

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

Thursday, March 24, 2022, 2:00 p.m.
Tallahassee Community College, Student Union Ballroom
444 Appleyard Drive, 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 February 17, 2022 (page 5)
- V. General Public Comment
- VI. Executive Director's Report (page 9)
- VII. Amended Budget for FY 2021-22 (page 17)
 - A. Amended Budget Presentation
 - i. Review of Amended Budget for FY 2021-22
 - ii. Public Comment
 - iii. Consideration to Approve Amended Budget FY 2021-22
- VIII. FY 2022-23 Budget Development & TRIM Hearing Schedule (page 21)
- IX. Special Presentation: Social Cohesion Bridge Builder Project, Liz Joyner, Village Square (page 27)
- X. Committees & Reports
 - A. Program Services Committee
 - i. Needs Assessment Update
 - B. Enterprise Software Solution (ESS) Committee
 - i. Workplan Presentation
 - ii. Public Comment
 - iii. Consideration to approve ESS Workplan
 - C. Treasurer's Report (page 33)
 - i. Presentation of February 2022 Report
 - ii. Public Comment
 - iii. Consideration to approve report
- X. Old Business
 - A. Council Policies
 - i. Presentation of Leave and Attendance Policy (page 41)
 - ii. Public Comment
 - iii. Consideration to approve Policy
- XI. New Business
 - A. Investment Advisory Firm ITN Update
- XII. Next Meeting Dates
 - A. Enterprise Software Solutions: Wednesday, April 6, 1:00 pm. (via Zoom™)
 - B. Program Services Committee: Wednesday, April 7, 3:00 p.m., Tallahassee Room, City Hall
 - C. Governing Council Meeting: Thursday, April 21, 2:00 p.m., TCC Student Union Ballroom
- XIII. Next Meeting Agenda
- XIV. Member Comments
- XV. Adjourn

Agenda Item

IV. Approval of Minutes from February 17, 2022

Attachments:

1. Draft Minutes from February 17 Council Meeting

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
February 17, 2022

DRAFT MINUTES

Members Present:

- Honorable Jonathan Sjostrom, Chief Judge, Chair;
- Dr. Zandra Glenn, Vice Chair, Community Member;
- Paul Mitchell, Treasurer, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Rocky Hanna, Superintendent of Leon County Schools;
- Darryl Jones, Leon County School Board Chair;
- Mark O'Bryant, Community Member; and
- Terrence Watts, DCF Appointee.

Member(s) Not Present:

- Carmen Conner, Community Member; and
- Liza McFadden, Community Member

Staff Present:

- Cecka Rose Green, Executive Director;
- Holly McPhail, Interim Operations Manager; and
- Jacinta Clay, Administrative Services Manager.

Location:

Tallahassee Community College, Student Union Ballroom
444 Appleyard Drive, Tallahassee, FL 32304

I. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 2:04 p.m.

II. ROLL CALL

Eight council members were present, and a quorum was established.

III. APPROVAL OF AGENDA

Mr. O'Bryant moved to accept the agenda; second provided by Commissioner Cummings. The Council unanimously approved.

IV. APPROVAL OF MINUTES FROM LAST MEETINGS

Dr. Glenn moved to accept the minutes from the January 20, 2022, meeting as presented. Mr. Watts seconded the motion; minutes were approved unanimously.

V. GENERAL PUBLIC COMMENT

One public comment from K. Lennoris Barber.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Green provided an update on the Council's desire to have an investment policy/plan, recommending that approval be granted to develop a draft ITN for an investment firm. Comm. Cummings so moved, with a second provided by Mr. O'Bryant, and the Council unanimously approved.

She then provided an overview of the dates/times for the planned Community Conversations at which Council Members can participate. Mr. Mitchell asked to have written guidance provided to Council Members to guide the conversations and assist with compliance to public meetings laws. Ms. Green agreed to confer with General Counsel Chris Roe to provide the information to the Council in advance of the meetings. She confirmed the dates as follows: March 29, 6:00 p.m., at Raa Middle School; March 31, at 6:00 p.m., at Palmer Monroe Teen Center (youth only); April 4, 6:30 p.m., at Walker-Ford Community Center; April 5, 6:30 p.m., at Chiles High School. Ms. Green provided a proposed organizational chart for fiscal years 2022, 2023 and 2024 for the Council's review and comment.

Daniel Wagnon with Structure Commercial Real Estate Company gave a presentation on the proposed rental office location and space for the Council's consideration.

VII. COMMITTEES & REPORTS

A. Program Services Committee

Dr. Glenn, committee chair, presented recommendations for the Council's general approach, methodology, timeline and evaluation process for community investments (funding for programs and outcomes). She then acknowledged and thanked all committee members for their work and participation in the process.

Public comment from Council Member Carmen Conner was read into the record by Ms. Clay; there was no further public comment.

A motion to accept the recommendation was provided by Mr. Mitchell, with a second provided by Mr. O'Bryant; the Council unanimously approved the motion.

B. Treasurers Report

Mr. Mitchell presented the current financial report as of January 2022. Balances, profit and loss, and detailed income and expense reports were reviewed. A motion was made by Ms. Cummings to approve the report, with a second by Mr. Hanna. No public comment was presented; the report was unanimously approved.

C. Enterprise Software Solution Committee

Ms. McPhail gave an update on the Enterprise Software RFI, presenting that staff received five responses. Mr. Watts was appointed chair of the Enterprise Software Solution Committee.

At 4:04 p.m., Judge Sjostrom yielded chair to Dr. Glenn, as he needed to leave for an engagement.

VIII. SPECIAL PRESENTATION FROM BROWN & BROWN INSURANCE

Greg Jaap, Executive Vice President, Brown & Brown Insurance Company, made a presentation to the Council on the various insurance coverages they quoted.

Mr. Mitchell made a motion to authorize the Council Chair and Executive Director to move forward with securing insurance coverages not to exceed \$25,000 annually after soliciting three additional quotes. A second was provided by Mr. O'Bryant; the Council unanimously approved.

IX. COUNCIL POLICIES FOR REVIEW

Ms. Green presented the following policies: Talent Selection, Leave and Attendance, Team Member Conduct, and Device Management. The Council had discussion on the work week parameters and the Leave and Attendance policy. Dr. Glenn requested a revision to the Attendance and Leave policy for resubmission to the Council at its March meeting. No public comment was provided.

Mr. Mitchell moved to approve all policies as presented, except the Leave and Attendance policy. Comm. Cummings provided a second; the Council unanimously approved.

X. NEXT MEETING DATE

The next Governing Council Meeting is scheduled to be held on Thursday, March 24, at 2:00 p.m., at Tallahassee Community College, Student Union Ballroom.

Prior to the next meeting, the Budget Committee will meet on Tuesday, March 8, at 4:00 p.m., in the Tallahassee Room in City Hall.

XI. NEXT MEETING AGENDA REVIEW

- A. Review/approve revised budget
- B. Review/confirm Council Member committee assignments
- C. Review draft Provider Relations Guide
- D. Review/approve Enterprise Software Solutions workplan
- E. Review/approve revised Leave and Attendance Policy
- F. Provide Community Conversations guidance
- G. Presentation by Liz Joyner, Village Square, regarding the Bridge Builder project/tool

XII. MEMBER COMMENTS

Council Members had a bit more discussion regarding administrative costs and staffing plans. Ms. Green will present additional information at the Budget Committee meeting on March 8.

XIII. ADJOURNMENT

Meeting was adjourned at 4:56 p.m.

Agenda Item

VI. Executive Director's Report

Attachments:

1. Community Conversations Guidance
2. Council Committee Listing

Children's Services Council of Leon County

Community Conversations Guidance

CSC Leon Council Members will participate in one or more of the scheduled Community Conversations, at which Leon County citizens will have the opportunity to provide input directly to Council Members in attendance. The following guidance will govern these community meetings to allow for optimum participation and compliance with Government-in-the-Sunshine laws.

Prior to the events:

- Council Members will be asked to confirm participation in the Community Conversations by responding to the EventBrite™ invitation that was sent to them.
- As there will be one or more Council Member present at each event, all Community Conversations will be publicly noticed, listing the Council Members who have confirmed participation.
 - If a Council Member determines they cannot attend an event, they will let CSC Staff know and their absence will be announced; conversely, if a Council Member determines they can attend, they will let CSC Staff know as soon as possible so that it can be announced prior to the start of the event.
- EventBrite™ will be used to confirm community members' participation and to help ensure proper social distancing at each meeting.

At the events:

- Council Members are to arrive and immediately find a CSC staff person, who will direct them to their seat.
 - Council Members should not congregate prior to the event.
- The event will be moderated by CSC staff (Executive Director) to ensure the following:
 - All comments by all in attendance are heard by everyone; microphones will be used and managed by CSC Staff.
 - The audience is aware of Council Members' presence (introducing Council Members and allowing for very brief introductory comments from each);
 - The audience understands that Council Members are present to primarily listen and observe; however, follow-up questions or clarification on a comment can be asked by a Council Member and an answer provided.
 - Remind the participants that this is considered a public meeting in compliance with the Laws of Florida, therefore the public should refrain from having individual conversations with Council Members directly (basically one-on-one conversations)
- CSC Staff will be taking notes to ensure that if there is a follow-up needed after the event, staff can do that.

When the event concludes:

- The moderator will note when the event is about to conclude.
 - Each Council Member will be given the opportunity to provide very brief closing remarks
- Before the participants are dismissed, Council Members will be allowed to exit the building.
 - Council Members should not congregate nor communicate with each other following the event.
- Participants will then be dismissed with assistance from CSC Staff.

Children's Services Council of Leon County
Committees (as of February 2, 2022)

- **Executive Committee** (Also acts as Governance Committee)
 - Judge Sjostrom, Chair
 - Zandra Glenn, Vice Chair
 - Paul Mitchell, Treasurer
- **Nominations Committee**
 - Judge Sjostrom, Chair
 - Carmen Conner
 - Carolyn Cummings
 - Paul Mitchell
 - Mark O'Bryant
- **Bylaws Committee**
 - Judge Sjostrom, Chair
 - Zandra Glenn
 - Liza McFadden
 - Terrence Watts
- 1. **Budget Committee**
 - Paul Mitchell, Treasurer/Chair
 - Carolyn Cummings (Tuesdays are not good days because of commission meetings)
 - Rocky Hanna
 - Judge Sjostrom
- **Program Services Committee**
 - Zandra Glenn, Chair
 - Carmen Conner
 - Darryl Jones
 - Liza McFadden
 - Mark O'Bryant
- **Ad hoc Committee**
 - **Investment Committee**
 - ITN – Liza McFadden
 - Negotiations – Liza McFadden

Agenda Item

VII. Amended Budget for FY 2021-22

Attachments:

1. Amended Budget FY 2021-22
2. Draft Revised Office Floor Plan

Children's Services Council of Leon County
Proposed Amended FY 2021-22 Budget
October 2021 through September 2022

	Actual	Current Approved Budget	Proposed
	Oct 2021 - Feb 2022	Oct 2021 - Sept 2022	Oct 2021 - Sept 2022
Ordinary Income/Expense			
Income			
Ad Valorem Proceeds	\$ 6,365,398.02	\$ 7,252,277.00	\$ 6,400,000.00
Interest	\$ 2,621.70	\$ -	\$ 5,000.00
Loan Proceeds (Leon County)	\$ 90,000.00		\$ -
Total Income	\$ 6,458,019.72	\$ 7,252,277.00	\$ 6,405,000.00
Expense			
Compensation & Benefits			
Employee Benefits			
Health Insurance	\$ 3,353.91		\$ 40,000.00
Dental & Vision Insurance			\$ 3,000.00
Retirement Contribution	\$ 1,275.69		\$ 35,000.00
Employee Benefits - Other	\$ 1,260.38	\$ 56,250.00	\$ 500.00
Total Employee Benefits	\$ 5,889.98	\$ 56,250.00	\$ 78,500.00
Salaries	\$ 21,057.67	\$ 187,506.00	\$ 160,000.00
Total Compensation & Benefits	\$ 26,947.65	\$ 243,756.00	\$ 238,500.00
Contract Services			
Accounting Fees	\$ 5,263.98	\$ 50,000.00	\$ 18,000.00
Audio/Video	\$ 2,250.00	\$ -	\$ 6,750.00
General Counsel	\$ -	\$ 50,000.00	\$ -
General Counsel (1099-MISC)	\$ 31,443.56		\$ 80,000.00
Interim Administrator	\$ 66,666.64	\$ 16,668.00	\$ 66,666.64
Program Specialist & Admin.	\$ 30,000.00	\$ 20,000.00	\$ 60,000.00
Total Contract Services	\$ 135,624.18	\$ 136,668.00	\$ 231,416.64
Employment Search Fees	\$ 2,400.00	\$ -	\$ 2,400.00
Equipment	\$ 2,559.55		\$ 5,000.00
Interest expense	\$ 337.50	\$ 6,000.00	\$ 337.50
Loan Repayment (Leon County)	\$ 150,000.00	\$ 400,000.00	\$ 150,000.00
Miscellaneous expenses			
Awards & Recognition	\$ 170.97		\$ 400.00
Capacity Building & Technical Assistance	\$ -	\$ 5,000.00	\$ 5,000.00
Communications	\$ -	\$ 4,500.00	\$ 4,500.00
Community Awareness/Engagement	\$ -	\$ 1,000.00	\$ 1,000.00
Dues & Subscription	\$ -	\$ 7,000.00	\$ 7,000.00
Furniture			\$ 40,000.00
Insurance - Liability, D and O, Wkr's Comp	\$ 1,898.83	\$ 2,500.00	\$ 9,000.00
IT Hardware	\$ -	\$ 2,500.00	\$ 2,000.00
IT Services (Web & Email)	\$ -	\$ 1,000.00	\$ -
Licenses & Fees	\$ 175.00	\$ -	\$ 400.00
Misc expenses	\$ -	\$ 3,500.00	\$ 4,000.00
Occupancy (Rent, Utilities, Janitorial)			\$ 27,000.00
Office Supplies	\$ 63.75	\$ 2,750.00	\$ 3,000.00
Payroll processing	\$ 270.40		\$ 4,000.00
Postage and Courier	\$ 161.00	\$ -	\$ 500.00
Printing and Copying	\$ 17.63	\$ -	\$ 1,000.00
Publication (Legal Adv)	\$ 1,725.06	\$ 7,500.00	\$ 7,500.00
Research	\$ 2,640.01		\$ 2,640.00
Software	\$ 792.83		\$ 2,000.00
Sponsorship	\$ 500.00		\$ 1,500.00
Travel and Meetings			
Conference, Convention, Meeting	\$ 149.84	\$ 1,500.00	\$ 7,000.00
Travel	\$ 1,421.86	\$ 3,500.00	\$ 5,000.00
Total Travel and Meetings	\$ 1,571.70	\$ 5,000.00	\$ 12,000.00
Workers Comp	\$ 1,600.00		
Total Miscellaneous expenses	\$ 11,587.18	\$ 42,250.00	\$ 134,440.00
Needs Assessment	\$ 83,931.90	\$ 250,000.00	\$ 310,000.00
Payroll taxes	\$ 1,927.56		\$ 12,750.00
Program & Financial Software	\$ -	\$ 150,000.00	\$ 150,000.00
Reserves/Community Grants**	\$ -	\$ 6,023,603.00	\$ 5,170,155.86
Total Expense	\$ 415,315.52	\$ 7,252,277.00	\$ 6,405,000.00
Net Ordinary Income	\$ 6,042,704.20	\$ -	\$ -
Reserves			
Net Income	\$ 6,042,704.20	\$ -	\$ -

Agenda Item

VIII. FY 2022 Budget Development & TRIM Hearing Schedule

Attachments:

1. FY 2021-22 TRIM Discussion & Hearing Schedule (for informational purposed only)

Children's Services Council of Leon County
TRIM Discussion & Hearing Schedule

FY 2021-22

(For reference purposes, only)

First TRIM Discussion	June 2, 2021 – Governing Council Meeting
Budget preparation for FY 2021-22	June 15, 2021 – Finance and Budget Committee Meeting
Governing Council Budget Discussion	June 15, 2021 – Governing Council Meeting
Second TRIM Discussion and Date Selection	June 15, 2021 – Governing Council Meeting
Budget Follow-up and Recommendation Development	June 22, 2021 – Finance and Budget Committee
Draft Budget Approval and TRIM Schedule Approval	June 22, 2021 – Governing Council Meeting
Executive Director Update on Final TRIM Hearing Notices and Budget	July and August Governing Council Meetings
First TRIM Public Hearing <ul style="list-style-type: none">Resolution to establish tentative millage rate.	September 8, 2021
Second TRIM Public Hearing <ul style="list-style-type: none">Resolution to establish a final millage rate.	September 21, 2021

NOTES:

- Leon County Property Appraiser's Office confirms that estimations should be released in May or June 2022.
- They expect that firm valuation will be published by July 1, 2022.
- CSC Staff will develop draft schedule for FY 2022-23 for the April Governing Council Meeting; final schedule will be approved at the May Governing Council meeting.

5/16/2022



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about
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Phone 904 734-4301 Fax 904 581-4079

Agenda Item

IX. Special Presentation: Social Cohesion Bridge Builder Project, Village Square

Attachments:

1. SCIM Bridge Builder Project Handouts

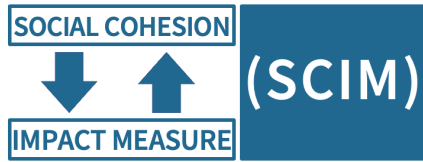
Tallahassee Social Cohesion Impact Measurement Project

As national political division accelerates and problems related to weakening social fabric are on the rise, there is a growing insight that building strong, densely connected geographic communities isn't just good for civic health at home but the key to addressing roiling national division. We have long believed that Tallahassee has unique civic assets to become a prominent *national* leader in building strong communities across division — with a deep local rootedness and dense connectivity in our "two degrees of separation" kind of hometown.

We're delighted to announce that **Tallahassee has been chosen as one of two cities nationally to serve as a study location** for a major project that will measure efforts to bridge divisions between citizens who don't look or think alike. What this means to you or your organization: Whether you're concerned about division and are either considering taking actions to increase positive connections/decrease division or you already are hosting programs or events, this project provides strategic support, access to some of the best models in the world and builds your very own custom assessment tool designed by genius researchers—for your own understanding of the work you do, or for your board, funders, the press (you get to keep it forever, and it can be easily edited and reused without expensive eggheads helping). You'll also have an opportunity to be a part of a one-of-a-kind civic barn-raising—as we are bound and determined to roll back the national divisions and dysfunctions so that we can stay the neighbors that we are.

The project seeks a wide variety of partners—individuals doing cool work, nonprofits, businesses, governmental projects, elected leadership, churches, and other communities. We want to repeat formulas that have worked and try out new outside-the-box thinking.

The project is designed by leading practitioners from across the country, representing organizations like [Stand Together](#), [Bridge USA](#), [Civic Genius](#), [Civic Health Project](#), The Village Square, [Common Ground Committee](#), [Convergence](#), [FixUS](#), [Listen First Project](#), [Living Room Conversations](#), [USC Center for the Political Future](#), and [YOUunify](#). It is funded by a cooperative of major foundations devoted to healing our democracy called [The New Pluralists](#).



Measure Your Impact with SCIM

The Social Cohesion Impact Measure (SCIM) is a standard and centralized measurement tool for bridging field and civic engagement groups to measure their impact. SCIM has helped:

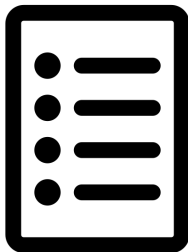
- The Village Square measure the impact of their events and programs in Tallahassee
- BridgeUSA measure how their campus conversations transform college student attitudes

How the SCIM can improve your efforts. SCIM allows organizations and institutions to see the impact of their events by surveying participants on key dimensions of division before and after the event. It's designed to be flexible to meet the specific goals and needs of groups - and to also give groups immediate access to viewing their results. Groups can use the SCIM to measure their programs, learn insights from different communities, and compare results across programs.

Measure attitudes between groups
Select questions for your pre and post surveys that seek to understand intergroup animosity, humanization, and morality.
Measure how your community learns to bridge.
Select from proven questions to understand how your participants shifted their intellectual humility, value for listening, respect/understanding, and embrace of pluralistic norms.
Measure how your programs drive social cohesion.
Work with the Goals and Measures team to add additional validated measures and questions around civic trust, community service, attachment to place, and others.

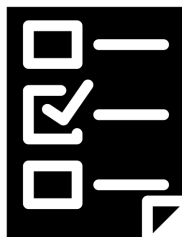
HOW SCIM WORKS

Recommended Survey Items



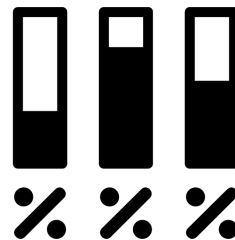
A menu of validated bridging and polarization outcomes.

Pre and Post Surveys



Standardized pre and post surveys for your participants.

An Analysis Tool



An analysis tool to see your impact in real time.



Your Menu of Outcomes and Questions

The SCIM provides organizations with a range of outcomes and questions for your surveys.

Read more about our selection process [here](#).

Highly Recommended	
Affective Polarization*	<p><u>Option 1:</u> Please indicate how you feel toward [outgroup] using the scale below. 10 means that you feel very favorably or warm toward them, 0 that you feel very unfavorable or cold, and 5 is neutral.</p> <p><u>Option 2:</u> How comfortable are you having friends who are [outgroup members]?</p>
Intellectual Humility*	<p>How much do you agree with the following statements?</p> <ul style="list-style-type: none"> • I accept that my beliefs may be wrong. • When others have different beliefs than me, I feel like I'm being personally attacked.
Intergroup Empathy*	<p>Polarization: I find it difficult to see things from [outgroup members] point of view.</p> <p>Bridging: It is important to understand Americans with other views by imagining how things look from their perspective</p>
Pluralistic Norms*	<p>Polarization: How important to you is it that [ingroup] elected officials make compromises with [outgroup] elected officials to solve important problems?</p> <p>Bridging: How important to you is it that elected officials make compromises across political divides to solve important problems?</p>
Additional Outcomes and Questions	
Humanization	How often do you think [outgroup members] experience the following emotions? Hope. Admiration.
Morality	Would you say that [outgroups members] are generally good people?
Value Listening	<p>How important is it that you have the following skills?</p> <ul style="list-style-type: none"> • Listen carefully when someone you disagree with is speaking. • Are an attentive listener when someone you disagree with is talking.
Respect/ Understanding	<p>Polarization: Even if I don't agree with them, I understand people have good reasons for voting for [outgroup] candidates.</p> <p>Bridging: How important is it to you that elected officials make compromises across political divides to solve important problems?</p>
For High Conflict Groups	
Perceived Threat	Would you say [outgroup members] are a serious threat to the United States?
Anger	How angry do you get just thinking about [outgroup members]?
Identity	How much do you agree with the statements "if I met someone who is a [member of ingroup], I'd feel connected to that person"?



Getting Started with SCIM

The Listen First Goals and Measures Program is interested in helping you set-up the tool for your organization. That support involves:

- **Needs:** Discussing your measurement needs as it relates to your projects and programs
- **Outcomes:** Reviewing the outcomes and questions that may be important to your work
- **Surveys:** Tailoring the pre and post surveys to use for your events or incorporating the questions into your existing survey structure.
- **Analysis Tool:** Setting up your customized analysis tool to visualize and assess the impact of your events.
- **Training and Follow-up:** Training the organization in the (minimal) upkeep of your surveys and analysis tool.

Get started by contacting paul@listenfirstproject.org.

Agenda Item

X. Committees & Reports

C. Treasurer's Report Attachments:

1. Balance Sheet
2. Income & Expense
3. Detailed Income & Expense Report

Children's Services Council of Leon County
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	5,848,373.31
Operating	260,964.53
Total Checking/Savings	6,109,337.84
Total Current Assets	6,109,337.84
TOTAL ASSETS	6,109,337.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	56,258.48
Total Accounts Payable	56,258.48
Total Current Liabilities	56,258.48
Total Liabilities	56,258.48
Equity	
Unrestricted Net Assets	10,520.00
Net Income	6,042,559.36
Total Equity	6,053,079.36
TOTAL LIABILITIES & EQUITY	6,109,337.84

Children's Services Council of Leon County
Income & Expense
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	164,290.38
Interest	1,577.46
	<hr/>
Total Income	165,867.84
Expense	
Compensation & Benefits	
Employee Benefits	
Health Insurance	3,353.91
Retirement Contribution	1,275.69
	<hr/>
Total Employee Benefits	4,629.60
Salaries	11,826.91
	<hr/>
Total Compensation & Benefits	16,456.51
Contract Services	
Accounting Fees	1,188.98
Program Specialist & Admin.	5,000.00
	<hr/>
Total Contract Services	6,188.98
Equipment	2,559.55
Miscellaneous expenses	
Office Supplies	26.90
Payroll processing	127.25
Software	233.90
Travel and Meetings	144.84
	<hr/>
Total Miscellaneous expenses	532.89
Needs Assessment	55,954.60
Payroll taxes	528.47
Salaries & Wages - Clearing	0.00
	<hr/>
Total Expense	82,221.00
	<hr/>
Net Ordinary Income	83,646.84
	<hr/>
Net Income	83,646.84

Children's Services Council of Leon County Detailed Income and Expense Report February 2022

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds					
Deposit	02/02/2022			Deposit	672.30
Deposit	02/15/2022			Deposit	163,618.08
Total Ad Valorem Proceeds					164,290.38
Interest					
Deposit	02/28/2022			Deposit	1,569.83
Deposit	02/28/2022			Deposit	7.63
Total Interest					1,577.46
Total Income					165,867.84
Expense					
Compensation & Benefits					
Employee Benefits					
Health Insurance					
Check	02/08/2022	0003	Capital Health Plan		3,353.91
Total Health Insurance					3,353.91
Retirement Contribution					
Check	02/08/2022	0002	Florida Retirement System		1,275.69
Total Retirement Contribution					1,275.69
Total Employee Benefits					4,629.60
Salaries					
General Journal	02/11/2022	Pymt 0...			5,480.76
General Journal	02/24/2022	Pymt 0...			6,346.15
Total Salaries					11,826.91
Total Compensation & Benefits					16,456.51
Contract Services					
Accounting Fees					
Bill	02/07/2022	4474	Grayson Accounting Consultin...	Accounting services - Jan. 2022	1,188.98
Total Accounting Fees					1,188.98
Program Specialist & Admin.					
Bill	02/02/2022	0060	Windwood Communications LLC	Office Management - Feb. 2022	5,000.00
Total Program Specialist & Admin.					5,000.00
Total Contract Services					6,188.98

Type	Date	Num	Name	Memo	Amount
Equipment					
Bill	02/02/2022	0063	Windwood Communications LLC	Computers (2)	2,559.55
Total Equipment					2,559.55
Miscellaneous expenses					
Office Supplies					
Bill	02/02/2022	0062	Windwood Communications LLC	Branded Nametags	26.90
Total Office Supplies					26.90
Payroll processing					
Check	02/11/2022		Paychex EIB		65.15
Check	02/25/2022		Paychex EIB		62.10
Total Payroll processing					127.25
Software					
Bill	02/02/2022	INV-2...	IT Partner LLC	Office 365 & Exchange	13.05
Check	02/15/2022		Bill.com		97.25
Bill	02/20/2022	INV-2...	IT Partner LLC	Office 365 & Exchange	123.60
Total Software					233.90
Travel and Meetings					
Bill	02/14/2022	02/14/...	Cecka Rose Green	Mileage and parking reimbursement	144.84
Total Travel and Meetings					144.84
Total Miscellaneous expenses					532.89
Needs Assessment					
Bill	02/14/2022	1907	Q-Q Research Consultants LLC	Final Project Governance Document	55,954.60
Total Needs Assessment					55,954.60
Payroll taxes					
General Journal	02/11/2022	Pyrl 0...			-14.12
General Journal	02/24/2022	Pyrl 0...			542.59
Total Payroll taxes					528.47

Type	Date	Num	Name	Memo	Amount
Salaries & Wages - Clearing					
Check	02/10/2022		Paychex TPS		785.58
Check	02/10/2022		Paychex Inc		4,681.06
General Journal	02/11/2022	Pymt 0...			-4,681.06
General Journal	02/11/2022	Pymt 0...			-785.58
Check	02/24/2022		Paychex TPS		1,511.78
Check	02/24/2022		Paychex Inc		5,376.96
General Journal	02/24/2022	Pymt 0...			-5,376.96
General Journal	02/24/2022	Pymt 0...			-1,511.78
Total Salaries & Wages - Clearing					0.00
Total Expense					82,221.00
Net Ordinary Income					83,646.84
Net Income					83,646.84

Agenda Item

XI. Old Business

A. Council Policies

Attachments:

1. Revised Attendance and Leave Policy

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 40 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

Complete and accurate attendance and leave records will be maintained by CSC Leon. Bi-weekly timesheets are due 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; additionally, one (1) discretionary holiday per calendar year may be granted by 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 and approved by the Executive Director.

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 Administrative Services 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 Administrative Services Manager, who will work with the Executive Director to 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 Administrative Services 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 Administrative Services 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 Administrative Services 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 Administrative Services 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 Administrative Services 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.

March 2022

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 Administrative Services 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 Administrative Services 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 Administrative Services 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 Administrative Services 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 Administrative Services Manager should still document the injury with the employee within twenty-four (24) hours after the accident.

Accidents may be investigated by the Administrative Services 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.