). In addition to the Employee Appraisal described below, supervisors are required to provide on-going feedback and coaching to the Commission staff they supervise.

The Employee Appraisal, based upon the performance criteria described below, shall in part be used to determine eligibility for a salary increase during the next fiscal year, only if such action is approved by the Commission.

Areas of Evaluation

Staff members are evaluated in three areas:

Section I: Is the staff member meeting the requirements as detailed in their job description?

Section II: Has the staff member made significant contributions worthy of attention/recognition aligned with the overall mission and goals of the agency (beyond the duties and responsibilities in their job description)?

Section III: Did the staff member achieve the professional development goals identified in their prior Employee Appraisal? (Staff members having their first evaluation will be evaluated based on their agreed upon initial performance deliverables when position was accepted).

New and existing staff will also identify professional goals for the upcoming fiscal year.

Performance Points & Scoring Rubric

Staff members can earn performance points in each of the three areas of the Employee Appraisal. The points are based on the criteria and scoring rubric as described below:

Section	Criteria	Maximum Percentage Possible
<u>I: Meeting Job Expectations</u>	<u>No corrective/disciplinary memorandum(s) resulting from adverse performance actions.</u>	<u>Up to 10%</u>
<u>II: Significant Contributions</u>	<u>Notable performance that contributed to the advancement of the agency’s mission and goals during the Appraisal period (separate from duties and responsibilities in job description).</u>	<u>Up to 45%</u>

III: Achievement of Prior Professional Goals	Satisfactory completion of agreed upon professional development goal(s) from the prior Employee Appraisal period.	Up to 45%
(A minimum of 70% performance is required to be eligible for a salary increase).		100% total

The Scoring Rubric below will be used to guide the scoring of each Employee Appraisal Section as described above; points will be weighed to match the maximum percentage points possible per section for a total of 100% points possible.

Score	Description
(1) Unsatisfactory	Consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical activities, duties and/or goals was not made. Significant improvement is needed in one or more important responsibility areas. A plan to correct performance, including timelines, must be (has been) outlined and (will be/is being) monitored to measure progress.
(2) Improvement Needed	Failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical responsibilities or goals were not met. A professional development plan to improve performance must be (has been) developed and attached, including timelines, and (will be/is being) monitored to measure progress.
(3) Meets Expectations	Consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual responsibilities and goals were met.
(4) Exceeds Expectations	Consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual responsibilities and goals were met.
(5) Outstanding/Exceptional	Far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit or agency mission and goals for fiscal year. This rating is achievable by any employee though given infrequently.

5. Determining Eligibility for a Salary Increase

6. Eligibility

Staff members must meet the criteria listed below to be eligible for a salary increase:

1. Have not received a salary increase since July 2nd, resulting from a promotion, change of duties, and/or the successful completion of agreed upon new deliverables/duties.
2. Have been in their current position for at least nine months and/or it has been at least nine months since their last merit salary increase.

- ~~3. Have/are not on a performance improvement plan or similar disciplinary communication due to (an) adverse performance action(s) during the fiscal year being evaluated.~~

Not Automatic

~~Salary increases shall not occur automatically and are not guaranteed. The availability of funds to provide for salary increases is determined by the Commission's annual operating budget and the funding source (if applicable) and may vary between fiscal years.~~

Ineligible Staff

~~Employees who are on a performance improvement plan or have received similar disciplinary communication due to (an) adverse performance action(s) during the fiscal year being evaluated are not eligible for a salary increase under this Policy.~~

Eligible Staff

~~Staff members must meet *both* criteria listed below to be eligible for a salary increase: _____~~

- ~~1. Have not received a salary increase of 5% or more (or more than \$2,500, whichever is higher) since July 2nd or later following the most recently completed Appraisal Period. A salary increase for purposes of this Policy includes salary increases resulting from a promotion, and/or the successful completion of agreed upon new deliverables, activities or duties.~~
- ~~2. Have been in the staff member's current position for at least 9 months prior to the Employee Appraisal.~~

Note: For positions fully or partially funded through a separate funding source (non-Proposition 10), the funder's official representative(s) and/or decision-making body will aid in informing or determining and recommend any salary increase eligibility for each pertinent staff position for the Commission's approval.

Amount of Increase

The amount, if any, of the eligible staff member's salary increase including non-Proposition 10 funded positions will be based on the percentage earned in the Employee Appraisal and the approved Proposition 10 budget allocated for any salary increases. For non-Proposition 10 funded positions, available funds from the designated funding source, if any, will reimburse the Proposition 10 budget.

The salary increase is subject to approval by the reviewed employee's Supervisor and the Executive Director. Additionally, the salary increase is contingent upon approval from the Commission of the annual agency operating budget.