



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## A G E N D A

August 22, 2024  
3:00 p.m.

Meeting will be held at:

**Workforce Assistance Center – Executive Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589**

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Corporation, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at <http://www.maderaworkforce.org/mcwic-meetings-and-agenda/>. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

### **1.0 Call to Order**

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

Items identified after preparation of the agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

### **3.0 Public Comment**

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes.

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

- 6.1 Consideration of approval of the June 27, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

### **7.0 Action Items**

- 7.1 Consideration of approval of the draft MCWIC Employee Handbook with recommended revisions from legal counsel to restructure the handbook, include new legally protected Equal Employment Opportunity characteristics in CA, increase the Vacation cap for employees with higher annual accruals, remove references to COVID-19 and the 2020 Families First Coronavirus Response Act, remove references to Flexible Spending Accounts, and most notably, the addition of FMLA.
- 7.2 Consideration of approval of the revised Non-Exempt employee salary schedule to remove the Lead Workforce Technician position and adjust hourly wages for the Workforce Technician I to bring into alignment with career ladder positions.

- 7.3 Consideration of approval of the proposed 2024-25 budget.
- 7.4 Consideration of approval of the proposed Non-paid Closure Day: December 27, 2024.
- 7.5 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2024, to June 30, 2025.

## **8.0 Information Items**

- 8.1 Success Stories
- 8.2 Workforce Development Board (WDB) of Madera County Update
- 8.3 Information on Scam/Fraud Incident
- 8.4 Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2024, through June 30, 2024.
- 8.5 Beaudette Inc.'s OSO Annual Report for fiscal year 2023-2024.
- 8.6 Workforce Innovation and Opportunity Act (WIOA) Reauthorization Update
- 8.7 National Workforce Development Month/Workforce Development Professional's Day
- 8.8 America's Job Center of California (AJCC) Certification Update
- 8.9 Unemployment Insurance (UI) Claims Information

## **9.0 Written Communication**

## **10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

## **11.0 Next Meeting**

October 24, 2024

## **12.0 Adjournment**



## MINUTES

**May 23, 2024**

***Convened at the Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
(559) 662-4589***

**PRESENT:** Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Mattie Mendez (7.0), Tim Riche

**ABSENT:**

**GUEST:**

**STAFF:** Bertha Vega, Jessica Roche, Nicki Martin, Maiknue Vang

### **1.0 Call to Order**

*Meeting called to order at 3:01 p.m. by Chair Debi Bray.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*None.*

### **5.0 Adoption of Board Agenda**

*Gabriel Mejia moved to adopt the agenda, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Tim Riche*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the May 23, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

**6.2 Consideration of approval of the re-appointment of Gabriel Mejia, Camarena Health, to the MCWIC Board for an additional 3-year term: 8/23/24 to 8/23/27.**

*Rober Leach moved to approve the Consent Calendar, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Tim Riche*

### **7.0 Closed Session**

*Gabriel Mejia moved to close open session and go into closed session at 3:03 p.m., seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Tim Riche*

**7.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director**

*Roger Leach moved to adjourn closed session at 4:48 p.m., seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche*

**a. Closed Session Report out**

*No reportable actions were taken during closed session.*

**8.0 Action Items**

**8.1 Discussion and consideration of revising the MCWIC meeting schedule.**

*Discussion on revising the MCWIC meeting calendar was previously tabled. Staff suggested that the meeting schedule can be left as-is or can be revised to align with the Workforce Development Board (WDB) which meet every other month on even numbered months, or it can change to odd numbered months. Staff noted that it would be easiest to align the MCWIC Board meetings with the WDB but are amenable to the recommendation of the MCWIC Board. If necessary, a Special Meeting of the Board can be called if there is pressing business that needs attention.*

*Tim Riche moved to change the meeting schedule to even numbered months, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche*

**8.2 Discussion and consideration of MCWIC member recruitment.**

*Member recruitment was a discussion that was previously tabled. MCWIC Board membership was discussed after the resignation of Mike Farmer. The current MCWIC Board membership is in compliance of the MCWIC Bylaws. There are currently 6 members on the MCWIC Board. The Bylaws state that the Board can have 5-9 members. Staff inquired as to whether a recruitment needs to be done to add an additional member to the Board. The Board expressed interest in recruiting another faith-based member for the Board.*

*No Action Taken*

**9.0 Information Items**

**9.1 Success Stories**

*Information provided within the agenda packet.*

**9.2 Workforce Development Board (WDB) of Madera County Update**

*Information provided within the agenda packet.*

**9.3 Madera Workforce California Workforce Association (CWA) WORKCON Conference Presentations**

*Information provided within the agenda packet.*

**9.4 Sierra San Joaquin Jobs Initiative (S2J2) Regional Investment Plan**

*Information provided within the agenda packet.*

**9.5 CWA The Real Role of Workforce Boards Report**

*Information provided within the agenda packet.*

**9.6 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information provided within the agenda packet.*

## **10.0 Written Communication**

*None.*

## **11.0 Open Discussion/Reports/Information**

### **11.1 Board Members**

*None.*

### **11.2 Staff**

*None.*

## **12.0 Next Meeting**

*Next meeting to be held on July 25, 2024, at the Workforce Assistance Center.*

## **13.0 Adjournment**

*Mattie Mendez moved to adjourn at 5:02 p.m., seconded by Roger Leach.*



## **EMPLOYEE HANDBOOK**

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## INTRODUCTION

### WELCOME TO OUR ORGANIZATION!

We're very happy to welcome you to the Madera County Workforce Investment Corporation ("MCWIC"). Thank you for joining us! We want you to feel that your association with MCWIC will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality services. This is due to the dedication and commitment of our employees. We hope you too, will find satisfaction and take pride in your work here.

### BACKGROUND / HISTORY

MCWIC is the fiscal and administrative agent of the workforce development system within Madera County and is the provider of career services for the Madera County Workforce Assistance Center. We are authorized and primarily funded by the Federal Workforce Innovation and Opportunity Act of 2014. There are 45 local Workforce Development Areas in the State of California.

### HANDBOOK PURPOSE

This MCWIC Employee Handbook (the "Employee Handbook" or "Handbook") is presented as a matter of information and has been prepared to inform you about MCWIC's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this Handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. This Handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

MCWIC reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook at any time, except for the policy of at-will employment. Only authorized management may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

We ask that you read this Handbook carefully, become familiar with MCWIC and our policies, and refer to it whenever questions arise.

### AT-WILL NOTICE

Employment with MCWIC is at-will and may be terminated with or without cause and with or without notice at any time by the employee or MCWIC. Employee is not hired for any definite or specified period of time even though employee's wages are paid regularly. The terms and conditions of employment with MCWIC may be modified at the sole discretion of MCWIC with or without cause and with or without notice. MCWIC also retains the right to demote, transfer, change job duties, and change compensation of any employee, at any time, with or without notice, and with or without cause, in its sole discretion.

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The Handbook, the plans, policies, and procedures described herein, and the language used herein, are not intended to create, nor is it to be construed to constitute, a contract between MCWIC and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

MCWIC's policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and the Executive Director of MCWIC. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other MCWIC document or written or verbal statement or policy.

When deciding to work for MCWIC, or continuing to work for MCWIC, employee must understand and accept these terms of employment.

## EMPLOYMENT

### EQUAL EMPLOYMENT

MCWIC is an equal opportunity employer and makes employment decisions on the basis of merit. MCWIC policy prohibits harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on ancestry, age (40 and over), color, genetic information/characteristics, gender, gender identity, or gender expression, transgender status, marital status/registered domestic partner status, medical condition, military or veteran status, national origin, race, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sex stereotype, reproductive health decision-making, sexual orientation, physical or mental disability, the use of cannabis/marijuana off the job and away from the workplace, or any other protected classification, in accordance with applicable federal, state, and local laws or ordinances or regulations. It also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

In addition, MCWIC prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

MCWIC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in MCWIC operations and prohibits unlawful discrimination by any employee of MCWIC, including supervisors and coworkers.

All such conduct violates MCWIC policy.

If you believe that you have been subjected to any form of unlawful discrimination you should notify your supervisor or the Executive Director. It is preferred, but not required, that your complaint is submitted in writing. The complaint should be specific and include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, contact the designated Equal Employment Opportunity Officer, or the Executive Director. Upon receipt of any such complaint, an immediate, thorough and objective investigation and an attempt to resolve the situation will be undertaken. To the extent reasonably possible, your complaint will be kept confidential.

If MCWIC determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. MCWIC will not retaliate against any individual for filing a complaint or acting as a witness on behalf of a complainant and will not knowingly permit retaliation by management employees or coworkers.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

### HARASSMENT PREVENTION

MCWIC's anti-harassment policy applies to all persons involved in MCWIC operations. MCWIC prohibits harassment, disrespectful or unprofessional conduct by any employee of MCWIC, including supervisors, managers and co-workers. MCWIC's anti-harassment policy also

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applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom MCWIC employees come into contact while working.

Prohibited harassment, discrimination, retaliation, and disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by MCWIC policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category.

#### NON-DISCRIMINATION

MCWIC is committed to compliance with all applicable laws providing equal employment opportunities including Section 188 of the Workforce Innovation and Opportunity Act. In furtherance of compliance with Section 188, all MCWIC employees will receive and be required to acknowledge receipt of the notice entitled Equal Opportunity is the Law. This commitment applies to all persons involved in MCWIC operations. MCWIC prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of MCWIC, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. MCWIC does not ask for previous salary history during the application and interview process during recruitment for any positions. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, MCWIC is not obligated to disclose the wages of other employees.

#### ANTI-RETALIATION

MCWIC will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or coworkers. Whistleblowers are protected by the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority

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to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation. MCWIC refers all employees to its required posting, pursuant to Labor Code section 1102.8, regarding Whistleblowers' protections. This posting is located with all other required postings in the copy room and employee breakroom.

### REASONABLE ACCOMMODATIONS

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

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It is the policy of MCWIC to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act ("ADA"), as well as state and local laws concerning the employment of persons with disabilities. MCWIC will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

MCWIC will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation to perform the essential functions of the job should notify their supervisor or any other MCWIC supervisor if the conditions of the disability impair their ability to perform the essential functions of their position. MCWIC will then engage in a good faith interactive process with the employee or applicant to determine what, if any, effective accommodations can be made for the employee. Where necessary and feasible, reasonable accommodations will be made for qualified employees with a disability to perform the essential functions of the job in question, as long as the accommodation does not cause MCWIC undue hardship.

An applicant, employee or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact their supervisor or other individual with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, MCWIC will make the accommodation.

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MCWIC will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or coworkers.

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### COMPLAINT PROCESS

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, or believe you have observed such prohibited conduct against another employee, bring your complaint to your supervisor or to any other MCWIC supervisor, the designated Equal Employment Opportunity officer, or the MCWIC Executive Director, as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact any of the MCWIC employees listed above. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory that you do so.

MCWIC encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department ("CRD") investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.cacivilrights.ca.gov](http://www.cacivilrights.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Executive Director of MCWIC so MCWIC can try to resolve the complaint.

When MCWIC receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. MCWIC will reach reasonable conclusions based on the evidence collected.

MCWIC will maintain confidentiality to the extent possible. However, MCWIC cannot promise complete confidentiality. MCWIC's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If MCWIC determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. MCWIC also will take appropriate action to deter future misconduct.

Any employee determined by MCWIC to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Certain employees can be held personally liable for unlawful misconduct.

#### ANNIVERSARY DATE

The employee's date of hire is that employee's official employment anniversary date.

**\*\*Individuals hired on 1/1/2013 by MCWIC, who were previously employed by the Madera County Superintendent of Schools ("MCSOS"), will use their hire date from MCSOS.**

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## IMMIGRATION LAW COMPLIANCE

Each individual offered employment by MCWIC will be required to produce proof of his/her identity and eligibility to work in the United States prior to start of employment and will be required to certify the same on the appropriate Form I-9 his/her identity.

## EMPLOYMENT CLASSIFICATIONS

MCWIC has established the following Employee Classifications for compensation and benefit purposes only. Management will inform you of your classification, status, and responsibilities at the time of hire, rehire, promotion, or at any time a change in status occurs. **These classifications do not alter your at-will employment status.**

- Regular Full-Time Employee: An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee will be exempt or non-exempt and is eligible for all employment benefits offered by MCWIC.
- Part-Time Employee: An employee who is generally scheduled to work less than 30 hours in a work week. Simply because a part-time employee works more than 30 hours does not make the employee full-time. Full-time designation will be made by MCWIC and will be made in writing. The employee may or may not be eligible for all employment benefits offered by MCWIC.
- Temporary Program Employee: An employee who is scheduled to work for a specific period of time, with a specific start and end date determined upon hire. The employee is not eligible for employer paid benefits except for mandated sick leave as outlined by the California Paid Sick Leave Law.

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## DEFINITIONS

- Exempt: An employee whose position meets specific tests established by the Fair Labor Standards Act ("FLSA") and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes the Executive Director and other designated management/administrative staff.
- Non-exempt: An employee whose position does not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of MCWIC, with the exception of designated management and supervisory staff, are non-exempt.

## PERSONNEL RECORDS

MCWIC will maintain various employment files while you remain an employee of MCWIC. Examples of these files are: your personnel file, your attendance file, and your I-9 file. If you should have any changes with respect to personal information, such as a change in your home address and telephone number or a change of name, you are required to notify your supervisor so the appropriate changes can be made in your files.

Your files have restricted access. You and management, or its designated agents, may have access. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. In the event that you wish to review or copy your personnel file, you (or your authorized designee) must submit the request in writing to your supervisor. A form will be provided for this purpose. You will receive a response to your request within a reasonable time. The response will include the time, date, and location that the inspection will occur or the copies be provided, no later than 30 calendar days from the date of employee's written request. If you have not requested a copy of your personnel file, you may review your personnel file at the administrative office location. If the location is not your regularly assigned work location, there will be no loss of wages for the time needed to travel to the designated location.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. MCWIC may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

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Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, MCWIC will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

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## **EMPLOYEE REFERENCES**

MCWIC restricts the information provided to people outside MCWIC about current and former employees. This information is restricted to the employment dates and positions held in MCWIC for that person. This is done to protect MCWIC and its employees. This information will only be released by authorized management.

## **JOB VACANCIES**

MCWIC will make every effort to promote qualified individuals from within rather than to select persons from outside MCWIC to fill vacancies in established positions or to fill newly created positions. When job openings occur, MCWIC will, at its discretion, post such openings internally in order to provide MCWIC employees the opportunity to submit an application.

## **TRANSFERS**

Management reserves its right to place you wherever and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions, or lateral transfers are at the sole discretion of MCWIC.

## **EMPLOYMENT OF RELATIVES**

MCWIC does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent potential problems with safety, security, supervision, and morale.

While MCWIC will accept and consider applications for employment from relatives, close



family members such as parents, grandparents, children, spouses, brothers and sisters, or in-laws, generally will not be hired into positions where they have access to sensitive information regarding a close family member, would be supervised by a close family member, or where there is an actual or apparent conflict of interest.

## **CONDUCT AND BEHAVIOR**

### **GENERAL GUIDELINES**

Orderly and efficient operation of MCWIC requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the “at-will” employment relationship between MCWIC and you. MCWIC views the following as inappropriate behavior which could result in disciplinary action:

- (1) Negligence, carelessness or inconsiderate treatment of MCWIC clients or employees and/or their matters/files.
- (2) Theft, misappropriation, or unauthorized possession or use of property, documents, records, or funds belonging to MCWIC, or any client or employee; removal of same from MCWIC premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Obtaining unauthorized confidential information pertaining to clients or employees.
- (5) Changing or falsifying client records, MCWIC records, personnel or pay records, including time sheets without authorization.
- (6) Willfully or carelessly damaging, defacing or mishandling property of a client, MCWIC, or other employees.
- (7) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
- (8) Entering MCWIC premises without authorization.
- (9) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (10) Unauthorized use of a personal vehicle for MCWIC business.
- (11) Rude, discourteous, or unbusiness-like behavior; creating a disturbance on MCWIC premises or creating discord with clients or fellow employees; use of abusive language.
- (12) Insubordination or refusing to follow instructions of the immediate supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (13) Failure to observe scheduled work hours, failure to contact a supervisor in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized use of sick leave or any other leave of absence.
- (14) Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- (15) Sleeping or loitering during regular working hours.
- (16) Recording time for another employee or having time recorded to or by another employee.
- (17) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on MCWIC premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
- (18) Unauthorized possession of a weapon on MCWIC premises.

- (19) Gambling on MCWIC premises.
- (20) Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on MCWIC property. These activities are closely controlled in order to prevent disruption of MCWIC services and to avoid unauthorized implication of MCWIC sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of MCWIC business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of MCWIC is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on MCWIC property at all times. However, nothing in this subsection 20 shall be construed to limit concerted activity in contravention of state or federal law.
- (21) Falsification of one's employment application, medical or employment history.
- (22) Unlawful or unbusiness-like conduct, on or off MCWIC premises, which adversely affects MCWIC services, property, reputation or goodwill in the community, or interferes with work.

## **COMPENSATION**

### **PAY PERIODS**

The standard workweek for MCWIC will begin at 12:01 a.m. Sunday and end at midnight the following Saturday.

The designated pay period for all employees is semi-monthly. Generally, the first pay period extends from the first day of the month through the fifteenth day of the month. The second pay period of the month generally extends from the sixteenth of the month through the end of the month.

Paychecks are distributed on the 20<sup>th</sup> day of the month, for the first pay period, and on the 5<sup>th</sup> day of the following month, for the second pay period. Except as otherwise provided, if any date of paycheck distribution falls on a Saturday, Sunday or holiday, you will be paid on the preceding scheduled workday.

If you have questions about your paycheck, or notice an error in your pay, please notify your supervisor and the Controller immediately. Every effort will be made to answer all questions and resolve any errors in pay as soon as possible, and not later than the next regular payroll cycle.

### **PAY ADJUSTMENTS**

All pay increases are at the sole discretion of MCWIC but are generally based upon performance and funding factors. There may be one-time cost of living allowances based on available funding and these one-time allowances do not increase the base salary. There are not automatic annual cost of living salary adjustments or allowances to reflect current economic conditions.

Your pay also may be adjusted downward. Salary decreases are at the sole discretion of

MCWIC but are generally considered in situations such as job restructuring, job duty changes, job transfers, or adverse business economic conditions.

**OVERTIME**

MCWIC complies with all applicable federal and state laws regarding payment for overtime work. Overtime rates for non-exempt employees will be 1.5x the regular rate of pay for work in excess of eight hours in one workday, 40 hours in any workweek and the first 8 hours worked on the 7<sup>th</sup> consecutive day of work in any workweek. Overtime rates for non-exempt employees will be 2.0x the regular rate of pay for work in excess of 12 hours in a workday or in excess of eight hours on the 7<sup>th</sup> consecutive day of work in a workweek.

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Hours worked means time actually spent on the job. It includes all time when you are subject to the company’s control or direction, and when you are performing duties we know about and authorize. It does not include hours away from work due to vacation, sickness or holiday even when these days are compensated.

Any overtime you work must be authorized by management, in advance. Working unauthorized overtime is not acceptable work performance, subject to disciplinary action, up to and including dismissal. Overtime must be reflected on employee time sheets and accompanied by an Overtime Request.

**PERFORMANCE EVALUATION**

You will receive an appraisal of your job performance within the first six (6) months of employment and annually thereafter on or around the anniversary date of hire. This evaluation will be written. Evaluations may occur at any time if deemed necessary due to performance issues, changes in assignment, classification, etc.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your supervisor. The completed and signed evaluation form will be placed in your personnel file. You will receive a copy of the performance evaluation, and will have the opportunity to submit additional documents or information for inclusion in your personnel file.

Because pay increases are based in part on performance, the performance evaluation is an important element in the review. In addition to the annual performance review, performance coaching sessions may be conducted from time to time. Employees are encouraged to ask questions and/or seek assistance if they have any concerns at any time during their employment.

**CORRECTIVE ACTION**

A high level of job performance is expected of you. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your supervisor to attain an acceptable level of performance. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of MCWIC to regard discipline as an instrument for developing total job

performance rather than as punishment. Corrective action is one tool MCWIC may select to enhance job performance. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance which could include a Personnel Improvement Plan, suspension, discharge or in any combination of the above, if MCWIC so elects. MCWIC reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If you violate established MCWIC procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, MCWIC may elect to administer disciplinary action.

#### **PERFORMANCE AND SALARY POLICY**

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.
- Identify employees with potential for advancement within MCWIC.
- Help managers distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on performance.

Performance appraisals influence salaries, promotions and transfers, so it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

#### **PROCEDURE:**

- Performance Review Schedule  
Performance appraisals are conducted on an annual cycle. Employees will receive a performance review annually based on their established anniversary date each year. Performance increases are not guaranteed and are based upon organization performance and financials. When provided, a performance increase may accompany a performance review if the employee's performance and salary level so warrant, budget permits and at the discretion of MCWIC.
- Performance Reviews-Salary Increases  
Each MCWIC supervisor is responsible for the timely and equitable assessment of the performance and contribution of his/her employees. A performance review does not always result in a salary increase. The employee's overall performance and salary level relative to his/her position responsibilities must be evaluated to determine if a salary increase is warranted and budget allows.
- Responsibility  
The performance evaluation will be discussed and signed both by the employee and the supervisor to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated. Salary increases must be supported by a performance appraisal for salary change processing. The supervisor will not discuss any proposed action with the employee until all written approvals are obtained. The Executive Director and Controller will review all salary increase/adjustment requests to determine fiscal feasibility and ensure compliance with MCWIC's performance increase policy and that they fall within the provided guidelines.

## PROMOTIONS

MCWIC is interested in providing maximum opportunity for your advancement within MCWIC if advancement opportunities are available. Accordingly, present employees of MCWIC may be considered for promotions before any new employees are hired to fill vacancies that may arise. Notwithstanding the foregoing, MCWIC retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

\*\*Individuals hired on 1/1/2013 by MCWIC, who were previously employed by the MCSOS, will retain their eligibility for longevity pay increases consistent with MCSOS policies based on their original date of hire by MCSOS.

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## DEMOTION

Demotion is a reduction in responsibility usually accompanied by a reduction in salary. Demotions are based on performance evaluations or the needs of MCWIC as determined by MCWIC.

## WORK ASSIGNMENTS

From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Work assignments may also occur at satellite offices or other locations where work is being performed.

## MILEAGE REIMBURSEMENT

With prior approval from a supervisor, MCWIC will reimburse employees at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from work related activities. Mileage reimbursement requests are to be submitted by the fifth day of the following month the mileage was traveled.

## TRAVEL POLICY

All MCWIC travel arrangements will be made by authorized personnel only. MCWIC travel shall be properly authorized, reported, and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, MCWIC. It is the employee's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the Policy. Any exceptions to the Policy must be submitted to the supervisor, as defined in the Policy, for approval.

### Approval of Travel

Employees may not approve the reimbursement of their own travel expenses. All travel expenses must be approved by your supervisor.

### Payment of Travel Expenses

Payments of all travel will be done through normal requisition and purchase order process. Certain prepaid expenses such as transportation tickets and conference fees may be billed directly to MCWIC with approval.

## **Transportation Expenses**

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by MCWIC. Such tickets shall be purchased by authorized personnel only from the MCWIC contracted travel agency or on-line resource, whichever is most cost effective.

## **Mileage Expenses**

Mileage shall ordinarily be computed between the employee's primary work location and the destination. Expenses for travel between the employee's residence and primary work location (commuting expense) shall not be allowed. If using a personal vehicle, with prior approval from a supervisor, only the driver may claim mileage reimbursement. Passengers are not allowed to claim reimbursement.

## **Air Travel**

Coach class or any discounted class airfare shall be used in the interest of economy.

## **Automobile Travel**

### **• *Private Vehicles***

Employees may use their private vehicle for business purposes if it is less expensive than renting a car or using alternative transportation. Use of private vehicle must be approved in advance by supervisor. Employees are required to have appropriate insurance coverage, as required by the State of CA, on their vehicles to be used for business purposes.

### **• *Mileage Reimbursement Rate***

The standard mileage reimbursement rate increases or decreases in accordance to the IRS regulations, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Under IRS regulations, employees who claim this rate are not required to substantiate the actual costs of operating the vehicle.

### **• *Surface Transportation Used in Lieu of Air Travel***

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

## **Rental Cars**

A vehicle may be rented when renting would be more advantageous to MCWIC than other means of commercial transportation, such as using a taxi. Advance reservations should be made

whenever possible and a compact or economy model requested. MCWIC is responsible for obtaining the best available rate commensurate with the requirements of the trip. The discount negotiated with car rental agencies by MCWIC should be requested when available.

### **Travel Advances**

Advances for travel costs may be authorized for specific situations that might cause undue financial hardship for business employees. These situations require the supervisor's approval and are limited to staff traveling on behalf of MCWIC.

### **Conference Registration Fees**

Conference registration fees can be prepaid with a check with approval from the supervisor. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the employee's per diem allowance.

### **Per Diem Reimbursement**

The cost of meals during travel will be reimbursed based on the federal GSA reimbursement rates, located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The Travel Reimbursement Claim form will be updated accordingly as the listed rates change.

When a trip begins at 7:00 a.m. or later and ends at 6:00 p.m. or earlier only lunch will be allowed.

### **Miscellaneous Expenses**

Employees shall be reimbursed for the actual costs for authorized miscellaneous expenses such as parking, taxi, baggage fees, internet/phone costs, etc. Receipts must be provided.

All requests for reimbursement for travel or other approved work-related expenses must be submitted within 90 days of the expense in order to be reimbursed.

### **ADVANCES AND LOANS**

MCWIC does not give salary advances or loans to its employees.

## **BENEFITS**

### **HOLIDAYS**

Regular full-time employees are entitled to the following paid holidays observed by MCWIC:

- Independence Day Holiday
- Labor Day Holiday
- Veterans Day Holiday
- Thanksgiving Holiday
- Christmas Holiday
- New Year's Holiday
- Martin Luther King Day Holiday

Presidents Day Holiday  
 Memorial Holiday  
 Juneteenth Holiday  
 Floating Holiday (Employee's Birthday or other day so long as scheduled with supervisor)

Other days or parts of days may be designated as holidays with pay in MCWIC's sole discretion. Employees are provided with a floating holiday wherein they may take their actual birthday off with pay or a day within the month of their birthday and must give proper notice, and receive prior approval, from their supervisor. This day must be used within the birthday month and may not be transferred to another month. An employee still in the Introductory Period is eligible for a floating birthday holiday. No holiday pay will be paid to an employee who is on an unpaid status, or on any leave of absence. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. An annual calendar reflecting actual days will be provided each year.

#### NON-PAID DAYS

Other days or parts of days may be designated as closure days without pay. These days will be included in the annual calendar of days off.

#### VACATION

All full-time regular exempt or non-exempt employees will accrue paid vacations according to the following schedule.

Employment Years	Vacation Earned	Maximum Accrual
Years One through Two	8 hours per month	144 hours
Years Three through Five	10 hours per month	180 hours
Years Six through Ten	12 hours per month	216 hours
Years Eleven and above	14 hours per month	252 hours

Employees may use accrued vacation after successful completion of their six (6) month introductory period.

Vacations provide a break beneficial to both MCWIC and the employee. Therefore, employees are encouraged to take vacations annually. Vacation time no longer accrues once that employee's accrual reaches the maximum accrual designated above. When that point is reached the employee must take vacation to begin accruing again.

Employees are not paid wages in lieu of unused vacation time. All accrued vacation not taken at the time an employee leaves employment will be paid upon departure.

Vacations need to be scheduled with the appropriate supervisor with sufficient notice so as to not disrupt the workplace.

Employees will be required to use any vacation leave on the books prior to any unpaid requests. Vacation accruals may not be used to supplement any time for being tardy. Sick leave may not be used in lieu of vacation time and cannot be used to extend or augment vacation leave requests.

Employees will not accrue vacation for any pay period they do not work and do not receive

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a payroll check.

## **SICK LEAVE**

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

You cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

### **Eligible Employees**

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

### **Sick Pay Amount**

#### ***Regular Full-Time Employee Accrual Rate***

Sick leave for regular full-time employees is earned at a rate of 4 hours per pay period. All full-time regular employees are eligible to receive a maximum of twelve (12) days of paid sick leave per calendar year. Sick leave accrual does not have a cap and may be carried over from year to year. Sick leave is not paid out upon departure from MCWIC.

↓ New regular full-time employees may use accrued sick leave at any time after it has been accrued.

#### ***Part-time Employee Sick Leave Accrual Rate***

Sick leave for part-time employees is earned based on a pro-rated calculation of the rate earned by regular full-time employees. For example, a part-time employee working 20 hours per week would accrue 50% of the sick leave accrual of an employee who works 40 hours per week. In no event will the sick leave accrual be less than the statutory requirement of 1 hour of leave for each 30 hours worked. To qualify for sick leave, all part-time employees must work for MCWIC for at least thirty (30) days within a year. Sick leave accrual does not have a cap and may be carried over from year to year. Sick leave is not paid out upon departure from MCWIC.

↓ New part-time employees may use accrued sick leave at any time after it has been accrued.

#### ***Temporary Employee Sick Leave***

Sick leave for temporary employees is earned based on the California Paid Sick Leave Law. An employee who works for 30 or more days within a year from the beginning of employment is entitled to accrue paid sick leave. Sick leave is earned at one hour of paid leave for every 30 hours worked. Sick leave is to be paid at the employee's current rate of pay. Sick leave is not paid out upon departure from MCWIC.

### **Qualifying Reasons For Paid Sick Leave**

Paid sick time can be used for the following reasons;

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.

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- Preventive care for an employee or an employee's covered family member. Includes annual physicals or flu shots.
- Death of an employee's covered family member (see Bereavement Leave).
- For certain, specified purposes when the employee is a victim of crime or abuse.

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For purposes of paid sick leave, a covered "family member" includes:

- A "child"; defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person is any individual you identify at the time you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

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## **Use of Sick Leave**

You may decide how much paid sick leave you want to use in a given circumstance (for example, whether you want to take an entire day or only part of a day). Notwithstanding the foregoing, MCWIC can require you to take a minimum of at least two (2) hours of paid sick leave at a time.

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You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, death of an immediate family member (see Bereavement Leave) or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, sibling, and designated person. Preventive care includes annual physicals or flu shots.¶

If the need for paid sick leave is foreseeable, employees must provide advance oral or written notification to their supervisor. If the need for paid sick leave is not foreseeable, employees must provide notice to their supervisor as soon as practicable. On the third day of consecutive absence, you will be required to submit, in writing, documentation from a physician for your continued sick leave and the estimated date of return.

If your absence extends beyond your period of accrued sick leave, you may submit a request for a leave of absence. Before your return to work, a written statement from your physician will be required stating your ability to return to your regular duties with or without accommodation.

Employees will be required to use any sick/vacation leave on the books prior to any unpaid requests.

Employees will not accrue sick leave for any pay period they do not work and do not receive a payroll check. For previous MCSOS employees, this is effective July 1, 2013 when they begin to accrue sick leave each pay period rather than receiving a lump sum of sick leave at the beginning of each year.

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## **California State Disability Insurance**

MCWIC and its employees contribute to the California State Disability Insurance Program. State Disability Insurance provides a partial wage replacement to eligible California workers who are unable to work due to a non-work-related illness, injury, or pregnancy. If an employee experiences a non-work related illness or injury that is anticipated to result in an inability to work for more than eight days, the employee may wish to explore their eligibility for State Disability Insurance benefits. Information regarding this program is available from your supervisor or on the Employment Development Department website at: [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability).

## CALIFORNIA FAMILY AND MEDICAL LEAVE

Under the federal Family and Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), employees may be eligible for time off work for their own serious health condition, to care for a family member, for the arrival of a new child, and for qualifying exigencies. Additionally, under FMLA, employees may be eligible for additional time off work to care for a servicemember with a serious illness or injury. This policy will briefly explain the requirements for eligibility, types and amounts of available leaves, and other requirements related to each leave. For more information about specific requirements, please contact your supervisor.

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### Employee Eligibility

An employee is eligible for CFRA leave (discussed below) if they (i) have worked for MCWIC for at least 1,250 hours in the 12 months immediately before the start date of the leave, and (2) have worked for MCWIC for at least 12 months. An employee is eligible for FMLA leave (discussed below) if in addition to meeting the requirements for CFRA leave, the employee works at a worksite where 50 or more employees are employed by MCWIC within 75 miles of the worksite. CFRA and FMLA apply to all public agencies, regardless of the number of employees.

### Qualifying Reasons for Leave

There are several qualifying reasons for leave. Certain circumstances are covered by one or more laws, while others are only covered by one law. Where a qualifying reason is covered by more than one law, the leave may run concurrently under each applicable law unless otherwise prohibited by law. The qualifying reasons for leave are as follows:

Leave taken for the employee's own serious health condition, which prevents the employee from performing the essential functions of their job. This is a qualifying reason under both FMLA and CFRA.

Family care leave is leave taken to care for the employee's covered family member (defined below) with a serious health condition. Federal and state law define which individuals are covered family members differently. For the purposes of FMLA, a covered family member is considered a parent (a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child); a child (a biological, adopted or foster child, a stepchild, a legal ward, or a child of an employee who stands in loco parentis to that child) under the age of 18, or over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin, and a spouse. For the purposes of CFRA, in addition to the family members as defined under the FMLA, an employee's child of any age, registered domestic partner, sibling(s), parent-in-law, grandparent(s), grandchild(ren), and a designated person (someone else with a blood or family-like relationship with you. You may

identify this individual at the time you request leave. You are limited to one designated person per 12-month period for purposes of CFRA leave.) are also considered covered family members.

New child bonding leave is leave taken after the birth of an employee's child, or in connection with the placement of a child with an employee for adoption or foster care. This leave must be taken within one year of the birth or placement of the child. This is a qualifying reason under both FMLA and CFRA.

Pregnancy-related disability leave is leave for the employee's medical disability due to pregnancy, childbirth or a related medical condition (including breastfeeding). This leave may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, "severe morning sickness," gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or postpartum depression. For purposes of FMLA leave, disabilities due to pregnancy, childbirth, or related medical conditions are considered covered under the employee's own serious health condition. In the event that an employee takes leave due to a pregnancy-related condition, the leave may run concurrently with FMLA, but not CFRA.

Leave for a qualifying military exigency is leave taken for any "qualifying exigency" arising out of the foreign deployment of an employee's covered family member. For purposes of FMLA, the employee's spouse, child(ren), and parent(s) are considered covered family members. For purposes of CFRA, the employee's registered domestic partner is also considered a covered family member. There are specific eligibility requirements for qualifying exigency leave, i.e., the employee's covered family member must be a member of the Armed Forces (including the National Guard and Reserves), and must be on covered active-duty status, call to covered active duty status, or notified of an impending call or order to covered active duty. The type of events that count as "qualifying exigencies" include, but are not limited to, short notice deployment, military events and related activities, rest and recuperation leave. This is a qualifying reason under both FMLA and CFRA.

Military caregiver leave is leave taken to care for an employee's covered servicemember (defined below) with a serious injury or illness. In order to be eligible for this leave, the employee must be the covered servicemember's spouse, child, parent, or next of kin. A covered servicemember is considered an individual that is either (i) a current member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient, or is on the temporary disability retired list, for a serious injury or illness, or (ii) a veteran of the Armed Forces (including the National Guard or Reserves) who was discharged under conditions other than dishonorable within the five-year period before the employee first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. In the event that an employee qualifies for this leave, the employee may take up to 26 weeks of leave for this purpose during a 12-month period. This leave will run concurrent with CFRA leave to the extent that it overlaps with a CFRA qualifying reason (e.g., family care of a spouse, child, or parent with a serious health condition).

#### Available Leave or Transfer

Unless otherwise noted above, eligible employees may take up to a total of 12 workweeks of unpaid leave during a 12-month period. The 12-month period begins on the date of an employee's first use of the FMLA or CFRA leave. Successive 12-month periods commence on the date of an employee's first use of the FMLA or CFRA leave after the preceding 12-month

period has ended. Leave under the CFRA and FMLA will run concurrently when applicable.

Under some circumstances, employees may take leave intermittently—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. Subject to any permissible defenses, MCWIC also has an obligation to reasonably accommodate an employee’s medical needs related to pregnancy, childbirth, or related condition and to transfer the employee to a less strenuous or hazardous position if it is medically advisable due to the employee’s pregnancy. An employee may request such reasonable accommodation, transfer, or pregnancy disability leave as necessary.

If an employee is CFRA-eligible, they have the right to take both pregnancy-related disability leave and a CFRA leave for reason of the birth of the child. Both leaves contain a guarantee of reinstatement—for pregnancy disability it is to the same position, and for CFRA it is to the same or a comparable position—at the end of the leave, subject to any defense allowed under the law.

#### Certification

Employees seeking to use leave (or transfer) under this policy may be required to provide: (i) 30 days’ advance notice when the need for the leave is foreseeable; (ii) medical certification from a healthcare provider; (iii) periodic recertification; and (iv) periodic reports during the leave.

#### Procedure for Requesting Leave

Except where the need for leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their supervisor. When an employee plans to take leave under this policy, the employee must give 30 days’ notice. If it is not possible to give 30 days’ notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to MCWIC operations.

If an employee fails to provide 30 days’ notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date MCWIC receives notice. While on leave, employees are requested to report periodically to their supervisor regarding the status of the return-to-work date, and their intent to return to work.

In cases where MCWIC is aware that time off might qualify for FMLA or CFRA, MCWIC may preliminarily designate the leave as FMLA or CFRA, pending completion of any required documentation.

#### Compensation and Benefits During Leave

Leave under this policy is unpaid. Unless otherwise prohibited by applicable law, MCWIC requires an employee to use available paid leave (Vacation or Sick Leave) to cover some or all of the leave under this policy. For those employees who may be receiving group health benefits, MCWIC will maintain group health insurance coverage for an employee on family or medical leave for up to a maximum of 12 work weeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued work.

In some instances, MCWIC may recover premiums it paid to maintain health coverage for an employee who fails to return to work following leave.

## Job Reinstatement

Employees returning from a leave will be reinstated to their previous position or to an equivalent position with equivalent benefits, pay, and terms and conditions of employment. An employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on leave would have been laid off had they not gone on leave, or if their job has been eliminated while they are on leave, that employee would not be entitled to reinstatement. If an employee returning from leave is unable to perform the essential functions of the job because of a physical or mental condition, MCWIC's obligations to that employee might be governed by the Americans with Disabilities Act or Fair Employment and Housing Act. If requested, upon granting the leave MCWIC will provide an employee with a written guarantee of reinstatement to the equivalent, or comparable position upon conclusion of the leave, to the extent required by law.

## **PAID FAMILY LEAVE ("PFL")**

Employees are eligible for extended disability compensation if they must take time off work to care for a seriously ill child, spouse, parent, or domestic partner, to bond with a new child or a child in connection with an adoption or foster care placement, parent-in-law, grandparent, grandchild or sibling. PFL Military Assist benefits are also available when an employee needs time off work due to a family member's qualifying military activity.

PFL is administered by the Employment Development Department's ("EDD") Disability Insurance Branch. If eligible, employees can receive benefit payments for up to eight weeks. Payments are between 60 and 70 percent of the employee's weekly wages earned 5 to 18 months before the employee's claim start date.

## **PREGNANCY DISABILITY LEAVE ("PDL")**

Employees disabled by pregnancy are entitled to up to four months of disability leave. Part-time employees are entitled to leave on a pro rata basis. Leave can be taken before or after birth during any period of time the employee is physically unable to work due to pregnancy or a pregnancy-related condition. This includes leave for severe morning sickness, prenatal care, doctor-ordered bed rest and other reasons. All leave taken in connection with a specific pregnancy counts toward computing the four-month period. If possible, the employee must provide MCWIC with at least 30 days' advance notice of the date for which pregnancy disability leave is sought and the estimated duration of the leave. If advance notice is not possible due to a change in circumstance or medical emergency, the notice must be given as soon as practical.

If an employee is disabled as the result of a condition related to pregnancy and requests reasonable accommodation upon the advice of her health care provider, MCWIC will engage in an interactive process with the employee to identify potential reasonable accommodations, if any, that will help the employee perform the job; or if medically necessary due to the employee's pregnancy, will temporarily transfer the employee to a less strenuous or hazardous position (where available) or assign less strenuous or hazardous duties.

Deleted: Provided an employee has worked more than 12 months with MCWIC, and has provided at least 1,250 hours of service within the last 12-month period, the employee is eligible for a leave of absence under this policy. An eligible employee may take an unpaid leave pursuant to the California Family Rights Act ("CFRA Leave") due to:

The birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee;

To care for family members who have a serious health condition including a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person defined as an individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may designate one person per 12-month period.

Because of an employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions; and

Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States (as specified in Section 3302.2 of the Unemployment Insurance Code).

When approving CFRA Leave, MCWIC will guarantee employment in the same or a comparable position upon the termination of the leave. During CFRA Leave, the employee will retain employment status. CFRA Leave is not a break in service for any purpose.

CFRA Leave is separate and distinct from Pregnancy Disability Leave (leave taken for disability on account of pregnancy, childbirth, or related medical conditions.) In addition to CFRA Leave, an employee is entitled to Pregnancy Disability Leave, if the employee is otherwise qualified for that leave.

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The employee may elect, or the company may require the employee, to substitute the employee's accrued vacation leave or other accrued time off during the CFRA Leave. The employee may also elect to take Paid Sick Leave (PSL). All time off will count toward the employee's maximum CFRA Leave total.

Continuation of Benefits

During the employee's absence for CFRA Leave, MCWIC will maintain coverage under its group health plans for the duration of the leave, not to exceed 12 workweeks in a 12-month period, at the same level and under the same conditions that coverage would have been provided if the employee were working. MCWIC may require the employee to pay premiums, at the group rate.

If the employee fails to return from CFRA Leave after the period of leave has expired and the employee's failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to CFRA Leave or other circumstances beyond the control of the employee, MCWIC may recover the premium that it paid as required for maintaining coverage under the group health plans.

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MCWIC may require that an employee's request for leave to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition be supported by a certification issued by the health care provider of the individual requiring care. Certification should include all of the following information:

The date on which the serious health condition commenced;

The probable duration of the condition;

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Pregnancy leave usually begins when ordered by a health care provider. Employee's must provide MCWIC with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after MCWIC requests it. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer.

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Employees are allowed to use accrued, Vacation or Sick Leave time (if otherwise eligible to take time) during PDL.

PDL does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in one hour increments.

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Health insurance coverage for employees who take leave for pregnancy will be provided for up to 4 months, and the employee will be reinstated to the same position. If the same position is not available, MCWIC will offer a comparable, substantially similar position upon the employee's return to work. An employee returning from PDL has no greater right to reinstatement than if the employee had been continuously employed.

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MCWIC will not retaliate against you for requesting PDL, reasonable accommodation or transfer under this policy, and will not knowingly tolerate or permit retaliation by management, employees or coworkers.

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## **REPRODUCTIVE LOSS LEAVE**

An employee who has been employed for at least 30 days may take up to five days of unpaid leave following a reproductive loss event. If you experience multiple reproductive loss events within a 12-month period, you may be entitled to up to 20 days of leave. For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following: a miscarriage, stillbirth, failed surrogacy, failed adoption, or unsuccessful assisted reproduction.

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You may elect to use accrued paid vacation or available paid sick leave. The days off need not be taken consecutively, but must be completed within three months of the date of the reproductive loss event. You may elect, but will not be required, to provide documentation of the loss.

If, prior to or immediately following a reproductive loss event, you are on or you choose to take leave due to pregnancy disability, or for a qualified reason under the California Family Rights Act or any other leave entitlement under state or federal law, you must complete the reproductive loss leave within three months of the end date of the other leave.

MCWIC will maintain the confidentiality of any information you provide, including the need for leave.

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## **ORGAN/BONE MARROW DONATION LEAVE**

California Labor Code Section 1510 requires that employees be provided leave for the purposes of organ and/or bone marrow donation. Employees must be employed for at least a 90-day period immediately before the beginning of leave. The law provides up to 30 business days of paid leave for organ donation and up to 5 business days of paid leave for bone marrow donation. Employees are entitled to 30 additional business days of unpaid leave when needed for organ

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donation, within a 1-year period from the initial 30 days of paid leave. Employees must request this leave as far in advance as is practical, and will be required to use any accrued leave available for the leave. This type of leave does not run concurrently with any available leave that might be available under CFRA.

#### **SCHOOL AND CHILD CARE ACTIVITIES LEAVE**

California's Family School Partnership Act requires employers with 25 or more employees working at the same location to allow employees to take job protected time off to attend or participate in school and child care activities, enrollment, and emergencies. Employees who are the parents (or any person standing *in loco parentis*) of a child of kindergarten age through grade 12 with a licensed child care provider are eligible for this leave.

The covered employee may take up to 40 hours of total time off each year, and up to a maximum of 8 hours per month, of school/child care leave. The employee must provide reasonable advance notice of the leave request, and must provide documentation that the leave is for school or child care activities.

The 8 hour per month maximum does not apply in emergency situations, such as:

- The school or child care provider requests that the child be picked up, or has an attendance policy (excluding planned holidays) prohibiting the child from attending or requires that the child be picked up;
- Behavior or discipline problems;
- Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
- A natural disaster such as a fire, earthquake, or flood.

Employees will be required to use any available accrued leave time for school and child care activities leave. If no paid leave is available, the employee may take unpaid, job protected leave for purposes allowed under this Act, up to the maximums allowed by law.

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#### **TIME OFF FOR COURT**

MCWIC is prohibited from discharging or in any manner discriminating or retaliating against an employee who is a victim, as defined below, of specified offenses, as described, for taking time off from work, upon the victim's request, to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue. MCWIC also extends those aforementioned protections, including, but not limited to, reinstatement and reimbursement, to an employee who is a victim of specified offenses for taking time off from work to appear at such a court proceedings.

MCWIC may not discharge or in any manner discriminate or retaliate against an employee who is a victim for taking time off from work, upon the victim's request, to appear in court to be heard at any proceeding for the following offenses:

- A. Vehicular manslaughter while intoxicated.
- B. Felony child abuse likely to produce great bodily harm or a death.
- C. Assault resulting in the death of a child under eight years of age.
- D. Felony domestic violence.
- E. Felony physical abuse of an elder or dependent adult.



- F. Felony stalking.
- G. Solicitation for murder.
- H. A serious felony, such as kidnapping, rape, or assault.
- I. Hit and run causing death or injury.
- J. Felony driving under the influence causing injury.

A proceeding includes any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision or any proceeding in which a right of the victim is at issue.

#### **CRIME VICTIMS LEAVE OF ABSENCE**

Employees may take time off to attend judicial proceedings for a crime against the employee or an “immediate family member” of the employee. The leave is unpaid; however, employees are allowed to use accrued vacation, personal time off and compensatory time off for this purpose. The following offenses apply to this policy:

- A. Vehicular manslaughter while intoxicated.
- B. Felony child abuse likely to produce great bodily harm or a death.
- C. Assault resulting in the death of a child under eight years of age.
- D. Felony domestic violence.
- E. Felony physical abuse of an elder or dependent adult.
- F. Felony stalking.
- G. Solicitation for murder.
- H. A serious felony, such as kidnapping, rape, or assault.
- I. Hit and run causing death or injury.
- J. Felony driving under the influence causing injury.

#### **LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

An employee, who is a victim of crime, may take time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety or welfare of the victim or his or her child. Information about leave available, and conditions of the use of leave for these purposes, will be provided both at time of hire and upon request at any time during employment with the organization. A victim includes:

- 1) a victim of stalking, domestic violence, or sexual assault;
- 2) a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; and
- 3) a person whose immediate family member is deceased as the direct result of a crime.

A victim also includes a person who requires time off to:

- 1) seek medical attention for injuries caused by crime or abuse;
- 2) obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- 3) obtain psychological counseling or mental health services related to an experience of crime or abuse; or
- 4) participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

For purposes of this paragraph only, it also includes any person against whom any crime has been committed.

As a condition of taking time off under this policy the employee shall give MCWIC reasonable advance notice of the employee's intention to take time off, unless the advance notice is not feasible. When an unscheduled absence occurs, MCWIC will not take any action against the employee if the employee, within reasonable time after the absence, provides a certification to the MCWIC.

Certification shall be sufficient in the form of any of the following:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking.
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.
4. An employee may use vacation, PTO, or comp time during time off.

Existing law prohibits an employer from taking adverse employment action against a victim of domestic violence or sexual assault who takes time off from work to attend to issues arising as a result of the domestic violence or sexual assault as long as the employee complies with certain conditions. It also provides protections to employees who are discharged, or discriminated or retaliated against. California Senate Bill 400 amended Labor Code Section 230 to extend the above referenced protections to victims of stalking, and includes additional accommodations described below:

1. Extends specified existing protections for victims of domestic violence and sexual assault to also include victims of stalking.
2. Prohibits an employer from discharging, discriminating or retaliating against an employee because of the employee's known status as a victim of domestic violence, sexual assault, or stalking, if the victim provides notice to the employer of the status or if the employer has actual knowledge of the status.
3. Requires an employer to provide reasonable accommodations for a victim of domestic violence, sexual assault or stalking who requests an accommodation while at work.
4. Specifies that reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault or stalking, an implemented safety procedure or another adjustment in job structure, as specified.
5. Specifies that an employer is not required to provide a reasonable accommodation to an employee who has not disclosed his/her status as a victim of domestic violence, sexual assault or stalking.
6. Provides that an employer shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.
7. Specifies that these requirements do not require an employer to undertake an action that constitutes an undue hardship on the employer's business operations, as specified,

including when an action would violate an employer's duty to furnish and maintain a place of employment that is safe and healthful.

8. Requires an employee requesting a reasonable accommodation, upon request of the employer, to provide a written statement by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose.
9. Authorizes an employer to also request certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, as specified, and authorizes the employer to request recertification every six months.
10. Specifies that if circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the employer.
11. Specifies that if an employee no longer needs an accommodation, the employee shall notify the employer that the accommodation is no longer needed.
12. Provides that an employer shall not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting a reasonable accommodation, regardless of whether the request was granted.
13. Provides that an employee who is discharged or in any other manner discriminated or retaliated against is entitled to reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer, as well as appropriate equitable relief.
14. Provides that an employer who willfully refuses to rehire, promote or otherwise restore an employee or former employee who has been determined to be eligible for rehiring or promotion is guilty of a misdemeanor.

#### HEALTH BENEFITS - MEDICAL/DENTAL/VISION

All full-time regular employees are entitled to health benefits under MCWIC's medical, dental, and vision plans, as may be in effect. Any medical insurance plan offered will be compliant with the requirements of the Affordable Care Act. MCWIC reserves the right to change or terminate medical plans or other benefits at any time, with required written notice as mandated by law.

New full-time employees joining MCWIC will be eligible for coverage on the first day of the month that occurs after the first thirty (30) days from the date of employment. MCWIC will cover 100% of employee portion premium cost. All dependent premium coverage cost is paid 100% by employee and monthly premium is deducted from the employees first pay period of the month. New employees, with the permission of MCWIC, may elect not to be covered, provided the percentage of employees not covered is within the plan and they have other medical coverage elsewhere.

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#### EMPLOYEE ASSISTANCE PROGRAM ("EAP")

MCWIC provides an EAP through Halcyon at no cost to all full-time regular employees. This valuable benefit offers confidential, professional assistance for problems of concern to employees and their immediate family members. Benefits through Halcyon EAP include, but are not limited to, the following:

- **Short-Term Counseling:** Employees and benefit-eligible family members may receive up to three (3) in-person sessions, every six (6) months with a licensed clinician to address issues such as marriage and family problems, substance abuse, stress, anxiety or other behavioral health concerns.
- **Legal Services:** Halcyon EAP provides free telephonic or (30-minute) face-to-face consultation with a local attorney.
- **Dependent Care Referral Services:** Halcyon EAP's knowledgeable specialists

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¶ FLEXIBLE SPENDING ACCOUNTS (FSA) ¶

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MCWIC does not provide Flexible Spending Accounts for employees....

provide referrals to resources that help address a wide range of issues such as child or elder care, adoption, pet care, home repair, education and housing needs.

- **Financial Services:** Halcyon EAP provides expert financial planning and consultation through a network of licensed financial counselors.

In addition to in-person and telephonic services, a wide array of resources are available to employees on the Halcyon EAP website. Through this site, employees will have access to thousands of articles, tip sheets and videos covering a wide array of behavioral health and work-life topics. The site also contains dependent care search engines, reference libraries, legal and financial resources, self-improvement programs and educational training modules.

## CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after either voluntary or involuntary termination, if the employer has 20 or more employees.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

### Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

### Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

### Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

## RETIREMENT PLAN BENEFITS

All full-time non-exempt and exempt employees will be eligible to participate in a deferred compensation 457 retirement plan after successful completion of the six (6) month introductory period of employment. Employee has 30 days to enroll in the 457 from the date of eligibility. Employee contribution of minimum 3% will receive employer contribution of 6% and is based on salary excluding any stipends. If employee chooses to "opt-out" within first 30 days of enrollment, the employer contribution will be reduced to 2%. Employees may contribute additional monies beyond the 3%. Annual contribution limits may be found at <https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-401k-and-profit-sharing-plan-contribution-limits>. You may also contact your retirement specialist to obtain additional information on contribution limits and your plan.

\*Employer contribution percentage is subject to change based on funding.

\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and are less than full-time will retain eligibility for retirement benefits.

\*\*\*Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will use their original hire date from MCSOS for the purposes of determining the vesting period.

#### **LIFE INSURANCE BENEFIT**

All full-time employees are eligible for a \$50,000 life insurance policy with a reduced policy payout starting at age 70. New employees are eligible for the life insurance policy 30 days after start of employment with MCWIC.

#### **MILITARY LEAVE**

Employees serving in the military will be provided with 30 days paid military leave per fiscal year. Unpaid leave must be requested and approved. Upon the approval of the Executive Director, a request will be considered to provide the pay difference between the military pay and the MCWIC pay if the military pay is less and the employee is on approved unpaid leave. If the employee is on an extended military leave of absence, you are entitled to be restored to your previously held position or similar position, if available, without loss of any rights, privileges or benefits provided you meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from your commanding officer is required to establish the dates of duty.

Any employee working more than 20 hours per week who has a spouse serving the military is entitled to unpaid leave. The employee shall provide notice to the Executive Director of any such request for unpaid leave.

#### **JURY SERVICE LEAVE**

If you are summoned to report for jury duty, you will be granted up to 5 days of leave with pay. Anything beyond the 5 days the employee is permitted to use vacation or any accrued compensatory time. If the employee does not have accrued time, a leave of absence without pay will be approved when you notify and submit a copy of the original summons for jury duty to your supervisor. MCWIC reserves the right to request that you seek to be excused from or request postponement of jury service if the absence from work would create a hardship to MCWIC.

Any fees received for jury duty, including travel fees, are to be retained by you. You are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with MCWIC no later than Wednesday of the following week.

## WITNESS LEAVE

If you are requested to serve as a witness on behalf of MCWIC, you will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above.

## VOTING LEAVE

If you cannot vote because of your scheduled work hours, you will be given up to two hours to vote in any state or federal election. The two hours shall be compensated at your regular rate of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

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## BEREAVEMENT LEAVE

Full and part-time employees with at least 30 days of employment with MCWIC may request a leave of absence with pay for a maximum of three (3) working days upon the death of a member of his or her immediate family. Employees may request for two (2) additional unpaid days for a total of five (5) days of bereavement. An employee may elect to use other available time off such as vacation or sick leave during their leave. The requested days do not have to be consecutive and must be used within three months of the employee's family member's death. Members of the immediate family are defined as: father, mother, spouse, domestic partner, child, sister, brother, grandmother, grandfather, grandchild, father-in-law, or mother-in-law. Proof of death may be required.

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## DISASTER/EMERGENCY LEAVE

MCWIC offers each employee 40 hours per year of Disaster/Emergency Leave. This leave does not carry-over from year to year, if not used, and is not paid-out to employees when leaving the organization. The 40 hours of leave will be placed into staff's accrual balances at the beginning of each fiscal year on July 1 and will be available for use from that date through the following June 30. Any unused leave balance at the end of each program year will be zeroed out, and the new balance of 40 hours for the new year will be made available.

The Disaster/Emergency Leave is only available for use when the office must be closed due to an emergency or disaster situation, as determined by the Executive Director. Examples of such situations may include, but are not limited to, power outages, water shut-offs, plumbing/sewer issues, severe storms or weather events, earthquakes, or flooding. Other circumstances may include bomb threats, other threats to employees or property, or situations where civil authorities recommend that work not begin or continue.

## HEALTH, SAFETY, AND SECURITY

### EMERGENCY CONDITIONS IN THE WORKPLACE

In the event of an emergency condition, MCWIC will not take adverse action against an employee for refusing to report to, or leaving, a workplace because the employee has a

reasonable belief that the workplace is unsafe, meaning that there is a real danger of death or serious injury if you remain on the premises. Nor will MCWIC take adverse action for accessing your mobile device to seek emergency assistance, assess the safety of the situation, or communicate with someone to verify their safety. When it is feasible, an employee should notify a member of management of an emergency condition so the company can take appropriate action to safeguard employees or third parties on the premises.

“Emergency condition” means:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.
- An order to evacuate a workplace, a worksite, a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

An emergency condition does not include a health pandemic.

## USE OF TOBACCO AND OTHER NICOTINE PRODUCTS

Smoking and use of tobacco and other nicotine products, including e-cigarettes, is not permitted in any MCWIC buildings, facilities, work sites, or vehicles. Employees wishing to smoke or use other tobacco or nicotine products should do so during their break times, outside MCWIC buildings, in designated areas, and in accordance with local ordinances. Employees who smoke or use other nicotine products do not receive extra rest periods or breaks.

## DRUG AND ALCOHOL

MCWIC is dedicated to providing employees with a workplace that is free of drugs and alcohol. MCWIC discourages drug and alcohol abuse by its employees. MCWIC has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at MCWIC. Employees who are under the influence of a drug or alcohol on the job compromise MCWIC interests, endanger the employees own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our services, and disruption of customer relations.

AB 2188, prohibits employers from taking action against employees for cannabis use off the job and away from the workplace, and prohibits drug screening that detects “nonpsychoactive cannabis metabolites” in the employee’s system. However, any identified usage of drugs, including medicinal or recreational use of marijuana or alcohol on MCWIC premises, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

Any employee found to use, sell, possess, distribute or be under the influence of any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs and marijuana) or alcohol while on MCWIC premises, performing MCWIC-related duties, or while operating any MCWIC equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

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Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions

of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, MCWIC will make reasonable efforts to accommodate the limitation.

In order to enforce this policy, MCWIC reserves the right to conduct searches of MCWIC property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off MCWIC property will not be tolerated because such conduct, even though off duty, reflects adversely on MCWIC. In addition, MCWIC must keep people who sell or possess controlled substances off MCWIC premises in order to keep the controlled substances themselves off the premises.

MCWIC will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. MCWIC is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect MCWIC's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

## LACTATION ACCOMMODATION

MCWIC provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. MCWIC will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator for storing breast milk.

Process to request lactation accommodations:

- An employee may request accommodation for lactation breaks by submitting a lactation accommodation request form to the department supervisor.
- The department supervisor must approve or deny the request in writing. The completed request form must be returned to the employee and a copy sent to the human resources department.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

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- MCWIC reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time seriously disrupts operations or creates an undue hardship.
- Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

MCWIC will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

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## **SAFETY POLICY**

It is the policy of MCWIC to encourage safe working conditions and comply with set standards of safety established by management or by federal, state, and local law. Employees must do everything possible to safeguard co-workers, visitors, and themselves against accidents. All employees are required to comply with safety standards. Current employees who pose a direct threat to the health of safety of the other individuals in the workplace will be placed on appropriate leave until a management decision has been made in regard to the employee's immediate employment situation.

All employees are covered by Workers' Compensation unless excluded from coverage by applicable law.

1. It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by MCWIC for use in a particular area or with a client.
2. It is the responsibility of the employee to complete an "Accident and/or Incident Report" for any safety and health infraction that involves an employee or that the employee witnesses.
3. Any incident occurring at work that results in personal injury to an employee of MCWIC, no matter how minor, must be immediately reported to their direct supervisor. Failure to do so may result in disciplinary action up to and including termination.
4. Work-related accidents, whether they result in injury or not, may be followed by a post-accident drug screen, subject to state and federal law.
5. Any fraudulent report of a work injury will result in immediate termination of all Employees involved.
6. Failure to follow MCWIC's safety and health guidelines or conduct which places the employee, volunteer, client or agency property at risk will lead to employee disciplinary action, up to and including termination.

7. Management requires that every person in MCWIC assumes the responsibility for individual and organizational safety.
8. Management will be responsible for investigating all workplace accidents and injuries. management will maintain an accident investigation kit which will include, at a minimum:
  - First-aid kit.
  - Disposable gloves.
  - Camera for taking pictures of the accident scene, NOT pictures of any injured person.
  - Accident investigation forms and witness statements.
  - Instructions for handling possible blood-borne pathogens/bodily fluid clean-up.
  - Emergency contact instructions.
  - Instructions for investigating accidents and proper reporting procedures (esp. Worker's Compensation).
9. Management shall have the responsibility to develop, and authority to implement, a safety and health program in the interest of maintaining a safe work environment.
10. Reporting Instructions. In addition to reporting accidents and injuries to management, supervisors must also ensure compliance with the state's Worker's Compensation policies and file the necessary documentation.
11. Customer Accidents and Injuries. Customer accidents and/or injuries will be reported to the supervisor on duty immediately. The supervisor will initiate any first response actions necessary to ensure the safety and health of the customer (i.e. first aid, calling for medical response). The supervisor on duty will complete the Accident/Incident report and call the incident into the liability insurance carrier. Incidents may be called in as injury or incident only and should be called in immediately even if the information is not complete. Additional information can be provided as it is obtained. The supervisor on duty will:
  - Ensure the safety of all customers and employees.
  - Ensure all safety guidelines for blood-borne pathogens are followed.
  - Preserve the accident scene until the accident investigation has been completed.
  - Fill out all accident report paperwork and fax/send to the insurance carrier.
  - Obtain witness statements from every witness and the victim (if possible). The supervisor should not write the victim's statement for him or her.
  - Assemble the investigation packet and cooperate with the insurance carrier to resolve the issue.

## **SAFETY**

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available supervisor or management personnel. You are to render any assistance requested by your management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. You should report all nonfunctioning hazardous office equipment and or building issues to your immediate supervisor.

## **WORKER'S COMPENSATION PROGRAM**

MCWIC provides Worker's Compensation insurance for all work-related injuries or illness. The name of MCWIC's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all Workers' Compensation insurance benefits provided by MCWIC. These contracts shall not be limited, expanded or modified by any statements of MCWIC personnel or MCWIC documents. Any discrepancies shall be determined by reference to the insuring contracts.

## **SECURITY/VIOLENCE IN THE WORKPLACE POLICY**

It is the intent of MCWIC to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. MCWIC has zero tolerance for violent acts or threats of violence.

MCWIC expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or MCWIC property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee, who commits or threatens to commit a violent act against any person while on MCWIC premises, will be subject to immediate discharge.

Employees within MCWIC share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of the Executive Director. All reports will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

## **HEAT ILLNESS PREVENTION STANDARD**

Heat Illness Prevention training is required for all employees working at outdoor locations. MCWIC will take necessary steps to prevent outdoor heat illnesses, including (1) heat illness prevention training that will be provided each year to all employees working in outdoor places of employment; (2) access to fresh water that will provide employees with at least 4 cups per hour (1 quart per hour). Employees are encouraged to consume water on a frequent basis in order to stay hydrated; and (3) access to shade for at least 5 minutes of rest. Employees should not wait until they feel sick to cool down. Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Cal/OSHA defines a trigger temperature and "shade up" provisions when temperatures reach 80 degrees Fahrenheit or higher.

## **WORKPLACE GUIDELINES**

### **HOURS OF WORK**

The standard workweek for MCWIC will begin at 12:01 a.m. Sunday, and end at midnight the following Saturday. The normal workweek for a full-time employee will be forty (40) hours.

MCWIC's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. You are expected to be at your desk, ready to work at 8:00 a.m.

You will be given your individual duty hours upon hire and at the time of any change in position. If your normal duty hours are changed or if MCWIC changes its operating hours, you will be given written notice at least one (1) week prior to the change in schedule.

#### **TIME-KEEPING**

All employees are required to accurately record their time worked and requested paid leave through the use of the online payroll system via their work computer or payroll app provided. If employees are calling in an absence (not on work premises) and are requesting paid leave to be used, they must utilize the payroll app provided to process the paid leave. Employees are required to accurately record their work hours daily to ensure that they are paid for all hours worked as required by applicable law. Employees are also required to submit their time records promptly, immediately following the close of the pay period so that their time records can be reviewed by management before their time is submitted for payroll processing.

Personnel Activity Reporting (PAR) is used to record time and effort reporting by grant. Personnel activity reporting must allocate all time worked every day to all specific funding sources (programs) and activities that the staff person worked on that day. Employees must enter personnel activity reporting for payroll to be processed. Time entry and allocation must be completed DAILY. Leave time (sick, vacation, etc.) is not considered "time worked."

At no time may any employee perform off-the-clock work or otherwise alter, falsify or manipulate any aspect of their time-keeping records to inaccurately reflect or hide hours worked, meal periods taken or time spent working during meal periods. Falsifying recording time may result in disciplinary action, up to and including termination of employment.

Any errors on an employee's timecard should be reported immediately to the employee's supervisor.

#### **MEAL PERIODS**

You will be provided a non-compensated meal period for each workday of one (1) hour. Your one hour meal period should be completed between the hours of 11:00 am and 2:00 pm, and shall not be commenced any later than 12:59 pm. No work may be performed during your meal period. There must be at least one employee working during this period. Your supervisor must approve any variation in the normal schedule in advance and should be notified immediately if you are unable for whatever reason to take at least a thirty (30) minute uninterrupted meal period. An employee's failure to comply with this meal period policy will be grounds for discipline up to and including termination.

All employees scheduled to work more than five (5) hours in a workday will take at least a 30 minute meal period. In no case may any meal period be waived to shorten an employee's work hours or be used in lieu of time without pay. Any employee who is scheduled to work not more than six (6) hours in any workday, may, by mutual written agreement between MCWIC and the employee, work without a meal period. All employees that work (10) hours are entitled to a second 30 minute meal period. The second meal period may be waived by mutual written agreement so long as the employee did not waive the first meal period and the employee will not work longer than twelve hours. During your meal period you are free to leave the premises and there will be no control over your activities.

Employees must clock out for their meal periods and record the start and end of the meal

[period.](#)

#### **REST PERIODS**

Employees will be provided a 15 fifteen minute rest period for every four hours of work (or major fraction thereof). A rest break is not authorized if you work less than 3.5 hours. You will receive one rest break if you work between 3.5 hours and 6 hours. You will receive two rest breaks if you work between 6 hours and 10 hours. You will receive three rest breaks if you work between 10 hours and fourteen hours. If you leave the premises during the fifteen-minute rest period, you must notify your supervisor.

MCWIC provides a supportive environment to enable lactating employees to express milk during work hours. Discrimination against, or harassment of, lactating employees in any form is unacceptable and will not be tolerated by MCWIC.

#### **ATTENDANCE / TARDINESS POLICY**

Regular attendance and consistent punctuality are expected from all employees. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance. You will be rated in your performance appraisal in the categories of attendance and punctuality.

If you are ill, injured or an unexpected emergency arises which prevents you from coming to work, you must notify your supervisor prior to the start of your scheduled work day. If your supervisor is not available, you must speak directly with a member of management. If you are physically unable to contact MCWIC, you should direct another person to make the contact on your behalf. Leaving a message with a fellow employee or with the answering service is not considered proper notification.

When you notify MCWIC of an absence, you are to advise MCWIC of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any absences due to illness, injury, or accident.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If you are absent for three (3) consecutive days and have not provided proper notification, MCWIC will assume that you have abandoned your position and you may be presumed to have voluntarily terminated your employment with MCWIC.

If you become ill at work, notify your supervisor immediately. If you are unable to perform your job task, you will be either sent to a doctor or your home. You will be paid only for time actually worked and may receive paid sick time if eligible.

You shall be at your workstation, prepared to begin work at the start of your scheduled work time or resumption of your work duties. If you are not, you will be considered tardy. Excessive tardiness, whether excused or unexcused, constitute unacceptable work performance. MCWIC does not categorize tardiness as excused or unexcused. Your wages are based on actual time worked, therefore, if you are tardy, your wages will be reduced accordingly. Calculation is based on the one-tenth of an hour (6 minute) calculation rule. Any time up to 3 minutes will be rounded down; 4-6 minutes will be rounded up to the next tenth increment. For example, time punched at 8:03am will record as 0.00 tenths of an hour reduction, whereas time punched at 8:04am will record 0.10 tenths of an hour reduction.

All absences are to be arranged for as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments).

In order to fairly and consistently enforce this policy, the following guidelines will be used: All occurrences of absences will be tracked per each evaluation period whether the absence is paid or unpaid time.

#### Absence Definition

- Not reporting or not working the schedule you have been assigned including regular work hours, and other required hours such as training, mandatory meetings, etc.
- Absences due to illnesses for three or more consecutive days may require a physician's certification of the need for the absence, and if necessary, confirmation that employee is fit to return to work.

Absences due to Family Medical Leave, Jury Service, Military Leave, Bereavement Leave, Vacation, Pregnancy Disability Leave, or any other protected leave or company-approved leave will not be considered an absence under this policy.

#### Late Arrival and Leave Early:

- Late arrivals and leaving work early require proper notification and /or authorization by a supervisor under the absence reporting procedure.

#### PERSONAL APPEARANCE

MCWIC is a professional business based on the trust and goodwill it engenders from its clients. In addition to providing excellent services, clients only do business with MCWIC if they are also treated with courtesy, patience and appropriate deference. You are to treat all clients with the utmost courtesy. You will be evaluated in your performance appraisal in this category.

Since clients tend to think in terms of the individual employees with whom they come in contact with at MCWIC, the way you perform your job and treat the individual client will determine, in part, the client's satisfaction with MCWIC. A good employee will approach his / her job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for yourself and your workplace.

Expensive clothing is not necessary for a well-groomed appearance. You are to wear clothing appropriate for a professional business office. If you have any questions, you should contact your supervisor/manager for counseling.

Examples of inappropriate attire are:

Tank tops, tube tops, halter tops, denim jeans, casual leisure, "weekend wear", bare midriff, bare back tops, camisoles, "net wear", athletic sweatshirts, bare shouldered or low cut tops, leotards, shorts, leggings, mini-skirts or mid-thigh length or shorter skirts,

logo or screen printed shirts, flip flops, Birkenstocks, athletic shoes.

The supervisor of an employee has the authority to request that an employee go home and change into appropriate attire if he/she reports to duty dressed in an unacceptable manner. Time required to effect the necessary change may be without pay.

Employees who need a reasonable accommodation to MCWIC's dress requirements because of religious beliefs, observances, or practices should contact their supervisor to discuss the need for the accommodation.

#### TATTOOS & PIERCINGS

Visible tattoos on the face, neck, or chest must be covered. Visible tattoos on other parts of the body are permitted, provided that they are not distracting to coworkers or clients, and do not contain words or designs involving profanity, drugs/alcohol, or other images that are likely to be offensive to others. When deemed inappropriate for a meeting or event, MCWIC may require tattoos to be covered or piercings to be removed.

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#### **CONFIDENTIALITY POLICY**

Our clients and other parties with whom we do business entrust MCWIC with important information. It is our policy that all information considered confidential will not be disclosed to external or internal parties or to employees without an appropriate signed release. If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and e-mail. When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any client, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public, clients or unauthorized employees.

Employees shall not seek to use personal or confidential information for their own use or personal gain. Employees must take all reasonable precautions to ensure privacy is maintained under the law while handling information in any form, including, but not limited to: voice, electronic (disk file, diskette, CD ROM, magnetic tape, E-mail, etc.), paper, photograph, and microfiche information. Included under this precaution is the disposal of any related materials as previously described.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Executive Director or designee.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that employees have reason to believe is unlawful.

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## **RELEASE OF EMPLOYEE INFORMATION**

MCWIC maintains strict confidentiality of employee records. However, operating requirements of MCWIC do necessitate disclosure of employee information. The purpose of this policy is to outline circumstances in which employee information will be disclosed to external organizations.

## **GARNISHMENTS/LEVIES/SUPPORT ORDERS**

Upon receipt of a properly authorized request to release information or initiate deductions from employee pay, MCWIC will release salary/wage information and begin deductions from pay.

## **LENDERS/CREDIT ORGANIZATIONS**

Upon receipt of an authorized request that includes the employee's signature, MCWIC will release information. MCWIC will not respond to any telephone requests for information.

## **PROSPECTIVE EMPLOYERS**

MCWIC will provide information for reference purposes which will be limited to job title(s) held, work status (i.e. full-time, part-time, etc.), and dates of employment.

## **LETTERS OF RECOMMENDATION**

Letters of recommendation will be completed by, and at the sole discretion of, the Executive Director or designee.

## **BUSINESS GIFTS**

We want at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the express policy of MCWIC that you are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for yourself or for any other person or entity.

It is the express policy of MCWIC that you are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for yourself or for any other person or entity (other than your pay check from MCWIC) for or in connection with any transaction or business of MCWIC that has a value of \$50 or more. If you are promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for or in connection with any transaction or business of MCWIC, you are to advise your immediate supervisor at once.

## **CONFLICT OF INTEREST**

MCWIC is judged by the collective and individual performance of its officers and



employees. MCWIC has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, MCWIC holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with clients or vendors or other activities do not subject you or MCWIC to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as an MCWIC employee. This includes the use of your position with MCWIC for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with MCWIC, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your supervisor or a member of management of MCWIC. If necessary, you should seek written approval.

#### **OUTSIDE ACTIVITIES**

You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest. If the position constitutes a conflict of interest or interferes with your MCWIC job, at any time, you may be required to curtail or terminate such activity.

#### **REPORTING IRREGULARITIES**

It is the responsibility of each employee of MCWIC to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of MCWIC funds or property, or suspicious persons or activity.

If you have actual or constructive knowledge of any irregularity, and do not report it to your supervisor, you have engaged in unacceptable job performance.

#### **INSPECTIONS / SEARCHES**

Your desk, workstation, work area, computer terminal, memory, files, etc. and your voice mail are subject to inspection/search at any time. MCWIC may monitor any telephone conversation you have on MCWIC owned or controlled equipment. Any inspection/search conducted by MCWIC or its designee may occur at any time, with or without notice.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any MCWIC information, without the appropriate authorization, is strictly prohibited, nor does having a password create any privacy.

#### **ELECTRONIC ASSETS USAGE/COMPUTER POLICY**

MCWIC recognizes that use of the Internet has many benefits for MCWIC and its employees. The Internet and e-mail make communication more efficient and effective. Therefore,

employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place MCWIC and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- MCWIC Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment or cyber bullying of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail – are forbidden.
- Copyrighted materials belonging to entities other than MCWIC may not be transmitted by employees on MCWIC's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his / her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over MCWIC's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that MCWIC's name is attached to all messages so use discretion in formulating messages.
- E-mail is not private or confidential. All electronic communications, computers and all data transmitted through MCWIC servers are MCWIC property. Therefore, MCWIC reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside MCWIC.
- Use of company resources including time or equipment for personal reasons, or outside of your regular work hours, is prohibited.

All MCWIC-supplied technology, including computer systems, cell phones, and MCWIC-related work records, belongs to MCWIC and not the employee. MCWIC reserves the right to inspect all MCWIC property to ensure compliance with its legal obligations under federal, state

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and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting defense of litigation, and others, as well as ensuring compliance with MCWIC's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. MCWIC computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. MCWIC reserves the right to access, review and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems and other digital archives. MCWIC also reserves the right to access, review and monitor the use of computers, software and electronic communications to ensure that no misuse or violation of company policy or any law occurs. Email may be monitored by MCWIC, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Since all the computer systems and software, as well as the e-mail and Internet connection, are MCWIC-owned, all MCWIC policies are in effect at all times. This includes policies that deal with misuse of MCWIC assets or resources. It is a violation of MCWIC policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against MCWIC policy. It is also a violation of policy to use computers, electronic communications, electronic information or the Internet to communicate confidential information such as trade secrets, other confidential information described in the company's Confidential Information policy, or information restricted from disclosure by law.

Any employee who abuses the privilege of MCWIC-facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

## **SOCIAL MEDIA POLICY**

MCWIC recognizes that employees may have personal accounts on Facebook, Linked-In, TikTok, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (collectively, "Social Media"), and understands that employees may elect to review those accounts. Personal use of social media should be reserved for break times and meal periods on personal electronic equipment only.

MCWIC therefore notifies its employees that should employees log onto or access Social Media networks of any kind from MCWIC electronic assets of technology, computers or internet access that such employees shall have no expectation of privacy as to any information that they input or review while in contact with social media, including passwords, codes or other information that is reviewed or that enables access to the social media.

To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of MCWIC.

Employees may not post to any on-line forums using any official MCWIC e-mail address or providing any MCWIC telephone number or extension. Employees may not utilize any of MCWIC logos, drawings, trademarks, copyrights or other images or photographs of MCWIC or typically associated with MCWIC in conjunction with such activities. In all postings, employees

Deleted: MCWIC routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

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are responsible for ensuring compliance with all of the company's policies, including its MCWIC social media Policy, Anti-Harassment Policy, Electronic Assets Usage/Computer Policy, Confidentiality Policy, and Workplace Violence Policy.

#### Social Media Policy Exceptions:

MCWIC understands that social networking, when used properly, can be an effective marketing and business tool. Therefore, some exceptions exist to the above policy for certain employees (generally those with marketing responsibilities) who have been designated in advance by MCWIC's Executive Director. However, in order to protect our brand image in the community, we have developed the following guidelines for MCWIC posts on Social Media sites:

1. Only staff authorized to do so by the Executive Director may speak for MCWIC.
2. Designated staff may spend time adding content as determined by their job position and authorized by their supervisor.
3. All photos or videos posted to any of MCWIC social media outlets must have a signed Visual/Audio Image Release Form on file prior to posting photos.
4. All MCWIC and contract provider rules of confidentiality apply.
5. Representing personal opinions as those of the company is prohibited.
6. All copyright laws must be respected, and employees must reference or cite sources appropriately. (Plagiarism applies online as well.)

#### **PHONE USAGE**

The telephones of MCWIC are to be restricted to business calls for MCWIC business. All employees are required to be professional and conscientious at all times when using MCWIC phones and to refrain from usage of personal cell phones including texting and downloading of web content unless subject to emergency situations and / or as authorized by your supervisor/manager. Use of personal cell phones and other personal electronic devices should be limited to meal and rest periods and should not be used for the purpose of work unless prior approval has been provided.

#### **PERSONAL PROPERTY**

MCWIC is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. Having personal mail sent to MCWIC is prohibited.

Your work area and any other MCWIC property are subject to inspection / search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

#### **EMPLOYMENT SEPARATION**

##### **RESIGNATION**

Non-exempt employees are requested, but not required, to provide a minimum of two (2)

weeks written notice of their intent to resign. Exempt employees are requested, but not required to provide a minimum of four (4) weeks written notice. Your notice of resignation to voluntarily terminate employment with MCWIC should be submitted to your supervisor or a member of management. An exit interview may be requested.

## **TERMINATION**

All employment with MCWIC is “at will” employment. This means that you have not been hired for a specified duration, and that you can terminate your employment or MCWIC can terminate your employment at any time, with or without cause, and with or without prior notice.

Upon separation of your employment you are to remove your personal possessions. You will be paid for all unused vacation time. Upon separation, you are not entitled to severance pay.

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## **RETURN OF ORGANIZATION PROPERTY**

Any MCWIC property issued to employees, such as computer equipment, keys, tools, parking passes or MCWIC credit cards, must be returned to MCWIC at the time of termination. Employees will be responsible for any lost or damaged items. All work product is the property of MCWIC and will remain at MCWIC at all times and at time of termination of employment.

## **MISCELLANEOUS**

### **AUTOMOBILE ACCIDENT**

If you are involved in an automobile accident while on MCWIC business, you must report the accident to your supervisor immediately. You should request and obtain a police report and police investigation at the scene of the accident.

### **USE OF PERSONAL VEHICLE**

If you use your own vehicle, either by authorization or requirement, to carry out the business of MCWIC, you shall be required to submit proof of a current and valid state driver’s license and insurance must be maintained current as a term and condition of continuing employment. Employees are not authorized to drive their own vehicle for work purposes if their insurance lapses.

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If you use your own vehicle, either by authorization or requirement, to carry out the business of MCWIC and you incur damage to your vehicle, primary insurance is the employee’s vehicle insurance. In addition, the currently approved Internal Revenue Service mileage reimbursement rate includes gas, maintenance, insurance, service costs, etc.

Cell phone use is prohibited when driving. Attention to the road and safety should always take precedence over conducting business. If necessary, you should find a safe place and stop before you take/place a call, text, or retrieve voice messages. MCWIC will not be responsible for any fines or penalties incurred by an employee who is using a cell phone in violation of the law California Vehicle Code, Section 23123 & 23123.5, and such violations may result in disciplinary action.

### **PARKING**

MCWIC provides you with parking at no cost. All parking is at your own risk. It is recommended that you lock your car and take other appropriate safeguards. You are not to park in areas reserved for visitors.

## ACKNOWLEDGEMENT

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of MCWIC.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and MCWIC. It is further understood that neither the Handbook nor any policy of MCWIC is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by MCWIC or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with MCWIC only under certain circumstances or after certain events.

MCWIC policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and the Executive Director of MCWIC, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with MCWIC has been fully explained and I have been given an opportunity to ask any questions regarding MCWIC policies and my at-will employment status. No representative of MCWIC has made any promise or other statements implying employment will be other than what has been stated above.

The undersigned acknowledges receipt of MCWIC's Employee Handbook and Policies and agrees that a manager/supervisor of MCWIC fully reviewed the Handbook and Policies with me. I also agree that I was provided ample opportunity to ask any questions, get clarification or ask for any other information as was needed.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Manager/Supervisor

\_\_\_\_\_  
Print Name

# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

2037 W. Cleveland Avenue, Madera, CA 93637

## NON-EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 7/19/18, 02/28/19, 6/27/19, 1/23/2020, 7/22/2021, 1/27/22, 3/24/22, 5/25/23, 9/28/23, 4/1/24, 8/22/24

Job Title	Current Hourly Range			Current Annual Range		
Workforce Assistant	\$16.00	to	\$19.20	\$33,280.00	to	\$39,936.00
Administrative Support Assistant	\$16.00	to	\$19.20	\$33,280.00	to	\$39,936.00
Workforce Technician I	<del>\$16.50</del>	to	<del>\$19.80</del>	<del>\$34,320.00</del>	to	<del>\$41,184.00</del>
Workforce Technician II	\$17.00	to	\$20.40	\$35,360.00	to	\$42,432.00
Account Clerk I	\$16.00	to	\$19.20	\$33,280.00	to	\$39,936.00
Program Technician	\$18.90	to	\$22.68	\$39,312.00	to	\$47,174.40
Business Specialist	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Career Specialist	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Corrections Workforce Specialist (Grant Funded)	\$22.00	to	\$26.40	\$45,760.00	to	\$54,912.00
Principal Accounting Technician	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Lead Business Services Specialist	\$26.54	to	\$31.85	\$55,203.20	to	\$66,243.84
Workforce Analyst	\$26.54	to	\$31.85	\$55,203.20	to	\$66,243.84
Lead Career Specialist	\$26.92	to	\$32.30	\$55,993.60	to	\$67,192.32
Disability Resource Coordinator	\$30.90	to	\$37.08	\$64,272.00	to	\$77,126.40
Program Navigator	\$30.90	to	\$37.08	\$64,272.00	to	\$77,126.40
Executive Assistant – Confidential	\$31.00	to	\$37.20	\$64,480.00	to	\$77,376.00

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Revenue Source	Total	AD	YTH	DW	RR	RRLA	MCDC JDFYY	MCDC JDFOY	MCDC AJCC	MCDC IC	CDCR	GRID	FEDC GJC	RERP	Kaiser	Quest	P2E	FRWDB H RTP	CVCF-Ed&Skill	CVCF-Spg Spt	US Bank	Assmt	AJCC Facility	M&A
REVENUES																								
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 603,119
Contributions & Support																								
Foundations																								
Wells Fargo Community Funds	\$ -																							
Corporations																								
Chuckchansi	\$ -																							
Individual contributions																								
Board members	\$ -																							
Government grants/contracts - NEW																								
WIOA/EDD (Federal)	\$ 2,639,685	\$ 901,189	\$ 900,738	\$ 563,402	\$ 212,008	\$ 62,348																		
State	\$ 305,249										\$ 167,694							\$ 137,555						
Local County	\$ 377,581						\$ 36,241	\$ 36,811	\$ 201,006	\$ 66,023									\$ 10,000	\$ 2,500	\$ 25,000			
Other revenue																								
Program Fee for Service	\$ -																							
Sublease	\$ 237,702																						\$ 237,702	
Revenue Adjustments																								
Grant/Contract Prior Yr Carry-IN	\$ 641,171											\$ 75,000	\$ 325,000	\$ 105,000	\$ 25,000	\$ 62,671	\$ 45,000					\$ 3,500		
2023 WIOA Formula Carry-IN	\$ 1,594,236	\$ 728,217	\$ 487,097	\$ 167,637	\$ 177,765	\$ 33,520																		
Grant/Contract 2+YR Carry-Over	\$ (199,108)												\$ (181,583)					\$ (17,525)						
2024 WIOA Cash Reserve for FY 2025	\$ (709,599)	\$ (300,357)	\$ (270,221)	\$ (139,021)																				
AA511014 WIOA Transfer	\$ -	\$ 100,000		\$ (100,000)																				
2023 WIOA Projected to be Returned	\$ (150,326)				\$ (116,806)	\$ (33,520)																		
Total Revenue by Program/Function	\$ 4,736,592	\$ 1,429,050	\$ 1,117,613	\$ 492,018	\$ 272,967	\$ 62,348	\$ 36,241	\$ 36,811	\$ 201,006	\$ 66,023	\$ 167,694	\$ 75,000	\$ 143,417	\$ 105,000	\$ 25,000	\$ 62,671	\$ 45,000	\$ 120,030	\$ 10,000	\$ 2,500	\$ 25,000	\$ 3,500	\$ 237,702	\$ -
EXPENSES																								
Personnel:																								
Full Time																								
Salaries/Wages	\$ 1,412,991	\$ 399,815	\$ 297,037	\$ 119,928	\$ 136,926	\$ 26,702	\$ 16,443	\$ 16,443	\$ 114,761	\$ 32,887	\$ 97,464	\$ 2,604	\$ 86,167	\$ 9,732	\$ 3,733	\$ 3,394	\$ 10,428	\$ 20,458	\$ 6,326	\$ 1,759	\$ -	\$ -	\$ 9,984	\$ -
Fringe	\$ 539,228	\$ 152,578	\$ 113,356	\$ 45,767	\$ 52,254	\$ 10,190	\$ 6,275	\$ 6,275	\$ 43,795	\$ 12,550	\$ 37,194	\$ 994	\$ 32,883	\$ 3,714	\$ 1,425	\$ 1,295	\$ 3,979	\$ 7,807	\$ 2,414	\$ 671	\$ -	\$ -	\$ 3,810	\$ -
Total Personnel	\$ 1,952,219	\$ 552,393	\$ 410,392	\$ 165,696	\$ 189,180	\$ 36,892	\$ 22,718	\$ 22,718	\$ 158,556	\$ 45,437	\$ 134,658	\$ 3,598	\$ 119,050	\$ 13,447	\$ 5,158	\$ 4,689	\$ 14,407	\$ 28,265	\$ 8,741	\$ 2,430	\$ -	\$ -	\$ 13,794	\$ -
Direct Costs (Other Than Personnel)																								
Direct Participant Costs	\$ 1,050,122	\$ 334,025	\$ 299,101	\$ 157,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 13,746	\$ 38,000	\$ 24,200	\$ 78,380	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Direct - Other Operating	\$ 109,838	\$ 11,000	\$ 8,497	\$ 1,500	\$ 32,474	\$ -	\$ -	\$ 570	\$ 1,950	\$ 780	\$ 500	\$ 32,427	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ 6,675	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,000	\$ 7,365
Total Direct OTP	\$ 1,653,923	\$ 617,893	\$ 488,643	\$ 199,166	\$ 32,474	\$ -	\$ -	\$ 570	\$ 1,950	\$ 780	\$ 500	\$ 32,427	\$ -	\$ 80,000	\$ 13,746	\$ 38,055	\$ 25,800	\$ 85,055	\$ -	\$ -	\$ 25,000	\$ 3,500	\$ 1,000	\$ 7,365
Shared Expenses																								
Total Shared OTPS	\$ 856,848	\$ 234,312	\$ 125,336	\$ 76,134	\$ 51,312	\$ 8,945	\$ 6,216	\$ 6,216	\$ 49,728	\$ 12,432	\$ 29,837	\$ 622	\$ 24,367	\$ 3,481	\$ 1,368	\$ 1,243	\$ 3,730	\$ 6,216	\$ 1,243	\$ 497	\$ -	\$ -	\$ 213,605	\$ -
Total Expenses by Program/Function	\$ 4,462,989	\$ 1,404,598	\$ 1,024,372	\$ 440,995	\$ 272,967	\$ 45,837	\$ 28,935	\$ 29,505	\$ 210,235	\$ 58,649	\$ 164,995	\$ 36,646	\$ 143,417	\$ 96,928	\$ 20,271	\$ 43,987	\$ 43,937	\$ 119,536	\$ 9,984	\$ 2,927	\$ 25,000	\$ 3,500	\$ 228,400	\$ 7,365
Revenues Less Expenses	\$ 273,603	\$ 24,451	\$ 93,242	\$ 51,023	\$ 0	\$ 16,511	\$ 7,306	\$ 7,306	\$ (9,229)	\$ 7,374	\$ 2,699	\$ 38,354	\$ 0	\$ 8,072	\$ 4,729	\$ 18,684	\$ 1,063	\$ 494	\$ 16	\$ (427)	\$ -	\$ -	\$ 9,303	\$ (7,365)
Leveraged by WIOA Formula	\$ -	\$ (9,656)							\$ 9,229											\$ 427				
Budget Available	\$ 175,571	\$ 14,795	\$ 93,242	\$ 51,023	\$ 0	\$ 16,511																		

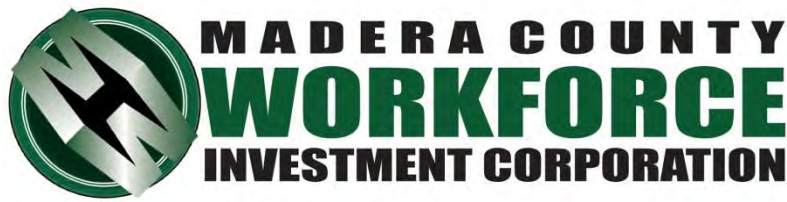
Note: WIOA Rapid Response and Layoff Aversion funds projected to be returned have a term date of 9/30/24. Staff are working to get them extended at this time. If extension is approved, budget will be amended accordingly.

Position or Expense Category			Base Salary or Line Budget	AD	YTH	DW	RR	RRLA	MCDC JDFYY	MCDC JDFOY	MCDC AJCC	MCDC IC
Total Salaries/Wages & Benefits Breakdown												
5100-Staff Salaries			\$ 1,412,991	\$ 401,441	\$ 297,564	\$ 122,907	\$ 126,208	\$ 21,636	\$ 18,030	\$ 18,030	\$ 144,238	\$ 36,059
5120-Workers Compensation			\$ 12,564	\$ 3,570	\$ 2,646	\$ 1,093	\$ 1,122	\$ 192	\$ 160	\$ 160	\$ 1,283	\$ 321
5111-Medicare (Fed)			\$ 20,470	\$ 5,816	\$ 4,311	\$ 1,781	\$ 1,828	\$ 313	\$ 261	\$ 261	\$ 2,090	\$ 522
5112-OASDI (Fed)			\$ 87,525	\$ 24,866	\$ 18,432	\$ 7,613	\$ 7,818	\$ 1,340	\$ 1,117	\$ 1,117	\$ 8,935	\$ 2,234
5115-State Unemployment Insurance			\$ 5,464	\$ 1,552	\$ 1,151	\$ 475	\$ 488	\$ 84	\$ 70	\$ 70	\$ 558	\$ 139
5116-State ETT			\$ 182	\$ 52	\$ 38	\$ 16	\$ 16	\$ 3	\$ 2	\$ 2	\$ 19	\$ 5
5130-Medical Insurance			\$ 306,284	\$ 87,017	\$ 64,501	\$ 26,642	\$ 27,357	\$ 4,690	\$ 3,908	\$ 3,908	\$ 31,265	\$ 7,816
5160-Dental Insurance			\$ 14,050	\$ 3,992	\$ 2,959	\$ 1,222	\$ 1,255	\$ 215	\$ 179	\$ 179	\$ 1,434	\$ 359
5170-Vision			\$ 3,278	\$ 931	\$ 690	\$ 285	\$ 293	\$ 50	\$ 42	\$ 42	\$ 335	\$ 84
5180-AD&D/Life			\$ 3,278	\$ 931	\$ 690	\$ 285	\$ 293	\$ 50	\$ 42	\$ 42	\$ 335	\$ 84
5140-Retirement			\$ 84,702	\$ 24,064	\$ 17,837	\$ 7,368	\$ 7,566	\$ 1,297	\$ 1,081	\$ 1,081	\$ 8,646	\$ 2,162
5190-EAP			\$ 937	\$ 266	\$ 197	\$ 81	\$ 84	\$ 14	\$ 12	\$ 12	\$ 96	\$ 24
Total # of Full Time Equivalents (FTEs)		26.02	out of balance	7.39	5.48	2.26	2.32	0.40	0.33	0.33	2.66	0.66
Total % of all FTEs		100.00%	0.00%	28.41%	21.06%	8.70%	8.93%	1.53%	1.28%	1.28%	10.21%	2.55%
Non-Personnel / OTPS												
DIRECT COSTS												
Direct Participant Costs												
ITA	see WIOA Trng v	\$ 443,050	\$ 188,535	\$ 123,861	\$ 73,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OJT	see WIOA Trng v	\$ 229,672	\$ 62,845	\$ 47,855	\$ 27,972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TJT	see WIOA Trng v	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PWEX	see WIOA Trng v	\$ 56,300	\$ -	\$ 56,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services	see WIOA Trng v	\$ 273,249	\$ 62,845	\$ 53,485	\$ 45,638	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives	\$ -	\$ 47,850	\$ 19,800	\$ 17,600	\$ 10,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IWT-Xray Tech	\$ -	\$ 10,500	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX-Probation ISY	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Training Cohort 2 @ 10	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - ITA	\$ -	\$ 149,453	\$ 64,725	\$ 61,142	\$ 23,586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - OJT	\$ -	\$ 89,712	\$ 62,204	\$ 27,508	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - SS	\$ -	\$ 45,369	\$ 25,939	\$ 13,465	\$ 5,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - WEX	\$ -	\$ 3,929	\$ -	\$ 3,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs												
Computer Station		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments		\$ 8,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AT&T Data Plan		\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ -
Bottled Water		\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Hardware/Software - resource room		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Specific Travel		\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ 450	\$ 780
Dues, Memberships and Subscriptions		\$ 13,259	\$ -	\$ -	\$ -	\$ -	\$ 12,689	\$ -	\$ -	\$ -	\$ -	\$ -
General Contract Program Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laptops		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Graduation Ceremony		\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship - advertising		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Work Readiness Workbooks		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Copying		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Job Fair Marketing Materials		\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Registration Fees		\$ 7,617	\$ -	\$ 3,447	\$ -	\$ 875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Travel		\$ 3,060	\$ -	\$ 2,050	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Maintenance (ED window tinting)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Maintenance - other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Fees - corp		\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Training		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing Agency		\$ 32,427	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Supplies Special Contract		\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laptops		\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -
Staff Monitors (dual monitors)		\$ 10,500	\$ 6,000	\$ 3,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Modeling (Lightcast)		\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Costs	\$ -	\$ 1,653,923	\$ 617,893	\$ 488,643	\$ 199,166	\$ 32,474	\$ -	\$ -	\$ -	\$ 570	\$ 1,950	\$ 780
SHARED COSTS (FTE ALLOCATED)		FTE %	28.41%	21.06%	8.70%	8.93%	1.53%	1.28%	1.28%	10.21%	2.55%	
Computer Hardware		\$ 30,000	\$ 8,869	\$ 6,318	\$ 2,610	\$ 2,680	\$ 459	\$ 383	\$ 383	\$ 3,062	\$ 766	
Computer Software		\$ 10,000	\$ 2,956	\$ 2,106	\$ 870	\$ 893	\$ 153	\$ 128	\$ 128	\$ 1,021	\$ 255	
Equipment Maintenance		\$ 8,000	\$ 2,365	\$ 1,685	\$ 696	\$ 715	\$ 122	\$ 102	\$ 102	\$ 817	\$ 204	
Equipment Rental		\$ 3,700	\$ 1,094	\$ 779	\$ 322	\$ 330	\$ 57	\$ 47	\$ 47	\$ 378	\$ 94	
Internet Expense		\$ 5,500	\$ 1,626	\$ 1,158	\$ 478	\$ 491	\$ 84	\$ 70	\$ 70	\$ 561	\$ 140	
IT Licenses/subscriptions		\$ 19,843	\$ 5,866	\$ 4,179	\$ 1,726	\$ 1,772	\$ 304	\$ 253	\$ 253	\$ 2,026	\$ 506	
IT Service Contract		\$ 43,500	\$ 12,860	\$ 9,161	\$ 3,784	\$ 3,885	\$ 666	\$ 555	\$ 555	\$ 4,440	\$ 1,110	
Legal Fees		\$ 5,000	\$ 1,478	\$ 1,053	\$ 435	\$ 447	\$ 77	\$ 64	\$ 64	\$ 510	\$ 128	
Materials and Supplies - Facility		\$ 3,500	\$ 1,035	\$ 737	\$ 304	\$ 313	\$ 54	\$ 45	\$ 45	\$ 357	\$ 89	
Materials and Supplies - Office		\$ 10,000	\$ 2,956	\$ 2,106	\$ 870	\$ 893	\$ 153	\$ 128	\$ 128	\$ 1,021	\$ 255	
Misc. Janitorial Services		\$ 4,548	\$ 1,345	\$ 958	\$ 396	\$ 406	\$ 70	\$ 58	\$ 58	\$ 464	\$ 116	
Postage/Shipping		\$ 322	\$ 95	\$ 68	\$ 28	\$ 29	\$ 5	\$ 4	\$ 4	\$ 33	\$ 8	
Printing/copying Expense		\$ 4,500	\$ 1,330	\$ 948	\$ 391	\$ 402	\$ 69	\$ 57	\$ 57	\$ 459	\$ 115	
Property & Liability Insurance		\$ 11,500	\$ 3,400	\$ 2,422	\$ 1,000	\$ 1,027	\$ 176	\$ 147	\$ 147	\$ 1,174	\$ 293	
Taxes & Fees		\$ 250	\$ 74	\$ 53	\$ 22	\$ 22	\$ 4	\$ 3	\$ 3	\$ 26	\$ 6	
Dues, Memberships and Subscriptions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HR Professional Services		\$ 8,500	\$ 2,513	\$ 1,790	\$ 739	\$						

Position or Expense Category		Base Salary or Line Budget	CDCR	GRID	FEDC GJC	RERP	Kaiser	Quest	P2E	FRWDB HRTF	CVCF-Ed&Skill
Total Salaries/Wages & Benefits Breakdown											
5100-Staff Salaries		\$ 1,412,991	\$ 86,543	\$ 1,803	\$ 70,677	\$ 10,097	\$ 3,967	\$ 3,606	\$ 10,818	\$ 18,030	\$ 3,606
5120-Workers Compensation		\$ 12,564	\$ 770	\$ 16	\$ 628	\$ 90	\$ 35	\$ 32	\$ 96	\$ 160	\$ 32
5111-Medicare (Fed)		\$ 20,470	\$ 1,254	\$ 26	\$ 1,024	\$ 146	\$ 57	\$ 52	\$ 157	\$ 261	\$ 52
5112-OASDI (Fed)		\$ 87,525	\$ 5,361	\$ 112	\$ 4,378	\$ 625	\$ 246	\$ 223	\$ 670	\$ 1,117	\$ 223
5115-State Unemployment Insurance		\$ 5,464	\$ 335	\$ 7	\$ 273	\$ 39	\$ 15	\$ 14	\$ 42	\$ 70	\$ 14
5116-State ETT		\$ 182	\$ 11	\$ 0	\$ 9	\$ 1	\$ 1	\$ 0	\$ 1	\$ 2	\$ 0
5130-Medical Insurance		\$ 306,284	\$ 18,759	\$ 391	\$ 15,320	\$ 2,189	\$ 860	\$ 782	\$ 2,345	\$ 3,908	\$ 782
5160-Dental Insurance		\$ 14,050	\$ 861	\$ 18	\$ 703	\$ 100	\$ 39	\$ 36	\$ 108	\$ 179	\$ 36
5170-Vision		\$ 3,278	\$ 201	\$ 4	\$ 164	\$ 23	\$ 9	\$ 8	\$ 25	\$ 42	\$ 8
5180-AD&D/Life		\$ 3,278	\$ 201	\$ 4	\$ 164	\$ 23	\$ 9	\$ 8	\$ 25	\$ 42	\$ 8
5140-Retirement		\$ 84,702	\$ 5,188	\$ 108	\$ 4,237	\$ 605	\$ 238	\$ 216	\$ 648	\$ 1,081	\$ 216
5190-EAP		\$ 937	\$ 57	\$ 1	\$ 47	\$ 7	\$ 3	\$ 2	\$ 7	\$ 12	\$ 2
Total # of Full Time Equivalents (FTEs)	26.02	out of balance	1.59	0.03	1.30	0.19	0.07	0.07	0.20	0.33	0.07
Total % of all FTEs	100.00%	0.00%	6.12%	0.13%	5.00%	0.71%	0.28%	0.26%	0.77%	1.28%	0.26%
Non-Personnel / OTPS											
DIRECT COSTS											
Direct Participant Costs											
ITA	see WIOA Trng v	\$ 443,050	\$ -	\$ -	\$ -	\$ -	\$ 10,045	\$ 38,000	\$ 9,000	\$ -	\$ -
OJT	see WIOA Trng v	\$ 229,672	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 11,000	\$ -	\$ -
TJT	see WIOA Trng v	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PWEX	see WIOA Trng v	\$ 56,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services	see WIOA Trng v	\$ 273,249	\$ -	\$ -	\$ -	\$ -	\$ 3,701	\$ -	\$ 4,200	\$ 78,380	\$ -
Incentives	\$ -	\$ 47,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IWT-Xray Tech	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX-Probation ISY	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Training Cohort 2 @ 10	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - ITA	\$ -	\$ 149,453	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - OJT	\$ -	\$ 89,712	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - SS	\$ -	\$ 45,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -
Year-End Obligations Carried In - WEX	\$ -	\$ 3,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs											
Computer Station		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments		\$ 8,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ 3,675	\$ -
AT&T Data Plan		\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bottled Water		\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Hardware/Software - resource room		\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Specific Travel		\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Memberships and Subscriptions		\$ 13,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Contract Program Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laptops		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Graduation Ceremony		\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
Sponsorship - advertising		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Work Readiness Workbooks		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Copying		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Job Fair Marketing Materials		\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Registration Fees		\$ 7,617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Travel		\$ 3,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Maintenance (ED window tinting)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Maintenance - other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Fees - corp		\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Training		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing Agency		\$ 32,427	\$ -	\$ 32,427	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Supplies Special Contract		\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laptops		\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Monitors (dual monitors)		\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Modeling (Lightcast)		\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Costs	\$ -	\$ 1,653,923	\$ 500	\$ 32,427	\$ -	\$ 80,000	\$ 13,746	\$ 38,055	\$ 25,800	\$ 85,055	\$ -
SHARED COSTS (FTE ALLOCATED)											
		FTE %	6.12%	0.13%	5.00%	0.71%	0.28%	0.26%	0.77%	1.28%	0.26%
Computer Hardware		\$ 30,000	\$ 1,837	\$ 38	\$ 1,501	\$ 214	\$ 84	\$ 77	\$ 230	\$ 383	\$ 77
Computer Software		\$ 10,000	\$ 612	\$ 13	\$ 500	\$ 71	\$ 28	\$ 26	\$ 77	\$ 128	\$ 26
Equipment Maintenance		\$ 8,000	\$ 490	\$ 10	\$ 400	\$ 57	\$ 22	\$ 20	\$ 61	\$ 102	\$ 20
Equipment Rental		\$ 3,700	\$ 227	\$ 5	\$ 185	\$ 26	\$ 10	\$ 9	\$ 28	\$ 47	\$ 9
Internet Expense		\$ 5,500	\$ 337	\$ 7	\$ 275	\$ 39	\$ 15	\$ 14	\$ 42	\$ 70	\$ 14
IT Licenses/subscriptions		\$ 19,843	\$ 1,215	\$ 25	\$ 993	\$ 142	\$ 56	\$ 51	\$ 152	\$ 253	\$ 51
IT Service Contract		\$ 43,500	\$ 2,664	\$ 56	\$ 2,176	\$ 311	\$ 122	\$ 111	\$ 333	\$ 555	\$ 111
Legal Fees		\$ 5,000	\$ 306	\$ 6	\$ 250	\$ 36	\$ 14	\$ 13	\$ 38	\$ 64	\$ 13
Materials and Supplies - Facility		\$ 3,500	\$ 214	\$ 4	\$ 175	\$ 25	\$ 10	\$ 9	\$ 27	\$ 45	\$ 9
Materials and Supplies - Office		\$ 10,000	\$ 612	\$ 13	\$ 500	\$ 71	\$ 28	\$ 26	\$ 77	\$ 128	\$ 26
Misc. Janitorial Services		\$ 4,548	\$ 279	\$ 6	\$ 227	\$ 32	\$ 13	\$ 12	\$ 35	\$ 58	\$ 12
Postage/Shipping		\$ 322	\$ 20	\$ 0	\$ 16	\$ 2	\$ 1	\$ 1	\$ 2	\$ 4	\$ 1
Printing/copying Expense		\$ 4,500	\$ 276	\$ 6	\$ 225	\$ 32	\$ 13	\$ 11	\$ 34	\$ 57	\$ 11
Property & Liability Insurance		\$ 11,500	\$ 704	\$ 15	\$ 575	\$ 82	\$ 32	\$ 29	\$ 88	\$ 147	\$ 29
Taxes & Fees		\$ 250	\$ 15	\$ 0	\$ 13	\$ 2	\$ 1	\$ 1	\$ 2	\$ 3	\$ 1
Dues, Memberships and Subscriptions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HR Professional Services		\$ 8,500	\$ 521	\$ 11	\$ 425	\$ 61	\$ 24	\$ 22	\$ 65	\$ 108	\$ 22
Payroll Processing Services		\$ 8,000	\$ 490	\$ 10	\$ 400	\$ 57	\$ 22	\$ 20	\$ 61	\$ 102	\$ 20
Audit/Annual Tax Return Services		\$ 38,000	\$ 2,327	\$ 48	\$ 1,901	\$ 272	\$ 107	\$ 97	\$ 291	\$ 485	\$ 97
Bank Fees		\$ 150	\$ 9	\$ 0	\$ 8	\$ 1	\$ 0	\$ 0	\$ 1	\$ 2	\$ 0
Information Technology		\$ 15,500	\$ 949	\$ 20	\$ 775	\$ 111	\$ 44	\$ 40	\$ 119	\$ 198	\$ 40
General Staff Travel		\$ 500	\$ 31	\$ 1	\$ 25	\$ 4	\$ 1	\$ 1	\$ 4	\$ 6	\$ 1
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AJCC SHARED FACILITY COSTS	Tenant A	A/B									
Rent	\$ 161,058	\$ 228,601	\$ 9,864	\$ 206	\$ 8,056	\$ 1,151	\$ 452	\$ 411	\$ 1,233	\$ 2,055	\$ 411
Alarm Monitoring	\$ 1,038	\$ 3,145	\$ 64	\$ 1	\$ 52	\$ 7	\$ 3	\$ 3	\$ 8	\$ 13	\$ 3
Mat Service and sanitize service	\$ 941	\$ 2,850	\$ 58	\$ 1	\$ 47	\$ 7	\$ 3	\$ 2	\$ 7	\$ 12	\$ 2
City Utilities	\$ 2,113	\$ 6,400	\$ 129	\$ 3	\$ 106	\$ 15	\$ 6	\$ 5	\$ 16	\$ 27	\$ 5
Copier Lease	\$ 7,677	\$ 10,663	\$ 470	\$ 10	\$ 384	\$ 55	\$ 22	\$ 20	\$ 59	\$ 98	\$ 20
Gas & Elect	\$ 10,029	\$ 110,000	\$ 614	\$ 13	\$ 502	\$ 72	\$ 28	\$ 26	\$ 77	\$ 128	\$ 26
Facilities Maintenance	\$ 2,807	\$ 8,500	\$ 172	\$ 4	\$ 140	\$ 20	\$ 8	\$ 7	\$ 21	\$ 36	\$ 7
Custodial Services	\$ 26,158	\$ 36,330	\$ 1,602	\$ 33	\$ 1,308	\$ 187	\$ 73	\$ 67	\$ 200	\$ 334	\$ 67
Janitorial Supplies	\$ 1,584	\$ 2,200	\$ 97	\$ 2	\$ 79	\$ 11	\$ 4	\$ 4	\$ 12	\$ 20	\$ 4
Fire Extinguisher Maintenance and Exit Lig	\$ 1,656	\$ 2,300	\$ 101	\$ 2	\$ 83	\$ 12	\$ 5	\$ 4	\$ 13	\$ 21	\$ 4
Shredding Service	\$ 468	\$ 650	\$ 29	\$ 1	\$ 23	\$ 3	\$ 1	\$ 1	\$ 4	\$ 6	\$ 1
Phone Service	\$ 11,923	\$ 16,560	\$ 730	\$ 15	\$ 596	\$ 85	\$ 33	\$ 30	\$ 91	\$ 152	\$ 30
Postage Meter	\$ 528	\$ 1,600	\$ 32	\$ 1	\$ 26	\$ 4	\$ 1	\$ 1	\$ 4	\$ 7	\$ 1
Pest Control	\$ 2,520	\$ 3,500	\$ 154	\$ 3	\$ 126	\$ 18	\$ 7	\$ 6	\$ 19	\$ 32	\$ 6
CAM Fees	\$ 19,689	\$ 27,346	\$ 1,206	\$ 25	\$ 985	\$ 141	\$ 55	\$ 50	\$ 151	\$ 251	\$ 50
Security Service	\$ 462	\$ 1,400	\$ 28	\$ 1	\$ 23	\$ 3	\$ 1	\$ 1	\$ 4	\$ 6	\$ 1
Building Insurance	\$ 5,688	\$ 7,900	\$ 348	\$ 7	\$ 285	\$ 41	\$ 16	\$ 15	\$ 44	\$ 73	\$ 15
WIOA Program Distribution											
Dues, Memberships and Subscriptions		\$ 19,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OSO Contract + Obligations		\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OSO Contract + Obligations		\$ 13,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Casas/Workkeys		\$ 4,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Registration Fees		\$ 35,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Travel		\$ 25,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workforce Professionals Day		\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-End Obligations Carried In - IT Servers		\$ 37,143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Program Staff Mileage Reimb		\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Shared Expenses		\$ 856,848	\$ 29,837	\$ 622	\$ 24,367	\$ 3,481	\$ 1,368	\$ 1,243	\$ 3,730	\$ 6,216	\$ 1,243
Total Non-Personnel / OTPS Costs		\$ 2,510,770	\$ 30,337	\$ 33,048	\$ 24,367	\$ 83,481	\$ 15,114	\$ 39,298	\$ 29,530	\$ 91,271	\$ 1,243
Total Budget by Program/Function		\$ 4,462,989	\$ 164,995	\$ 36,646	\$ 143,417	\$ 96,928	\$ 20,271	\$ 43,987	\$ 43,937	\$ 119,536	\$ 9,984
Percentage of Total Expenses		100%	4%	1%	3%	2%	0%	1%	1%	3%	0%

Position or Expense Category		Base Salary or Line Budget	CVCF-Spg Spnt	US Bank	AJCC Facility	M&A	Total
Total Salaries/Wages & Benefits Breakdown							
5100-Staff Salaries		\$ 1,412,991	\$ 1,442	\$ -	\$ 16,292	\$ -	\$ 1,412,991
5120-Workers Compensation		\$ 12,564	\$ 13	\$ -	\$ 145	\$ -	\$ 12,564
5111-Medicare (Fed)		\$ 20,470	\$ 21	\$ -	\$ 236	\$ -	\$ 20,470
5112-OASDI (Fed)		\$ 87,525	\$ 89	\$ -	\$ 1,009	\$ -	\$ 87,525
5115-State Unemployment Insurance		\$ 5,464	\$ 6	\$ -	\$ 63	\$ -	\$ 5,464
5116-State ETT		\$ 182	\$ 0	\$ -	\$ 2	\$ -	\$ 182
5130-Medical Insurance		\$ 306,284	\$ 313	\$ -	\$ 3,532	\$ -	\$ 306,284
5160-Dental Insurance		\$ 14,050	\$ 14	\$ -	\$ 162	\$ -	\$ 14,050
5170-Vision		\$ 3,278	\$ 3	\$ -	\$ 38	\$ -	\$ 3,278
5180-AD&D/Life		\$ 3,278	\$ 3	\$ -	\$ 38	\$ -	\$ 3,278
5140-Retirement		\$ 84,702	\$ 86	\$ -	\$ 977	\$ -	\$ 84,702
5190-EAP		\$ 937	\$ 1	\$ -	\$ 11	\$ -	\$ 937
Total # of Full Time Equivalents (FTEs)							
Total % of all FTEs		26.02 out of balance	0.03	-	0.30	-	26.02
		100.00%	0.00%	0.10%	0.00%	1.15%	0.00%
Non-Personnel / OTPS							
DIRECT COSTS							
Direct Participant Costs							
ITA	see WIOA Trng v	\$ 443,050	\$ -	\$ -	\$ -	\$ -	100%
OJT	see WIOA Trng v	\$ 229,672	\$ -	\$ -	\$ -	\$ -	100%
TJT	see WIOA Trng v	\$ -	\$ -	\$ -	\$ -	\$ -	0%
PWEX	see WIOA Trng v	\$ 56,300	\$ -	\$ -	\$ -	\$ -	100%
Supportive Services	see WIOA Trng v	\$ 273,249	\$ -	\$ 25,000	\$ -	\$ -	100%
Incentives	\$ -	\$ 47,850	\$ -	\$ -	\$ -	\$ -	100%
IWT-Xray Tech	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	0%
WEX-Probation ISY	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	0%
Bus Training Cohort 2 @ 10	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	0%
Year-End Obligations Carried In - ITA	\$ -	\$ 149,453	\$ -	\$ -	\$ -	\$ -	0%
Year-End Obligations Carried In - OJT	\$ -	\$ 89,712	\$ -	\$ -	\$ -	\$ -	0%
Year-End Obligations Carried In - SS	\$ -	\$ 45,369	\$ -	\$ -	\$ -	\$ -	0%
Year-End Obligations Carried In - WEX	\$ -	\$ 3,929	\$ -	\$ -	\$ -	\$ -	0%
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Direct Costs							
Computer Station		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Assessments		\$ 8,775	\$ -	\$ -	\$ -	\$ -	100%
AT&T Data Plan		\$ 4,400	\$ -	\$ -	\$ -	\$ -	100%
Bottled Water		\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	100%
Computer Hardware/Software - resource room		\$ 5,000	\$ -	\$ -	\$ -	\$ -	100%
Contract Specific Travel		\$ 1,800	\$ -	\$ -	\$ -	\$ -	100%
Dues, Memberships and Subscriptions		\$ 13,259	\$ -	\$ -	\$ -	\$ 570	100%
General Contract Program Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Laptops		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Graduation Ceremony		\$ 3,000	\$ -	\$ -	\$ -	\$ -	100%
Sponsorship - advertising		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Work Readiness Workbooks		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Printing/Copying		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Job Fair Marketing Materials		\$ 5,500	\$ -	\$ -	\$ -	\$ -	100%
Conference Registration Fees		\$ 7,617	\$ -	\$ -	\$ -	\$ 3,295	100%
Conference Travel		\$ 3,060	\$ -	\$ -	\$ -	\$ 1,000	100%
Facility Maintenance (ED window tinting)		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Facility Maintenance - other		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Legal Fees - corp		\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	100%
Employee Training		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Staffing Agency		\$ 32,427	\$ -	\$ -	\$ -	\$ -	100%
Materials and Supplies Special Contract		\$ 500	\$ -	\$ -	\$ -	\$ -	100%
Laptops		\$ 1,500	\$ -	\$ -	\$ -	\$ -	100%
Staff Monitors (dual monitors)		\$ 10,500	\$ -	\$ -	\$ -	\$ -	100%
Economic Modeling (Lightcast)		\$ 9,000	\$ -	\$ -	\$ -	\$ -	100%
0		\$ -	\$ -	\$ -	\$ -	\$ -	0%
0		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Direct Costs	\$ -	\$ 1,653,923	\$ -	\$ 25,000	\$ 1,000	\$ 7,365	100%
SHARED COSTS (FTE ALLOCATED)							
		FTE %	0.10%	0.00%	1.15%	0.00%	100.00%
Computer Hardware		\$ 30,000	\$ 31		\$ -		100%
Computer Software		\$ 10,000	\$ 10		\$ -		100%
Equipment Maintenance		\$ 8,000	\$ 8		\$ -		100%
Equipment Rental		\$ 3,700	\$ 4		\$ -		100%
Internet Expense		\$ 5,500	\$ 6		\$ -		100%
IT Licenses/subscriptions		\$ 19,843	\$ 20		\$ -		100%
IT Service Contract		\$ 43,500	\$ 44		\$ -		100%
Legal Fees		\$ 5,000	\$ 5		\$ -		100%
Materials and Supplies - Facility		\$ 3,500	\$ 4		\$ -		100%
Materials and Supplies - Office		\$ 10,000	\$ 10		\$ -		100%
Misc. Janitorial Services		\$ 4,548	\$ 5		\$ -		100%
Postage/Shipping		\$ 322	\$ 0		\$ -		100%
Printing/copying Expense		\$ 4,500	\$ 5		\$ -		100%
Property & Liability Insurance		\$ 11,500	\$ 12		\$ -		100%
Taxes & Fees		\$ 250	\$ 0		\$ -		100%
Dues, Memberships and Subscriptions		\$ -			\$ -		0%
HR Professional Services		\$ 8,500	\$ 9		\$ -		100%
Payroll Processing Services		\$ 8,000	\$ 8		\$ -		100%
Audit/Annual Tax Return Services		\$ 38,000	\$ 39		\$ -		100%
Bank Fees		\$ 150	\$ 0		\$ -		100%
Information Technology		\$ 15,500	\$ 16		\$ -		100%
General Staff Travel		\$ 500	\$ 1				
		\$ -	\$ -	\$ -	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%
AJCC SHARED FACILITY COSTS							
Tenant A		A/B					0%
Rent	\$ 161,058	\$ 228,601	\$ 164	\$ -	\$ 67,544	\$ -	100%
Alarm Monitoring	\$ 1,038	\$ 3,145	\$ 1	\$ -	\$ 2,107	\$ -	100%
Mat Service and sanitize service	\$ 941	\$ 2,850	\$ 1	\$ -	\$ 1,909	\$ -	100%
City Utilities	\$ 2,113	\$ 6,400	\$ 2	\$ -	\$ 4,287	\$ -	100%
Copier Lease	\$ 7,677	\$ 10,663	\$ 8	\$ -	\$ 2,986	\$ -	100%
Gas & Elect	\$ 10,029	\$ 110,000	\$ 10	\$ -	\$ 99,971	\$ -	100%
Facilities Maintenance	\$ 2,807	\$ 8,500	\$ 3	\$ -	\$ 5,693	\$ -	100%
Custodial Services	\$ 26,158	\$ 36,330	\$ 27	\$ -	\$ 10,172	\$ -	100%
Janitorial Supplies	\$ 1,584	\$ 2,200	\$ 2	\$ -	\$ 616	\$ -	100%
Fire Extinguisher Maintenance and Exit Lig	\$ 1,656	\$ 2,300	\$ 2	\$ -	\$ 644	\$ -	100%
Shredding Service	\$ 468	\$ 650	\$ 0	\$ -	\$ 182	\$ -	100%
Phone Service	\$ 11,923	\$ 16,560	\$ 12	\$ -	\$ 4,637	\$ -	100%
Postage Meter	\$ 528	\$ 1,600	\$ 1	\$ -	\$ 1,072	\$ -	100%
Pest Control	\$ 2,520	\$ 3,500	\$ 3	\$ -	\$ 980	\$ -	100%
CAM Fees	\$ 19,689	\$ 27,346	\$ 20	\$ -	\$ 7,657	\$ -	100%
Security Service	\$ 462	\$ 1,400	\$ 0	\$ -	\$ 938	\$ -	100%
Building Insurance	\$ 5,688	\$ 7,900	\$ 6	\$ -	\$ 2,212	\$ -	100%
WIOA Program Distribution							
Dues, Memberships and Subscriptions		\$ 19,851	\$ -	\$ -	\$ -	\$ -	100%
OSO Contract + Obligations		\$ 17,500	\$ -	\$ -	\$ -	\$ -	100%
OSO Contract + Obligations		\$ 13,650	\$ -	\$ -	\$ -	\$ -	100%
Casas/Workkeys		\$ 4,720	\$ -	\$ -	\$ -	\$ -	100%
Conference Registration Fees		\$ 35,193	\$ -	\$ -	\$ -	\$ -	100%
Conference Travel		\$ 25,532	\$ -	\$ -	\$ -	\$ -	100%
Workforce Professionals Day		\$ 500	\$ -	\$ -	\$ -	\$ -	100%
Year-End Obligations Carried In - IT Servers		\$ 37,143	\$ -	\$ -	\$ -	\$ -	100%
WIOA Program Staff Mileage Reimb		\$ 2,000	\$ -	\$ -	\$ -	\$ -	100%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Shared Expenses		\$ 856,848	\$ 497	\$ -	\$ 213,605	\$ -	100%
Total Non-Personnel / OTPS Costs		\$ 2,510,770	\$ 497	\$ 25,000	\$ 214,605	\$ 7,365	100%
Total Budget by Program/Function		\$ 4,462,989	\$ 2,927	\$ 25,000	\$ 228,400	\$ 7,365	\$ 4,462,983
Percentage of Total Expenses		100%	0%	1%	5%	0%	100%





## 2024 – 2025 Office Closure Dates

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The MCWIC office will be closed on the following dates:

Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	November 11	Veterans' Day
<i>*Wednesday</i>	<i>November 27</i>	<i>Office Closed</i>
Thursday	November 28	Thanksgiving Holiday
Friday	November 29	Thanksgiving Holiday
Tuesday	December 24	Christmas Holiday
Wednesday	December 25	Christmas Holiday
Thursday	December 26	Christmas Holiday
Wednesday	January 1	New Year's Day Holiday
Monday	January 20	Martin Luther King Day
Monday	February 17	President's Day
<i>*Monday</i>	<i>April 21</i>	<i>Office Closed</i>
Monday	May 26	Memorial Day
Thursday	June 19	Juneteenth

\*Non-Paid Closure Day

# **JULY 2024 – JUNE 2025 PROPOSED GOALS/OBJECTIVES**

**MAIKNUE VANG, EXECUTIVE DIRECTOR  
AUGUST 22, 2024**

## **GOAL 1: STAFF DEVELOPMENT**

### **❖ Objective 1: Maintain a Positive and Engaged Workforce**

- Continue to schedule team-building activities during monthly staff meetings
- Celebrate National Workforce Development Month in September
  - Request a proclamation at Board of Supervisor's Meeting
  - Launch social media campaigns to honor and highlight workforce professionals including staff, partners, board members, etc.
- Celebrate Workforce Development Professional's Day on September 13, 2024
  - "Years of Service" Recognition
  - AJCC Family Social and Tour



## **GOAL 1: STAFF DEVELOPMENT**

### ❖ Objective 2: Continuous Support for Skill Development and Lifelong Learning

- Job shadowing and peer mentoring for new staff
- Provide LMID training for all staff to develop a deeper understanding of local demands, industries, and priorities
- Provide flexibility for completion of customized Metrix Learning modules
- Provide staff Apprenticeship opportunities
  - CWA Executive Bootcamp for Program Manager
  - CWA Workforce Development Apprenticeship Program (WDAP) for staff
- Encourage presentation at CWA Conferences

## **GOAL 2: MCWIC AND WDB BOARD DEVELOPMENT**

### ❖ Objective 1: MCWIC

- Conduct member recruitment, as needed
- Update Board Member Orientation & On-Boarding Process

### ❖ Objective 2: WDB

- Maintain composition and recruit members, as needed
- Encourage attendance at events and participation at the AJCC
- Obtain input on Local and Regional Plans
- Implement Action Planning Subcommittees and activities



## **GOAL 3:**

### **WDB ACTION PLANNING IMPLEMENTATION**

- ❖ Objective 1: Re-evaluate and engage leadership to ensure that the right leaders of today are investing in the leaders of tomorrow.
  - Review bylaws and evaluate board composition and member representation
  - Provide leadership development and engagement opportunities for members at local, regional, and state levels
  - Develop a speaking PPT for Board members to use and include in marketing plan & efforts
- ❖ Objective 2: Develop responsive training to meet industry demands.
  - Launch Sector Partnerships in Healthcare, Transportation, and Manufacturing
  - Connect with American Advanced Medical (AAM) to explore how the WDB can support with upskilling and hiring of employees to open the hospital.
  - Identify skills gaps and occupational shortages to bring new training programs to Madera
  - Introduce and launch Work Based Learning (WBL) initiative

## **GOAL 3:**

### **WDB ACTION PLANNING IMPLEMENTATION**

- ❖ Objective 3: Increase community focus on cultural adaptability and work ethics.
  - Convene focus groups of employers to understand graduate profile and advise on work ethics and metrics of Madera Promise
  - Assess student's interest in labor markets to understand industries
  - Develop WBL opportunities aligned with school districts for students who are achieving
- ❖ Objective 4: Design and implement a marketing plan that increases awareness, access, and value of the Workforce system.
  - Secure funds to conduct marketing activities and engagement
  - Procure a Public Relations firm to conduct an in-depth analysis of current marketing efforts
  - Hire a Marketing Coordinator
  - Purchase a mobile unit to increase visibility in the Community and further expand services to rural and Eastern Madera County;
  - Re-design WDB logo



## **GOAL 3:**

### **WDB ACTION PLANNING IMPLEMENTATION**

❖ Objective 5: Create a unified & aligned vision for Madera County that supports inclusive policies and demonstrates our connectedness.

- Review current policies for inclusiveness and access across all communities
- Connect with other rural local WDBs on best practices to serve ALL communities
- Work with PR Firm to ensure policies are meeting the needs of rural communities
- Compile a list of Madera County CTE & ROP programs with academic partners and schedule meetings to discuss alignment with the WDB

## **GOAL 4:**

### **COMPLETION OF WIOA STATE MANDATES**

❖ Objective 1: Ensure State Requirements are Met

- Local Performance Negotiation – Required once every 2 years. State negotiations process begins August/September 2024
- AJCC Certification – Required once every 3 years. Baseline & Indicator Assessments are due 11/1/2024 and the development of a Continuous Improvement Plan is due 12/31/2024.
- Local Plan/Regional Plan Development – Required once every 4 years. Local and Regional Plans are due 3/31/2025.
- Selection of One Stop Operator – Required once every 4 years. The current contract ends 6/2025 and sub-regional procurement will be released in September 2024.
- Selection of Career Services Provider – Required once every 4 years. The current designation ends 6/2025. Staff will reapply as State guidance becomes available.



## **GOAL 5:**

### **FUND DIVERSIFICATION & PROGRAM EXPANSION**

#### ❖ Objective 1: Identify and Apply for Diversified Funding

- Continue to apply for available grants – Federal, State, and Local
- Continue to develop relationships and partnerships that lead to Philanthropic, Foundation, and other Organizational invitations to apply for available grants

#### ❖ Objective 2: Planning and Policy Development for Reserve Funding

- Work with Controller to develop a policy for reserve funding
- Create Fee for Service processes for contracted budgets
- Revamp the Ticket to Work Program and marketing to generate new revenue
- Assess the need for job-ready assessments with businesses
- Research and partner with the Justice Serving Network (JSN) to leverage Medi-Cal for new funding in serving justice-impacted youth.
- Develop a partnership with Medi-Cal experts to build MCWIC's capacity to secure ongoing funds.

## **GOAL 6:**

### **PROFESSIONAL DEVELOPMENT**

#### ❖ Objective 1: Continue System Knowledge Development – Regional & State

- Regular participation in Central California Workforce Collaborative (CCWC)
- Quarterly meetings and Committee participation at CWA
- Support policy and advocacy events and efforts
- Continue participation in regional and sub-regional projects/workgroups

#### ❖ Objective 2: Continue to develop & improve local partnerships and professional relationships

- Ongoing awareness & visibility via participation in local events & committees
- Establish regular reporting to Cities and County Elected Officials
- Become familiar with and support, where applicable, City's/County's priorities as related to Workforce Development
- Explore co-location of existing and new partners in AJCC

QUESTIONS?



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.1**

☐ **Consent**

☐ **Action**

☒ **Information**

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: August 22, 2024**

**Subject: Success Stories**

### **Information:**

The MCWIC Board approved a revised meeting calendar at their June 27, 2024, meeting which now coincides with the Workforce Development Board (WDB) of Madera County' meeting schedule. Staff will bring the next Success Story to the October 24, 2024, Board meeting so that the item aligns with the WDB meeting.

### **Financing:**

Workforce Innovation and Opportunity Act



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.2**

☐ **Consent**

☐ **Action**

☒ **Information**

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** August 22, 2024  
**Subject:** Update on Workforce Development Board (WDB) of Madera County

### **Information:**

The WDB last met on August 15, 2024. The agenda for the August WDB meeting and the minutes for the June 27, 2024, meeting are provided for review. The WDB approved MUSD Superintendent Todd Lile's application to the Board as well as a WIOA Incentives Policy for Adult, Dislocated Worker, and Youth programs. Additionally, subcommittees have met and provided an update on progress towards action plan tasks for Q1.

### **Financing:**

Workforce Innovation and Opportunity Act





## **A G E N D A**

**August 15, 2024  
3:00 p.m.**

Meeting will be held at:

***Workforce Assistance Center - Executive Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
(559) 662-4589***

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/workforce-board-meetings/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

### **1.0 Call to Order**

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

### **3.0 Public Comment**

This time is made available for comment from the public on matters within the Board's jurisdiction but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the June 20, 2024, Workforce Development Board (WDB) meeting minutes.**

### **7.0 Action Items**

- 7.1 Consideration of approval of Todd Lile's Director application to the WDB representing the Madera Unified School District for a 3-year term.**
- 7.2 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2024, through June 30, 2024.**
- 7.3 Consideration of approval of Beaudette Inc.'s OSO Annual Report for fiscal year 2023-2024.**
- 7.4 Consideration of approval of the Workforce Innovation and Opportunity Act Incentives Policy**

## **8.0 Information Items**

- 8.1 Success Stories
- 8.2 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.3 WDB Action Planning Subcommittee Updates
- 8.4 Workforce Innovation and Opportunity Act (WIOA) Reauthorization Update
- 8.5 National Workforce Development Month/Workforce Development Professional's Day
- 8.6 America's Job Center of California (AJCC) Certification Update
- 8.7 Local and Regional Workforce Plan Update
- 8.8 Eligible Training Provider Compliance Monitoring PY 2023-24 Results
- 8.9 One Stop Operator (OSO) Compliance Monitoring PY 2023-24 Results
- 8.10 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

## **9.0 Written Communication**

### **10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

### **11.0 Next Meeting**

October 17, 2024

### **12.0 Adjournment**



## MINUTES

**June 20, 2024**

***Convened at Madera County Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637, (559) 662-4589 and Via Zoom***

**PRESENT:** Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Mattie Mendez (7.1), Michelle Brunetti, Mike Fursman, Nicole Mosqueda, Wendy Lomeli  
**ABSENT:** Aaron Chambers, Brett Frazier, Chuck Riojas, Darren Rose, Ladislao (Lalo) Lopez, Laura Gutile, Mark Choe, Mike Lopez, Omair Javaid, Robert Poythress  
**GUEST:** Amelia Meza, Kristyann Thorp  
**STAFF:** Bertha Vega, Jessica Roche, Marisol Rivera, Maiknue Vang, Nicki Martin

### **1.0 Call to Order**

*In the absence of the Workforce Development Board (WDB) Chair and Vice Chair, Mike Fursman was selected to Chair the meeting. Meeting called to order by Mike Fursman at 3:06 p.m.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Kristyann Thorp was introduced. Kristy is Madera's the Employment Development Department (EDD) Regional Advisor. Emilio Hipolito was introduced. Emilio was recently appointed to the WDB. Roundtable introductions were done by everyone in attendance.*

### **5.0 Adoption of Board Agenda**

*Debi Bray moved to adopt the agenda, seconded by Deborah Martinez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Michelle Brunetti, Mike Fursman, Nicole Mosqueda, Wendy Lomeli*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the April 18, 2024, Workforce Development Board (WDB) meeting minutes.**

**6.2 Consideration of approval of the resignation of Darren Rose, Madera County Economic Development Commission, from the WDB.**

**6.3 Consideration of approval of the resignation of Ladislao (Lalo) Lopez, Madera Unified School District, from the WDB.**

**6.4 Consideration of approval of the resignation of Mark Choe, The Pines Resort, from the WDB.**



- 6.5 Consideration of approval of the revised Paid Workforce Experience (PWEX) policy to include removing “Out-of-School Youth” references and replacing it with “Youth” to align with current revisions to the Youth Program Policy.**
- 6.6 Consideration of approval of the revised WDB Action Plan 2024-2026 to include removing “MUSD” references and replacing them with “Madera County” under Work Ethics.**

*Nichole Mosqueda moved to adopt the Consent Calendar, seconded by Marie Harris.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Mattie Mendez, Mike Fursman, Nicole Mosqueda, Wendy Lomeli*

## **7.0 Action Items**

- 7.1 Consideration of approval of Cal-Trade Welding School of Modesto as a new training provider.**

*Cal-Trade Welding School works out of Modesto and would provide a shorter training program that would allow more flexibility for Madera participants. Madera Workforce currently uses Central Valley Opportunity Center (CVOC), Madera Community College (MCC) and Advance Training Institute in Fresno, however, the MCC program is semester based and the Career Training Institute’s training is half days and takes up to 8 ½ months to complete while Cal-Trade uses full day classes. CVOC offers a short-term training while MCC offers more of a long-term program. There are quite a few participants that live in the Chowchilla area which would put them in closer proximity to Cal-Trade compared to a Fresno program. Cal-Trade would honor Workforce’s \$6,000 participant rate which can be combined with participant’s financial aid amount to cover the cost of the training. Workforce would help with supportive services such a mileage as well. Jorge DeNava stated the CVOC has used Cal-Trade and noted that they are a good program with a great reputation. Joe Perez stated that the Department of Rehabilitation also uses Cal-Trade.*

*Nichole Mosqueda moved to approve, seconded by Joe Perez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Mattie Mendez, Michelle Brunetti, Mike Fursman, Nicole Mosqueda, Wendy Lomeli*

- 7.2 Consideration of approval of Clinical Training Institute as a new training provider.**

*The addition of the Clinical Training Institute would offer more flexibility for participants, and they offer more frequent and available trainings. The current vendor offers training only 2 times a year. The Clinical Training Institute arranges participants’ clinical hours.*

*Donal Foster moved to approve, seconded by Marie Harris.*

*Yes: Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Mattie Mendez, Michelle Brunetti, Mike Fursman, Nicole Mosqueda, Wendy Lomeli*

- 7.3 Consideration of approval of the WDB Action Plan 2024-2026 Subcommittees**

*An email was sent to all the WDB members with information on subcommittee assignments. It’s been a year since Bob Lanter provided the Real Role of Workforce Board training to the WDB. 5 priority areas were identified. The plan was to create a subcommittee based on the 5 identified priorities. Each of the subcommittees will be chaired by a WDB member and the Vice Chair will be a staff member. The subcommittees will then meet outside of the regular WDB meetings to implement the path for each priority identified in the Action Plan which has been plotted over the next 24 months. The plan is to start on July 1<sup>st</sup> or in the month of July. An email was sent to the WDB inquiring as to whether members had a strong desire to join a different subcommittee than was initially identified for them. Members are welcome to sit on more than 1 subcommittee. Wendy Lomeli expressed an interest in working on the Policy and/or the Marketing subcommittee. Marie Harris expressed an interest in the Work Ethics Sub-committee.*

*Donald Foster moved to approve, seconded by Marie Harris.*

Yes: Debi Bray, Deborah Martinez, Donald Foster, Emilio Hipolito, Joe Perez, Jorge DeNava, Lanie Suderman, Marie Harris, Mattie Mendez, Michelle Brunetti, Mike Fursman, Nicole Mosqueda, Wendy Lomeli

## **8.0 Information Items**

### **8.1 Success Stories**

*Information provided within the agenda packet.*

### **8.2 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information provided within the agenda packet.*

### **8.3 Workforce Innovation and Opportunity Act (WIOA) Reauthorization**

*Information provided within the agenda packet. The reauthorization may impact local workforce systems. There is currently new WIOA reauthorization legislation which for the most part looks to expand current WIOA programs. There is a focus on disconnected youth and servicing incarcerated individuals and assisting them in transitioning back into the workforce and employment. However, there are some challenges and concerns that workforce areas have in relation to the new legislation – see 3 bullets included in the agenda background document for this information item. Currently, there is a 30% training requirement. The new legislation proposed raising this requirement to 50% which mainly consists of tuition for Adults and Dislocated Worker funds. This would not allow areas to include any supportive services or staff time that would be required to support participants as they go into training. This would significantly affect Madera and would cause a reduction in staffing and other critical services delivered to job seekers and employers. The reauthorization would also increase the Governor's reserve up to 10% and would further reduce local resources. Local Workforce Development areas redesignations are also proposed. This could cause smaller areas to be integrated into larger areas which could mean the loss of local areas' voices and representation. The Stronger Workforce for America Act was passed by the House on 4/9/24 as written and workforce areas are now focusing on bringing concerns to the Senate. WDB members expressed their interest on advocating the concerns and providing support through letter campaigns and working with workforce associations such as the California Workforce Association (CWA). Staff stated that workforce areas, including Madera, have been actively involved in campaigns*

### **8.4 Update on America's Job Center of California (AJCC) Comprehensive Certification and Madera County Local Plan Procurement Award**

*Information provided within the agenda packet.*

### **8.5 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview: January 1, 2024, to March 31, 2024**

*Information provided within the agenda packet.*

### **8.6 Sierra San Joaquin Jobs Initiative (S2J2) Regional Investment Plan**

*Information provided within the agenda packet.*

### **8.7 Madera Workforce California Workforce Association (CWA) WORKCON Conference Presentations**

*Information provided within the agenda packet.*

### **8.8 CWA The Real Role of Workforce Boards Report**

*Information provided within the agenda packet.*

### **8.9 2024-25 WDB Meeting Calendar**

*Information provided within the agenda packet.*

### **8.10 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information provided within the agenda packet.*

## **9.0 Written Communication**

*None.*

## **10.0 Open Discussion/Reports/Information**

### **10.1 Board Members**

- *Mattie Mendez stated that AutoZone had come to tour Community Action Partnership of Madera's (CAPMC) large conference to see if it could possibly be used for a future hiring event possibly taking place in early Fall. Maiknue stated that AutoZone had also utilized the Workforce Assistance Center to interview and hire their management team and were looking to continue working with staff for future hiring events.*
- *Mike Fursman stated that Meat Apprenticeship graduated 116 apprentices to journeyman status. In the last 8 years, 858 apprentices have gone through the system.*

### **10.2 Staff**

- *Maiknue Vang stated that ROSS held a hiring event at the Workforce Assistance Center for their new Madera store. Just over 200 job seekers came to the Center for the event. Staff will be attending CWA's Meeting of the Minds conference in Monterey the first week of September and would like to invite 2 Board members to attend as well. Nichole Mosqueda and Donald Foster expressed an interest in attending. Staff will reach out and share information and logistics.*

## **11.0 Next Meeting**

*August 15, 2024*

## **12.0 Adjournment**

*Meeting adjourned at 4:03 p.m. due to loss of quorum.*



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.3**

☐ **Consent**

☐ **Action**

☒ **Information**

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: August 22, 2024**

**Subject: Information on Scam/Fraud Incident**

### **Information:**

Payroll Diversion Scam/Fraud – Cybercriminal acted as employee and submitted, via email, a false direct deposit bank change form to payroll. Fraud was discovered when the employee did not receive pay. Payroll vendor tried to recapture funds from the bank but was unsuccessful. Scam is being reported to Madera Police Department and also FBI Internet Crime Complaint Center (IC3) online <https://www.ic3.gov/>. Additional internal controls have been implemented to prevent email scam from recurring.

### **Financing:**

MCWIC Unrestricted Funding \$3,512



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.4**

☐ **Consent**

☐ **Action**

☒ **Information**

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** August 22, 2024  
**Subject:** Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2024, through June 30, 2024.

### **Information:**

Beaudette Inc. is the One-Stop Operator (OSO) for our local area – a role that is required in the law and by state policy. The OSO plans, develops agendas, and facilitates monthly partner meetings in our area. The OSO provides quarterly reports on progress to the Workforce Development Board. The quarterly report for the period of 4/1/24 to 6/30/24 is attached for the Board's review.

### **Financing:**

Workforce Innovation and Opportunity Act

**Madera County AJCC Q4 Report FY 2023-24**

Prepared by Gary Beaudette, One Stop Operator

**Introduction**

In the fourth quarter of fiscal year 2023-24, the Madera County Workforce Assistance Center (MCWAC) continued its strategic efforts to implement the Continuous Improvement Plan (CIP) goals. This quarter was focused on enhancing service delivery, partner collaboration, and customer feedback mechanisms to ensure high-quality service across our operations, in alignment with both federal Workforce Innovation and Opportunity Act (WIOA) standards and state directives. Key initiatives undertaken aimed to improve overall service effectiveness and client satisfaction.

**Partner Meetings this Quarter:**

AJCC partner meetings bring together all AJCC partners and serve as a platform for collaboration, communication, and coordination among the partners to ensure the effective functioning of the AJCC and the delivery of comprehensive workforce services to job seekers, employers, and the community.

1. **April 10, 2024:** Partner meeting focused on training by Fresno EOC on LGBTQ Workplace Awareness, sharing best practices and challenges in serving LGBTQ clients.
2. **May 8, 2024:** Virtual partner meeting discussing CIP progress, customer feedback surveys, and problem-solving for any performance gaps. The meeting also included sharing best practices and success stories.
3. **June 24, 2024:** In-person meeting at MCWAC with presentations from the Behavioral Health Team on mental wellbeing and the Department of Rehabilitation on clients with disabilities. The meeting also focused on reviewing customer feedback and discussing action items for continuous improvement.

**Key Highlights of the Quarter**

Throughout this quarter, we continued our efforts to implement all of our goals as outlined in our Continuous Improvement Plan. The major focus was on cross-training to share best practices among partners regarding challenges and effective strategies in serving clients with special needs, in alignment with CIP Section 6A. This approach has strengthened our collective ability to provide comprehensive and inclusive services to our diverse client base.

### **Training for Serving Individuals with Barriers (CIP 6a)**

- **Purpose:** Share best practices and challenges in serving various populations.
- **Training Sessions:**
  - **April 10, 2024:** LGBTQ Workplace Awareness Training by Fresno.
  - **June 24, 2024:** Mental Wellbeing by Behavioral Health Team and Clients with Disabilities by Department of Rehabilitation.

### **Continuous Improvement Efforts**

- **Customer Feedback:** Continued emphasis on achieving survey completion targets to gather actionable insights for service improvement.
- **Cross-Training:** Reinforced partner collaboration and service clarity through cross-training sessions.
- **Customer-Centered Design:** Promoted adoption of CCD methodologies among partners to improve service delivery.
- **Mock Interviews:** Enhanced client job readiness through collaborative mock interview sessions.
- **Barrier Training:** Conducted targeted training sessions to improve service delivery to clients with various barriers.

### **Challenges and Opportunities**

This quarter highlighted several challenges, particularly in achieving the target number of completed customer feedback surveys. Collecting sufficient and meaningful feedback has been a recurring issue, which impacts our ability to make data-driven improvements to service delivery.

However, these challenges also present opportunities for innovation and improvement. We are exploring new methods and tools to encourage more customer participation in surveys, such as offering incentives or simplifying the survey process. Additionally, partner meetings have been instrumental in fostering a collaborative environment where these challenges are openly discussed, and collective solutions are sought.

Another opportunity lies in enhancing inter-agency communication and collaboration through the continuous cross-training sessions. These sessions have proven effective in building a better understanding of each partner's services and capabilities, leading to more effective referrals and comprehensive client support.

## **Conclusion**

The fourth quarter of fiscal year 2023-24 marked significant progress in implementing our CIP goals. Our efforts in enhancing partner collaboration, refining service delivery, and improving customer feedback mechanisms have set the stage for sustained improvements. By addressing challenges head-on and leveraging the opportunities they present, we are committed to continuously improving our workforce development services and ensuring they meet the needs of our diverse client base.





# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.5**

☐ Consent

☐ Action

☒ Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: August 22, 2024**  
**Subject: Beaudette Inc.'s OSO Annual Report for fiscal year 2023-2024.**

### **Information:**

Beaudette Inc. is the One-Stop Operator (OSO) for our local area. The OSO Annual Report for the 2023-2024 fiscal year is provided for the Board's review.

### **Financing:**

Workforce Innovation and Opportunity Act

## **Madera County AJCC One-Stop Operator Annual Report FY2023/2024**

*Prepared by Gary Beaudette of Beaudette Consulting Inc.*

### **Summary Overview**

This report outlines the significant accomplishments and efforts made by the Madera County AJCC One-Stop Operator throughout FY2023/2024. Our primary focus was on enhancing service delivery, partner collaboration, and customer feedback mechanisms to ensure high-quality service across our operations. Our strategic efforts were aligned with both federal Workforce Innovation and Opportunity Act (WIOA) standards and state directives. Key initiatives aimed to improve overall service effectiveness and client satisfaction.

### **AJCC One-Stop Partners:**

- Adult, Dislocated Worker and Youth, WIOA Title I
- Wagner-Peyser Act, WIOA Title III
- Adult Education and Literacy, WIOA Title II
- Vocational Rehabilitation, WIOA Title IV
- Indian and Native American Programs, WIOA Section 166
- Migrant and Seasonal Farmworker Programs, WIOA Section 167
- Temporary Assistance for Needy Families/CalWORKS, 42 USC Section 601
- Older Americans Act of 1965, Title V
- Postsecondary Career and Technical Education, Perkins Act of 2006
- Trade Act of 1974, Title II
- Veterans' Employment and Training Service, 38 USC Chapter 41
- Community Services Block Grant Act
- Department of Housing and Urban Development
- EDD Unemployment Insurance
- Job Corps

### **FY 23-24 Partner Meetings**

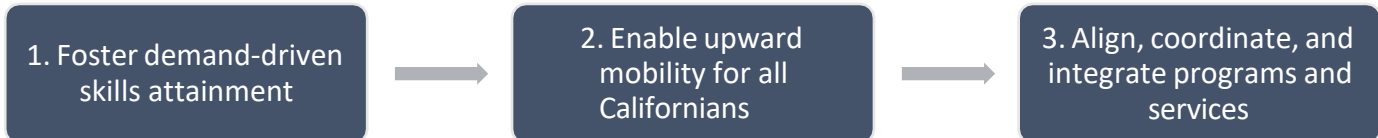
To ensure effective collaboration and coordination among the partners, regular meetings were held each month of the year. We would meet monthly to do both virtual and in-person meetings. Here are the dates and times we met this year:

- July 12, 2023
- August 9, 2023
- September 11, 2023
- October 11, 2023
- November 8, 2023
- December 13, 2023 (In-Person)
- January 17, 2024

- February 14, 2024
- March 13, 2024 (In-Person)
- April 10, 2024
- May 8, 2024
- June 12, 2024 (In-Person)

### **Purpose of AJCC Partner Meetings**

The key objectives of the California Workforce Development Strategic Plan include:



Partners and the One Stop Operator of the Madera AJCC to all work towards these shared objectives. The meetings we have aim to ensure that we are collectively advancing at least one, if not all, of these key objectives. This concerted effort helps us align our actions with the California Workforce Development Strategic Plan, fostering demand-driven skills attainment, upward mobility for all Californians, and the integration of programs and services. By focusing on these objectives, we enhance our collaboration, strategic coherence, and capacity to secure ongoing support and funding from state and federal agencies.

AJCC partner meetings serve as a crucial platform for collaboration, communication, and coordination among partners to ensure the effective functioning of the AJCC and the delivery of comprehensive workforce services. The meetings aim to:

1. **Share Updates:** Partners provide updates on their respective programs, services, and activities.
2. **Discuss Challenges:** Partners discuss any challenges, bottlenecks, or issues that may be hindering effective operations.
3. **Collaborate on Solutions:** Partners brainstorm and collaborate on solutions to address challenges and enhance service quality.
4. **Coordinate Activities:** Partners coordinate their activities to avoid duplication of efforts and ensure seamless service delivery.
5. **Review Metrics and Outcomes:** Partners review performance metrics and outcomes to ensure alignment with established goals.
6. **Plan Initiatives:** Partners plan and strategize the implementation of new initiatives to improve workforce development.
7. **Discuss Policy Changes:** Partners discuss upcoming policy changes, legislative updates, or regulatory shifts.
8. **Seek Feedback:** Partners seek feedback from each other to improve collaboration and service delivery.
9. **Address Equality and Inclusion:** Partners address issues related to equity, diversity, and inclusion.
10. **Identify Opportunities:** Partners identify opportunities for leveraging resources, partnerships, and funding to enhance workforce services.

## **Continuous Improvement Plan Implementation**

- The Continuous Improvement Plan (CIP) outlines specific goals and actions aimed at enhancing the quality and effectiveness of the AJCC services. Throughout FY2023/2024, meeting the goals of our continuous improvement plan was a major focus. Significant efforts were made to implement these goals, ensuring that our services were continuously evolving to meet the needs of our community and align with state and federal priorities.
- **Revamped Customer/Client Feedback Surveys (CIP 1b)**
  - **Purpose:** Enhance service quality and user satisfaction by gathering direct feedback from customers, allowing for targeted improvements in service delivery.
  - **Target:** Each agency aims to complete 10 customer surveys per month.
- **Partner Cross-Training Dates (CIP 2c)**
  - **Dates:** February 8th, 2024 (1pm-5pm) and February 12th, 2024 (8am-12pm).
  - **Purpose:** Enhance inter-agency understanding and collaboration, enabling partners to effectively refer and utilize each other's services for comprehensive client support.
  - **Details:** Sessions offered both in-person at the Madera County Workforce Assistance Center and online via Zoom, requiring partners to present their services. The same presentation will be delivered on both days, providing a makeup opportunity or a chance for additional staff to gain insights.
- **Customer-Centered Design (CCD) (CIP 3a)**
  - **Training:** Delivered by Maiknue and Team early in Q3.
  - **Action:** Encourage all partners to start using the CCD method. Further training may be arranged to deepen understanding.
  - **Purpose:** Develop a service culture focused on customer needs and experiences, leading to higher satisfaction and more efficient service delivery.
  - **Background:** CCD prioritizes the customer at every stage of service design and delivery, involving deep understanding of customers, designing services based on their needs, and continuously iterating based on feedback.
- **Mock Interviews (CIP 3b)**
  - **Schedule:** Volunteers needed every Thursday from 8:30am – 12pm.
  - **Purpose:** Provide practical interview experience to clients, enhancing their job readiness and confidence, and reducing duplication of efforts by collaborating across agencies.
- **Individuals with Barriers Partner Training (CIP 6a)**
  - **Purpose:** Share best practices and challenges in serving various populations.
  - **Training Sessions:**
    - January 10, 2024: Justice Impacted Clients (Madera County Investment Corporation)
    - February 14, 2024: English Language Learners (CVOC)
    - April 10, 2024: LGBTQ (Third-party agency from Fresno)
    - June 26, 2024: Disabilities (Department of Rehab)
    - June 26, 2024: Mental Wellness (Behavioral Health Team)
- **AJCC Center Data (CIP 7)**
  - **Impact Report:** Drive continuous improvement and strategic decision-making through data-driven insights, ensuring alignment with organizational goals and client needs.

## **Best Practices and Opportunities for Improvement**

While progress has been made, several areas offer opportunities for further enhancement and highlight successful practices from this fiscal year:

### **Best Practices:**

- **Cross-Training Sessions:**
  - Continuous cross-training sessions have been highly effective in building a better understanding of each partner's services and capabilities.
  - These sessions lead to more effective referrals and comprehensive client support, enhancing overall service delivery.
- **Quarterly In-Person Meetings:**
  - Reintroducing quarterly in-person meetings has strengthened relationships and improved collaboration among partners. These meetings have facilitated more effective communication and engagement, enhancing the overall coordination of services.
- **Continuous Improvement Plan (CIP) Focus:**
  - A major focus this fiscal year has been on meeting the goals outlined in our Continuous Improvement Plan. This commitment has driven significant enhancements in service delivery and partner collaboration, ensuring that our efforts align with both state and federal priorities.
- **Individuals with Barriers Partner Training Sessions:**
  - We held a series of "Individuals with Barriers Partner Training Sessions" during our regularly scheduled AJCC one-stop operator meetings. By carving out 15 minutes in each meeting, partners were able to learn about serving various populations. This included:
    - Justice Impacted Clients (Madera County Investment Corporation)
    - English Language Learners (CVOC)
    - LGBTQ Clients (Third-party agency from Fresno)
    - Clients with Disabilities (Department of Rehab)
    - Mental Wellness (Behavioral Health Team)

### **Opportunities:**

- **Customer Feedback Surveys:**
  - Achieving the target number of completed customer feedback surveys remains an ongoing effort. This feedback is crucial for making data-driven improvements to service delivery.
  - We are exploring new methods and tools to encourage more participation, such as offering incentives or simplifying the survey process.
- **Partner Meetings:**
  - Attendance at partner meetings has improved from the previous year, but we are striving for even higher participation.
  - These meetings create a collaborative environment where challenges are openly discussed, and collective solutions are sought.
  - We encourage partners to come prepared with quantified metrics, data, goals, and success stories to share, enhancing the value and productivity of each meeting.
- **Customer Feedback Survey:**
  - Implementing surveys with QR codes has streamlined the process of collecting customer feedback. However, we still aren't getting the number of surveys back as intended. We set a goal for 10 surveys per month and have not met that goal.

- **Real-Time Data Sharing:**
  - We have struggled with obtaining and maintaining up-to-date performance data. Not all partners who attend the meetings have access to their organization's data in real-time or at all. Improving access to real-time data and ensuring all partners can share and view performance metrics will be a key focus moving forward to enhance transparency and coordination.

By addressing these opportunities and leveraging best practices, we aim to continually improve our services and meet the needs of our community effectively.

## **Conclusion**

FY2023/2024 marked significant progress in implementing our Continuous Improvement Plan (CIP) goals. Our efforts in enhancing partner collaboration, refining service delivery, and improving customer feedback mechanisms have set the stage for sustained improvements. By addressing challenges head-on and leveraging the opportunities they present, we are committed to continuously improving our workforce development services and ensuring they meet the needs of our diverse client base.

Our major accomplishments this year included meeting our Continuous Improvement Plan goals and conducting in-person cross-training sessions. These initiatives have reinforced our commitment to providing high-quality, inclusive services to the community.

This enhanced report aims to provide a comprehensive overview of the achievements and future goals of the Madera County AJCC One-Stop Operator, ensuring continuous improvement and collaboration among partners.



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.6**

☐ **Consent**

☐ **Action**

☒ **Information**

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: August 22, 2024**  
**Subject: WIOA Reauthorization**

### **Information:**

The Senate HELP Committee released a discussion draft of the Senate version of WIOA Reauthorization at the end of June to solicit feedback from stakeholders before the finalization of the bill. CA workforce boards met with our State Association (CWA) and Federal Lobbyist (Chris Andreson) to discuss the Senate draft and compiled and crafted a response that presented a unified message to the Senate committee, incorporating the feedback from Local WDBs and other state associations. This response was submitted before the Senate's deadline of July 5.

Several WDB members submitted letters to the Senate HELP Committee on behalf of the WDB and Madera County. At that time, we had been informed that the final Senate markup would not happen until the end of July/early August, however, this has been delayed and pushed to September, if even. The broader political situation has thrown the summer schedule into a tumult and whether there will be further movement on this bill before the election is uncertain. Staff will provide updates to the WDB as they become available.

### **Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.7

☐ Consent

☐ Action

☒ Information

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** August 22, 2024  
**Subject:** National Workforce Development Month/Workforce Development Professional's Day

### **Information:**

September is National Workforce Development Month and recognizes the contributions of workforce professionals that support job seekers and employers. This year, staff will celebrate Workforce Development Professionals (WDP) Day on Friday, September 13, which will include a full day of staff development, team building, recognition, goal setting/planning, food, and fun! If you would like to support our efforts to honor workforce staff and their contributions to our community and local economy, donations are welcomed but your presence is appreciated.

Additionally, staff will kick off new marketing efforts in September to complement our First Job Friday and Workforce Wednesday campaigns in our ongoing efforts to highlight board members, staff, partners, programs and services, etc. Staff will coordinate participation in these efforts.



### **Financing:**

Workforce Innovation and Opportunity Act





# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.8**

☐ **Consent**

☐ **Action**

☒ **Information**

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** August 22, 2024  
**Subject:** America's Job Center of California (AJCC) Certification

### **Information:**

David Shinder has been contracted to assist in completing the AJCC Comprehensive Certification in Madera County as outlined in EDD Directive WSD 23-05 Comprehensive, Affiliate, and Specialized Certification. He met with staff on July 16, to begin the AJCC Certification process and assessment that is due November 1, 2024. This process will also include the development of a Continuous Improvement Plan that must be completed by December 31, 2024.

### **Financing:**

Workforce Innovation and Opportunity Act



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **Agenda Item 8.9**

☐ Consent

☐ Action

☒ Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: August 22, 2024**

**Subject: Unemployment Insurance (UI) Claims Information**

### **Information:**

The most recent data on UI Claims for the period of June 22, 2024, through August 10, 2024, for Madera County is being provided for the Board's review.

### **Financing:**

Workforce Innovation and Opportunity Act

California Unemployment Industry & Demographics Data Dashboard

(Dashboard appears better when viewed in full screen mode. Click the icon in the bottom right-hand corner of screen next to download icon.)

About This Tool	County Claims	County Demographics	County Industry	Statewide Demographics	Statewide Industry
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Weekly Initial Claims by County

	June 2024 (Week Ending)		July 2024 (Week Ending)				August 2024 (Week Ending)	
County	22	29	6	13	20	27	3	10
Madera	194	223	190	208	185	191	169	145

Claim Type

☒ UI Claims

☐ PUA Claims

County

Madera

Claims by Y... Multipl..

Claims by Week (Sele.. Multiple values

The data provided in these reports are the number of initial claim counts. It includes new claims, additional claims, and transitional claims. Data includes regular Unemployment Insurance program and federal extended benefit programs. Data for claimants who live outside of California, but collect benefits, and invalid addresses in California are not included in these numbers.

- A new claim is the first claim for a benefit year period (for the regular UI program it is 52 weeks). You can only have one new claim during a benefit year period.
- An additional claim is when a second claim is filed during the same benefit year and there is intervening work between the current claim and the previous claim. For example, an individual files a new claim, goes back to work, gets laid off and files another claim before the benefit year period of the first claim expires. An individual can have multiple additional claims during the same benefit year if individual you meet the eligibility requirements.
- A transitional claim is when a claimant is still collecting benefits at the end of their benefit year period and had sufficient wage earnings during that year to begin a new claim once the first benefit year period ends.