

**Children’s Services Council of Leon County (CSC Leon)
Governing Council Meeting**

Thursday, February 17, 2022, 2:00 pm
Tallahassee Community College, Student Union Ballroom
444 Appleyard Dr., Tallahassee, FL 32304

*Members of the public can view the meeting via live stream on this YouTube channel:
<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.*

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes from January 20, 2022
- V. General Public Comment
- VI. Executive Director’s Report
- VII. Committees & Reports
 - A. Program Services Committee
 - i. Presentation of committee recommendation for general approach, methodology, timeline and evaluation process for community investments
 - 1. Public Comment
 - 2. Consideration of Committee Recommendation
 - B. Treasurer’s Report
 - i. Presentation of January 2022 Report
 - 1. Public Comment
 - 2. Consideration of Monthly Report
 - C. Enterprise Software Solution Committee
 - i. RFI Update
 - ii. Committee Appointments
- VIII. Special Presentation: Insurance (Brown & Brown)
- IX. Council Policies
 - A. Presentation of Policies: Talent Selection, Leave & Attendance, Team Member Conduct, Device Management
 - i. Public Comment
 - ii. Vote to Approve All Policies as Presented
- X. Next Meeting Dates
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

Agenda Item

Approval of Minutes from January 20, 2022

Attachments:

1. Proposed Minutes

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
January 20, 2022

DRAFT MINUTES

Members Present: Honorable Jonathan Sjostrom, Chief Judge (Chair); Carmen Conner (Vice-Chair); Rocky Hanna, Superintendent of Schools; Dr. Zandra Glenn; Darryl Jones, School Board Member; Liza McFadden; Paul Mitchell; Mark O'Bryant; Terrence Watts, DCF Appointee

Member(s) Not Present: Carolyn Cummings, Leon County Commissioner

Staff Present: Cecka Rose Green, Executive Director; Ted Granger, Interim Administrator; Holly McPhail, Interim Operations Manager

Location: Tallahassee Community College Student Union Ballroom, 444 Appleyard Dr., Tallahassee, FL 32304

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 2:02 p.m.

2. ROLL CALL

Nine council members were present and a quorum was established.

3. APPROVAL OF AGENDA

Mr. Jones motioned to approve the agenda as presented. Mr. Mitchell seconded the motion and it was approved unanimously.

4. APPROVAL OF MINUTES FROM LAST MEETINGS

Mr. Mitchell moved to accept the minutes from December 16, 2021, as presented. Mr. McFadden seconded the motion and the minutes were approved unanimously.

5. GENERAL PUBLIC COMMENT

No members of the public offered comment.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Green provided the executive director's report highlighting CSC Leon filed its annual report per statute, repaid the loan taken from Leon County with interest, and introduced Ms. Jacinta Clay who would be starting in the Office Manager position on February 7. The Council appointed Mr. Mitchell to serve on Early Learning Coalition of the Big Bend and determined that the Circuit 2 Alliance Community Action Team would officially be represented by Ms. Green and would rotate members of the Council in

attendance on a quarterly basis. Ms. Green also shared her intention to bring forth a staffing plan at the next meeting and facilitate a discussion about office space in advance of a budget amendment. Finally, Ms. Green shared plans for a series of community conversations in late March/early April that all Council members will be invited to. The full schedule will be published at the next meeting.

7. COMMITTEES & REPORTS

A. BYLAWS COMMITTEE

Ms. McPhail presented the proposed bylaws as previously amended. Mr. Mitchell motioned to amend the bylaws, section III. E. to strike the word serving and replace with eligible. Dr. Glenn seconded the motion and it was approved without dissent. Ms. McFadden motioned to amend the bylaws section VIII to strike the word principal and strike the last sentence in the first paragraph. Mr. Mitchell seconded the motion and it was approved without dissent. Mr. Mitchell motioned to approve Resolution 2022-01 approving the amended and restated bylaws for CSC Leon. Mr. O'Bryant seconded the motion and it was adopted without dissent.

B. NOMINATIONS COMMITTEE

Ms. McPhail presented the proposed slate of officers for the next term of officers: retain Judge Sjostrom as Chair, retain Mr. Mitchell as Treasurer, appoint Dr. Glenn as Vice-Chair. Mr. O'Bryant motioned to approve Resolution 2022-02 designating officers for the current term as defined in the bylaws. Mr. Watts seconded the motion and it was adopted without dissent.

C. NEEDS ASSESSMENT REPORT

Dr. Glenn presented a contract amendment to the contract with QQ Research Consultants changing the due dates of some deliverables, provided copies of the subcontracts QQ Research Consultants holds with local providers, provided an update on provider and parent engagement, and presented the Theory of Change guiding the needs assessment process. Dr. Glenn introduced Dr. Sandra Williams to present the methodology on the key outcomes and measures document feeding the Theory of Change and field questions related to community engagement efforts.

Discussion ensued related to using this tool to help narrow the focus of the data that will be used to inform the gap analysis and overall performance of the CSC over time, efforts to ensure robust community engagement, clarifying the role of Council members in upcoming community forums, the need for capacity building among providers, and a request to include definitions for the benchmarks as presented.

Ms. Emily Fritz provided public comment requesting the Council adopt SMART goals for each priority area moving forward.

Mr. Jack Levine provided public comment requesting a multigenerational focus be applied to the research and to consider the varying proficiencies with technology use when considering how best to present the research to the community.

Mr. Mitchell motioned to accept the theory of change and list of benchmark measures as presented in concept, instructing staff to add additional measures as appropriate based on the research. Mr. Jones seconded the motion and it was adopted without dissent.

D. TREASURER'S REPORT

Mr. Mitchell provided the financial reports for both December 2021 and Quarter 1 of the Fiscal Year. Mr. O'Bryant motioned to approve the financial reports as presented. Ms. Conner seconded the motion and it was approved unanimously.

8. COUNCIL POLICIES FOR REVIEW

A. INVESTMENT

Ms. Granger presented Resolution 2022-03 establishing investment guidelines as required by status. the proposed bylaws as previously amended. Mr. O'Bryant motioned to approve the resolution as presented. Mr. Mitchell seconded the motion and it was approved unanimously. Ms. McFadden requested the Council develop a formal policy in the future.

B. TALENT & CULTURE

Ms. McPhail presented three draft policies related to talent selection, team member conduct and attendance and leave to be voted on at the next meeting, noting that per Council previous instruction the policies either reflected the current procedures in place for Council operations or "matched" similar policies held by Leon County. No further action was taken.

C. IT: DEVICE MANAGEMENT

Ms. McPhail presented a draft policy describing security controls to protect endpoints that process, transmit and/or store CSC Leon data. Ms. McFadden inquired if the Council has cybersecurity insurance. No further action was taken.

9. NEXT MEETING DATE

The next full council meeting will be on February 17, at 2 pm, at the Tallahassee Community College Student Union Ballroom. The Program Services Committee will meet on Thursday, February 10, at 3:30 pm, in the Leon County Commission Chamber.

10. NEXT MEETING AGENDA

Chair Sjostrom proposed the following items be included on the February 17 agenda in addition to the standard meeting items:

- Proposed staffing plans and office space
- Budget amendment to support administrative operations
- Special presentation on council insurance
- RFI Update for Enterprise Software Solutions

- Schedule for upcoming community conversations

11. MEMBER COMMENTS

Judge Sjostrom and Mr. Watts made a special presentation to Mr. Ted Granger for his service as Interim Administrator.

Superintendent Hanna reminded staff of his willingness to offer collocated office space.

There were no additional member comments.

E. ADJOURNMENT

Meeting adjourned at 4:47 p.m.

DRAFT

Agenda Item

Committees & Reports: Program Services Committee

Attachments:

1. List of Community Investment Procurement Guidelines

**CSC Leon Program Services Committee
Committee Recommendation
February 2022**

The following is a set of guiding principles and specific recommendations for the general approach, methodology, timing and evaluation of community investment proposals.

CSC Leon will:

- Use a variety of procurement types (RFPs, ITNs, RFIs and “prize money”) to solicit innovative solutions and standard program service delivery models to meet identified needs.
- Determine highest need and use a targeted approach to prioritize funding, and not necessarily attempt to fill all identified gaps.
- Limit expedited funding expectations for 2022 to short-term, one-time funding opportunities to meet immediate needs during the summer and/or for emergency use (e.g., hurricane response).
- Reserve a portion of funding each year for a public relations campaign focused on connecting families to services.
- Reserve a portion of funding each year to specifically provide “capacity building” services to give very targeted support and technical assistance to organizations and/or programs.
- Designate a minimum percentage of service-based funding opportunities to support innovative and emerging practices, rather than dedicating 100% of funds for “evidence-based” approaches only.
- Consider investing in a system of “navigators” through community partners and providers to help children, youth and families better connect to available services and programs.
- Use external partners and volunteers, including experts from other CSC communities, to evaluate all proposals (i.e., no employees, contractors, or council members) following specified instructions unique to the type of procurement (RFPs, ITNs, RFIs and “prize money”).
- Offer a mixed model of contract terms (one-, two- or three-year terms) that allow for flexibility, contract extensions, and provide very clear accountability measures.
- Use a monthly allocation model and require, at minimum, quarterly reporting/evaluation for all 1-year or longer contracts.
- Renegotiate contract budgets on an annual basis for any contract awarded for longer than one year, based on contract performance, reporting and quality improvement plans.
- Establish supportive relationships with each investment partner and not just serve as a “cut and dry” contract manager.

Agenda Item

Committees & Reports: Treasurer's Report

Attachments:

1. Balance Sheet as of January 31, 2022
2. Profit & Loss Statement, January 2022
3. Detailed Income & Expense Report, January 2022

Children's Services Council of Leon County
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	5,846,803.48
Operating	139,249.64
Total Checking/Savings	<u>5,986,053.12</u>
Total Current Assets	<u>5,986,053.12</u>
TOTAL ASSETS	<u>5,986,053.12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	16,612.06
Total Accounts Payable	<u>16,612.06</u>
Total Current Liabilities	<u>16,612.06</u>
Total Liabilities	16,612.06
Equity	
Unrestricted Net Assets	10,520.00
Net Income	5,958,921.06
Total Equity	<u>5,969,441.06</u>
TOTAL LIABILITIES & EQUITY	<u>5,986,053.12</u>

Children's Services Council of Leon County
Profit & Loss
January 2022

	Jan 22
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	164,024.76
Interest	878.35
Total Income	164,903.11
Expense	
Compensation & Benefits	
Employee Benefits	630.19
Salaries	9,230.76
Total Compensation & Benefits	9,860.95
Contract Services	
Accounting Fees	1,250.00
Audio/Video	1,500.00
General Counsel	3,937.00
Interim Administrator	8,333.33
Program Specialist & Admin.	5,000.00
Total Contract Services	20,020.33
Miscellaneous expenses	
Awards & Recognition	126.95
Payroll processing	143.15
Research	8.54
Software	208.97
Sponsorship	500.00
Total Miscellaneous expenses	987.61
Payroll taxes	1,399.09
Salaries & Wages - Clearing	0.00
Total Expense	32,267.98
Net Ordinary Income	132,635.13
Net Income	132,635.13

Children's Services Council of Leon County Detailed Income and Expense Report

January 2022

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds					
Deposit	01/11/2022			Deposit	164,024.76
Total Ad Valorem Proceeds					164,024.76
Interest					
Deposit	01/31/2022			Deposit	149.59
Deposit	01/31/2022			Deposit	728.76
Total Interest					878.35
Total Income					164,903.11
Expense					
Compensation & Benefits					
Employee Benefits					
Bill	01/24/2022	01/24/2022	Cecka Rose Green	Health Insurance - Reimbursement	630.19
Total Employee Benefits					630.19
Salaries					
General Journal	01/20/2022	Pyrl 012122			4,615.38
General Journal	01/28/2022	Pyrl 012822			4,615.38
Total Salaries					9,230.76
Total Compensation & Benefits					9,860.95
Contract Services					
Accounting Fees					
Bill	01/03/2022	4458	Grayson Accounting Consulting P.A.	Accounting services - Dec. 2021	1,250.00
Total Accounting Fees					1,250.00
Audio/Video					
Bill	01/05/2022	C1-000024255	Tallahassee Community College	A/V Equipment & Support (01/20/21 Council Meeting)	750.00
Bill	01/26/2022	C1-000025960	Tallahassee Community College	A/V Equipment & Support	750.00
Total Audio/Video					1,500.00
General Counsel					
Bill	01/11/2022	77129	Bryant Miller Olive P.A.	Legal services thru 12/31/21	3,937.00
Total General Counsel					3,937.00
Interim Administrator					
Bill	01/31/2022	08	Granger44 Consulting LLC	Interim Administrator Services - Jan. 2022	8,333.33
Total Interim Administrator					8,333.33
Program Specialist & Admin.					
Bill	01/02/2022	0057	Windwood Communications LLC	Jan. 2021 - Operations Management	5,000.00
Total Program Specialist & Admin.					5,000.00
Total Contract Services					20,020.33
Miscellaneous expenses					
Awards & Recognition					
Check	01/24/2022	1	Awards4U		126.95
Total Awards & Recognition					126.95
Payroll processing					
Check	01/21/2022		Paychex EIB		59.05
Check	01/28/2022		Paychex EIB		84.10
Total Payroll processing					143.15
Research					
Bill	01/11/2022	122067	Florida Department of Health	Public Records Request	8.54
Total Research					8.54
Software					
Check	01/18/2022		Bill.com		105.97
Bill	01/20/2022	INV-220159	IT Partner LLC	Office 365 & Exchange	103.00
Total Software					208.97
Sponsorship					
Bill	01/27/2022	CW-21-49	The Childrens Forum Inc.	Sponsorship	500.00
Total Sponsorship					500.00
Total Miscellaneous expenses					987.61
Payroll taxes					
General Journal	01/20/2022	Pyrl 012122			505.38
General Journal	01/28/2022	Pyrl 012822			893.71
Total Payroll taxes					1,399.09

Type	Date	Num	Name	Memo	Amount
Salaries & Wages - Clearing					
Check	01/20/2022		Paychex TPS		1,202.15
Check	01/20/2022		Paychex Inc		3,918.61
General Journal	01/20/2022	Pyrl 012122			-3,918.61
General Journal	01/20/2022	Pyrl 012122			-1,202.15
Check	01/27/2022		Paychex TPS		1,590.50
Check	01/27/2022		Paychex Inc		3,918.59
General Journal	01/28/2022	Pyrl 012822			-3,918.59
General Journal	01/28/2022	Pyrl 012822			-1,590.50
Total Salaries & Wages - Clearing					0.00
Total Expense					32,267.98
Net Ordinary Income					132,635.13
Net Income					132,635.13

Agenda Item

Council Policies

Attachments:

1. Draft Talent & Culture Policies
 - a. Talent Selection
 - b. Team Member Conduct
 - c. Attendance & Leave
2. Draft Information Technology Device Management Policy

Children's Services Council of Leon County (CSC Leon)

Talent Selection

Recruitment

The Children's Services Council of Leon County (CSC Leon) is an Equal Employment Opportunity Employer.

Applicants are recruited based on job requirements. CSC Leon recognizes the opportunity to fill positions from internal candidates possessing the desired qualifications, and to promote from within whenever possible.

Job opportunities are communicated through job postings on at least one of the following: CSC Leon website, internal bulletin boards, paid advertisements, public service notifications, notifications to community organizations and any other means deemed necessary by the Executive Director or designee.

Consideration of Applications

The Office Manager deems applications to be valid for consideration when:

- The application is submitted before the deadline date.
- The application is filed using the prescribed recruitment software.
- The application is substantially complete.
- The application reflects that the applicant possesses the required knowledge, skills, ability, and experience.
- The application is not in any way falsified.
- The application reflects that the employment of the applicant would not violate the CSC Leon's nepotism policy.
- The application reflects that the applicant meets other valid and lawful employment requirements for the position that is vacant.

Method of Rating and Selection

After the advertising period, applicants will be evaluated to determine eligibility for consideration. Each applicant considered to possess the minimum qualifications, whose application contains a Notice of Layoff from a State of Florida agency or department and whose application does not indicate employment for any period following the issuance of the Notice of Layoff, will be granted an interview by, at minimum, the Executive Director.

CSC Leon gives preference in appointment to eligible veterans and their family members as defined in Chapter 295, Florida Statutes. In order for applicants to claim veteran's preference,

the documentation required by law must be provided to CSC Leon at the time of the application.

Those applications not meeting the stated minimum qualifications, regardless of layoff status, will be retained by the Office Manager.

Applications are reviewed by the Office Manager and interview candidates are chosen. The number of candidates may vary by the size of the selection pool but must include applications of veteran(s), if applicable, who are eligible for preference.

After completion of the interviews, the Office Manager will conduct at least two telephone employment reference checks on its top candidates.

Upon completion of satisfactory reference checks, the recommendation will be forwarded to the Executive Director, along with relevant written materials. Included in the material should be specific reasons why the chosen applicant is qualified and/or why CSC Leon needs will be served by such a hiring decision; additionally, a brief, but detailed, explanation as to why other applicants were not chosen.

Upon approval by the Executive Director, an offer letter will be written, and proper signature obtained. The Office Manager will extend a job offer, conditioned upon obtaining a signed authorization for the procurement of an investigative consumer report for employment purposes, and a satisfactory background investigation in accordance with all local, state, and federal laws, to the selected candidate, and schedule the new team member start date.

An employee who perceives that they have been treated unfairly in the hiring process, and/or the promotional process, should contact the Office Manager for fact-finding. If determined to be a valid claim, the issue will be investigated further and make known to the Executive Director for response.

Initial Placement

The starting salary for those meeting the minimum qualifications will be the minimum salary in the salary range to which the position is assigned.

All recommendations for exceeding the minimum salary must be agreed upon by the Executive Director or designee prior to the extension of the offer. Education and experience, exceeding the minimum requirements for the position as verified by an associate degree, bachelor's degree, master's degree, doctorate degree, or professional certification, and job-related experience may be considered for higher than minimum initial placement within the salary range.

Probationary Period

All full or part-time employees will serve a probationary period. The probationary period should be considered the "working test" portion of the evaluation process. It will be utilized to closely observe the employee's work, determine suitability for continued employment, and for ensuring the most effective adjustment of an employee to the position. The probationary period will be three (3) months in duration, unless extended.

The Executive Director, prior to the expiration of the probationary period of a particular employee, may extend the duration of a probationary period. No extension will be allowed that would make the probationary period longer than six (6) months. If an extension of the probationary period is put in place, employee documentation must include a staff development plan complete with timetable, goals and measurements.

During the initial probationary period of an employee, a recommendation may be made to the Executive Director for termination, if the development plan has not been met or the employee violates CSC Leon policy. Should an employee change positions during the probationary period, the employee will serve a complete probationary period in the new position.

Temporary Positions

Positions with duration of less than three (3) months may be appointed by the Executive Director. Positions with duration of three (3) months or more must follow the normal hiring process, outlined previously.

Pay for Temporary positions shall not exceed the pay range of comparable positions. Duration of need is determined ahead of time.

The maximum duration of any Temporary position should not exceed two (2) years.

Emergency Appointment

When an emergency makes it impossible to fill a regular position utilizing normal procedures, the Executive Director may appoint any qualified person to such position. Written justification for the appointment will be maintained by the Office Manager.

Children's Services Council of Leon County (CSC Leon)

Attendance and Leave

Hours of Operation

The hours of operation for the Children's Services Council of Leon County (CSC Leon) shall be determined by the Executive Director in accordance with the needs of the organization. Work schedules may vary according to the needs of the individual teams, subject to the approval of the Executive Director.

Flexible Work Schedules

All full-time employees are expected to work at least 36 hours per week.

Flextime/staggered work hours and compressed workweeks are permitted to allow employees to work around traffic congestion, school and child care schedules, etc., when it is not in conflict with CSC Leon's operations. However, the operational needs of CSC Leon must come first.

All supervisors are expected to institute reliable managerial controls to ensure that employees arrive and leave at their appointed time and are involved in performing their assigned duties. Employee abuse of flextime/staggered work hours and compressed workweeks may result in withdrawal of flextime privileges or more severe disciplinary actions.

The use of alternative work schedules:

- must not adversely affect the services that are provided to other divisions or the public.
- must not contribute to the need for additional staff.
- must not cause or contribute to the need for staff to work or be paid additional overtime hours.

Attendance and Leave Records

The Office Manager shall maintain complete and accurate attendance and leave records. Bi-weekly timesheets are due to the Office Manager by 10:00 a.m. on Friday of the end of the bi-weekly pay period. Notification of exceptions requiring early timesheet turn-in will be made when necessary.

Attendance Standards

In order to ensure the efficiency and productivity of CSC Leon operations, regular attendance and arriving at work on time are requirements of continued employment. As a general

guideline, over a period of not less than six (6) months, an average of over eight (8) hours a month is excessive time missed from work for whatever reason (except as noted below), regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave, or Annual Leave, all of which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well-documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard.

Notification Requirement: If an absence is unavoidable, employees are required to notify their immediate supervisor of such absence no later than the beginning of their work shift. Excessive absenteeism, tardiness, and failure to notify supervision of an absence are grounds for disciplinary procedures.

Three (3) successive workdays missed without notifying a supervisor shall be considered abandonment of one's position and shall be grounds for automatic termination.

Holidays

Holidays shall be designated by the CSC Leon Governing Council, with up to four discretionary days granted at the direction of the Executive Director. All employees normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her rate of pay. When the actual holiday falls on an employee's scheduled workday, the holiday may be observed on the actual holiday instead of the designated holiday. Should the designated holiday not fall on a normal workday of a full time employee, the employee shall be paid for an additional eight (8) hours at his or her rate of pay for the holiday.

When work schedules are adjusted by mutual agreement between employee and Administration, Holiday Pay will be based on a 40-hour workweek. An employee who is not on approved paid leave and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday in proportion to their hours regularly worked during the week.

Personal Days

Employees are eligible for twenty-four (24) hours each year. The days off may be scheduled at the employee's convenience, subject to the following provisions:

Upon completion of three (3) months of service, employees become eligible for twenty-four (24) hours of Personal Days during the remainder of the calendar year. Employees with three (3) or more months of service become eligible for new Personal Days each January 1.

Part-time employees are entitled to prorated Personal Days.

Temporary employees are not eligible for Personal Days.

The Personal Day may be scheduled at any time throughout the calendar year, but may not be carried over into the next calendar year. Approval of the Personal Day is required in advance and is subject to work needs and management approval. A request for the Personal Day shall be submitted in advance to the Office Manager.

Compensation for Personal Days will not be counted as hours worked for overtime calculation purposes. Employees may not exceed twenty-four (24) hours of Personal Days in a calendar year. This includes employees with alternative work schedules. Any remaining leave hours required to complete a payroll will be taken from the employee's available leave balances (annual, compensatory, leave without pay, etc.) and should be noted on the employee's timesheet. Personal Days will be charged on an hour for hour basis and can be used in partial day one-hour increments.

The Office Manager is responsible for maintaining records of Personal Days eligibility and use.

Leave of Absences – Statutory

In order to assist employees with personal situations that occur in their lives, the Family and Medical Leave Act and the Florida Domestic Violence Act provides for unpaid leave in the event the employee meets certain eligibility requirements as defined by the regulations.

Family and Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993, eligible employees are entitled to extended leave without pay under specified conditions. Depending upon the reason, employees may elect to substitute their accrued annual, compensatory, swing, or sick leave for any part of the twelve (12) weeks of leave granted under the Act.

Employees must request coverage through the Office Manager who will interpret provisions of the Act not stated below. In general, the Act provides for the following:

Eligible employees are entitled to a total of twelve (12) workweeks of leave during any 12-month period when leave is taken for one or more of the following circumstances:

- The birth of a son or daughter of an employee and to care for the child;
- The placement of a son or daughter with an employee for adoption or foster care;
- To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition;
- An employee is unable to perform the functions of the position because of the employee's own serious health condition.

Additionally, under FMLA, eligible employees are entitled to:

- Military Caregiver Leave, which helps families of covered servicemembers (current servicemembers and certain veterans) with a serious injury or illness by providing up to 26

workweeks of FMLA job-protected leave in a single 12- month period to certain eligible family members to care for the covered servicemember; and

- Qualifying Exigency Leave, which helps families of military members in the Regular Armed Forces, as well as the National Guard and Reserves, manage their affairs when the military member is going to be or has been deployed to a foreign country by providing up to 12 workweeks of FMLA job-protected leave in the applicable 12-month leave period to certain eligible family members.

Under FMLA, “son or daughter” means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Under FMLA, “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.

Under FMLA, the term “in loco parentis” refers to the situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child; and that a biological or legal relationship is not necessary.

Under FMLA, the term “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage. Eligible Employees To be eligible for coverage, an employee must:

- Be an employee , full or part-time;
- Have been working for CSC Leon for least twelve (12) months before the leave request; and
- Have worked at least 1,250 hours during that time.

Eligible employees are under a general duty to give thirty (30) days notice of their intent to take leave for foreseeable events, such as the expected birth of a child or planned medical treatments. Thirty days’ notice is not required in all cases, but the employee must give as much notice as is possible.

Certification issued by a health care provider must be submitted to the Human Resources Division, which includes a statement of:

- The date the condition began;
- Its probable duration;
- Appropriate medical facts; and
- An assertion that the employee is unable to perform the employee's job function, or that the employee is needed to care for a sick family member for a specified time.

An employee may be required to provide certification of ability to return to work.

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Eligible employees retain all accrued benefits while on leave. Health plan coverage is maintained by CSC Leon while an employee is on family and medical leave. Provisions for collection of employee contributions to health plan coverage shall be made on an individual basis.

Employees, in consultation with their supervisor, are required to periodically report on their status and plans to return to work.

Florida Domestic Violence Leave Act

In accordance with Florida Statutes, employees may be granted up to three (3) days of unpaid leave in any twelve (12)-month period if the employee or a family or household member of an employee is the victim of domestic violence. Employees must exhaust the use of annual leave, compensatory leave, or swing days before going into unpaid leave status.

To be eligible for leave, an employee must have three (3) months of service with CSC Leon.

Eligible employees may request leave for the following activities:

- Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
- Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
- Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center;
- Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- Seeking legal assistance to address issues arising from domestic violence, attending, or preparing for court related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health and safety of the employee or family member, the employee shall provide advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, law enforcement reports, orders to appear in court, certification from attorney, certification from domestic violence service provider, etc.; that the employee is being subjected to domestic violence. Any request for use of this leave will be kept confidential and is exempt from public disclosure until one (1) year after the leave is taken in accordance with Florida law. Employees in need of leave under this provision shall contact the Office Manager for the appropriate leave request form.

Annual Leave Accrual

Annual leave is provided for the purpose of rest, recreation, time with family, travel, and other forms of renewal by getting away from the job. It also enables employees to take care of other time consuming personal matters, which may arise from time to time. Annual leave is not intended as a substitute for regular on-time attendance and will not be approved by supervisors to make up for habitual lateness. All regular employees shall be entitled to earn and accrue annual leave. Employees who work less than full-time shall accrue leave in proportion to their hours worked.

Creditable service for annual leave shall begin to accrue immediately upon employment and follow the schedule below for all regular employees:

- Eight (8) hours per calendar month effective upon employment.
- Ten (10) hours per calendar month after completion of five (5) years service.
- Twelve (12) hours per calendar month after completion of ten (10) years service.
- Thirteen (13) hours per calendar month after completion of fifteen (15) years service.
- Fourteen (14) hours per calendar month after completion of twenty (20) years service.
- Sixteen (16) hours per calendar month after completion of twenty-five (25) years service.

Sr. Management Service credits for annual leave shall be allowed on the following basis:

- Ten (10) hours per calendar month effective upon employment.
- Twelve (12) hours per calendar month after completion of five (5) years service.
- Fourteen (14) hours per calendar month after completion of ten (10) years service.
- Fifteen (15) hours per calendar month after completion of fifteen (15) years service.
- Sixteen (16) hours per calendar month after completion of twenty (20) years service.

Annual leave may be accumulated but may not exceed two hundred and forty (240) hours as of January 31 annually for all regular, full time, and part time employees. All annual leave hours in excess of 240 hours will be forfeited as of January 31 of each year. This policy will apply to all employees. Carry forward of annual leave in excess of 240 hours as of January 31 is not allowed.

In the event an employee has not been able to work during the months of October, November, and December due to an approved leave of absence covered under the Family and Medical Leave Act (FMLA), Workers Compensation, Military Leave, or Administrative Leave, the Executive Director may approve a carry forward of annual leave hours. All requests for annual leave carry forward will be reviewed by the Office Manager to validate that leave could not be taken due to an extended leave of absence and a recommendation will be made to the Executive Director.

The Executive Director may also designate certain periods during which, for CSC Leon business, operational and staffing reasons, annual leave may not be taken. Due to the increased requests during holiday seasons, employees should manage their annual leave balances throughout the

year and not wait until the last quarter of the year to request annual leave. Annual leave could be denied at that time due to staffing and operational needs.

Request for Annual Leave

A request for annual leave shall be submitted to the employee's immediate supervisor or the Office Manager. Annual leave of four (4) days or more should be requested as soon as possible, but not less than two (2) weeks in advance.

Leave may be taken only after approval of supervisor. Approval or disapproval of request for three (3) days or less will be given within the same day. Requests for four (4) or more annual leave days should be given within two (2) working days.

When approved leave has been granted and a County emergency occurs requiring the employee to work, costs associated with leave travel plans that are not reimbursable, will be paid by the County. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

Duration of Leave

Annual leave shall be limited to twenty-three (23) consecutive calendar days, unless approved in advance by the Executive Director.

Sick Leave Accrual

All regular employees shall be entitled to accrue sick leave. Employees who work less than full time shall accrue sick leave in proportion to their hours worked. Sick leave is credited at the rate of eight (8) hours per calendar month with no limit to accumulation. Part-time credits are prorated.

Uses of Sick Leave

Illness, debilitating injury, pregnancy, childbirth, adoption, medical or dental appointments, and care for employee's immediate family are valid uses of sick leave. An employee on annual leave is allowed to convert such leave to sick leave when the employee becomes ill or injured and proper documentation is submitted to the Office Manager.

When requesting sick leave for immediate family illness, the person who is ill or injured, as well as the general nature of the illness or injury, must be identified.

An employee who is to be absent from work and wishes to request sick leave shall submit an official request in advance, when possible. Otherwise, the employee shall notify his or her supervisor at the usual reporting time, and then upon returning to work, the employee shall immediately submit to the supervisor an official leave request. Failure to do so may result in a loss of pay for the absence.

A supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated. Attendance records are monitored by supervisors and the Office

Manager for compliance with established attendance standards (refer to Attendance Standards in this section).

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

When Earned Sick Leave is Exhausted

No sick leave in excess of the leave accumulated to the employee's credit may be granted. In instances where the illness of an employee extends beyond the employee's sick leave credits, annual leave may be approved for sick leave use by the Executive Director in special cases.

Days lost due to illness that are not credited to sick or annual may be charged as leave of absence without pay when approved by the supervisor.

Method of Leave Accumulation

Upon employment, annual and sick leave shall be credited at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the initial month of employment.

Upon separation, annual leave shall be credited at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the final month of employment.

Annual and sick leave shall be credited on the first day of the month following the month the leave was accrued. If an employee has insufficient leave credits to cover a period of absence, he or she shall be placed on leave without pay. In such cases, appropriate payroll adjustments shall be made for the period during which the absence occurred.

No leave shall be granted for less than one half (1/2) hour, nor in increments of less than one quarter (1/4) hour.

Credit for Unused Sick Leave

Upon separation from CSC Leon employment, an employee shall be compensated for one fourth (1/4) of his/her accumulated unused sick leave. Annually, when an employee has accumulated over 240 hours of sick leave a maximum of twenty-four (24) hours may be transferred from sick leave to annual leave or placed in a Leave bank for consideration at retirement time. An employee may choose to bank portions of the unused sick leave, when annual leave does not exceed 240 hours. At retirement, all banked sick time will be paid out in full. Should the employee leave the employment of CSC Leon prior to retirement, banked sick leave time is forfeited. Should the employee die while employed with CSC Leon the banked sick leave will be paid to the beneficiary.

Military Leave

Long-term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and ends ninety (90) days after the date of separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed Services.

When an employee is granted military leave for active military service, another employee may fill the employee's position. Upon separation from the military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform.

Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service, and within thirty-one (31) days after completion of initial active duty for training of not less than three (3) months. An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall, upon presentation of a copy of the employee's official orders, be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, and is ordered to active duty (not active training) shall upon presentation of a copy of the employee's official orders, be granted military leave. The first thirty (30) calendar days of such leave shall be with pay, and the remainder without pay. Leave payment of this type shall be made upon receipt of evidence from the appropriate military authority that thirty (30) days of active military service has been completed.

Disaster Leave

An employee who is a Certified Disaster Service Volunteer of the American Red Cross may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12)-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the Executive Director. An employee, granted leave under this section, should not be deemed to be an employee of CSC Leon for purposes of workers' compensation. Leave under this policy shall be granted only for services related to a disaster occurring within the boundaries of the State of Florida.

Employees requesting to volunteer to work in disaster relief services must obtain approval from the Executive Director.

Administrative Leave

Administrative Leave is either paid leave or unpaid leave and will not be considered for the purposes of overtime calculation. Approval of Administrative Leave with pay is limited to an amount necessary to bring the employee to full pay (40 hours of work in the workweek or prorated for part-time employees). In no case can the approval of Administrative Leave cause the employee to exceed the number of hours s/he is normally scheduled in the workweek.

Administrative Leave may be authorized for the following reasons:

- **Court** - An employee who is summoned as a member of a jury panel or is subpoenaed as a witness, not involving personal litigation, shall be granted leave with pay. Employees shall not be reimbursed by CSC Leon for meals, lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of administrative leave.
- **Donating Blood** - An employee may be granted up to two (2) hours of leave with pay for the purpose of donating blood.
- **Death in Immediate Family** - An employee shall, upon request, be granted three (3) workdays of leave with pay on the death of a member of the employee's immediate family. Sick leave may also be used for death in the immediate family. Employees must notify the supervisor of the deceased relative's name and relationship to the employee. Proof of the death may be requested by the supervisor.
- **Natural Disasters** - The Executive Director or designee shall have the authority to close CSC Leon offices due to natural disasters such as hurricanes, tornadoes, or floods. All employees affected shall be granted Administrative Leave with pay for the hours they would have normally been scheduled to work during such state of emergency. The length of Administrative Leave granted will be determined by the Executive Director. For extended periods of disasters, employees may be required to use their own personal leave.
- **Election Volunteer** - Up to eight (8) hours of administrative leave, with pay, may be granted by the Executive Director to regular employees who, on a regularly scheduled County workday, serve as an election day poll worker for the Leon County Supervisor of Elections. Eight (8) hours is the maximum number of Administrative Leave hours that will be awarded to an employee for serving as a poll worker on an election day, regardless of the number of hours an employee is regularly scheduled to work that day. Administrative Leave hours for part-time employees will be prorated.
- **Arrests/Investigations** - An employee who has been arrested, who is the subject of a criminal investigation, or who is participating in an internal investigation, may temporarily be assigned other duties if deemed advisable, or may be placed on administrative leave, with or without pay, if the employee's absence from the work location is deemed appropriate. The period of the temporary assignment or the Administrative Leave shall not exceed 30 working days for each investigation.
- **Other reasons** - Administrative Leave may be granted by the Executive Director for education and other job-related purposes not paid for or provided by this policy, when such

leave is deemed of benefit to the operations of CSC Leon.

Caregiver Leave

Paid Caregiver Leave provides leave with pay for the purpose of caring for and/or bonding with a newborn, newly-adopted child, or relative placement of a child for up to 6 weeks following the birth, adoption or relative placement.

Regular full time and regular part time employees, regardless of gender, who meet the hours and service eligibility requirements under the FMLA, are eligible for Caregiver Leave. This provision includes registered domestic partnerships. An employee must have worked for CSC Leon for at least 12 months and worked at least 1,250 hours during the 12 month period preceding the leave.

Paid Caregiver Leave may be up to 6 weeks long and must be utilized continuously within the first twelve weeks following the birth, adoption or relative placement. Any unused paid Caregiver Leave shall be forfeited at the end of the allowed period.

If a multiple birth, adoption or placement occurs, the total amount of paid caregiver leave granted for that event will not be increased.

During the leave period, the employee will be paid for their normal work schedule based on the following:

- For Week 1 and 2: 100% of base hourly rate of pay
- For Week 3 and 4: 75% of base hourly rate of pay
- For Week 5 and 6: 50% of base hourly rate of pay

Employees must use any accrued Annual, Sick, Personal and Compensatory Leave in order to receive compensation up to 100 percent of base pay during the weeks paid at the rates of 75% and 50%.

If a Holiday occurs during paid caregiver leave, the employee will receive Holiday Pay instead of paid Caregiver Leave, but a holiday does not extend the duration of the leave.

Coordination with FMLA:

Paid Caregiver Leave runs concurrently with leave under the FMLA. The leave will be counted toward the 12 weeks available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply.

After the paid caregiver leave benefit is exhausted, the balance of FMLA leave will be compensated through employee's accrued sick, vacation, personal and compensatory time if available. Upon exhaustion of accrued sick, vacation, personal and compensatory time, any remaining leave will be unpaid leave.

Conditions of Paid Caregiver Leave

Employees are only eligible for one (1) six week leave period in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.

Annual leave and sick leave will continue to accrue during the period of paid Parental Leave.

The employee's payroll deductions for all employee benefits will continue during the duration of the leave.

If the Office Manager determines that an employee has abused or falsified information or was otherwise not eligible for leave, the employee will be required to repay any leave previously approved and will be subject to disciplinary action including termination.

Any employee who fails to return to work due to a voluntary termination following a paid caregiver leave (or following the conclusion of FMLA leave) shall reimburse CSC Leon in an amount equivalent to the value of the paid parental leave taken directly by check, or through deduction from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.

Approved Leave of Absence Without Pay

The Executive Director may grant an employee approved leave of absence without pay on a full or part-time basis for a period not to exceed ninety (90) days, or up to one (1) year, subject to the following conditions.

Leave without pay should be granted only when it is in the interest of CSC Leon to do so. Such leave must be justified and not be detrimental to the operations of the department. Funds expended for substitute staff and related operating expenses may not exceed the amount that would be expended if the employee had remained on the job.

- Leave without pay may be granted for an employee to attend a college, university, or other accredited educational institution, for the purpose of receiving training and education, subject to the following guidelines:
 - The education to be received must be directly related to the employee's current job or related to a job function the employee may reasonably be expected to perform and is of apparent benefit to the department.
 - The employee must have over two (2) years of service with CSC Leon and must have met overall performance expectations for the most recent two (2) years of employment.
 - Upon completion of such leave, the employee will be expected to return to full-time employment with CSC Leon for a minimum length of time equal to the time spent on leave.

- Leave without pay may be granted for personal disability of the employee or disability of an employee's spouse, son, daughter, or parent(s) requiring care by the employee. Caring for elderly parents is covered under this policy.
- Other compelling reasons.

At the expiration of a leave of up to ninety (90) days without pay, the employee shall be returned to the position temporarily vacated.

Credit toward annual or sick leave shall not be earned during full-time leave without pay. Employees on a partial leave of absence without pay shall be paid for holidays and accrue leave benefits in proportion to their hours regularly worked during the week.

Prior to taking leave without pay in excess of twenty (20) hours a week, the employee shall notify the Office Manager in writing whether or not insurance coverage is desired during the leave period. The employee shall be covered by insurance benefits for thirty (30) days from the commencement of the leave, provided the employee continues to pay any employee portion of insurance costs. After thirty (30) days, the employee pays the full cost of the insurance premiums.

Approved leave without pay shall not constitute a break in service except that creditable service for purposes of determining the employee's annual leave accrual rate shall not be earned during periods of full-time leave without pay in excess of thirty (30) days.

Request for such approved leave shall be made in advance, and be recorded on the official time sheet for regular employees.

Failure on the part of the employee to report promptly at the expiration of approved leave without pay may be cause for termination.

Unauthorized Absence

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed an unauthorized absence. Any such absence shall be without pay and may subject the employee to disciplinary action.

Workers' Compensation Leave

Workers' Compensation Leave is "paid leave" and will not be considered for the purposes of overtime calculation.

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days without being required to use accrued leave credits. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the

employee. If the employee receives Workers' Compensation benefits for this period of leave with pay, the employee shall reimburse the County the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.

If the employee is unable to resume work at the end of the seven (7)-day calendar period:

- The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will supplement the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. If the employee elects to use accrued leave to supplement worker's compensation benefits, the employee's compensation shall revert to standard Workers' Compensation benefits when accrued leave is exhausted. In no case shall the employee's combined salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or
- If the employee elects not to use accrued leave, the employee shall receive normal Workers' Compensation benefits.

Reporting an Accident

At the time that an accident occurs, there is an assessment of the severity of injury sustained by the employee by the supervisor.

If the injury is life threatening or is of a very serious nature, the Office Manager or designee is responsible for getting the employee immediately to a hospital. Should such an accident occur away from the office, the employee is responsible for communicating with the office within twenty-four (24) hours after the accident.

If the injury requires medical treatment but is not life threatening or of a very serious nature, the Office Manager or designee is responsible for getting the employee immediately to an urgent care facility. Should such an accident occur away from the office, the employee is responsible for communicating with the office within twenty-four (24) hours after the accident.

If the injury requires no medical treatment, the Office Manager should still document the injury with the employee within twenty-four (24) hours after the accident.

Accidents may be investigated by the Office Manager. Identified unsafe acts by employees may be subject to disciplinary actions.

Extending Salary During Workers' Compensation Leave

In those cases where the employee has elected to use accrued leave credits, has exhausted all accrued sick leave credits, and is still unable to return to work, the Executive Director may approve a request for an extension of disability leave with pay. In such cases, a medical report that gives a current diagnosis of the employee's physical condition and a prognosis regarding his or her recovery and ability to return to work must be acquired.

Children's Services Council of Leon County (CSC Leon)

Team Member Conduct Policy

Policy Statement: Equal Employment Opportunity

It is the policy of CSC Leon to subscribe to the principle of Equal Employment Opportunity. This policy reaffirms the commitment and is implemented to ensure that:

- In accordance with applicable local, state, and federal laws, as amended from time to time, CSC Leon prohibits discrimination in employment, including hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, based on an individual's protected status, including race, color, religion, sex, sexual orientation, national origin, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, or genetic information.
- Chapter 9, Code of Laws of Leon County, Florida, as amended, prohibits employment practices that discriminate on the basis of age, race, color, religion, national origin, ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. The law applies to persons who have five or more employees.
- Florida laws, as amended, prohibit employment practices that discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status (FL Stat. Sec. 760.01 (2014), which covers employers with 15 or more employees), sickle-cell trait (FL Stat. Sec. 448.075 (2014)) and knowledge or belief that the individual has taken a human immunodeficiency virus (HIV) test or the results or perceived results of such test unless the absence of HIV infection is a bona fide occupational qualification of the job in question (FL Stat. Sec. 760.50 (2014)).
- Federal laws, as amended, that prohibit employment practices that discriminate include:
- Title VII of the Civil Rights Act of 1964 (Title VII) - This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.
- Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - This law prohibits employment discrimination based on genetic information about an applicant, employee, or former employee.
- The Pregnancy Discrimination Act - This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition

related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- The Equal Pay Act of 1963 (EPA) - This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace.
- The Age Discrimination in Employment Act of 1967 (ADEA) - This law protects people who are 40 or older from discrimination because of age.
- Title I of the Americans with Disabilities Act of 1990 (ADA) - This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

The following guidelines are followed by CSC Leon:

- Physical standards for employment shall be fair, reasonable, and adapted to the realistic requirements of the job. These standards must reflect actual work conditions, hazards, and essential physical requirements of the job. Such standards shall not be used to eliminate Disabled persons from consideration. Reasonable accommodations will be made for the Disabled.
- Employment decisions are made consistent with the principle of Equal Employment Opportunity.
- All employees are responsible for supporting this policy and for the furtherance of the principle of Equal Employment Opportunity in all Human Resources matters.
- The principle of Equal Employment Opportunity is applied to all other Human Resources activities including compensation, benefits, transfers, reassignments, promotions, demotions, layoffs, separations and disciplinary actions, as well as to education, training, social and recreational programs sponsored by CSC Leon.

All discrimination claims should be immediately reported to the Office Manager. The Office Manager will work with all parties involved to investigate all the facts of the situation.

An analysis of the facts shall be completed by the Office Manager with the results going to the Executive Director. Should a recommendation(s) for corrective action be included, the Executive Director will work with the individuals involved in implementing changes, when appropriate disciplinary measures will be taken.

In all cases, a final summary of findings will be provided to all involved parties.

Policy Statement: Workplace Harassment

CSC Leon will not tolerate harassment whether it occurs in the workplace or outside the workplace. The purpose of this policy is to provide a work environment free of workplace harassment which encourages mutual respect, cooperation and understanding amongst members of CSC Leon.

This policy applies to:

1. Members of the Governing Council and all employees.
2. Claims of conduct defined as “harassment.”
3. Harassing conduct committed by vendors, clients, and members of the public will not be tolerated. Harassing conduct by non-employees will be addressed based on the County’s control over and business relationship with the alleged harasser.

For purposes of this policy, harassment consists of unsolicited, offensive, or retaliatory behavior based on race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, or sexual orientation, genetic information, or an employee’s exercise of their constitutional or statutory rights. Sexual harassment consists of unsolicited, offensive behavior involving sexual overtures or conduct, either verbal or physical. Neither harassment nor sexual harassment refers to occasional comments of a socially acceptable nature to a reasonable person. Harassment refers to behavior that is not welcome, that is personally offensive, that lowers morale, and that, therefore, interferes with the work environment.

Offensive comments about an employee’s race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, sexual orientation, or genetic information, or an employee’s exercise of their constitutional or statutory rights constitutes harassment when:

- submission to such conduct is made either explicitly or implicitly a term of an individual’s employment,
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual,
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Harassment may also take the form of adverse employment actions such as termination, demotion, or other adverse employment decisions which effect an employee’s working conditions, if such actions are taken on the basis of an employee’s race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, sexual orientation, genetic information, or an employee’s

exercise of their constitutional or statutory rights. Employment actions that are based on an employee's performance or other legitimate reasons are not harassment.

Reporting: Any employee who believes he or she has been subjected to workplace harassment must promptly bring the problem to the attention of the Office Manager. If the complaint involves the Office Manager, or you are uncomfortable presenting this issue to the Office Manager, then you should inform the Executive Director.

If a complaint of harassment/discrimination involves a Council Member, you should immediately report the problem to the Executive Director, or the Chairman of the Council. If the complaint involves the Chairman of the Council, or you are uncomfortable presenting the issue to the Chairman, then you should inform the Vice-Chairman of the Council or the Executive Director.

Each complaint will be immediately and thoroughly investigated in a professional manner. Actions taken to investigate and resolve harassment complaints shall be conducted confidentially, to the extent practicable, appropriate, and legal in order to protect the privacy of persons involved. The person who is accused of engaging in harassing behavior will be notified and given an opportunity to respond verbally and/or in writing. Investigation may include interviews with parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have relevant knowledge.

The complainant will be notified of a decision or the status of the investigation in a timely manner. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, which may include discharge, will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

If deemed to be in the organization's best interest, the complainant, the respondent or both, may be placed on leave with pay during the investigation process. This decision will be made by the Executive Director or the Chairperson of the Council.

Policy Statement: Violence Prevention and Intervention Policy

Violence in the workplace can have a devastating effect on the productivity of organizations and the quality of life of employees. It is the policy of CSC Leon to provide a work environment that is reasonably safe, secure, and free from threats, intimidation, abusive behavior, and

physical violence. Acts of physical violence, direct or indirect verbal threats, stalking, aggressive or intimidating behavior, or provocation, which could lead to violence, will not be tolerated.

CSC Leon has developed procedures to identify, report, intervene, and prevent workplace violence. This policy shall apply to all CSC Leon employees and volunteers in the performance of their assigned duties and while in the office.

In addition, CSC Leon reserves the right to review any incident of violent behavior involving an employee, on or off duty, and take appropriate disciplinary and/or legal action to discourage future violent behavior and to protect the safety of employees and the public.

This policy, as stated, shall also apply to members of the public including vendors/contractors who engage in violent behaviors directed against CSC Leon employees or while at CSC Leon events or facilities.

Reporting: All occurrences of violent behaviors shall be taken seriously, and situations of imminent danger should be reported directly to law enforcement.

All CSC Leon employees are responsible for immediately notifying the Office Manager of any actual or potential violent behaviors, which occur in the workplace that they have witnessed, been the victim of, or have knowledge of. Factual information on behaviors observed, the nature and type of violent behaviors, any observed or potential weapons, person(s) involved, time, locations, witness information, and any other relevant information should be included in the report.

Upon being notified of actual or potential acts of violent behaviors, the Office Manager will ensure that the matter is evaluated, appropriate disciplinary action is initiated, and any potential victim(s) receive appropriate assistance regarding their safety, security, referral to counseling and if necessary, other referrals.

Reports of suspected violations of this policy shall be kept confidential to the extent permitted by law, and employees who report such violations will not be retaliated against.

Any employee or volunteer who is convicted of any felony or a misdemeanor of a violent nature, shall within one (1) business day of such action notify the Office Manager in writing of the occurrence. Failure to make such notification shall be grounds for disciplinary action up to and including termination.

Consequences of Violations: Any employee who commits an act of violent behavior in the workplace shall be subject to disciplinary action up to and including termination. In addition, such individual may be immediately removed from the premises and suspended without pay, as quickly as safety permits. The suspended employee shall remain off CSC property pending the outcome of an investigation to determine if further action is warranted. Such further action may include a fitness for duty referral through an EAP program, mandatory counseling,

reassignment of job duties, progressive discipline, suspension, termination from employment, and/or criminal prosecution of the person(s) involved.

When a situation requires an investigation in order to determine an employee's involvement in an alleged act of violence in the workplace, the employee(s) under formal investigation or employee(s) participating in a formal investigation, may be placed on Administrative Leave, with or without pay.

Other acts of actual violent behaviors or violations of this policy, and other matters that are reported shall be fully evaluated by the Office Manager in coordination with the Executive Director to determine the appropriate response.

When any other non-CSC Leon employee exhibits threatening behavior, which places employees or other citizens in fear for their safety, brandishes or utilizes a weapon to create fear or intimidation, or engages in violent behaviors on CSC property, the appropriate law enforcement agency shall immediately be notified. CSC Leon may take whatever legal action is appropriate and necessary to prosecute such person(s) and ensure that they are not permitted back in the facility or on CSC property where the violation occurred.

Policy Statement: Political Activities

Every employee will have the right to express his or her views as a citizen, to cast his or her vote as he or she chooses, to hold membership in and to support a political party, or maintain political neutrality. Employees may also attend political meetings and take an active part in political campaigns during off duty hours. However, every employee is prohibited from:

- Using his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- Directly or indirectly coercing, attempting to coerce, commanding, or advising a CSC Leon employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- Participating in political activities during scheduled work time.
- Participating as a candidate for public elective office in a partisan primary, general, or special election, will prohibit a person from being principally employed in a federally funded program.

Policy Statement: Nepotism

Notwithstanding the protection under this policy for marital status and familial status, the following policy shall apply regarding the employment of relatives with CSC Leon. For purposes of this policy, "relative" means an individual who is related to an employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife,

Registered Domestic Partner, Same-Sex Spouse, children of the Registered Domestic Partner, children of the Same-Sex Spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or as the father, mother, brother or sister of the employee's Registered Domestic Partner or Same-Sex Spouse.

There shall be the following restrictions on the employment of employee relatives with CSC Leon: A relative of any CSC Leon employee with supervisory responsibility shall not be eligible for employment in or advancement to any position which reports directly to the supervisory employee.

Likewise, a CSC Leon employee shall not be eligible for advancement to any position with direct supervisory responsibility over a position in which a relative is employed.

Policy Statement: Outside Employment

Employees shall not engage in any employment activity or enterprise, which has been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of their CSC Leon employment.

Employees who desire to accept outside employment in addition to their regular CSC Leon position shall inform the Office Manager in writing of the nature and extent of such outside employment. The Office Manager shall thereupon determine whether such employment conflicts with the duties and responsibilities of said CSC employee. If the Office Manager does determine there is a conflict with the duties and responsibilities of the CSC employee and the outside employment they are seeking, the Office Manager shall then submit that determination to the CSC employee in writing within two weeks of submittal.

Policy Statement: Smoking

At no time are lighted tobacco products, including vape pens, allowed in a CSC Leon facility.

Policy Statement: Substance Abuse

The use, sale, dispensing, or possession of illegal drugs, narcotics, and alcoholic beverages are prohibited on CSC Leon premises.

Appropriate disciplinary action will be taken against employees who are in possession of or under the influence of alcohol or illegal drugs while on CSC Leon premises.

Policy Statement: Solicitation

No employee or other person may solicit or be solicited during working hours or in work areas.

No employee may distribute literature in his\her work area or during work hours.

No person may distribute literature to an employee in that employee's work area or during that employee's working hours.

No group insurer or provider of CSC Leon benefits may be permitted access to employee work sites except with prior permission from the CSC Leon Executive Director or designee. Such access, if granted, shall be limited to communication and implementation of new plans and/or administration of existing group policies and shall not be used for the purpose of unapproved solicitation.

Policy Statement: Access to CSC Leon Property

Employees shall have access to CSC Leon property and facilities during their normally scheduled hours of work, and outside their normal hours of work when on CSC Leon business. However, when not engaged in CSC Leon business, access shall be limited to public areas.

Employees or other persons, not specifically authorized, shall not be permitted to post materials on bulletin boards, which are intended for official CSC Leon business.

Employees shall not be permitted to use CSC Leon facilities, meeting rooms, or conference rooms, or CSC Leon equipment for other than CSC Leon business, unless such facilities or equipment are available in accordance with established policy on a regular basis to the general public in which instance the use of such shall be on the same conditions as for the general public.

Policy Statement: Public Access to Email

The public shall have access to all records produced by CSC Leon including email. All employees shall work with the Office Manager to make all email transactions available for public inspection.

Policy Statement: Use of Email, the Internet and Social Media

This policy is designed to protect CSC Leon, its employees and its resources from the risks associated with use of email, the internet and social media. CSC Leon email and internet access while on CSC Leon premises are to be used to facilitate CSC Leon business and only highly-limited, reasonable personal use is permitted. In addition, employees are required to comply with the CSC Leon social media policy. Employees are permitted to briefly visit other non-sensitive internet sites during non-work time, such as break, lunch, and before or after work hours (with prior permission of his or her supervisor). CSC Leon email or internet access systems may NEVER be used in any of the following ways:

- To harass, intimidate, or threaten another person.
- To access or distribute obscene, abusive, libelous, or defamatory material.

- To distribute copyrighted materials that are not authorized for reproduction/distribution.
- To impersonate another user or mislead a recipient about your identity.
- To access another person's E-Mail, if not specifically authorized to do so.
- To bypass the systems' security mechanisms.
- To distribute chain letters
- To participate in political or religious debate
- To automatically forward messages (e.g., with mailbox rules) to Internet E-Mails addresses.
- To communicate CSC Leon's official position on any matter, unless specifically authorized to make such statements on behalf of CSC Leon
- For any purpose which is illegal, against CSC Leon policy, or contrary to the CSC's best interests.
- To pursue an individual's business interests that are unrelated to the Children's Services Council.
- To conduct any type of personal solicitation.

The CSC Leon has not forbidden all personal use of email. Acceptable uses of email can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject CSC Leon to any additional costs, and must be consistent with the requirements set forth in this policy.

No guarantee can be made for privacy of any communication on the office network; however, authorized system administrators may access private correspondence and files if use is believed to be in violation of this policy.

Adherence to this policy is neither voluntary nor optional. Violation of this policy is grounds for disciplinary action up to, and including, termination of employment.

Policy Statement: Use of Telephones, Email, and Internet by Employees Who are Victims of Domestic Violence

Employees who are victims or survivors of Domestic Violence, Sexual Violence or Stalking may reasonably utilize CSC Leon-owned phones, computer systems, email and internet systems for safety planning, to conduct research or seek assistance regarding the violence they are experiencing. Such access is permitted to enable employees to use safe phone and computer systems that cannot be monitored or accessed by their abuser. If the employee's work area does not provide privacy, employees may ask the Office Manager to coordinate the use of a private area for such purposes.

Policy Statement: Conflict of Interest

CSC Leon's policy in regard to conflict of interest shall be in accordance with the regulations specified in Sections 112.311-43 of the Florida Statutes. The intent of this law is to prohibit any public official or employee from having interests, from engaging in business activities, and from incurring any obligation "which is in substantial conflict with the proper discharge of his or her duties in the public interest." The law prohibits the following:

- The solicitation or acceptance by any CSC Leon employee of any gift, loan, favor, reward, or service that would cause a reasonably prudent person to be influenced in the discharge of official duties, or that is based upon any understanding that the action and/or judgment of the official or employee "would be influenced thereby."
- A CSC Leon employee from transacting business on behalf of CSC Leon with any agency in which either the employee or a member of the employee's immediate family has a "material interest."
- A CSC Leon employee from accepting compensation to influence any action in his/her official capacity with CSC Leon.
- A CSC Leon employee from using his/her position to secure a special privilege, benefit, or exemption for him/her or others.
- A CSC Leon employee from holding any employment or contractual relationship with any business entity or any agency, which is subject to the regulation of, or is doing business with, CSC Leon.
- A CSC Leon employee from disclosing or using information not available to the general public for his/her personal gain or for the gain of any other person or business entity.

All contractors and suppliers engaging in business transactions with CSC Leon shall be hereby advised of these prohibitions. This policy shall not be interpreted to prevent an employee from engaging in a bona fide business transaction for goods and services from a firm doing business with CSC Leon when no special privilege or benefit is granted or sought by the employee because of his or her status as a CSC Leon employee.

This law also requires that any CSC Leon employee who is "an officer, director, partner, proprietor, associate, or general agent" of or who has a material interest in any business entity regulated by the county or doing business with the CSC Leon, must file a disclosure of such with the Clerk of the Circuit Court.

Other employees may be required to file disclosure statements at the request of the Executive Director.

Policy Statement: Dress Code

It is the intent of this policy that work attire should reflect professionalism at all times. In order to balance CSC Leon's image with an employee's freedom to make his or her own wardrobe

choices, casual business wear will be acceptable in the office environment during regular business hours.

The general parameters for casual business wear include using good judgment about what to wear during workdays. Casual business wear means comfortably fitting, clean, neat clothing, in good condition, that communicates a professional attitude. Dress standards apply to both women's and men's attire.

The following items are inappropriate for office wear: apparel typically worn to the beach or for work in the yard or gym; clothing that is excessively revealing (transparent, or that overly exposes areas of the body such as the midriff or chest); bedroom slippers; garments meant to be worn as underwear; T-shirts or attire with graphics or text endorsing gang membership, obscenity, illegal activities, violence, drugs, alcohol or tobacco.

Policy Statement: Safety

CSC Leon is interested in the safety and well-being of its employees and continuously monitors working conditions and equipment for compliance with safety requirements. Safety equipment and devices are provided to protect employees. All employees are encouraged to act in a safe manner.

Policy Statement: Self-Reporting of Arrests/Investigations, and Injunctions of Protection

In the event of an arrest of a CSC Leon employee or when an employee has been notified that they are the focus of a criminal investigation by a local, state, or federal law enforcement agency, the following shall apply:

- It shall be the responsibility of the employee to notify the Office Manager of the arrest/investigation as soon as possible, but no later than at the commencement of the employee's next scheduled work day.
- Upon being notified by the employee of the arrest/investigation, the Office Manager shall notify the Executive Director of the arrest/investigation.
- Failure on the part of a CSC Leon employee to notify the Office Manager of an arrest/investigation may result in disciplinary action up to and including termination of employment.

Employer Notification – Injunction for Protection: An Employee who is a Respondent to an Injunction for Protection (“Employee/Respondent”) shall notify the Office Manager of such Injunction for Protection as soon as possible, but no later than at the commencement of the Employee's next scheduled work day, if any of the following applies:

- If the Petitioner for such Injunction for Protection is an Employee with whom the Employee/Respondent may come in contact with during such Employee/Respondent's CSC Leon work-related duties; or
- If the Petitioner for such Injunction for Protection is another person with whom the Employee/Respondent may come in contact with during such Employee/Respondent's CSC Leon work-related duties; or
- If the Employee/Respondent used any CSC Leon resources in any of the conduct which gave rise to the Injunction for Protection, as contained in the court records for such Injunction for Protection.

Upon receipt of notification, the Office Manager will notify the Executive Director who will subsequently contact the Council's Attorney to discuss appropriate actions to be taken, if any.

As used in this section:

- "Injunction for Protection" means a court-ordered restriction placed on an individual who has, or who has allegedly, committed acts or, in some cases, made threats of violence against another individual;
- "Petitioner" means the person who is seeking or obtains an Injunction for Protection;
- "Respondent" means the person who is alleged to have engaged in an act or acts of domestic violence, or another form of violence, and whom an Injunction for Protection may be or is issued against;
- The Children's Services Council's "resources" includes, but is not limited to, work time, CSC Leon vehicles, telephones, printers, copiers, FAX machines, mail, e-mail or other CSC Leon resources; and
- "Contact" includes, but is not limited to, phone, e-mail, text, in person, third-party conduit, Internet or social network, and any other contact proscribed by the court in the Injunction for Protection.

Policy Statement: Arrests/ Investigations Guidelines

The following guidelines shall apply regarding employees who have been arrested, are the subject of criminal investigation or who are participating in an internal CSC Leon investigation:

- Employees who have been arrested, who are the subject of criminal investigation, or who have lost driving privileges, insurability, required certifications or the ability to perform their essential job duties as a result of criminal charges/allegations, may temporarily be assigned other duties, placed on special restrictions within their current position or be placed on administrative leave until a final determination is reached regarding the incident which gave rise to the arrest, criminal investigation or loss of driving privileges, insurability or required certification. The period of temporary assignment, special restrictions, or administrative leave is to allow adequate time for court proceedings or criminal investigations to be completed and shall not exceed

ninety (90) days. If circumstances require that the employee be placed on administrative leave, the leave shall be paid or unpaid.

- Employees who are the subject of or otherwise involved in an internal CSC Leon investigation may temporarily be assigned other duties, placed on special restrictions within their current position or be placed on administrative leave with or without pay if the employee's absence from the work location is deemed appropriate. The period of temporary assignment, special restrictions, or administrative leave shall not exceed thirty (30) days for any internal CSC Leon investigation. If circumstances require that the employee be placed on Administrative Leave, the leave shall be paid or unpaid.
- Implementation of these guidelines and the utilization of paid or unpaid Administrative Leave is intended to be applied in a uniform manner, based upon the facts and circumstances of the incident giving rise to the leave. However, every situation is different and presents its own unique set of circumstances; therefore, the final decision regarding the manner by which each incident giving rise to the provisions of this section is dealt with, including the use of paid Administrative Leave, shall remain subject to the discretion of CSC Leon through its Executive Director.

Children's Services Council of Leon County (CSC Leon)

Information Technology - Device Management Policy

I. Introduction

This Policy describes the requirements for security controls to protect Endpoints that process, transmit and/or store CSC Leon Data. No distinction is made in this Policy between an Endpoint owned by CSC Leon or one personally owned. All Information Security Policies will apply to a personally owned Endpoint used for CSC Leon business.

Any Endpoint that processes, transmits and/or stores CSC Leon Data must be registered in accordance with Section II(A) and have the minimum protection requirements set forth in Section II(B).

II. Policy

A. Registration of Endpoints

All Endpoints that process, transmit and/or store CSC Leon Data must be registered with the Office Manager, IT Custodian or other designee who is responsible for maintaining an inventory of Endpoints for CSC Leon. This registration will be maintained in the CSC Leon GCC Azure Cloud Portal.

B. General Protection Requirements for Desktop and Laptop Computers

Each User shall ensure that the following protections, at a minimum, are implemented for each Endpoint that is a desktop or laptop computer:

1. Access to the Endpoint is password protected.
2. The Endpoint is running vendor-supported operating systems that are automatically updated and has up-to-date security patches installed.
3. A firewall is activated and configured on the Endpoint.
4. Anti-virus, anti-spyware and monitoring programs are installed to perform continuous and/or scheduled scanning to detect and/or prohibit unauthorized access. The virus definition list is updated at least once daily.
5. The Endpoint is configured to lock after 15 minutes of inactivity.
6. All CSC Leon Data files used for CSC Leon purposes are backed up regularly.
7. The Endpoint is physically protected and not shared with unauthorized persons.

C. Maintenance of Endpoints

All regular employees will be provided with a Laptop Computer, docking station and external hard drive that comply with the provisions established in this policy. The Office Manager, IT Custodian or other designee will perform routine maintenance on all Endpoints to ensure compliance.