



MADERA COUNTY WORKFORCE

Investment Corp

A G E N D A

October 22, 2026
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 comments 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 August 27, 2026, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

- 7.1 Consideration and approval of the revised MCWIC employee handbook to align organizational policies and procedures with current California labor laws and regulations.
- 7.2 Consideration and approval of the revised non-exempt salary schedule to add an Account Clerk II position and revise the salary schedule for the Principal Accounting Technician position.
- 7.3 Consideration and approval of the revised exempt salary schedule to add the Senior Principal Accounting Technician position.

8.0 Information Items

- 8.1 Success Stories
- 8.2 Workforce Development Board (WDB) of Madera County Update

8.3 America's Job Center of California (AJCC) Certification Update

8.4 Local and Regional Workforce Plans Update

8.5 Federal and Legislative Updates

8.6 Annual Audit Schedule Update

8.7 Program Years 2026 & 2027 Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Goals for Madera County

8.8 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview Through June 30, 2026

8.9 California Workforce Association's Meeting of the Minds in Monterey (MMM) Conference

8.10 National Workforce Development Month Proclamation/Workforce Development Professional's Day

8.11 Health Net Commercial Group Discontinued in CA

8.12 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

10.0 Open Discussion/Reports/Information

11.1 Board Members

11.2 Staff

11.0 Next Meeting

To be determined.

12.0 Adjournment



MINUTES

August 27, 2026

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

PRESENT: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Ramona Davie

GUEST:

STAFF: Bertha Vega, Jessica Roche, Maiknue Vang, Nicki Martin, Nelson Vang, Nuvia Moreno

1.0 Call to Order

Meeting called to order at 3:04 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

Tim Riche moved to adopt the agenda, seconded by Gebriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the May 18, 2026, MCWIC meeting minutes.

6.2 Consideration of approval of the July 16, 2026, MCWIC meeting minutes.

Roger Leach moved to approve the Consent Calendar, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the MCWIC preliminary fiscal year-end financial reports ending June 30, 2026.

Staff presented the preliminary fiscal year-end financials. The unaudited fiscal year-end reports will be submitted when the accounts are all closed and balanced. The notes on the Balance Sheet provided are meant to offer clarification on some items within the preliminary report. The FASB requires that the ASC (a) 842 lease liability amount be reported on the financials even though Workforce doesn't own the building. The Statement of Activities and Statement of Cash Flows are presented with no concerns. The James Irvine grant is included in this year's Statement of Activities as a new grant. The James Irvine Better Careers grant revenue is recorded as Deferred Revenue (liability). The Contribution Revenue will be recorded when the revenue is earned (expenditures recorded). In the Budget to Actuals report, the budget variances in Personnel costs category are primarily due to reduced wages due to a delay in positions hired and staff on unpaid leave of absence (LOA). The Aged Receivables balances are large, but many of the receivables were received in July and part of year end close-out. Many agencies that MCWIC work with are also closing out their year-end and so payments tend to be late. Many times, these payments come in August. The Aged Payables balance is high and shows many invoices due but is also due to getting all the program invoices recorded for year-end. Staff work hard to get all the invoices recorded so that everything can be reported to the State. Most of the invoices were paid in July. The Bank Reconciliation Report for period ending June 2026 reflects the reconciliation of the two cash accounts. All the fiscal-year-end financial reports are preliminary and the next financial reports for period ending June 2026 will show slightly different balances since year-end close out will be completed.

Roger Leach moved to approve, seconded by Tim Riche

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

7.2 Consideration of approval of the 2026-2027 MCWIC proposed budget.

Staff presented the proposed budget. There are a number of special grants and projects that are ending in the upcoming program year. In developing the budget, staff were able to keep staff positions that would have been impacted as their grant/project ended. A surplus in the year-end financials allowed the program to sustain the special grants staff positions. The Summarized Revenues and Expenditures report was reviewed. This document ties into the rest of the budget documents. The upper sections show the revenues and details of where those revenues are coming from. This section will also show any funds intended for reserve. The WIOA grants allow the option of taking 20% off the total for carry-over into the next program year. Sweeping 20% of funds allows staff to operate in the 1st quarter of the upcoming year. Transfer funds are also included – Dislocated Worker (DW) to Adult funding streams. Staff are looking to transfer \$500,000 early in the coming program year as well with another \$500,000 in March. Even if there was a huge influx of DW, staff would be able to provide services to DW using Adult funds. Some negative grants revenue is set aside for future year use. Some of these funds could be from a fund that has a 2-year cycle and some of the funds are reserved for use in the 2nd year i.e. the Irvine Better Careers grant. Those funds are typically used for personnel and overhead costs. The Expenses category includes staffing/personnel costs, direct costs, and shared costs figures. Direct (other than personnel) are costs for things that are directly charged to specific grants- they are not allocated costs. Items such as advertising for a specific grant would be a direct cost to the grant. Shared costs are expenses that are shared such as rent, utilities, custodial, etc. The total budget is a net amount of \$7.3 million (approx.). Summary Notes were provided at the bottom of the Summary report: 1) WIOA Rapid Response (RR) and WIOA Rapid Response Layoff Aversion balance may be used to support both categories. There is a net balance of \$3,263 for Business Services to assist LWDA employers. 2) Special Projects balances may only be applied to that specific project. 3) WIOA Formula remaining balances (AD/YTH/DW) may assist other WIOA Formula projects based on eligibility of the client and need of the WIOA program. 4) JIF-PWCF project is designed to support the public workforce system. Therefore, WIOA funding may be used to support this project as needed, and as allowable by WIOA regulations and OMB 2 CFR Part 200 guidelines. 5) Currently there is no Program Fee for Service revenue projected for M&A. However, management is revamping and strengthening the Ticket to Work program in order to continue receiving milestone payments from Social Security. Within the summary page includes information on all the grants that will be happening throughout the year. All existing grants are listed. New grants will be added as they are awarded and grants that are termed out will be de-obligated or removed. Funds received for specific grants can only be used for those grants/projects. The James Irvine Public Workforce Capacity Funding (JIF-PWCF) grant funds show as a negative amount because there are still some expenditures planned for those funds, but because the grant is for the public workforce system, WIOA funds can be used and leverage as allowed. The following pages list the grant budget details. The first section of the report is personnel. The second section is for direct costs – costs that the program will write directly into the grant/project. All the grants are listed on the second report. Shared costs are

also provided within the grant report. The WIOA Program Distribution provides information on shared costs only amongst the WIOA program. There are categories, such as the One Stop Operator (OSO) that serves only the WIOA program. This cost would not be allocated across all non-WIOA funded grants/projects. Staff reviewed the Year-end Comparative Fund report. This shows 3 years of closed actuals, last year's actuals which are still preliminary, and the proposed budget and a comparison between the proposed budget and the preliminary actuals for last year. This report shows the budget figures for the last 4 years and how things have progressed along the way. Notes were provided at the end of this report: a) GL Code 5800 includes \$362,802 of obligated training contracts carried in from prior FY ending 6.30.26. b) ASC 842 Lease Cost GL 5995 is calculated to be \$251,253, which includes both the actual rent expense as well as the lease liability calculated. For budget purposes, only the actual rent is included in the budget category GL 5300. c) Increase in Information Technology GL 5632 is due to obligations for network switches that need to be replaced. d) GL 5820 Facility Maintenance Services increase is primarily due to Business Center reconfiguration project. Also increases in custodial and utilities. e) GL 5100 FYE salaries were low compared to what was budgeted for FY25-26. This was due to delay in hiring key personnel, multiple staff on unpaid LOA, and staffing agency being used for temporary staff, vs. salaries being recorded to personnel category. All staffing services costs are recorded in GL 5521. There is an increase in review this year. There is also new grant revenue. This report shows how revenue has been increasing. Staffing has increased to staff new grants. The lease amount goes up every 2 years. Increases to facilities maintenance include costs for the new Business Resource Center (BSR) – a space that was formerly used for assessment testing. James Irvine grant funds are being used to reconfigure existing space into the BSR. This space will be dedicated to businesses to use for interviews, meetings, etc. Staff and the Board reviewed the documents provided and realized that there is a difference between the YE Comparative Budget to Actual report and the FY Proposed Budget revenue totals, and that the probable cause was that the carry-over amount was not included in one of the reports and was most likely the cause of the difference in balances between the reports. The detail reflected is correct and staff will review the balances on the reports and correct as needed.

Tim Riche moved to approve the proposed budget, seconded by Aaron Chambers

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

7.3 Consideration of approval of the MCWIC Deputy Director as signatory authority for all business and operational matters.

At a previous meeting in May, Nuvia Moreno, Deputy Director, was granted signatory authority for banking, however, that approval did not include granting the Deputy Director POSITION as having signatory authority for all business and operational matters. In the past, the positions of Executive Director and Controller (Fiscal Manager) were granted this authority as well as Maiknue Vang as interim Deputy Director – but not strictly the position of Deputy Director. The Employment Development Department (EDD) recommends that local areas designate signatory authority to a position NOT a person. Staff are requesting approval to grant signatory authority to the Deputy Director for all business and operational matters. Should there be a change in any of the staff who have signatory authority for the bank, staff would bring a new request for approval to the Board. This approval will allow the Deputy Director to sign EDD subgrant agreements in the absence of the Executive Director. The current bank resolution gives MCWIC the ability to designate the Board Chair as a back-up signatory authority if needed. Staff have not moved forward with the Chair as signatory authority because there has been no need as there are already 3 people designated as such. The Business policy outlines the order in which the back-up signatory authority is used.

Roger Leach moved to approve signatory authority for the Deputy Director for all business and operational matters, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

7.4 Consideration of approval of the MCWIC Executive Director Goals for program year 2026-2027.

The Executive Director goals were provided to the Board. Maiknue Vang, Executive Director, provided a summary of her goals. Some items are carried over from the previous year and are still being worked on.

- Goal 1: Advancing Organizational Leadership, Staff Development and Succession Planning - for key positions – looking at developing a Senior or Principal Accounting Tech II position and continuing the succession planning for the Deputy Director. Maiknue is also looking at developing leadership capacity, strengthening staff professional and organizational capacity with a number of trainings, certifications and

cross-trainings, and strengthening organizational capacity by improving documentation, cross-training and strengthening operation continuity via knowledge sharing to ensure that if someone goes out on leave or if there is a resignation, staff will not lose that knowledge.

- **Goal 2: Strengthening WDB Priorities and System Impact** – completing WDB Action Planning, increasing WDB engagement, impact and strategic partnerships, strengthening workforce data collection and use. We need to ensure that the data we are collecting is accurate and that it tells our story. We need to focus on how we capture the data and staff need to be aware of what the data is saying and whether the data is accurate or not. It will be especially important to collect accurate data with the use of the WOW Mobile and provide that data to the James Irvine Foundation. Modernization and streamlining workforce services is an objective that will allow for the transition of key processes to digital platforms.
- **Goal 3: Implement Mobile Services and Access** – a ribbon cutting for the WOW Mobile was done in May. The Archer & Hound website redesign is being finalized. Once the website is finalized, the rebrand will be officially launched. Archer & Hound is also helping to create a digital footprint for the WOW Mobile. Expanding outreach to underserved and rural communities, strengthening community and partner utilization and measuring and evaluating WOW Mobile impact are objectives towards this goal.
- **Goal 4: Expanding funding Diversification & Organizational Sustainability** – has been an existing goal from previous years with objectives to expand and diversify funding sources, strengthen organizational grant capacity and expanding the Ticket to Work (TtW) program are objectives for this goal. In the absence of a grant writer, Workforce has subscribed to Metasoft which includes recommendations for grants that are suited for Madera County. They also created and provided templates for staff to use when applying for grants. These templates capture information that funders may be looking for in their grant applications. Staff would take the templates and revise them to suit the grant they are applying for.
- **Goal 5: WIOA Compliance** – staff are already working towards this goal and its objectives. Performance negotiations happen every 2 years. The negotiations deadline for this cycle is September 24, 2026, for funding years 2026 and 2027. The AJCC Certification deadline is May 15, 2027. The AJCC recertification is done every 3 years. Staff are working on the local and regional plan modifications. The Local and Regional Plans are written every 4 years with a modification to the Plans in between at the 2-year mark. The deadlines for the plans are yet to be determined.

Aaron Chambers moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.3 The Munoz Group One Stop Operator (OSO) Quarterly Report for the Period of April 1, 2026, through June 30, 2026

Information provided within the agenda packet.

8.4 The Munoz Group OSO Annual Report for the Fiscal Year 2025-26

Information provided within the agenda packet.

8.5 Federal and Legislative Updates

Information provided within the agenda packet.

8.6 Workforce on Wheels (WOW) Mobile Unit Unveiling and Ribbon Cutting

Information provided within the agenda packet.

8.7 California Workforce Development Board (CWDB) Presentations

Information provided within the agenda packet.

8.8 2026 Foster Youth Summer Work Experience Program

Information provided within the agenda packet.

8.9 Program Impact Report

Information provided within the agenda packet. The report is for the 2025-2026 program year - July1, 2025 to June 30, 2026. It provides details on services provided to the community. This program year, Workforce invested \$219,000 in total services, \$835,000 in total trainings, \$181,000 in work-based learning, for a total of over \$1.2 million dollars – totals are approximate.

8.10 Local Area Program Year 2024 Final Performance Scores

Information provided within the agenda packet. The state is required to evaluate local performance outcomes at the end of each program year. Percentages for the Employment rate 2nd Quarter After Exit, Employment Rate 4th Quarter after Exit, Median Earnings, and Measurable Skills Gains indicators had to be 50% or higher. The Overall Program Score and the Overall Indicator Score had to be 90% or higher. Madera met or exceeded all of their goals.

8.11 High Performing Board Designation

Information provided within the agenda packet. Madera was awarded the High Performing Board designation. A high performing board must have successfully performed (met negotiated goals), have approved Local and Regionals Plans in place, have met training expenditure requirements, have met youth funding requirements and have a Business Services Plan in place. The designation comes with a small amount of funds – approximately \$5,000. Some of these funds will be used for the Workforce Professional Day staff development event on September 4, 2026.

8.12 Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Years 2025-26

Information provided within the agenda packet.

8.13 Eligible Training Provider Compliance Monitoring PY 2025-26 Results

Information provided within the agenda packet.

8.14 America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

Information provided within the agenda packet.

8.15 Local and Regional Plan PY 2025-2028 Two-Year Plan Modifications

Information provided within the agenda packet.

8.16 National Workforce Development Month/Workforce Development Professional's Day (WDP)

Information provided within the agenda packet. September is National Workforce Development Month. Staff are planning and will attend an all-day Workforce Development Professional's Day on September 4, 2026, at the Tesoro Viejo Camarena Health conference room. Central Valley Opportunity Center (CVOC) will present a team building activity. Information on violence in the workplace will be provided by the City of Madera Police Department. A proclamation for September as Workforce Development Month will be presented at the Board of Supervisors meeting on September 15, 2026. The Board is invited to attend the WDP event throughout the day or for lunch.

8.17 California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

Information provided within the agenda packet.

8.18 2026-27 MCWIC Meeting Calendar

Information provided within the agenda packet.

8.19 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet.

9.0 Written Communication

9.1 James Irvine Foundation Better Careers Update

The James Irvine Foundation used Madera in their newsletter.

10.0 Open Discussion/Reports/Information

11.1 Board Members

None.

11.2 Staff

None.

11.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on October 22, 2026.

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 4:26 p.m., seconded by Tim Riche.



EMPLOYEE HANDBOOK

Revised and Effective
September 1, 2026

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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 just 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 takes the place of all previous employee handbooks and management memos that have been issued on subjects covered herein and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

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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. No employee or supervisor other than MCWIC's EXECUTIVE DIRECTOR has the authority to alter any MCWIC policy or procedure, including those found in this Employee Handbook, and only then in writing. 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 its ~~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 at the option of either ~~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.

The Handbook, the plans, policies, ~~and procedures described herein, and the language used described~~ herein, are not intended to create, nor is it to be construed to constitute, a contract of employment 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 is committed to ensuring equal employment opportunities to all employees and applicants and complying with all applicable laws prohibiting unlawful discrimination, harassment and retaliation. No aspect of employment with MCWIC will be influenced in any manner by sex, including pregnancy, perceived pregnancy, reproductive health decision-making, childbirth, breastfeeding or related medical conditions; race, including traits historically associated with race, hair texture and protected hairstyles; religion or creed, including religious dress and grooming practices; color; gender, gender identity, gender expression, transgender, transitioning, having transitioned, perceived to be transitioning; national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law; ancestry; physical or mental disability, perceived disability; requesting accommodation for disability or religious beliefs; medical condition, including HIV and AIDS; genetic characteristics or information (including information from the employee's or family members' genetic tests), and manifestation of a disease or disorder in the employee's family member; marital status, registered domestic partner status, age, sexual orientation, citizenship, military/service member status, as well as any other category protected by federal, state or local law or ordinance or regulation.

MCWIC prohibits unlawful discrimination, harassment and retaliation based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics. All such discrimination, harassment and/or retaliation is unlawful and all persons involved in the operations of MCWIC are prohibited from engaging in this type of conduct. This policies applies to all employment practices including, but not limited to, recruitment, hiring, upgrading, training, promotion, transfer, benefits, discipline, layoff, recall, termination and any and all other terms, conditions and privileges of employment. MCWIC engages in the interactive process and reasonably accommodates persons with mental or physical disabilities as long as the accommodation does not cause the organization undue hardship.

If you believe you have been subjected to any form of unlawful discrimination, retaliation or other prohibited conduct under this policy, MCWIC has established several mechanisms to report the incident. MCWIC has an open door policy so that you may bring your complaint to the Executive Director or designee of, if employed, your own or any other MCWIC Manager as soon as possible after the incident. MCWIC will ask that you provide details of the incident or incidents, names of individuals involved, names of any witnesses, and your contact information. It is strongly preferable that you communicate your complaint in writing, but this is not mandatory.

Managers and supervisors will refer all complaints involving unlawful discrimination or harassment or other prohibited conduct to the Human Resources Director or the EXECUTIVE DIRECTOR. If either of the above are the subject of the complaint, it will be referred to one or more of the other individuals or, as appropriate, MCWIC's legal counsel. As set forth in more detail in this handbook under Policy VI (b) "Complaint Investigation and Response," MCWIC will immediately undertake an investigation all allegations of unlawful discrimination, harassment, retaliation or other misconduct. All allegations will be addressed through a fair, timely, thorough, and objective investigation of the allegations.

If MCWIC determines that unlawful discrimination, harassment, retaliation for having made a complaint, or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by MCWIC to be responsible for unlawful discrimination, retaliation or other prohibited conduct under this policy will be subject to appropriate disciplinary action up to and including termination. A MCWIC representative will advise all parties concerned of the results of the investigation.

MCWIC will not retaliate against you for filing a complaint or participating in any workplace investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

MCWIC does not tolerate unlawful discrimination, harassment or retaliation on the basis of any protected category described in this policy or under state or federal law and will remedy such unlawful conduct and take appropriate disciplinary action whenever such unlawful conduct is demonstrated. Any individuals, including co-workers and supervisors, engaging in unlawful harassment may also be personally liable in any legal action brought against them. MCWIC does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, MCWIC reserves the right not to provide a defense or pay damages assessed against an employee who has found to have engaged in unlawful harassment in violation of this policy and/or state and federal law. We seek the best available person for every job, and MCWIC policy prohibits unlawful discrimination based on race, color, religious creed, national origin (including possessing a driver's license issued under California Vehicle Code § 12801.9), ancestry physical or mental disability, medical condition, age, marital status including domestic partnership, gender, sexual orientation, gender identity, an applicant or employee who has caregiving responsibilities, reproductive health decision making, the use of cannabis off the job and away from the workplace, any combination of these characteristics, or any other consideration made unlawful by federal, state or local laws.

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

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~~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 is particularly concerned about the possibility of employee harassment, whether based on sexual, racial, ethnic or other protected categories. Harassment of applicants and employees by management and supervisory employees or other employee(s) on the basis of sex, including pregnancy, perceived pregnancy, reproductive health care decision-making, childbirth, breastfeeding or related medical conditions; race, including traits historically associated with race, hair texture and protected hairstyles; religion or creed, including religious dress and grooming practices; color; gender, gender identity, gender expression, transgender, transitioning, having transitioned, perceived to be transitioning; national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law; ancestry; physical or mental disability, perceived disability; requesting accommodation for disability or religious beliefs; medical condition, including HIV and AIDS; genetic characteristics or information (including information from the employee's or family members' genetic tests), and manifestation of a disease or disorder in the employee's family member; marital status, registered domestic partner status, age, sexual orientation, citizenship, military/service member status, as well as any other category protected by federal, state or local law or ordinance or regulation. 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 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. Harassment in any form, verbal, physical or emotional, is strictly against MCWIC policy and will result in disciplinary action up to and including the possibility of immediate dismissal.~~

~~Defining sexual harassment precisely is not easy, but it includes slurs, threats, derogatory comments, unwelcome jokes, exposure to sexually oriented literature or pictures, teasing or sexual advances, and other similar verbal or physical conduct that alters the terms and conditions of an employee's employment or is pervasive in the work environment, and includes e-mail and voice mail systems.~~

~~Sexual harassment is generally defined as including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whenever:~~

- ~~• submission to the conduct is either an explicit or implicit term or condition of employment;~~
- ~~• an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or~~

• the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

No employee or applicant shall be subjected to unsolicited and/or unwelcome sexual overtures, nor shall any employee or applicant be led to believe that an employment benefit will in any way depend upon "cooperation" of a sexual nature.

Prohibited harassment, discrimination, retaliation, and disrespectful or unprofessional conduct also 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.

MCWIC prohibits use of the computers, e-mail system, voice mail system, cell and video phones and any other electronic media in ways which are offensive to others, or are otherwise discriminatory, harassing or obscene, or for any other purpose which is illegal, against MCWIC policy or not in the best interest of MCWIC. For example, the display or transmission of sexually explicit images, jokes, messages, and cartoons is prohibited. Other such misuse of electronic media includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. Any such use of the computers, e-mail system, voice mail system or other electronic media will be considered a violation of MCWIC Policy against Harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.

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.

Please note that MCWIC does not use any Artificial Intelligence (“AI”) or Automated Decision Systems (“ADS”) in any of its recruitment, hiring, and/or employment decisions. If MCWIC were to start using any AI or ADS in recruiting, hiring, or decision making, MCWIC will provide written disclosure at least thirty (30) days before an ADS is first deployed. If MCWIC elects to use ADS, MCWIC will enact policies and safeguards to ensure proper use and regulation. Such policies would include, but would not be limited to, keeping an updated list of all ADS currently in use, bias testing, recordkeeping requirements, and reasonable accommodations for disability or religious needs impacted by AI or ADS. MCWIC will not solely rely on ADS when making a discipline or termination decision.

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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 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.

What Protections are Afforded to Whistleblowers?

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1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.

2. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower.

3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work

benefits, pay lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

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.

It is the policy of MCWIC to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act ("ADA") and the California Fair Employment and Housing Act ("FEHA"), as well as other 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.

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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.

As part of the interactive process, MCWIC may require the individual to obtain reasonable medical documentation from the individual's health care provider confirming the existence of the disability and the need for reasonable accommodation, and even types or forms of requests for accommodation. MCWIC will review the request and identify reasonable accommodations that will allow the individual to perform the essentials funds of the job and do not create an undue hardship. If there is more than one reasonable accommodation that will not impose an undue hardship on MCWIC, MCWIC will identify and select the accommodations that will be made for the applicant or employees.

If you feel MCWIC has not engaged—or sufficiently engaged—in the interactive process with you and/or has not provided you reasonable accommodation to perform the essential functions of your position that does not result in an undue hardship on MCWIC, you should provide a complaint to your supervisor, any member of management, or the Executive as soon as possible. The complaint should include details of the situation, names of individuals involved, the names of any witnesses and any evidence such as notes. ~~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.~~

RELIGIOUS ACCOMMODATION

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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.~~

MCWIC will not retaliate or otherwise discriminate against an individual for requesting accommodation of the individual's religious beliefs. The individual should specify what accommodation the individual needs. If the accommodation is reasonable and will not impose an undue hardship, MCWIC will make the accommodation. MCWIC will also identify and provide reasonable accommodation(s) that do not create an undue hardship for MCWIC, and will accommodate the individual's religious beliefs and/or religious practices. If there is more than one reasonable accommodation that will not impose an undue hardship, MCWIC will identify and select the accommodation(s) that will be made for the individual.

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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.

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 and 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.

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.

MCWIC is committed to employing only those individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, every new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of the date of hire as required by federal law.

In addition, former employees who are rehired must also complete the form if they have not completed an I-9 with MCWIC within the past three (3) years or if their previous I-9 is no longer retained or valid.

Photocopies of documents are not accepted; however, photocopies of documents will be made of presented original documents at the time of presentation. These copies will be retained with the completed I-9 form.

A designated representative of MCWIC (usually Human Resources personnel) reviews the required documents and signs the form I-9 in acceptance of these documents. MCWIC retains employees' I-9 forms for each employee for the later of three years from the date of hire or one year from the date the employment relationship is terminated.

If you have any questions regarding this law or are seeking more information on

immigration law issues, please feel free to contact the Executive Director or designee. Employees can raise questions or complaints about MCWIC’s immigration law compliance without fear of reprisal.

MCWIC is committed to comply with all state and federal laws and regulations regarding immigrant workers including, without limitation, the following implemented under California law:

1. **Labor Code §§ 90.2 and 1019.2** – California employers such as MCWIC “shall not provide voluntary consent to an immigration enforcement agent (officials from Immigration and Customs Enforcement (“ICE”) and/or the Department of Homeland Security (“DHS”) to enter any nonpublic areas of a place of labor,” unless the ICE or DHS official has a valid judicial warrant. This means that ICE and DHS officials are not permitted into any part of any MCWIC site (administration) except for those normally accessible by the public such as lobby or in the front of the building, except as authorized by MCWIC’s ED following verification that the official has a valid warrant.

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Likewise MCWIC cannot “provide voluntary consent” to an ICE or DHS agent to access, review, or obtain the personnel files or records of MCWIC employees. The only exception is for I-9 employment eligibility and verification forms and other documents for which a Notice of Inspection has been provided to MCWIC.

2. **Notice of Inspections.** California law also requires that MCWIC post a notice of any inspections of I-9 Employment Eligibility Verification forms or other employment records conducted by ICE or DHS within 72 hours of receiving notice of the inspection. Also, upon reasonable request, MCWIC will provide a copy of the Notice of Inspection to an affected employee.

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3. **No Re-Verification of Eligibility.** MCWIC may not—and will not—re-verify the employment eligibility of a current employee unless expressly required by federal law.

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4. **Labor Code § 1019** – MCWIC will not retaliate against immigrant employees for exercising any protected right. As such, if you were to exercise your rights, MCWIC cannot in response 1) refuse to accept identification documents during the I-9 process that appear to be genuine, 2) use E-Verify in a way not required or authorized by law, 3) report or threaten to report you or your family to immigration authorities, or 4) filing or threatening to file any false report to the police or a state or federal agency.

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5. **Labor Code § 1024.6** – MCWIC will not take adverse action against any employees for updating their personal information based on a lawful change in name, social security number, or federal work authorization document.

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6. **Labor Code § 1019.1** – MCWIC will not request more or different documents than required on the I-9 form, or refuse to honor documents that on their face reasonably appear to be genuine.

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7. **Labor Code § 1555** – Every employee has the right to designate an emergency contact. If you desire, you can designate that MCWIC must contact that emergency contact if you are arrested or detained at work and MCWIC has knowledge of it.

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If you have any questions regarding this law or are seeking more information on immigration law issues, please feel free to contact the Executive Director or designee. Employees can raise questions or complaints about MCWIC’s immigration law compliance without fear of

reprisal.

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. **Exception: Employees who regularly work 30 or more hours per week are considered full-time for purposes of eligibility for group health insurance.**
- **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.

DEFINITIONS

- **Exempt:** An employee whose position meets specific tests established by the Fair Labor Standards Act ("FLSA") and California law, including the California Industrial Wage Commission Wage Orders, 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:** Employees whose positions do not meet FLSA and State of California exemption tests and are therefore eligible (subject to certain exceptions) for the payment of overtime for all hours worked over 8 in a day and 40 in a week, required to take meal and rest periods, etc. 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

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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. For purposes of such a request, your personnel file will include all documentation regarding education, software training, and certifications completed over the course of employment. If you have not requested a copy of your personnel file, you may review your personnel file at the administrative office location or produce a copy (at your election). 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.

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.

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 ~~unprofessional business-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 ~~unbusinessunprofessional-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 20th day of the month, for the first pay period, and on the 5th 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.

Commented [RR3R2]: I provided a detail memo regarding this request that is included with these revisions.

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 7th 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 7th consecutive day of work in a workweek.

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. Nevertheless, employees who work unauthorized overtime will still be paid for all work as required by state and federal law. Overtime must be reflected on employee time sheets and accompanied by an Overtime Request.

There are no provisions for compensatory time off and state law does not allow the payment of compensatory time off in lieu of payment of overtime for non-exempt employees.

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.**

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 driving in the course and scope of employee's employment at MCWIC. ~~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 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.

MCWIC does not permit non-exempt employees to be 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 at the employee's final rate of pay.

Vacation requests need to be submitted to your appropriate supervisor with as much

advance notice as possible so as to not disrupt the workplace. The scheduling of your vacation depends in part on our operational needs and the requests for vacation and leaves of absence of other employees. Your supervisor must approve all vacation requests in advance. Please do not make unchangeable plans, such as buying an airline ticket, until you know your request has been approved.

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.

When a full-time non-exempt employee's work schedule is temporarily reduced for a qualifying reason under FMLA/CFRA/PDL or other protected leave, the employee retains full-time classification for purposes of vacation and sick leave accrual. However, the accrual amount may be prorated based on the number of hours the employee works in the pay period. The employee will not accrue vacation or sick leave if no work is performed in a pay period.

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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

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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

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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

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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.
- 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)
- Employee may also use paid sick leave if they or their family members (as defined in the preceding paragraph) are victims of domestic violence, sexual assault or stalking, to seek care, counseling, shelter or support services, safety-related measures, or other appropriate relief to help ensure the health, safety and welfare of the employee and/or the employee's child(ren).
- For certain, specified purposes when the employee is a victim of crime or abuse

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.

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.

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.~~

Commented [MV4]: As of January 2025, no longer able to require Dr.'s note for consecutive absences for general sick leave. Will need to remove.

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.

Unused sick leave is not paid out at the time of separation from employment. However, employees who are re-employed within a year of separation will have their accrued unused bank of time off under this policy made available to them subject to the terms and limitations set forth above.

Leave under this policy will run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Pregnancy Disability Leave Act.

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.

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.

MCWIC will require you to use all available vacation time during a leave of absence or other personal time off. You may also elect to take paid sick leave during time off that is qualifying under that policy. Unpaid time off will only be permitted if all available vacation is exhausted or as described below:

- If you are receiving benefit payments through the State Disability Insurance (SDI) or Paid Family Leave (PFL) programs, MCWIC will not require the use of accrued vacation or Sick Leave. We will require the use of vacation (or you may request the use of Sick Leave) during the 7-day waiting period before SDI payments begin.

Commented [MV5]: No longer able to require the use of accrued V or SL if employee is receiving benefit payments through SDI and PFL. Sierra HR recommends adding the additional clarification.

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 service member 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.

In providing medical certification, MCWIC will comply with GINA the Genetic Information Nondiscrimination Act (“GINA”), which prohibits employers from using an employee’s genetic information in job decisions as well as requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by law. To comply with GINA, employees should not provide any genetic information when responding to a request for medical information. Please see the Requests for Medical Certification policy in this Handbook for more information.

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

Commented [RR6]: FMLA is not identical to CFRA, and is only required to be provided for those with 50 or more employees. Do you still want to include it?

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. Benefits are between 60 and 90 percent of the employee's weekly wages earned 5 to 18 months before the employee's claim start date.

Beginning January 1, 2027, employees may also PFL to take time off to care for a seriously ill "designated person" as that term is defined under the CFRA.

MCWIC will require you to use all available vacation time during a leave of absence or other personal time off. You may also elect to take paid sick leave (PSL) during time off that is qualifying under that policy. Unpaid time off will only be permitted if all available vacation is exhausted or as described below:

- If you are receiving benefit payments through the State Disability Insurance (SDI) or Paid Family Leave (PFL) programs, MCWIC will not require the use of accrued vacation or Sick Leave.
- If you are on Pregnancy Disability Leave,

PREGNANCY DISABILITY LEAVE ("PDL")

Employees disabled by disabled on account of their pregnancy, child birth, or related medical conditions pregnancy are entitled to up to four months of disability leave. MCWIC will not interfere with, attempt to interfere with, restrain, or deny an employee's rights to pregnancy disability leave.

An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of four months leave as determined by her physician as to the extent and duration of the disability. The leave available is determined based on the number of days or hours the

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employee would normally work within four calendar months (one-third of a year equaling 17 and one-third weeks). If the employee's schedule varies from month to month, a monthly average of hours worked over the four months prior to the beginning of the leave shall be used for calculating the employee's normal work. As an alternative, MCWIC may modify work practices or policies, work duties, or work schedules, provide furniture, or transfer you to a less strenuous or hazardous position if you so request, with the advice of your physician, and if it may be reasonably accommodated. Under some circumstances, employees may take pregnancy disability leave intermittently. To the maximum extent possible, this type of leave will run concurrently with FMLA under federal law, but not with family and medical leave under the California Family Rights Act ("CFRA").

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.

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.

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.

In providing medical certification, MCWIC will comply with GINA which prohibits employers from using an employee's genetic information in job decisions as well as requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by law. To comply with GINA, employees should not provide any genetic information when responding to a request for medical information

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.

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.

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- [technology procedure](#).

[Employees suffering a reproductive loss do not need to provide documentation to support the need for the leave. MCWIC will maintain confidentiality relating to any request for reproductive loss leave.](#)

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.

[MCWIC will not retaliate against any employee for requesting or taking reproductive loss leave.](#)

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 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.

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/LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

MCWIC is concerned about the welfare of its employees. We will not take adverse action against you because of your need for time off for the reasons described in this policy.

You may elect to use accrued vacation, ~~sick personal~~ leave, personal leave, or other paid time off that is otherwise available to you. We may limit the total leave taken under this policy to 12 weeks

MCWIC will maintain the confidentiality of any employee requesting leave for the reasons identified below.

If you are a victim of a qualifying act of violence (see definitions below), you may take unpaid time off from work to obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure your health, safety, or welfare or the health, safety, or welfare of your family member. Reasonable advance notice should be provided to MCWIC unless it is not feasible.

Additional leave benefits are available if you or a family member is a victim and you require time off for the reasons listed below. You must provide reasonable advance notice to MCWIC unless advance notice is not feasible:

- To obtain or attempt to obtain any relief for yourself or the family member, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.
- To seek, obtain, or assist a family member to seek or obtain:
 - medical attention for or to recover from injuries caused by an act of violence.
 - services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of an act of violence.
 - psychological counseling or mental health services related to an experience of an act of violence.
- To participate in safety planning or take other actions to increase safety from future acts of violence.
- To relocate or engage in the process of securing a new residence due to an act of violence, including securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a family member who is recovering from injuries caused by an act of violence.
- To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to an act of violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to an act of violence. Leave in this case is limited to five days provided your family member who is a victim is not deceased as a result of the crime and you are not the victim.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of an act of violence.

Total leave taken for the additional leave benefits cannot exceed 12 weeks. If your family member is a victim, is not deceased as a result of crime, and you are not a victim, [COMPANY] may limit the total leave taken for additional leave benefits to ten days.

Definitions:

- Family member means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or designated person. Designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period.
- Act of violence means any of the following, whether or not anyone is arrested for, prosecuted for, or convicted of committing any crime: Domestic violence; sexual assault; or stalking. It also includes any act, conduct, or pattern of conduct that causes bodily injury or death; an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

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. **Note: Employees who regularly work 30 or more hours per week are considered full-time for purposes of eligibility for group health insurance.** 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.

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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.

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 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.~~

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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.

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 ~~five (5)~~ 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.

MCWIC will not retaliate or discriminate against any worker for exercising their right to bereavement leave, or otherwise interfere with, restrain, or deny the exercise of such rights. MCWIC may request proof of the family member's death (e.g., a death certificate, a published obituary, written verification from a mortuary), which the employee must provide to the employee's supervisor within thirty (30) days of the first day of the leave. MCWIC will treat that proof, and the reasons for an employee's leave, as confidential. See Government Code Section 12945.7.

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. MCWIC will not discriminate against any person in hiring, termination, or any term or condition of employment, or otherwise penalize a person, based upon the person’s use of cannabis off the job and away from the workplace.

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.

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, be safe, clean, and free of hazardous materials, a place to sit, access to electricity including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump, 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~~ Executive Director or designee.
- 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.
- ~~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.

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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. If MCWIC denies an employee reasonable break time or adequate space to express breast milk, it will pay the employee one additional hour of pay at the employee's regular rate of compensation for each workday that reasonable break time or adequate space is not provided.

In addition, MCWIC will not discharge, or in any other manner discriminate or retaliate against, an employee for exercising or attempting to exercise any right to lactation accommodation.

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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

MCWIC recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of MCWIC employees are paramount. For this reason, MCWIC has established a detailed Workplace Violence Prevention Plan ("WVPP") which is available to all employees and on which regular training will be provided.

As set forth in the WVPP, under California law "workplace violence" is defined as "any act of violence or threat of violence that occurs in a place of employment that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury." Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect MCWIC or that occur on MCWIC property or in the conduct of MCWIC business off MCWIC property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in MCWIC operations, including, but not limited to, MCWIC personnel, contract workers, temporary employees, and anyone else on MCWIC property or conducting MCWIC business off MCWIC property. Violations of this policy, by any individual, will lead to disciplinary action up to and including termination of employment and/or legal action as appropriate.

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 person who engages in a threat or violent action on MCWIC property will be removed from the premises as quickly as safety permits and may be required, at MCWIC's discretion, to remain off MCWIC premises pending the outcome of an investigation into the incident. Any ~~employee, who~~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.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing MCWIC policy or procedure should be interpreted in a manner that prevents the above from occurring.

MCWIC will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by MCWIC. In making this determination, MCWIC may undertake a case-by-case analysis in order to ascertain whether there is reasonable basis to believe that workplace violence has occurred.

As detailed on the WVPP, employees who believe threats or acts of violence have been made against them or others should report the details of the incident(s) to their supervisor or the Executive Director or designee as soon as possible. All incidents of violence and threats of violence that are reported are investigated.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Threats or acts of physical or aggressive contact or conduct directed toward another individual;
- Threats or acts of physical harm directed toward an individual or the individual's family, friends, associates, or property;
- Bringing firearms, any other dangerous weapons, or any part of a dangerous weapon (ammunition, knife blade, etc.) on premises owned or occupied by MCWIC or another employee;
- The intentional destruction or threat of destruction of Company property or another employee's property;
- Harassing or threatening phone calls, e-mails, and/or text messages;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and

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- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects MCWIC's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

Employee should immediately report any potentially dangerous incident or situation to a supervisor or the Executive Director or designee. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. MCWIC will actively intervene at any indication of a possibly hostile or violent situation.

For more information, please see the WVPP. As noted, MCWIC will also provide a separate workplace violence prevention training on a yearly basis.

Restraining Orders

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Employees should also notify their supervisors if any restraining order is in effect, or if a potentially violent situation exists outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace should also speak with their supervisor or the Director of Human Resources or designee. Employees making reports as required or encouraged by this policy will not be retaliated against and MCWIC will not tolerate any such retaliation.

MCWIC has or will be authorized to petition for temporary restraining orders (TROs) on behalf of employees as follows:

1. **Threats of Violence.** Employees who have suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out or to have been carried out at the workplace. In connection with such petitions, the employee can decline to be named to protect their identity and help minimize risk to employees who might be at risk for potential violence behavior, including domestic violence.

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2. **Harassment.** Employee suffering from "harassment," defined as "a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses the person, and that serves no legitimate purpose." The conduct must have subjectively and objectively caused the employee to suffer from substantial emotional distress but need not constitute violence or a credible threat of violence.

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Employers can seek a restraining order even if the harassment is not tied to a category protected by the FEHA (e.g., sex, race, age, etc.) and does not meet the "severe or pervasive" standard. This law also protects the identity of affected employee(s) as MCWIC will provide employees with an opportunity to decline to be named in the petition for restraining order before filing it on their behalf.

Weapons

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Employees are prohibited from carrying any weapon into the workplace or possess while on the premises during scheduled work hours. Weapons include, but are not limited to, firearms, explosives, clubs, or any other object that has a primary or intended purpose of inflicting bodily harm upon another person.

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, which is used as a basis for calculating compensation, overtime, etc. The normal workweek for a full-time employee will be forty (40) hours. Employees are entitled to one day of rest during each work week unless the total hours of employment do not exceed 30 hours in any week or six hours in any one day of that week. Employees will not be required, encouraged or induced to give up his or her day of rest. However, an employee may voluntarily give up his or her day of rest and work seven (7) consecutive days in a workweek. An employee will be paid overtime according to legal requirements for work performed on the seventh consecutive day of the workweek.

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. For information regarding your specific schedule please see your supervisor. From time to time, your supervisor may need to change your schedule to meet scheduling or other needs. If your normal duty hours are changed or if MCWIC changes its operating hours, notice will be given as far in advance as possible and MCWIC will use reasonable best efforts to provide notice at least one (1) week prior to the change in schedule, but no particular advance notice is required by policy or applicable laws and regulation. 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. Meal periods cannot be less than 30 minutes. Employees receive a 1/2 to 1-hour uninterrupted meal period, normally scheduled between 11 a.m. and 2 p.m. For workdays less than 5 hours a meal period is not provided. Employees must clock out for their meal periods and record the start and end of the meal period.

Meal period schedules are also coordinated by supervisors to ensure consistent team support. Since the meal period is on the employee's time, all employees are free to leave the MCWIC work premises during the meal period and are not restricted in any way from doing so.

Shift of 6 Hours or Less. Employees who work a shift of 6 hours or less may agree to waive their meal period, but such waiver must be in writing on the MCWIC form, which is available from the Executive Director or designee.

Timing is Everything. Employees must begin their lunch before the end of the fifth hour of work. This means:

- Starting time 8 a.m. – Must Start Lunch by 12:59 p.m. (not 1 p.m.)
- Starting time 8:30 a.m. – Must Start Lunch by 12:29 p.m.
- Starting time 9 a.m. – Must Start Lunch by 1:59 p.m.

Employees Cannot Waive Lunch. Employees generally cannot decide to waive or work through lunch period. As the employer, MCWIC must make its employees leave for lunch no later than the end of the fifth hour of work.

Employee Must Control Lunch Time

- **Employee's Own Time.** Lunches are the employee's time and cannot be interrupted or controlled in any way by MCWIC. Can't be “on call” or asked

Commented [RR9]: The meal and rest periods are the most important policies in the handbook. Lawsuits are happening everyday even against the smallest of employers and absolutely require the specifics I am providing in the handbook.

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to be available by phone or text.

- **Not Limited to Break Room.** Employees are not required to take lunches in a break room.
- **Not Restricted to Worksite.** Employees are free to leave the MCWIC work premises during lunch periods.
- **Can't be less than 30 minutes.** Employees must take at least 30 minutes. There is no choice.
- **Transit and Meal Period Preparation.** Transit to and from the employee's work station or area to a break area does not count as part of the meal period, so employees will be provided with a reasonable amount of time immediately before and after the meal period to travel to their work station after the conclusion of the meal period. Employees will be provided with sufficient time to perform any necessary conclusory and/or preparatory activities with respect to the meal periods. Employees must be on-the-clock while performing any and all conclusory and/or preparatory activities before and/or after meal periods.

Scheduling Lunches

- Supervisors are to schedule breaks and enforce the schedule. 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.
- If an employee begins a meal period after the end of the fifth hour of work or does not take a lunch at all, then it will be documented and the employee is entitled to one hour of pay as a premium.

Lunch Meetings – Not without at least a 30 Minute Break Period First. There are times when certain departments or work groups within MCWIC want to schedule a “working” lunch. However, this can only be accomplished if all of the hourly employees have at least a 30 minute uninterrupted break prior to the meeting, or the meeting starts early enough so that employees can have a 30 minute lunch period after the meeting that starts before the end of the fifth hour of work.

Employees Who Work 10 or More Hours Per Day – Second Meal Period. Should a MCWIC non-exempt employee be required to work 10 or more hours during the workday, the employee must take a second meal period, which must begin before the end of the tenth hour of work.

Waiver Exception: An employee who works a shift of 10 or more hours in a workday but less than 12 hours may voluntarily waive their right to a second meal period so long as the first meal period was not also waived. The employee will be required to complete a voluntary written waiver of the second meal period, which will be kept in the employee's personnel file. This waiver does not apply if the employee works 12 or more hours. In that situation, a second meal period must be taken.

Exceptions to Meal Period. The following are the only authorized exceptions to non-exempt hourly employee timely taking a meal period;

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(1) **Employee Who Do Not Work More than Five Hours a Day.** Employees who work no more than five hours in a workday are not required to be provided a meal period. No forms need to be signed.

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(2) **Employees Who Work 6 Hours or Less Per Day.** An employee may voluntarily agree in writing to waive the employee's right to be provided with a meal period when a work period of not more than six (6) hours will complete the day's work. A 6-Hour Waiver Form is available in the Executive Director or designee and a signed copy will be kept in the employee's Personnel file.

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(3) **Second Meal Period** – Work more than 10 but less than 12 hours per day. As noted above, an employee who works a shift of 10 or more hours in a workday but less than 12 hours may voluntarily waive their right to a second meal period so long as the first meal period was not also waived. A 10 to 12-hour Waiver form is available in the Executive Director or designee and a signed copy will be kept in the employee's Personnel File.

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~~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

Rest periods (breaks) are required for every four hours worked, or major fraction thereof (generally considered over three hours). Breaks are fifteen (15) uninterrupted minutes in length normally scheduled to be approximately in the middle of every four continuous hours worked (or major fraction thereof) on a given workday. It is the responsibility of you and your supervisor to ensure that you take your breaks.

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<u>Hours on the Clock</u>	<u>Rest Breaks</u>
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<u>0 – 3:29 hours</u>	<u>0</u>
<u>3:30 – 6 hours</u>	<u>1</u>
<u>6:01 – 10 hours</u>	<u>2</u>
<u>10:01 – 14 hours</u>	<u>3</u>

For those employees working over 6 hours and above (up to 10 hours) this will generally mean that the employee will have two rest periods during an eight hour day, one in the morning between the start of the work shift and lunch, and one in the afternoon after lunch and before the end of the workday.

Employee Must Control Lunch Time

- **Employee’s Own Time.** Lunches are the employee’s time and cannot be interrupted or controlled in any way by MCWIC. Can’t be “on call” or asked to be available by phone or text during their break.
- **Not Limited to Break Room.** Employees are not required to take breaks in a break room.
- **Not Restricted to Worksite.** Employees are free to leave the MCWIC work premises during rest periods.
- **Can’t be less than 10 minutes.** While MCWIC provides 15 minutes for breaks, employees are legally required to take at least 10 minutes. There is no choice.
- **Cannot Limit Toilet Breaks to Breaks.** Employees are entitled to use the bathroom outside of normal breaks and cannot be limited to breaks nor can MCWIC require a toilet break to count as the employee’s break
- **Transit and Meal Period Preparation.** Transit to and from the employee’s work station or area to a break area does not count as part of the legally required ten uninterrupted minutes, so employees will be provided with a reasonable amount of time immediately before and after the rest period to travel between work station and designated rest area(s). Employees will be provided with sufficient time to perform any necessary conclusory and/or preparatory activities with respect to the rest periods. Employees must be on-the-clock while performing any and all conclusory and/or preparatory activities before and/or after the rest periods.

Scheduling Breaks

- **Supervisors are to schedule breaks and enforce the schedule.**
- **If you are overlooked for your break, please speak up immediately so that a break can be provided.**

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- **What happens if a break is missed?** Missed breaks will be documented and the employee is entitled to one hour of pay as a premium.

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Third Rest Period. If an employee works over 10 hours but less than 14 hours, the employee will be entitled to a third rest period. As with other rest periods, it is the responsibility of you and your supervisor to ensure that you take this third rest period if you are required to work more than 10 hours. This third rest period is the employee's time and will not be interrupted or controlled in any way by MCWIC. As with any other rest period, a third rest period is not required to be taken in a break room and employees are free to leave the MCWIC work premises during the rest period, but are reminded that they need to return and be ready to work at the conclusion of their rest period.

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~~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.~~

Premium Pay

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All non-exempt hourly employees will be paid one extra hour of premium pay at their regular rate of pay for every day where a break is missed or a meal period is missed (regardless of the reasons for the missed meal or break). This is true even if the missed break or lunch is the employee's fault. While the employee could be disciplined for purposely missing a break or meal period for an improper reason or to get premium pay, MCWIC must still pay for it.

MCWIC provides a form entitled "**Meal Period and Rest Period Premium Form**" for employees to use to notify MCWIC of any occasion when rest periods are not provided in accordance with this policy. Should the employee fail to complete the "Meal Period and Rest Period Premium Form," the employee's supervisor must complete the form, seek the employee's approval, and provide it to the Executive Director or designee.

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Off-The-Clock Work Prohibited

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MCWIC strictly prohibits non-exempt employees from working off-the-clock, including any preparatory and/or conclusory work at the beginning and end of work. Non-exempt employees may not perform any work off-the-clock, including teleworking or checking emails and messages remotely. Non-exempt employees must accurately record all time worked. It is the employee's responsibility to clock in and clock out for every shift the employee works. Employees may not begin working until they have clocked in and may not do any work after they have clocked out. Working "off-the-clock" for any reason is a violation of MCWIC policy. For this reason, there is no "rounding of time," either by the employee reporting time either verbally or completing a timecard or timesheet, or by the timekeeping or payroll system.

All work must be performed while the non-exempt employee is clocked in, such as at the beginning of work, before beginning the employee's meal period(s), after ending the employee's meal period(s), and at the conclusion of work. Employees must report any time that is worked off-the-clock to their supervisor or the Executive Director or designee so the time can be recorded and paid.

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Job Description

MCWIC uses job descriptions to aid in staffing, wage and salary administration, and training. The job descriptions are also designed to help employees and supervisors better communicate position responsibilities and expectations. However, job descriptions are not fixed MCWIC policy; they are only guidelines and are likely to change over time. It is expected that employees will perform additional duties and assume additional responsibilities as needed by MCWIC and/or your supervisor for the efficient operation of MCWIC. All job descriptions will be reviewed and approved by the CEO.

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In order to adjust to changes in MCWIC's operations, it may become necessary to modify your job description, add to or remove certain duties and responsibilities, or reassign you to an alternate job position. Whenever appropriate, reasonable accommodation that does not create an undue hardship to MCWIC will be made to enable individuals with disabilities to perform the essential functions of the job.

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~~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.~~

Commented [RR11]: Rounding is no longer permitted under California law.

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, California paid sick leave, time off due to issues relating to domestic violence or any other protected leave (come) 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. As noted above, MCWIC will not retaliate or otherwise discriminate against an individual for requesting accommodation of the individual's religious beliefs. The individual should specify what accommodation the individual needs. MCWIC will identify and provide reasonable accommodation(s) that do not create an undue hardship for MCWIC and will accommodate the individual's religious beliefs and/or religious practices.

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.

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.

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.

All MCWIC employees owe a duty of loyalty to MCWIC which obligates them to act in good faith on behalf of MCWIC and to perform his or her duties with the degree of care that an ordinarily prudent person would exercise under similar circumstances. All officers and directors also owe fiduciary duties to MCWIC. No employee may use his or her position with MCWIC to make personal profit or gain other personal advantage. This means, among other things, that no employee may personally take advantage of a business opportunity that is offered to MCWIC unless Executive Directors or, as appropriate, the Board of Directors determines (after full disclosure and a disinterested and informed evaluation as detailed below) not to pursue that opportunity.

No Employee may engage in any transaction or arrangement or undertake positions with other organizations that involve an actual or potential conflict of interest, which must be disclosed to MCWIC prior to taking a position with that organization. Employees should avoid both actual conflicts and the appearance of conflicts of interest.

~~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.

An employee may have a conflict of interest with respect to a transaction or arrangement whenever he or she, or any of his or her family members:

1. Receives compensation or other funding directly or indirectly from MCWIC and the transaction or arrangement involves such compensation or funding (other than an employee's receipt of regular salary from MCWIC);

2. Has or anticipates having a compensation arrangement (employment or otherwise) with any entity or individual that either: (a) sells goods or services to, or purchases services from MCWIC; (b) has any other transaction or arrangement with MCWIC; or (c) competes with MCWIC;

3. Has or anticipates having any ownership or investment interest in, or serves or anticipates serving as a director or officer of, any entity that either: (a) sells goods or services to,

or purchases services from MCWIC; (b) has any other transaction or arrangement with MCWIC; or (c) competes with MCWIC;

4. Has accepted any gift, entertainment, or other favor or item of value (other than gifts of nominal value, which are clearly tokens of respect and friendship in accordance with MCWIC's policy regarding the acceptance of gratuities/gifts of nominal value and unrelated to any particular transaction).

Employees shall not engage in any of the following actions:

1. Represent clients or vendors before the Board of Directors for compensation;

2. Represent any claimant requesting compensation or damages from MCWIC; or

3. Accept employment, or engage in any business, or be involved in any activity which one might reasonably expect would require disclosure of privileged information gained by virtue of the employee's official duties at MCWIC.

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.

MCWIC asks that you consider the effect that such extra work may have on your endurance, overall health, and effectiveness in your position. MCWIC holds all employees to the same high standards of performance and scheduling demands and cannot make exceptions for employees who also hold outside jobs.

Employees are required to provide advance notice to MCWIC before starting a second job regarding the nature, position, location and, if applicable, the name of the employers for a determination as to whether such work may pose an actual or potential conflict of interest with employee's work at MCWIC.

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 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 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

MCWIC Issued Cell Phones

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

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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.

Employees in possession of MCWIC equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee can be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (i.e., 24 hours) are expected to bear the cost of a replacement.

Unless authorized by your supervisor, all non-exempt (hourly) employees should not use their cell phone for MCWIC business when not on duty or while on vacation. Any exceptions must be approved in advance by the Executive Director or designee. While MCWIC will compensate employees for time spent during non-work hours accepting or receiving phone calls for MCWIC business, any unauthorized work can subject employees to discipline up to and including immediate dismissal.

Use of Personal Cell Phones for Work and at Work

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For Work Purposes. To the extent an employee is expected and uses a personal cell phone for work purposes, MCWIC and the employee will reach an agreement as to the approximate amount of usage of the cell phone for work purposes and MCWIC will reimburse employee for that portion of employee's cell phone plan attributable to work usage. To the extent any employee believes the reimbursement rate is incorrect or does not adequately compensate the employee for the costs associated with the use of the cell phone, the employee should contact his or her supervisor or the Executive Director or designee for a re-determination and re-allocation for reimbursement purposes. MCWIC reserves the right to require the employee to provide a copy of his or her cell phone invoices to make the appropriate determination of reimbursement.

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At Work for Personal Purposes. MCWIC allows the use of personal cell phones at work, but are to be used only on breaks or lunch and not during regular work hours. MCWIC is not liable for the loss of personal cellular phones brought into the workplace.

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While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of MCWIC phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with your work and be distracting to others. Employees should therefore, make personal calls on their breaks and meal periods and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention. For emergency situations, contact your immediate supervisor.

As a courtesy to others, employees must turn off the ringers on their cell phones. While in meetings, presentations or MCWIC-sponsored trainings, MCWIC asks that employees leave their phones elsewhere or turn their cell phones off. Also remember, others can hear your phone conversations. Try to talk quietly and save intimate discussions for another time.

Discretion should also be used with personal cell phones, mobile phones or personal digital assistants for text messaging. Text messaging during work hours should be handled on personal time, except in the case of an emergency.

Cell Phone Cameras and Other Cameras. Camera phones and video function of camera phones (and other types of cameras) can present risks to MCWIC and potentially compromise patient confidentiality and/or the privacy of other employees. Camera phones and video function of camera phones (and other types of cameras) are not to be used unless the employee first receives approval from management for special occasions.

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Cell Phone Use While Driving

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In the interest of the safety of our employees and other drivers, MCWIC employees are strictly prohibited from using cell phones while driving on MCWIC business and/or MCWIC time. ~~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.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device and safely pull off the road before conducting MCWIC business. If no safe place is available, wait to speak on the phone until after you have reached your destination or found a safe place to park. Under no circumstances should employees place or receive any phone calls when operating a motor vehicle while driving on MCWIC business and/or work time.

In addition, a person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes.

Finally, employees are prohibited from reading and/or sending text and/or e-mail messages when operating a motor vehicle while driving on MCWIC business and/or company time.

Violating this policy is a violation of applicable law and is also a violation of MCWIC policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Further, any employee who is in violation of this policy is acting outside the course and scope of the employee's employment.

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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

VOLUNTARY TERMINATION~~RESIGNATION~~

MCWIC hopes that employees will find continued success and satisfaction in their employment;

however, we recognize that employees may choose to resign. Employees are requested to provide written notice of resignation at least two (2) weeks before their intended last day of work. Management employees are requested to provide at least one (1) months' notice. While advance notice is not required, it is requested to allow sufficient time to transition responsibilities and recruit and train a replacement. Employees who fail to provide adequate notice may be deemed ineligible for rehire.

Employees who submit a resignation are expected to actively work through their notice period to support an orderly transition of duties. The notice period is intended to be worked and may not be extended with accrued vacation leave, sick pay or other discretionary paid leave. Further, any approved requests for vacation or sick pay approved before the resignation was submitted are considered revoked, unless an exception is approved in advance by the Executive Director or designee due to extraordinary circumstances. If an employee requests or uses PTO during the notice period without such approval, or fails to return from an approved leave of absence on the designated return date, MCWIC reserves the right to deny the request accept the employee's resignation effective immediately. In such a circumstance, the employee's final day of employment, pay, and benefits will be based on the new separation date, in accordance with applicable law. This includes, without limitation, the employee's failure to report to work without prior notification and approval, or fail to notify their supervisor for three (3) consecutive calendar days.

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.

Separation from Employment – Process and Final Paycheck

Return of MCWIC Property. As employees are aware, neither the employee nor MCWIC have entered into a contract regarding the duration of employment. Employment with MCWIC is at will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law. Upon separation, all MCWIC-owned property, including but not limited to written materials, computer equipment and files, manuals, cell phones, credit cards, tablets, laptops, keys, and any other organizational property, must be returned immediately upon request.

Benefits and Vacation. Benefits will terminate as of the last day of the month in which the separation occurs. Questions regarding benefit eligibility should be directed to the Human Resources Department. Any accrued, unused vacation and approved unpaid expense or mileage reimbursements, with appropriate supporting documentation, will be paid in accordance with applicable law and MCWIC policy.

Final Paycheck. If an employee is discharged or terminated, all earned and unpaid wages are due immediately at the time of termination. MCWIC will make the final paycheck available right away. If an employee quits with at least 72 hours' notice, the final paycheck is due at the time of quitting and will be made available to you in the Payroll Department.

If an employee quits without 72 hours' notice, the paycheck is due within 72 hours. In that circumstance, the employee allows the employee to request that the check be mailed, and the mailing date is treated as the payment date.

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MCWIC will keep your check available for pick-up at the Payroll Department on the timeframes set forth above, unless you submit written authorization for it to be mailed and confirm your mailing address.

Personal Belongings. Personal belongings, including electronic files, business-related contact information, and calendars left in the workplace after the employee's last day of employment, may be disposed of if not claimed at the time of separation.

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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 accrued but unused vacation time. Upon separation, you are not entitled to severance pay.

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 driver’s license insurance lapses.

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.

LIMITATIONS ON REQUIREMENT TO HAVE DRIVER’S LICENSE

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Under California law, applicants and MCWIC employees are no longer required to have a driver’s license except where MCWIC specifically determines in good faith that both of the

following conditions are met for the position in question: (1) MCWIC reasonably expects driving to be one of the job functions for the position; and (2) using an alternative form of transportation would not be comparable in travel time or cost to the employer. An “alternative form of transportation” includes, but is not limited to, ride-hailing services such as Uber and Lyft, taxis, carpooling, walking, bicycling, etc.

Unless those two conditions are met, MCWIC will not include statements about the need for a driver’s license in job applications, advertisements, and postings, or require applicants to have a driver’s license. This could conceivably include having someone such as a spouse, parent, or other person available to transport the employee when transportation is needed to fulfill job functions.

~~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



M E M O R A N D U M

DATE: August 23, 2026

TO: Board of Directors and Executive Management

FROM: Russell K. Ryan, Esq.

RE: **Recommendation for Maintaining a Flexible Compensation System
Rather Than a Fixed Salary Schedule**

A. Introduction

Public-sector and quasi-public sector employers often utilize formal salary schedules with predetermined pay ranges, step increases, and longevity adjustments. Such systems are designed to promote consistency across large workforces, facilitate collective bargaining, and ensure transparency in the expenditure of taxpayer funds.

A small workforce investment corporation such as MCWIC operates under significantly different conditions. Unlike governmental entities with dedicated tax revenues, the corporation's funding frequently depends on grants, contracts, and other external funding sources that can fluctuate from year to year. As a result, my experience working for decades with both private employers (large and small) and government and quasi-government employers (also large and small) is that MCWIC's compensation practices should reflect the organization's need for financial flexibility, program responsiveness, and performance-based accountability.

B. Reasons a Flexible Compensation System Is Preferable

1. Financial Sustainability

MCWIC's financial resources are largely dependent upon grants and contractual funding that may increase, decrease, or expire with little advance notice. A fixed salary schedule can create automatic compensation obligations regardless of the organization's actual financial condition.

A flexible compensation system allows management and the Board to:

- Adjust salaries based on available funding.
- Avoid creating long-term compensation commitments that may not be sustainable.
- Preserve organizational stability during periods of funding reductions.
- Direct available resources toward mission-critical services and program delivery.

Because grant funding often varies by funding source and fiscal year, compensation decisions should be made with consideration of current and projected revenues rather than according to a predetermined schedule.

2. Alignment With Operational Reality

Government salary structures are typically designed for organizations with hundreds of employees and extensive administrative infrastructure. A small employer with fewer 25 +/- employees has different operational needs.

A flexible compensation model better supports:

- Individualized consideration of employee contributions.
- Rapid response to changing labor market conditions.
- Strategic recruitment and retention efforts.
- Efficient allocation of limited administrative resources.

Implementing and maintaining a formal salary schedule may create unnecessary complexity without providing corresponding organizational benefits.

3. Merit-Based Performance Culture

A rigid salary schedule generally rewards tenure and position classification more than individual performance. While longevity is valuable, it does not always correlate with productivity, innovation, leadership, or program outcomes.

A merit-based compensation approach enables an organization like MCWIC to:

- Recognize and reward exceptional performance.
- Incentivize innovation and continuous improvement.
- Differentiate compensation based on measurable contributions.
- Promote accountability for achieving organizational goals.
- More accurately reflect and align with the compensation practices of private employers where most workforce training clients and candidates are likely to secure employment

Employees who make significant contributions to grant acquisition, program performance, compliance, fiscal management, and participant outcomes can be rewarded accordingly rather than receiving the same increases as all similarly situated employees.

4. Responsiveness to Grant-Funded Operations

Workforce investment organizations frequently manage multiple grants with differing requirements, funding levels, performance measures, and administrative constraints.

A flexible compensation system allows management to account for:

- Growth or reduction in grant funding.
- Changes in program scope.
- New grant opportunities requiring specialized skills.
- Recruitment challenges in specific positions.
- Retention risks for high-performing employees.

A fixed salary schedule may limit MCWIC's ability to respond effectively to these changing circumstances.

5. Market Competitiveness

The labor market can change rapidly, particularly for positions involving workforce development, accounting, compliance, grant management, information technology, and executive leadership.

Flexible compensation allows MCWIC to:

- Address recruitment challenges in specific job classifications.
- Respond to market pressures when retaining key employees.
- Remain competitive without adjusting an entire salary schedule.
- Pay for critical skills that directly support organizational success.

In contrast, a rigid salary schedule may require broad changes affecting all positions when market conditions impact only a few.

6. Stewardship of Public and Grant Funds

As a grant-funded organization, MCWIC has an obligation to demonstrate responsible stewardship of public resources.

A compensation philosophy that considers both employee performance and organizational financial condition helps ensure that salary increases are:

- Justified by measurable value.
- Affordable within current funding levels.
- Consistent with fiduciary responsibilities.
- Balanced against programmatic needs and community impact.

This approach allows resources to be directed where they will provide the greatest benefit to both employees and program participants.

7. Recommended Compensation Philosophy

Rather than adopting a fixed government-style salary schedule, MCWIC should maintain a compensation philosophy based on the following principles:

- Internal equity among similarly situated employees.
- External competitiveness with relevant labor markets.
- Individual performance and merit.
- Organizational financial condition.
- Availability and stability of grant funding.
- Recruitment and retention needs.
- Compliance with all applicable state and federal employment laws.

Under this model, salary adjustments would be evaluated periodically by management and approved consistent with Board policies, taking into account employee performance, market considerations, and available financial resources.

C. Conclusion

For a small workforce investment corporation like MCWIC with fewer than 25 employees and substantial reliance on grant funding, a fixed salary schedule similar to those used by government agencies may create unnecessary financial rigidity and compensation obligations that are disconnected from MCWIC's funding reality. A flexible compensation system that considers merit, organizational performance, labor market conditions, and available financial resources better supports fiscal sustainability, employee accountability, operational agility, and responsible stewardship of grant funds.

Such an approach enables MCWIC to reward exceptional performance while preserving the flexibility necessary to navigate the uncertainties inherent in grant-funded operations.

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, 2/27/25, 10/22/26

<u>Job Title</u>	<u>Current Hourly Range</u>			<u>Current Annual Range</u>		
Workforce Assistant	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Administrative Support Assistant	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Workforce Technician I	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Workforce Technician II	\$17.50	to	\$21.00	\$36,400.00	to	\$43,680.00
Account Clerk I	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
<u>Account Clerk II</u>	<u>\$20.00</u>	<u>to</u>	<u>\$24.00</u>	<u>\$41, 600.00</u>	<u>to</u>	<u>\$49, 920.00</u>
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	<u>\$23.00</u> ~~20.25~~	to	<u>\$27.60</u> ~~24.30~~	<u>\$47, 840.00</u> ~~42,120.00~~	to	<u>\$57, 408.00</u> ~~50,544.00~~
Marketing & Outreach Coordinator	\$25.00	to	\$30.00	\$52,000.00	to	\$62,400.00
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



JOB TITLE: Account Clerk II (Non-Exempt) The Account Clerk II represents the intermediate level of the Account Clerk series.

HOURLY RATE RANGE: \$20.00 - \$24.65

SUMMARY:

Under the direction of the Controller, the Account Clerk II performs a variety of journey-level accounting clerical duties involving the maintenance, verification, processing, and reconciliation of financial records; prepares and reviews accounting documents; assists with accounts payable, accounts receivable, payroll, and other fiscal functions; and performs related work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

- Process accounts payable and accounts receivable transactions.
- Prepare, review, and maintain financial records, reports, invoices, purchase orders, and payment documentation.
- Reconcile accounts, bank statements, and financial records to ensure accuracy and completeness.
- Verify and post accounting data to financial systems and subsidiary ledgers.
- Prepare deposits and maintain cash receipt records.
- Assist with payroll processing and employee reimbursement transactions.
- Research discrepancies and make appropriate corrections or recommendations.
- Respond to inquiries from vendors, employees, departments, and the public regarding financial transactions.
- Prepare routine financial reports and spreadsheets.
- Maintain accounting files and records in accordance with established retention requirements.
- Assist with month-end and year-end closing activities.
- Provide guidance and training to lower-level clerical staff as assigned.
- Perform other duties as required.

This job description is only a summary of typical functions and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job duties, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and practices of bookkeeping and accounting.
- Accounts payable, accounts receivable, and payroll procedures.
- Financial recordkeeping and reconciliation methods.
- Modern office practices, procedures, and equipment.
- Business mathematics.
- Applicable laws, regulations, and policies related to financial recordkeeping.
- Computer applications including Microsoft Office Suite, particularly Excel, and financial management systems.

ABILITY TO:

- Accurately maintain and reconcile financial records.
- Understand and apply accounting procedures, rules, and regulations.
- Analyze financial data and identify discrepancies.
- Prepare clear and accurate reports.
- Operate accounting software and computerized financial systems.
- Establish and maintain effective working relationships with coworkers, vendors, and the public.
- Organize work, manage priorities, and meet deadlines.
- Communicate effectively, both orally and in writing.
- Operate modern office equipment including computers.

EDUCATION AND EXPERIENCE:

A high school diploma or GED is required and three (3) years of increasingly responsible accounting, clerical, bookkeeping, or financial recordkeeping experience.

OR

Associate's degree in accounting and (1) year experience in accounts payable or bookkeeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

PHYSICAL DEMANDS:

Communicating to exchange information in person, telephone, or video communication. Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and online tools.
Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.
Lifting or carrying up to 10 lbs.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION
2037 W. Cleveland Avenue, Madera, CA 93637

EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/17; 8/24/17; 05/24/18; 7/19/18, 10/25/18, 1/24/19, 1/23/20, 9/23/21, 7/28/22, 5/25/23, 9/28/23, 1/1/24, 4/1/24, 2/27/25, 6/26/25, 10/23/25, 2/26/26, 10/22/26

<u>MANAGERIAL EXEMPT</u>			
<u>Job Title</u>	<u>Annual Salary Range</u>		
Program Supervisor	\$ 70,304	to	\$ 77,080
Special Projects Manager	\$ 70,304	to	\$ 77,080
Program Manager	\$ 72,273	to	\$ 82,304
Senior Principal Accounting Technician	\$ 72,273	to	\$ 82,304
Controller	\$ 84,304	to	\$ 100,650
Deputy Director	\$ 84,304	to	\$ 105,650
Executive Director	\$ 101,000	to	\$ 140,000

Pay tables reflecting the limits of rates of pay for executive and senior level employees, of which are being charged to federal funds, may be located at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, and may also be found on EDD website under Workforce Services Directives, for salary and bonus limitations https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm.

Stipends for eligible Exempt staff

Description	Annually
Master Degree	\$ 1,000



JOB TITLE: SENIOR PRINCIPAL ACCOUNTING TECHNICIAN

SALARY RANGE: \$72,273 - \$82,304 Annually

SUMMARY:

Under the direction of the Controller and as an exempt position, the Senior Principal Accounting Technician performs paraprofessional accounting duties. This includes managing and assisting with daily financial operations, preparing specialized grant and budget reports and ensuring compliance with nonprofit standards. Utilizing a fund accounting system, work involves complex accounting duties which require the application of independent judgment to situations where standard procedures may not apply, and which will require giving direction to other accounting technicians and clerical staff engaged in the performance of similar duties. Incumbents develop, maintain, and reconcile a complete set of department or division financial and statistical records, including fiscal, budgetary and accrual accounting; assist in the revision and application of cost accounting procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

- Supervise and assist accounting department staff with daily processes.
- Assist Controller with monitoring reviews and year-end audits.
- Assists in the implementation and maintenance of cost accounting systems; compiles new data and develops formulas.
- Develops, maintains and reconciles complex financial and statistical records, such as journal, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, inventory, performance indicators, and budget estimates.
- Audits appropriations expenditures and revenue printouts, researches and resolves discrepancies; monitors budget expenditures and income received; prepares balance sheet.
- Assists in the development of the department budget; projects total expenditures for the current year and recommends amounts needed for the new budget.
- Administer and process payroll, allocate payroll, verify personnel activity reports, update employee benefits and deductions, and maintain timekeeping records.
- Develops and maintains cash, invoice, disbursement and control accounts; accounts for monies, receipts; balances accounts and prepares routine reports.
- Process requisitions, purchase orders, requests for payment, printing requisitions, progress payments and adjustment forms.

- Performs related accounting duties as required.

OTHER DUTIES:

- Primary or backup to other Fiscal Department staff, receives and records cash payments; prepares daily cash reports and bank deposits; makes adjustments as appropriate.
- Assist Controller in preparing financial related reports for the Board.
- This job description is only a summary of typical functions and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- The organization, regulations, terminology, procedures, and operating details of the department to which assigned.
- Generally accepted accounting principles (GAAP) and practices of fund accounting bookkeeping and nonprofit (fund accounting) requirements such as restricted vs. unrestricted revenues.
- Intermediate Excel knowledge and ability.

SKILLS TO:

- Operate modern office equipment including computer equipment.

ABILITY TO:

- Develop, maintain, and reconcile complex financial and statistical records.
- Make operating decisions independently in accordance with departmental policies and procedures.
- Make mathematical computations quickly and accurately.
- Correlate and use a large volume of written, narrative, statistical and numerical data.
- Provide lead direction to others.

- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

EXPERIENCE:

Bachelors of Science degree in accounting or business administration and/or associate's degree in accounting plus minimum of 5 years of experience working in an increasingly responsible accounting position involving the maintenance and development of complex accounting and recordkeeping systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.
Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.
Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.
Lifting or carrying up to 10 lbs.



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.1

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: October 22, 2026

Subject: Success Stories

Information:

Program participants and employers share about their experience working with the workforce system and how their participation and partnership has contributed to positive results.

Financing:

Workforce Innovation and Opportunity Act

Meet Arcenio

A Workforce Success Story

A New Direction

After leaving his job as a truck driver, Arcenio faced uncertainty about what would come next. He connected with Madera County Workforce for guidance and began exploring options that could lead to stable employment.

Interested in the security field, he enrolled in the Police Science Institute. He stayed committed to his training and successfully graduated from the program.

During his training, he earned his guard certification and 12 additional certificates. These credentials prepared him with the knowledge and qualifications needed to pursue employment in security.



His hard work soon led to an opportunity with Zaks Security. He was hired as a Guard and now earns \$18 per hour.

Arcenio's journey reflects his determination to move forward after an unexpected setback.

By completing his training and earning multiple certifications, he was able to successfully transition from truck driving into the security field and take an important step toward his future.

A Fresh Start

“Thank you, Madera County Workforce, for all your help. Without your team, this wouldn't have been possible. I truly appreciate everything you've done for me. – **Arcenio**”

Meet Angel

A Workforce Success Story

Building on Experience

Angel began his career with support from Madera County Workforce, enrolling in an Electrical program at San Joaquin Valley College. After graduating, he gained experience with a local electrical company before advancing to solar panel installations with Blattner & Sons Electric.

Following a layoff, he returned to Madera County Workforce determined to continue his electrical career and expand his skills.

Through the Business Services Unit, he was connected with Diamond Communications, where he received On-the-Job Training (OJT) in the installation and maintenance of fire alarm systems.



After completing his training, he secured continued employment with Diamond Communications, earning \$24 per hour.

His employer plans to support additional certifications, helping him work toward becoming a journeyman.

Today, he continues gaining valuable experience, strengthening his skills, and building a stable career with opportunities for advancement.

Building a Career for His Family

“I’m grateful to Madera County Workforce for helping me continue growing in my career and work toward a better future. – **Angel**



Meet Pedro

A Workforce Success Story

A New Path

Pedro came to Madera County Workforce ready to make meaningful changes in his life. He was motivated to build a better future and pursue a new career.

While working full-time, he attended the Electrical Technician program at San Joaquin Valley College in the evenings. He remained committed to his education, maintained strong attendance, and earned excellent grades.

His hard work paid off. Pedro successfully completed the program and earned his Electrician Trainee Certification from the State of California Department of Industrial Relations.



Shortly after completing his training, he became a father and took time to bond with his newborn. When he was ready to return to work, he began pursuing opportunities in his new field.

He soon secured full-time employment with Industrial Controls and Electrical Services as an Electrical Technician, earning \$19.50 per hour.

Today, he is building a stable career he enjoys while providing for his family.

Building a Career for His Family

“Thank you for believing in me and investing in my future. I am grateful for everything Madera Workforce has done to help me succeed. – **Pedro**”

Meet

BAE HOSPITALITY

A Workforce Success Story

Recruitment Results

When BAE Hospitality began preparing to recruit employees for four restaurants located within the North Fork Mono Casino, they turned to Madera County Workforce for assistance in connecting with qualified job seekers and streamlining their hiring efforts.

From the initial planning stages to the execution of the event, Madera County Workforce provided support through event coordination, recruitment outreach, and promotion to help connect BAE Hospitality with individuals seeking employment opportunities.

The two-day hiring event brought together job seekers interested in joining BAE Hospitality's growing workforce. With the support of Madera County Workforce, 225 interviews were conducted providing the employer with an opportunity to meet candidates.



The event demonstrated the value of collaboration between local employers and workforce development services. By working directly with BAE Hospitality to understand its recruitment needs, Madera County Workforce helped facilitate an organized hiring process that connected the business with a large pool of prospective employees.

BAE Hospitality expressed interest in partnering with Madera County Workforce again for future recruitment efforts, reflecting the positive experience and value of the services provided.

Meeting Needs. Exceeding Expectations.

“We are extremely satisfied with our experience and sincerely grateful for their partnership in helping us build our team. We look forward to working again here in the near future! 🙏🙏”

– **Ian D., Director of Operations**



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.2

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: Workforce Development Board (WDB) of Madera County Update

Information:

The WDB met on August 15, 2026, and the minutes are provided for the Board's review. The WDB also met on October 15, 2026, and the agenda is provided for the Board's review.

The WDB has invited Norma Cron, Plant Manager, with Lean Solar to join the board. In addition, staff continue to meet with industry partners and look forward to initiating additional sector partnerships for Agriculture, Healthcare, and Retail, Hospitality, Tourism. The WDB also continues to develop a marketing campaign for the Madera Promise, and we are nearing the official launch of the new website and branding.

Financing:

Workforce Innovation and Opportunity Act



MINUTES

**August 20, 2026
3:00 p.m.**

Meeting will be held in person and via Zoom at:

***Workforce Assistance Center, 2037 W. Cleveland Avenue, Madera, CA 93637
40343 Highway 41, Oakhurst, CA 93644
3170 West Shaw Ave, Fresno, CA 93711***

PRESENT: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile (6.1), Wendy Lomeli
ABSENT: Kristina Gallagher, Laura Gutile, Michelle Jones, Mike Lopez, Robert Poythress
GUEST: Andrew Munoz
STAFF: Bertha Vega, Jessica Roche, Maiknue Vang, Nelson Vang, Nicki Martin, Nuvia Moreno, Sheyla Garcia

1.0 Call to Order

Meeting called to order at 3:02 p.m. by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roundtable introductions were done by everyone in attendance. Priscilla Varela, Department of Rehabilitation, introduced herself. She is replacing Joe Perez on the Board.

5.0 Adoption of Board Agenda

Chuck Riojas moved to adopt the agenda, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Wendy Lomeli

6.0 Consent Calendar

6.1 Consideration of approval of the April 16, 2026, Workforce Development Board (WDB) meeting minutes.

6.2 Consideration of approval of the resignation of Michelle Jones, AutoZone, from the WDB.

Michelle Jones, AutoZone Inc., relocated to open another new distribution center.

Jorge DeNava moved to approve the Consent Calendar, seconded by Eric Niino.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.0 Action Items

7.1 Consideration of approval of Armando Cortez's Director application to the WDB representing AutoZone for a 3-year term.

Armando Cortez will replace Michelle Jones on the WDB.

Nichole Mosqueda moved to approve, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.2 Consideration of approval of The Munoz Group's One Stop Operator (OSO) quarterly report for the period of April 1, 2026, through June 30, 2026.

Andrew Munoz presented the OSO reports to the WDB. 4th quarter activities were standard. As the OSO, Andrew convenes all of the Partners and strives to help make the Center great and innovative. 4th quarter engagement and attendance were very good. The July meeting was the best attended meeting. Andrew will try to implement the Madera model for partnership and One-stop operations for the rest of the region. 4th quarter Partner meeting discussions included the new work requirements for CalFresh, and the ongoing development of opportunities for the Partners to cross promote their services and be aware of all the opportunities to leverage those activities. The cross-training sessions for 2025-2026 were delayed but will happen in October. During cross-training, Partners will have opportunities to provide information on their services/topics. Partners completed a survey to find out what topics they considered important. The survey results will help guide the cross-trainings.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.3 Consideration of approval of The Munoz Group's OSO Annual Report for fiscal year 2025-2026.

Much work is done around the Continuous Improvement Plan (CIP). The CIP identified 7 different areas of quality services to be delivered. A few items within the plan present an opportunity for Partners to assist the Center in meeting those objectives – opportunities to improve/indicators of high quality. There are always opportunities to improve. These improvements are reflected in customer satisfaction surveys from the past 12 months. The co-location of Partners within the Madera center is a critical part of the success in Madera. There is always room for improvement. That is something that helps build the agendas for the meetings. Surveys are also used to provide input and guidance for services within the Center. For the upcoming program year 2027, Andrew is suggesting that some targeted customer satisfaction surveys around specific service modules such as serving those who have completed a new occupational training/services or individuals who have exited the program. Efforts to increase co-enrollment will also be looked at. We want to make sure co-enrollments are documented so that the program(s) get credit for them. Andrew is hoping to facilitate a regional roundtable for the reception and front office staff so that those staff can have an opportunity to meet their peers that do the same thing that they do at the other centers in the other 3 counties. Andrew is also hoping to implement a monthly meeting schedule within the region.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.4 Consideration of approval of the revised Eligible Training Provider List (ETPL) policy to include the requirements and provisions of the State's revised ETPL directive released on February 23, 2026.

The ETPL is a statewide list managed by EDD, with local Workforce Development Boards participating in the review and approval process. Workforce Boards are required to use training providers from the list if WIOA funds will be used to pay for their training. The WDB ETPL policy was revised in order to ensure that all the recent updates from the State's directive were captured. A tracked policy with the revisions was provided to the Board. It expands and clarifies many of the definitions, it adds clear California operating requirements, and it formalizes more detailed data collection. It also expands the eligibility for training providers to be on the ETPL, what the review cycle looks like and how training providers may be de-listed. In general, it provides more clarification on the definitions and requirements for training providers to be on the ETPL. Additionally, it allows local workforce boards to establish local ETPL requirements. The 2-year review process was cut down to 1 year. It is possible that training providers fall off the ETPL if they don't monitor their program closely. Providers are able to come back on to the list, but it can be a cumbersome process. Staff may consider adopting a process to help prevent providers from falling off the list. In previous years, staff were allowed to enter outcomes for the providers but that is no longer allowed and providers must maintain their own information within the system.

Michelle Brunetti moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.5 Consideration of approval of the revised WIOA Incentives Policy to consolidate incentive opportunities and provide larger awards for key participant milestones and outcomes.

The revised policy reallocates the timing and incentives payments for participants. Previously, there were smaller amounts for a variety of milestones. Some incentive payments were only \$25, and staff found that participants were forgetting to cash the checks – perhaps due to the low amount of the funds. Staff are recommending that the smaller incentive payments be moved into the larger milestones that contribute to our local performance outcomes. For instance, an incentive amount for training of \$100 would now be \$150. Some of the lower incentive amounts for the upfront activities such as Essential Workforce Skills Workshop, Financial Capabilities Workshop, or the Paid Work Experience workshops are removed from the policy while their incentive amounts are folded into other milestones such as training, job placement and follow up. The total incentive amounts remain the same while the activities are restructured. Staff recognize that it is also possible that participants may not have a way to cash their checks. It was recommended that participants open or ensure that they have a checking account after they complete the Financial Capabilities workshop. Staff are researching the possibility of using gift cards to avoid this issue. Staff want to make sure that they are spending the money they are earning. Staff may also research the use of other types of cards such as gas cards or Amazon cards. Cash awards are not allowed.

Jorge DeNava moved to approve, seconded by Todd Lile.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli

7.6 Consideration of approval of the Eligibility policy to include the requirements and provisions of the State's WIOA Title I Eligibility Technical Assistance Guide directive released on September 26, 2024.

This is a new policy that is not currently in place. In the past, eligibility requirements were identified under different policies for each program, or it has been included in local processes and procedural guidelines. The State has provided revisions to their Technical Assistance Guide (TAG) to the eligibility requirements under WIOA Title I

programs for Adult, Dislocated Workers, and Youth participants. Local areas have been informed that the next program monitoring will look for policy around eligibility. This policy will help Madera formalize the eligibility process while also satisfying the monitoring requirement. As the policy is developed, staff may bring revisions to the Board for approval. This policy will provide a central policy for eligibility requirements for all 3 categories – Adult, Dislocated Worker, and Youth.

Todd Lile moved to approve, seconded by Emilio Hipolito.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Priscilla Varela, Todd Lile, Wendy Lomeli.

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 WDB Action Planning Subcommittee Updates

Information provided within the agenda packet.

- *Leadership Committee: Michelle Jones, AutoZone, resigned. Armando Cortez's application came to the WDB for approval. He will replace Michelle on the Board. The committee discussed the vacancy left by the resignation of Donald Foster. The WDB is missing representation from the renewable energy sector which is an identified priority sector. The Sector Partnership recommended Wade Wheeler with the biomass plant, and Mike Nemat, Lean Solar. The committee agreed that someone from the solar industry would be a good fit for the WDB and would help provide input into the training needs for this industry. Jorge was at the Sector Partnership meeting and commented that the Partnership thought someone from the renewable sector could help navigate the peaks and valleys that the industry experiences and could also explain the industry. Staff will reach out to Mike about the WDB and would bring his application back to the Board for approval.*
- *Work Ethics: the committee met and finalized language for a letter and flyer to go out to employers about local students and committing to the Madera Promise and being an employer that may consider the students for jobs. Students can be recent high school graduates who completed their senior defense or students who may have needed extra help with the defense and completed the modules. Students would come to the Center to complete the work ethics modules. These students would be guaranteed a job interview but there would be no guarantee for being hired. The committee is working on getting employers on board. The Committee needs to do some education with the employers. They will start with the employers on the WDB and in the Center and will ask them to commit to being an employer of choice so that applicants can gain experience. Employers need to commit before student recruitment starts. Camarena Health will commit to being one of the employers. The Board expressed the importance of creating a positive experience for young people so that if they leave Madera after high school, they will want to come back for employment opportunities.*
- *Training: the committee has had difficulty with participation/attendance. Michelle Brunetti and Gurminder Sangha have been the main attendees along with Bertha Vega and Erick Flores as staff who have been doing much of the work. Michelle speculates that the reason for the limited participation may be due to the fact that Workforce already has trainings in place and they may feel that there may not be a lot that the committee can do to supplement or modify the program. The committee hasn't met recently but is planning to meet next week. The group depended on the participation of Workforce partners but their attendance was not consistent. Staff stated that they will continue to explore trainings even beyond the Action Plan timeline and will look at gaps in training, possible skills gaps and what trainings may be needed in Madera and how to secure funding for those trainings. Staff are currently trying to develop trainings for CNAs and Medical Assisting.*
- *Marketing: the new website is close to being complete. It looks great and will be much easier to navigate with a real focus on job seekers and businesses. The committee suggested that the About Us tab be moved to the end of the toolbar so that the focus can remain on the visitors to the site. It is easy to navigate with minimal drop downs. A page is being developed for the WOW Mobile which will include a calendar and a Community Based Organization (CBO) request form. This will also show visitors where the WOW Mobile will be.*

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet.

8.4 Federal and Legislative Updates

Information provided within the agenda packet.

8.5 Workforce on Wheels (WOW) Mobile Unit Unveiling and Ribbon Cutting

Information provided within the agenda packet.

8.6 California Workforce Development Board (CWDB) Presentations

Information provided within the agenda packet.

8.7 2026 Foster Youth Summer Work Experience Program

Information provided within the agenda packet.

8.8 Program Impact Report

Information provided within the agenda packet. The report provides information regarding the amount of money invested in Madera County for program year 2025-2026. \$219,000 was spent on supportive services, \$835,000 in total training, and \$181,000 in work-based learning for a total of \$1.2 million – numbers are approximate. Last year's investment was a little over \$800,000. Work-based learning is split into on-the-job training, paid work experience, and transitional job training. Staff thanked the WDB for their support and guidance. Staff will provide this report to the Madera County Board of Supervisor so that they are aware of the work being done by the Workforce.

8.9 Local Area Program Year 2024 Final Performance Scores

Information provided within the agenda packet. The State has completed Madera's performance outcomes and determined that Madera has met or exceeded all their metrics. The State requires that the local area scores be 50% or higher with the overall indicator score higher than 90%.

8.10 High Performing Board Designation

Information provided within the agenda packet. The Madera WDB was designated as a high performing board. That is based on successful performance, approved regional and local plans, training expenditures met, youth funding expenditures met, and having a business services plan in place. This designation is for the period of July1, 2026 to June 30, 2029. A small amount of funds comes with the designation and will be used towards the Workforce Development Professionals (WDP) day event.

8.11 Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Years 2025-26

Information provided within the agenda packet.

8.12 Eligible Training Provider Compliance Monitoring PY 2025-26 Results

Information provided within the agenda packet.

8.13 America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

Information provided within the agenda packet.

8.14 Local and Regional Plan PY 2025-2028 Two-Year Plan Modifications

Information provided within the agenda packet.

8.15 National Workforce Development Month/Workforce Development Professional's Day

Information provided within the agenda packet. September is Workforce Development Professionals (WDP) month and recognizes the contributions of workforce professionals who support the workforce system. The WDP event will take place at Camarena's Tesoro Viejo location. The WDB is invited to attend and join staff for lunch or throughout the day at their convenience and thanks Nichole Mosqueda for providing the meeting space.

8.16 California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

Information provided within the agenda packet.

8.17 2026-27 WDB Meeting Calendar

Information provided within the agenda packet.

8.18 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet. Staff have noticed that individuals affected by the manufacturing closures are starting to come to the Center for services. They anticipate that there will be more Dislocated Workers (DW) coming in for services. Staff track why individuals come to the Center in order to ensure they capture the number of DW as not all individuals come in to apply for Workforce services. The Business Services team uses EconoVue to research data on which Madera County employers may be in high levels of stress. This allows staff to be proactive and reach out to employers to offer support and services.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on October 15, 2026.

12.0 Adjournment

Meeting adjourned at 4:34 p.m.



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.3

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: America's Job Center of California (AJCC) Certification Update

Information:

In accordance with WIOA Section 121(g), Local Boards must evaluate AJCCs in their Local Workforce Development Area (Local Area) once every three years. The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program Year 2026-27 and will take effect July 1, 2027.

Staff met with David Shinder on September 28 to begin the independent and objective evaluation of Madera County's AJCC as required under California Workforce Development Board Directive WSD25-05, Comprehensive, Affiliate, and Specialized AJCC Certification. Based on information and updates gathered from staff during this meeting, David will complete the required assessment and provide recommendations for certification and continuous improvement. Upon completion, the certification materials will be presented to the Workforce Development Board for review and approval prior to submission to the State. The AJCC Certification process and assessment is due to the California Workforce Development Board (CWDB) on May 15, 2027.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE Investment Corp

Agenda Item 8.4

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: Local and Regional Workforce Plans Update

Information:

In accordance with WIOA Section 121(g), Local Boards must evaluate AJCCs in their Local Workforce Development Area (Local Area) once every three years. The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program Year 2026-27 and will take effect July 1, 2027.

Staff met with David Shinder on September 28 to begin the independent and objective evaluation of Madera County's AJCC as required under California Workforce Development Board Directive WSD25-05, Comprehensive, Affiliate, and Specialized AJCC Certification. Based on information and updates gathered from staff during this meeting, David will complete the required assessment and provide recommendations for certification and continuous improvement. Upon completion, the certification materials will be presented to the Workforce Development Board for review and approval prior to submission to the State. The AJCC Certification process and assessment is due to the California Workforce Development Board (CWDB) on May 15, 2027.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.5

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: October 22, 2026

Subject: Federal and Legislative Updates

Information:

Staff continue to monitor two federal policy developments previously shared with the Board, along with recently enacted California legislation that will affect workforce development boards statewide. While no immediate Board action is required, these developments could have significant implications for federal workforce funding, program administration, and service delivery in Madera County.

1. FY 2027 Federal Budget and WIOA Funding

Congress has enacted a temporary funding measure extending federal appropriations through December 11, 2026, generally maintaining FY 2026 funding levels. Full-year FY 2027 appropriations remain unresolved. The House FY 2027 Labor-HHS-Education proposal includes significant potential reductions to federal workforce funding, including a 62% reduction in WIOA Title I formula funding. The proposal would eliminate WIOA Youth funding and eliminate WIOA Adult funding through a proposed rescission, while largely maintaining Dislocated Worker funding. These proposed reductions have not been enacted, and staff will continue monitoring congressional action and assessing potential impacts on Madera County's workforce programs and services.

2. OMB Proposed Changes to Uniform Grant Guidance

OMB proposed revisions to federal grant requirements on May 29, 2026, including potential restrictions on charging federal awards for conference participation, professional memberships, and subscriptions. Although OMB initially proposed an effective date October 1, Congress subsequently prohibited the rule from being finalized or taking effect through December 11, 2026. The proposal remains pending, and its status and implementation timeline are uncertain. If adopted, the changes could affect our ability to use federal funds for professional development, technical assistance, and workforce-related memberships. Staff will continue monitoring developments and assess any implications for grant administration and allowable costs.

3. California AB 1534 – Workforce Training Requirements

Governor Newsom signed AB 1534 on September 27, 2026. The legislation changes how local workforce development boards measure training participation under WIOA. Beginning July 1, 2028, boards must ensure that at least 50% of participants enrolled in the Adult and Dislocated Worker programs receive qualifying workforce training services. This replaces the existing requirement to spend a specified percentage of Adult and Dislocated Worker funds on training, which remains in effect through Program Year 2027 (June 30, 2028).

For Madera County, this change may require adjustments to participant enrollment strategies, career counseling, training referrals, partnerships with education and other training providers, and data tracking. Because the new requirement focuses on the percentage of participants receiving qualifying training services rather than the amount spent per participant, there may be a benefit to workforce boards who provide training at comparatively lower costs per participant. The legislation also establishes additional state-level reporting on training-related job placements and related employment outcomes.

The 2028 implementation date provides time for staff to evaluate current performance, identify gaps in training access, strengthen partnerships, and prepare for the new participant-based requirement. Staff will continue to monitor state guidance and assess the operational and resource implications for Madera County.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.6

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: October 22, 2026

Subject: Annual Audit Schedule Update

Information:

MCWIC's annual financial statement audit, to be conducted by Price Paige & Company, CPA, has been rescheduled from the week of October 14, 2026, to November 23, 2026, to allow adequate time for the Controller to complete and close out the fiscal year-end financial statements. Draft financial statements are scheduled to be completed January 20, 2027, and the Madera County Auditor-Controller has been notified of the revised schedule. Staff will present the audited financial statements to the MCWIC Board for review and approval in February 2027.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE Investment Corp

Agenda Item 8.7

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: Program Year 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Goals for Madera County

Information:

Local Workforce Development Boards are required to negotiate performance metrics with the State every two years. This year, local areas discussed their performance negotiations individually. Madera had their negotiations with the State on September 24, 2026.

The negotiated performance goals for our area were based on several considerations: 1) the Statistical Adjustment Model (SAM), which accounts for actual economic conditions and the characteristics of participants served at the end of the program year; 2) the State's negotiated goals; and 3) local area performance outcomes in the last 9 years. This year, the State continued to push for increases in Medium Earnings, Credential Attainment rates, and Measurable Skills Gain.

The negotiated goals for 2026 will carry over to 2027 without an option to re-negotiate.

	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	68.0%	73.5%	69%
Employment Rate 4th Quarter After Exit	67.5%	73.5%	74.0%
Median Earnings 2nd Quarter After Exit	\$ 7,500.00	\$9,500.00	\$7,700.00
Credential Attainment 4th Quarter After Exit	83.0%	85.0%	82.0%
Measurable Skill Gains	72.0%	77.0%	65.0%

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.8

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview

Information:

WIOA Formula and Special Projects Quarterly Program Overview report for period ending June 30, 2026, is provided for the Board's review. The report reflects data for the fiscal year 2025-2026.

Financing:

Workforce Innovation and Opportunity Act

WIOA Formula and Special Projects Quarterly Program Overview FYE 2026

Madera County Workforce Investment Corporation (MCWIC) is a nonprofit 501(c)(3) and is both the fiscal agent and the program operator for the Workforce Innovation and Opportunity Act (WIOA) in Madera County and operates as the Local Workforce Development Area (LWDA) for Madera County. MCWIC's primary annual source of income is the WIOA funds, but the organization also operates miscellaneous grants and awards that assist in achieving MCWIC's mission and goals and are also used to leverage and complement the WIOA funding.

WIOA Funding Requirements AB1149

Senate Bill AB1149 (amended SB734) requires that 20% of Adult and Dislocated Worker funding will support *direct training expenses* with a planned assumption of 10% leverage in order to meet the full requirement of 30%. The following form is tracked internally monthly at the time of reporting in order to make sure the training requirement is forecasted to be met at the end of the grant term. At closeout, MCWIC has met and exceeded the 30% min training requirement by 22.18%, with the total training reporting out at 52.18% of total allocation.

Summary of Leveraged Resources			
1. LWIA Name	MAD		
2. Date	6/30/2026		
3. Year of Appropriation	2024 AA511014 - Term 6/2026		
Program Year Funding and Training Expenditures			
	% Achieved	Amount	
4. Adult and Dislocated Worker Formula Fund Allocations		\$ 1,464,591	
5. Training Expenditure Requirement (direct & leveraged)		\$ 439,377	
6. Formula Fund Training Expenditures (20% minimum per AB1149 = \$292,918.20)	33.92%	\$ 496,716	
7a. Leveraged resources used for Training (10% = \$146,459.10)	18.26%	\$ 213,410	
7b. Leveraged resources used for Supportive Services		\$ 54,066	
8. Total amount spent on Training and Supportive Services (should equal or exceed Line 5)	52.18%	\$ 764,192	
Leveraged Resources Detail			
8. Source (See page 2)	Total Amount	Training	Supportive Services
A - Pell Grant	\$ 99,907	\$ 99,907	
B - Programs authorized by the WIOA (not Formula)	\$ 78,762	\$ 77,138	\$ 1,624
C - TAA	\$ -		
D - DOL NDWG	\$ -		
E - Match from employers, industry, and industry associations	\$ 36,365	\$ 36,365	
F - Match funds from Joint labor Management trusts	\$ -		
G - ETP grants	\$ -		
H - SS for training WIOA Formula	\$ 50,822		\$ 50,822
I - TANF SS	\$ -		
J - TANF TJT/WEX	\$ -		
K - Other local,state,fed funds	\$ 1,620		\$ 1,620
I - CWDB approved funds	\$ -		
Total	\$ 267,476	\$ 213,410	\$ 54,066

WIOA Funds Utilization

Funds utilization requirements are applicable to adult, dislocated workers and youth funds allocated by formula to LWDA's. The funds utilization requirement does not apply to Rapid Response, the 25 percent funds, or projects funded using the Governor's discretionary funds.

The LWDA is required to obligate at least 80 percent of their program dollars by the end of the first program year for which they were allotted. The determination regarding whether a Local Area has obligated 80 percent of its funds will occur after the first quarter of each program year for the prior program year. MCWIC tracks this data on a quarterly basis to make sure it is on track with the WIOA requirements.

Specific to the WIOA Youth Formula funds, there are two additional program and expenditure requirements that are to be met at the end of the two-year term of the allocation. A minimum of 75% of youth formula allocation is to be spent on Out-of-School (OS) youth and a maximum of 25% on In-School (IS) Youth. The other requirement is that 20% of the 80% program portion of the allocation is to be spent on youth work experience. Youth work experience provides IS and OS an invaluable opportunity to develop work place skills. Work experience may include, but are not limited to, paid work experience, on-the-job training, pre-apprenticeship training, etc. as outlined in EDD WSD 17-07. Expenditures allowed to be applied to the 20% requirement include staff time working with employers and participants enrolled in work experience activity, incentive payments for achievement to work experience, and other job readiness type of training.

MCWIC FUNDS UTILIZATION STATUS - AA511014 YOA 2024 (2024-2026)					as of	6/30/2026
Allocation Balance Remaining						
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	Expenditures Reported	Obligations Reported	Percentage Expended to Date (Exp+Obl)	Allocation Balance Remaining until 6/30/2026
Adult	\$ 1,121,189.00	\$ 1,009,070.10	\$ 1,121,189.00	\$ -	100%	\$ (0.00)
Youth	\$ 900,738.00	\$ 810,664.20	\$ 900,738.00	\$ -	100%	\$ 0.00
Dislocated Worker	\$ 343,402.00	\$ 309,061.80	\$ 343,402.00	\$ -	100%	\$ 0.00
OSY Youth Expenditure Status, by June 30, 2026						
Formula Fund	Total Allocation	Admin Expenditures	OSY Program Expenditures	75% OSY Requirement on "Program" Funding	Additional Exp Needed to meet 75%	Percentage of Required Out of School Expenditures
Youth	\$ 900,738.00	\$ 64,344.49	\$ 836,393.51	\$ 607,998.15	\$ -	138%
Work Experience Expenditure Status, by June 30, 2026						
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Percentage of Required Out of School Expenditures
Youth	\$ 900,738.00	\$ 64,344.49	\$ 836,393.51	\$ 162,132.84	\$ 373,976.99	231%

Specific to Year of Allocation (YOA) 2024 funds (above chart), the LWDA fully expended all grant funds, SB734/AB1149 Adult/DW training requirement has been met and exceeded, and Youth expenditures and WBL requirements also met/exceeded.

MCWIC FUNDS UTILIZATION STATUS - AA611014 YOA 2025 (2025-2027)					as of	6/30/2026
Allocation Balance Remaining						
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	Expenditures Reported	Obligations Reported	Percentage Expended to Date (Exp+Obl)	Allocation Balance Remaining until 6/30/2027
Adult	\$ 959,342.00	\$ 863,407.80	\$ 316,462.26	\$ 483,213.87	83%	\$ 159,665.87
Youth	\$ 946,215.00	\$ 851,593.50	\$ 234,851.87	\$ 585,459.34	87%	\$ 125,903.79
Dislocated Worker	\$ 764,497.00	\$ 688,047.30	\$ 51,289.87	\$ 510,456.86	73%	\$ 202,750.27
Funds Utilization Status - 80% Obligation Requirement by 6/30/2026, End of First Program Year						
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Exp & Obl Reported	Percentage of Total "Program" Obligations to 1st Yr 80% Requirement	Additional Obligations Needed by June 30, 2026
Adult	\$ 959,342.00	\$ 863,407.80	\$ 690,726.24	\$ 799,676.13	116%	\$ (108,949.89)
Youth	\$ 946,215.00	\$ 851,593.50	\$ 681,274.80	\$ 820,311.21	120%	\$ (139,036.41)
Dislocated Worker	\$ 764,497.00	\$ 688,047.30	\$ 550,437.84	\$ 561,746.73	102%	\$ (11,308.89)
OSY Youth Expenditure Status, by June 30, 2027						
Formula Fund	Total Allocation	Admin Expenditures	OSY Program Expenditures	75% OSY Requirement on "Program" Funding	Additional Exp Needed to meet 75% by end of term	Percentage of Required Out of School Expenditures
Youth	\$ 946,215.00	\$ -	\$ 234,851.87	\$ 638,695.13	\$ (403,843.26)	37%
Work Experience Expenditure Status, by June 30, 2027						
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Percentage of Required Out of School Expenditures
Youth	\$ 946,215.00	\$ -	\$ 234,851.87	\$ 170,318.70	\$ -	0%

Specific to Year of Allocation (YOA) 2025 funds, MCWIC met the 80% expenditure/obligation requirement as of 06.30.2026. Much of the obligation reported as of 06.30.2025 is training obligations being carried over into the next FY beginning 07.01.2026 and operations obligated for the first 3 months of the fiscal year until the YOA 2026 funds are released in October 2026.

MCWIC Program Update

MCWIC administers a combination of Workforce Innovation and Opportunity Act (WIOA) grants, State funding, and locally funded contracts. While WIOA formula funding provides the foundation for workforce development services, many of these additional grants and contracts are competitively procured and allow MCWIC to expand services to meet emerging workforce and community needs.

During this reporting period, MCWIC received notification that the Department of Rehabilitation (DOR)/AJCC Collaborative Grant will conclude earlier than anticipated effective September 30, 2026. Through this grant, staff completed training focused on effectively serving individuals with disabilities and improving accessibility throughout the workforce system. Additionally, MCWIC purchased and deployed UbiDuo communication devices at the Comprehensive AJCC, Mini AJCC, and Workforce on Wheels (WoW) mobile to enhance communication access for participants who are deaf or hard of hearing.

The Summer Paid Work Experience (PWEX) Program launched successfully with 13 participants, all of whom were placed in work experience opportunities with local employers. These placements provided valuable work-based learning experiences, career exploration, and skill development for participating foster youth.

Additionally, MCWIC secured \$1 million in funding to launch our Care to Careers project. This program supports aspiring childcare entrepreneurs by providing training, business start-up support, mentorship and technical assistance, and access to business resources needed to establish and sustain licensed childcare businesses. In addition, funds will support the design and implementation of a Business Resource Center at the AJCC for any business in Madera County. The project addresses the critical childcare shortage in the region while creating pathways to self-employment and small business ownership. These supplemental funds expand MCWIC's capacity to provide workforce services, increase access to training and employment opportunities, and address local workforce needs throughout Madera County.

MCWIC has also renewed its contracts with Madera County Probation for an additional three years. The contracts will ensure continued staffing and delivery of transitional workshops for in-custody adults and youth, as well as continued operation of the Mini American Job Center of California (AJCC) located at the Justice Center. Services provided will continue to support a seamless referral process, connecting participants to workforce development services and comprehensive wraparound support as needed to transition, secure and retain long-term employment outcomes.

Lastly, Madera County's Workforce on Wheels (WOW) mobile continues to gain momentum and will expand its outreach efforts through partnerships with local community-based organizations (CBOs) and public agencies. These collaborative efforts will focus on reaching underserved and hard-to-reach populations in rural communities, increasing access to workforce services and supportive resources. MCWIC anticipates expanding marketing and outreach activities to further increase program awareness, strengthen community partnerships, and connect more individuals with employment and career development opportunities.

The following is a chart of grants and contracts obtained during the fiscal year as well as the enrollment and activity by grants:

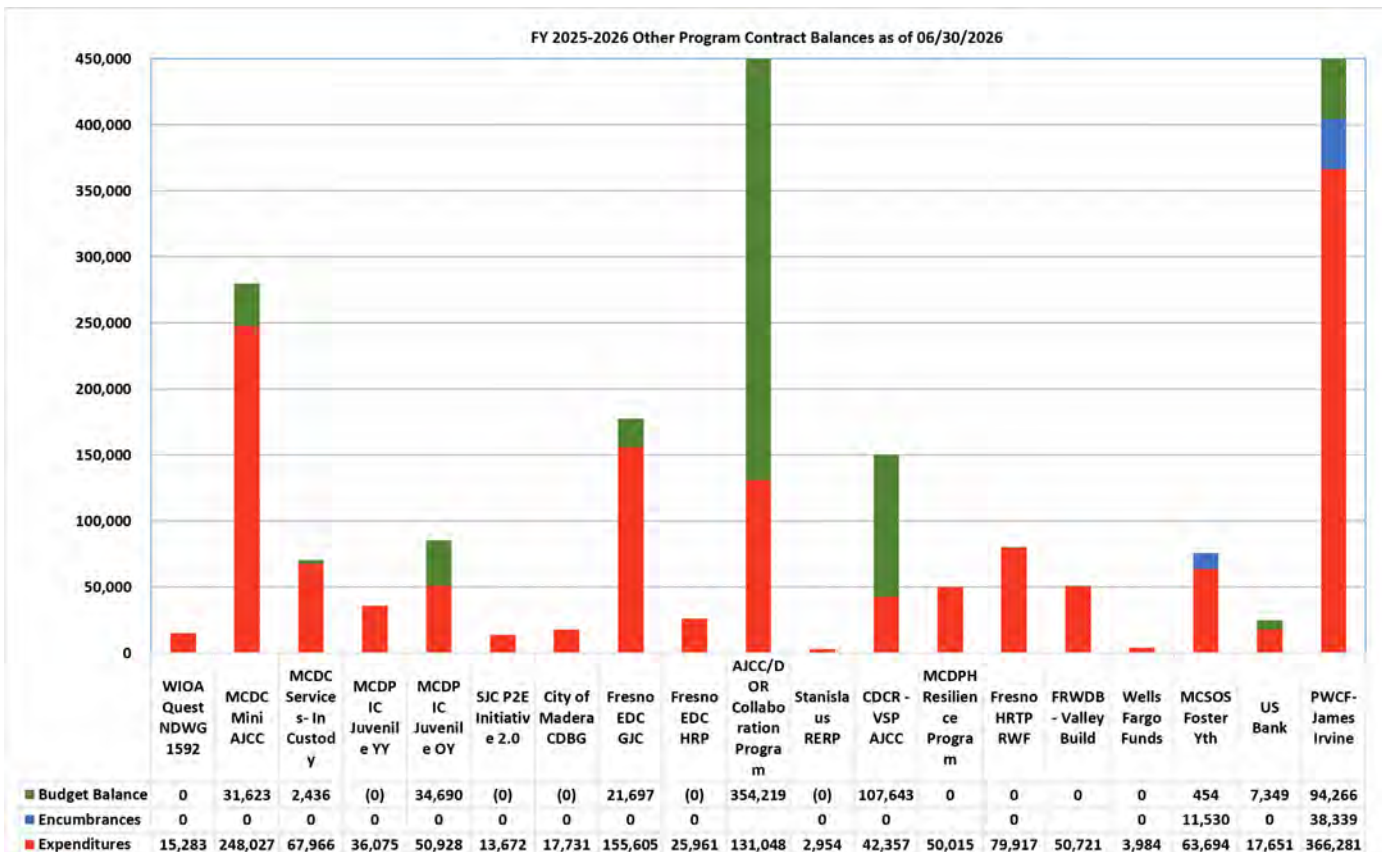
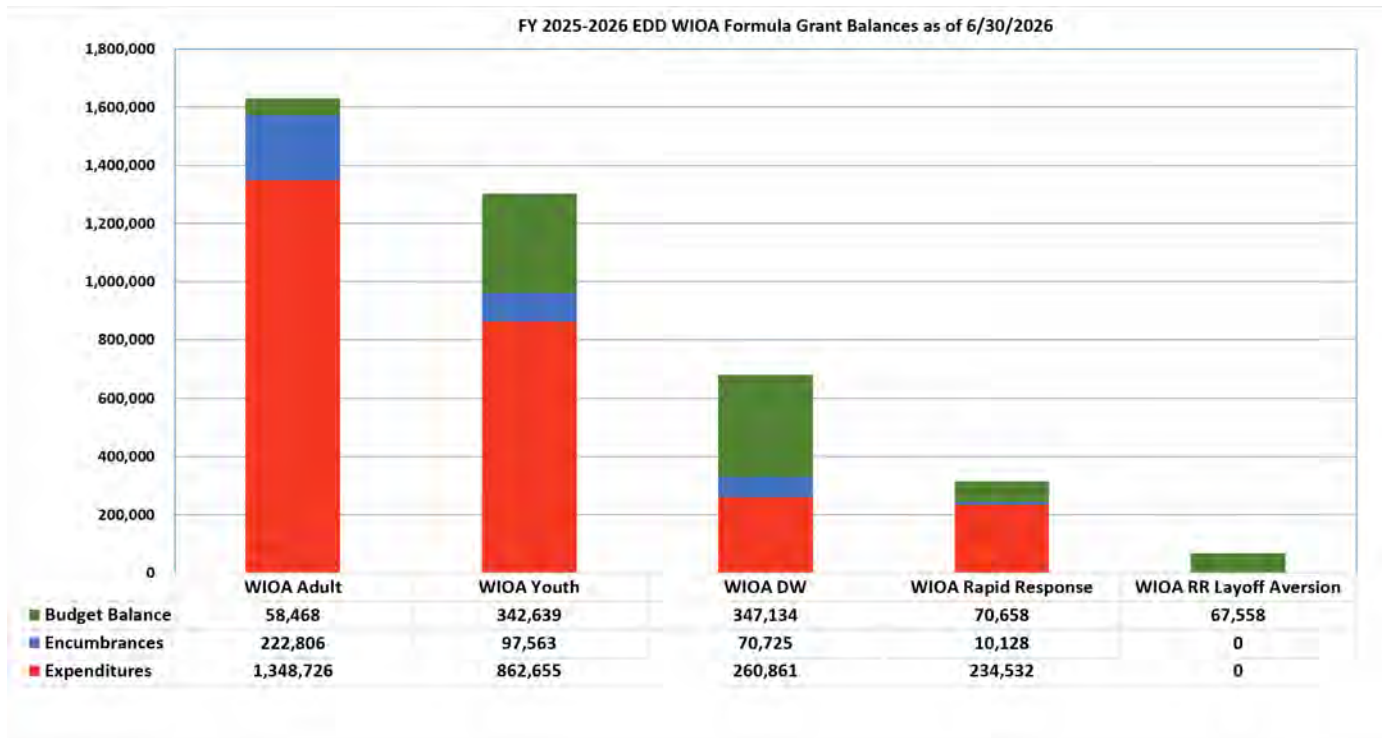
<u>GRANTS and CONTRACT</u>	<u>Project Award Amount</u>	<u>Term</u>	<u>Count Served as of 6.30.26</u>
WIOA Formula Adult SCOPE: Provide employment, training, and supportive services assistance for eligible adult participants.	\$1,724,987.00	7/1/2025-6/30/2026	348 Enrolled
WIOA Formula Dislocated Worker (DW) SCOPE: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.	\$724,855.00	7/1/2025-6/30/2026	56 Enrolled
WIOA Formula Youth SCOPE: Provide youth between the ages of 16-24 with employment, training, and supportive service assistance.	\$1,290,153.00	4/1/2025-6/30/2026	93 Enrolled
WIOA Formula Rapid Response & Layoff Aversion (Business Services) SCOPE: Provide timely and effective response to potential layoffs and business closures (WARN notices) as well as enable affected workers to return to work as quickly as possible following a layoff. Assist businesses with targeted job fairs and other employment services.	\$283,747.00	7/1/2025-6/30/2026	• 11 WARN Notices • 19 RR Orientations • 24 In person hiring events • 30 Recruitment flyers • 16 Small Business Workshops • 96,894 Text messages • 13 OJTs • 1068 Businesses served
DOR/AJCC Collaborative SCOPE: In collaboration with DOR and America's Job Centers of California (AJCC), funding will support local efforts to foster a culture of disability inclusion, rebuild staff capacity, and strengthen collaborations by increasing co-enrollments that support workforce participation in training, employment, and retention, ultimately leading to long-term positive outcomes for individuals with disabilities.	\$814,757.00	8/1/2025-9/30/2026	6 Enrolled / 19 Served

GRANTS and CONTRACT	Project Award Amount	Term	Count Served as of 6.30.26
EDC Good Jobs Challenge SCOPE: In partnership with Fresno Economic Development Corporation and other key stakeholders, MCWIC will serve as the backbone lead for the Transportation industry and provide guidance and support through all phases of the grant in determining gaps in the training pipeline, facilitating sector partnership meetings between industry and education partners, and increasing access to trainings and opportunities to upskill individuals. In addition to Transportation, Madera will also coordinate with other backbone leads for training and employer support in the Business Services, Construction, and Manufacturing industries.	\$507,195.00	4/01/2023-3/31/2026	126 WIOA Co-Enrolled
Stanislaus P2E 2.0 SCOPE: Funding to provide individual direct services to formerly incarcerated and other justice involved individuals.	\$148,796.00	6/1/2023-12/31/2025	38 Enrolled
Fresno - High Road Training Partnership- Central California Forestry Corp SCOPE: In partnership with Fresno Workforce Board and Yosemite Adult School, funding will support recruitment, enrollment, supportive services, and employment activities for 35 individuals from low-income and underserved communities and candidates with barriers to employment who are interested in a career in Forestry. Individuals will attend a 10-week Forestry Training at Yosemite Adult School. Upon completion, participants will be eligible for employment with any local, state, and federal companies and earning self-sustaining wages.	\$137,555.00	05/01/2024-12/31/2025	25 Enrolled
Quality, Jobs Equity Training (QUEST) National DW Grant SCOPE: Funding will be used to enable individuals adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated to enter, return to, or advance in high-quality jobs in growth industry sectors such as infrastructure, environment and climate, care economy, and other critical sectors with high-quality jobs.	\$156,226.00	10/1/2022-9/30/2025	22 Enrolled
Regional Equity and Recovery Partnership (RERP) SCOPE: Funds will serve English language learner, immigrant, justice involved, veterans, older youth, dislocated workers, and low-income household target populations on building skills in manufacturing production, manufacturing welding/fabrication, and industrial/maintenance through training and work-based opportunities that will lead to sustainable quality jobs.	\$131,342.00	10/1/2022-12/31/2026	Regional Equity and Recovery Partnership (RERP)
CDCR-VSP SCOPE: Staff assist residents with employment readiness, skills development, job training, and employment services. Staff work with inmates nearing parole to provide connections to an AJCC program in their area of residence post-release, labor market data, referrals to appropriate community resources, and support the development of basic job search portfolio, based on needs and interests identified.	\$150,000.00	7/1/2025-6/30/2028	112 Referrals / 35 Scheduled 35 Orientations / 77 Mail Outs
Madera County AB109 CCP In-Custody SCOPE: Provide a maximum of 8, 4-week transitions workshops for In-Custody Pre-Release customers at Department of Corrections. The workshop is designed to serve individuals who are within 120 days of release from the correctional facility but can be offered to any individual that DOC staff deem appropriate.	\$67,996.00	7/1/2025-6/30/2026	38 Referred - 35 Completed
Madera County Mini AJCC @ Probation SCOPE: Located onsite at the Justice Center, staff provide Probation referrals with access to the full array of services normally available only at the Workforce Assistance Center. Staff May provide career assessment, career counseling, workshops, development of an individual employment plan, labor market information/research, training, supportive services, job search activities, employment referrals, follow-up, and any other appropriate services.	\$258,332.00	7/1/2025-6/30/2026	200 Referred / 135 Appointments 8 Pending Eligibility / 47 WIOA Enrolled
Madera County Juvenile Probation Realignment- Older Youth SCOPE: Provide a 10-week workshop for In-Custody Pre-Release Older Youth at the Youth Correctional Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the facility but may also be offered to any individual that Youth Correctional Staff deem is appropriate.	\$37,795.00	7/1/2025-6/30/2026	5 Referred - 4 Assisted/Connected to Resources

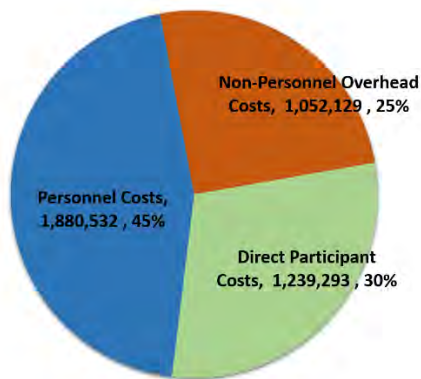
GRANTS and CONTRACT	Project Award Amount	Term	Count Served as of 6.30.26
Madera County Juvenile Probation Realignment- Younger Youth SCOPE: Provide a 7-day workshop for In-Custody Pre-Release Younger Youth at the Youth Correctional Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the facility but may also be offered to any individual that Youth Correctional Staff deem is appropriate.	\$37,225.00	7/1/2025-6/30/2026	47 in Workshops / 18 Completed
US Bank SCOPE: Funding to provide disconnected individuals who may not be eligible for WIOA Funds to access the broader workforce system through referrals, job readiness, vocational training, work experience, employment assistance and wrap around services. Additional activities may include childcare training and entrepreneurship opportunities that are outside the scope of the local board's priority industries and eligible training list.	\$25,000.00	7/1/2025-6/30/2026	2 Enrollments
CDBG - In Home Child Care Pilot Project SCOPE: Funding will provide scholarships to low-income, underserved residents to participate in a 12-week on-line training program for home-based childcare entrepreneurs, offered through Nurture, a 501(c)3 and Community Development Financial Institution. Participants who successfully complete the program will result in a CA State License to become an in-home day care provider with the opportunity to access start-up capital upon completion.	\$18,446.20	7/1/2025-6/30/26	2 Enrollments
Department of Public Health Resilience Center SCOPE: Funding to provide guidance and technical support for green workforce development and disaster preparedness and recovery.	\$71,450.00	9/30/2025-1/31/2027	48 Engaged Employers/ 5 Events
James Irvine Foundation SCOPE: Funds will provide the support needed to develop a marketing plan to expand our reach, tell "our story", and elevate the narrative of Madera County as the place to live and work and raise a family. Activities will include a comprehensive marketing assessment, logo redesign, and purchase of a mobile unit. Received an additional \$30,000.00 to support marketing implementation activities.	\$496,889.00	9/1/2024-9/1/2026	47 Outreach Events/ Focus Groups 143 Surveys Received
James Irvine Foundation 2.0 Better Careers SCOPE: The Better to Careers project is a workforce and entrepreneurship initiative designed to help low-income and underserved residents become licensed home-based childcare providers and small business owners. Through a partnership between MCWIC, Nurture, VCSBDC, and CVOC, participants receive childcare entrepreneurship training, supportive services, business start-up funding, and ongoing coaching to successfully launch and sustain their businesses. The project addresses Madera County's childcare shortage while creating pathways to higher income, economic mobility, and long-term financial stability for local families.	\$1,000,000.00	5/13/2026-6/30/2029	Pending Enrollment
Madera County Superintendent of Schools & Madera Unified School District Summer WEX Program SCOPE: Funding to provide the Summer PWEX program to prepare and place 15 foster youth homeless students in a paid work experience worksite that will provide students with hands-on job skills and knowledge required for various occupations of interest. This project was completed July 31, 2025.	\$76,611.00	4/23/2025-7/31/2025	15 Served
California Jobs First Economic Development Pilot Grant SCOPE: Funding to work with employer(s) and training provider(s) to train 17 individuals as school bus drivers and provide job search/job placement assistance. Individuals participating will also receive case management support. In addition, funding can support other training offered on the Eligible Training Provider List.	\$200,000.00	2/13/25-9/30/2025	13 Served
SS Ticket-to-Work Contract Note: Amount above only reflects ticket holders who have entered milestone payments. Payments from SS tend to be 2-3 Qtrs. behind. SCOPE: Provide employment and training support to SSI/SSDI beneficiaries.	\$12,520.00	Open Ended	6 Tickets Assigned

Program Expenditure Information:

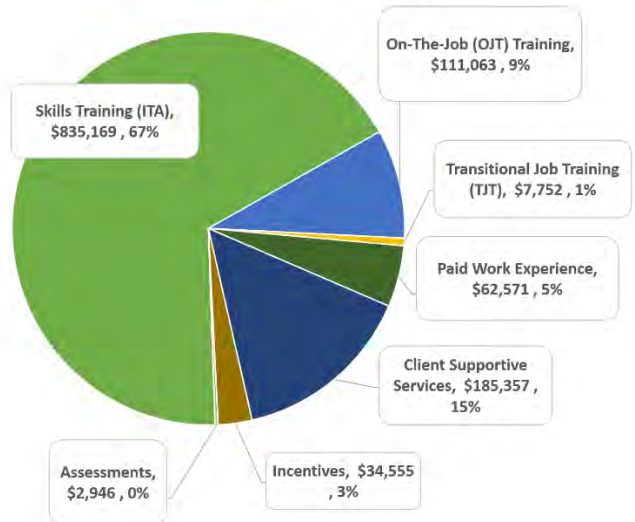
Below charts and graphs reflect data for all projects operated by MCWIC. Any chart that specifies WIOA, is only reflecting WIOA formula activity.



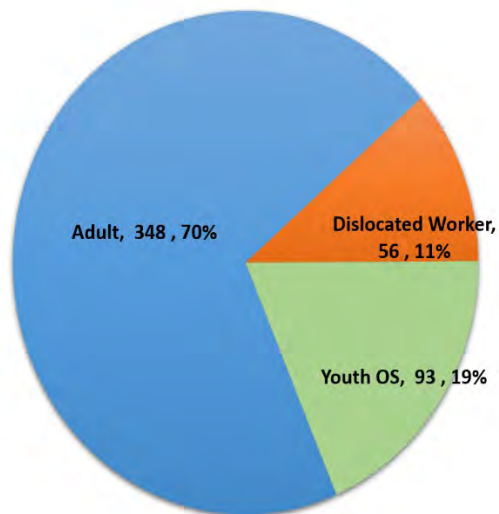
Total Operating Expenses as of 6/30/2026
Total \$4,171,953



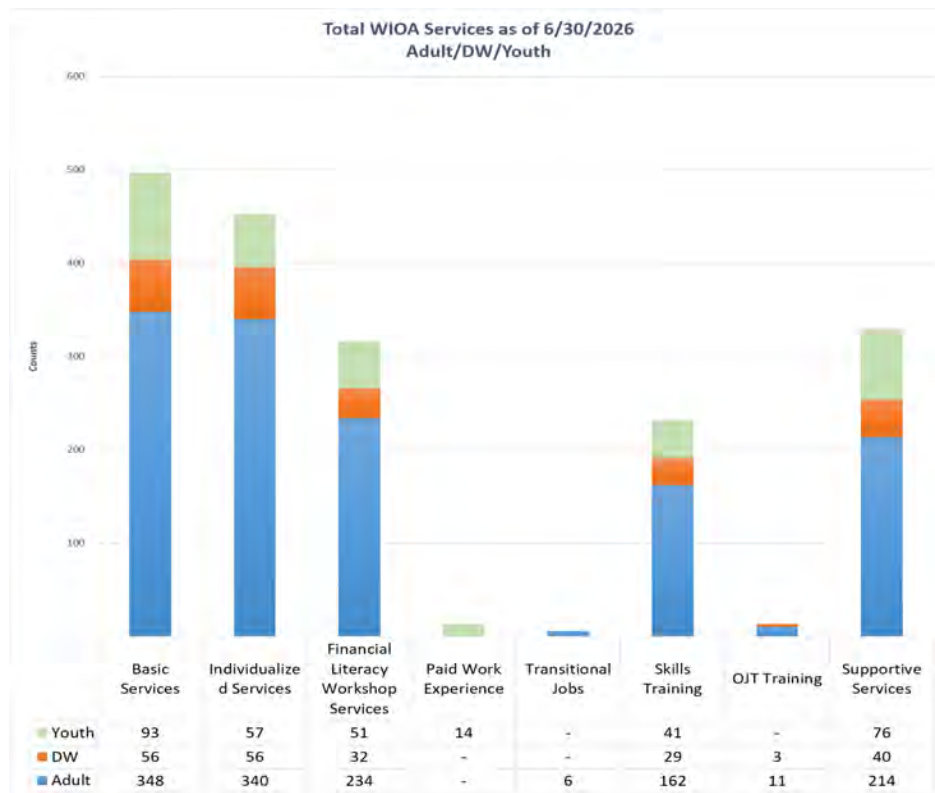
Direct Participant Expenses as of 6/30/2026
Total \$1,239,413



Total WIOA Enrollments as of 06/30/2026
Adult/DW/Youth



Note: Enrollment Chart includes co-enrollments



The chart below displays the occupations for which clients have enrolled in training services FY 25-26. The counts do not include active carry-in numbers that roll from 6.30.24 to 7.1.2024. All training determinations are based on an individual's service/employment plan as well as verifying current demand for the occupation resulting from the specific training. Services provided to individuals are to develop the right skills for today's labor market and to also provide a clear career path for those entering or re-entering the labor market.

O'Net Code	Total Training	
	Costs	Counts
53-3051.00 School Bus Drivers	\$ 208,338	27
53-3032 Heavy and Tractor-Trailer Truck Drivers	\$ 181,618	29
47-2061.00 Construction Laborers	\$ 125,704	20
29-0000 Healthcare Practitioners and Technical Occupations	\$ 101,157	10
49-9071.00 Maintenance and Repair Workers	\$ 84,726	12
33-0000 Protective Service Occupations	\$ 74,950	10
31-0000 Healthcare Support Occupations	\$ 68,214	22
41-0000 Sales and Related Occupations	\$ 63,135	6
47-2111.00 Electricians	\$ 60,000	5
43-0000 Office and Administrative Support Occupations	\$ 58,721	11
51-4121 Welders	\$ 39,204	5
53-7062 Laborers and freight, stock, and material movers	\$ 30,254	5
49-9041-00 Industrial Machinery Mechanics	\$ 22,204	3
39-0000 Personal Care and Service Occupations	\$ 20,000	4
19-0000 Life, Physical, and Social Science Occupations	\$ 15,722	5
43-5032 Dispatchers except Police, fire, and ambulance	\$ 12,154	1
43-6013 Medical Secretaries and Administrative Assistants	\$ 11,454	2
35-0000 Food Preparation and Serving Related Occupations	\$ 6,282	1
37-0000 Building and Grounds Cleaning and Maintenance Occupations	\$ 3,072	1
Grand Total	\$ 1,186,911	179



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.9

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

Information:



Staff, along with partner and board member, Ara Keledjian and Jorge DeNava, attended the Meeting of the Minds in Monterey (MMM) conference hosted annually by the California Workforce Association (CWA) from Tuesday, September 8, 2026, through Thursday, September 10, 2026. The conference was a great opportunity to come together to engage in meaningful conversations, collaborative problem-solving, and forward-thinking planning. Staff look forward to taking additional board members next year.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.10

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: National Workforce Development Month Proclamation/
Workforce Development Professional's Day

Information:

Each September, states across the country join efforts to celebrate National Workforce Development Month and recognize the contributions of workforce professionals who provide critical links to support job seekers and employers. Workforce Development Month raises awareness about the importance of the workforce industry, the impact workforce programs have on local communities, and the value workforce services bring to the local economy. Workforce Development Month further honors stakeholders and partners for their outstanding efforts and contributions to the successes of their workforce programs.

The Madera County Board of Supervisors joined with the Madera County Workforce Development Board to present a proclamation designating the month of September as Workforce Development Month and to honor all individuals in Workforce Development organizations and partnerships who play such a vital role in our economy. In addition, staff celebrated Workforce Development Professional's (WDP) Day on Friday, September 4, 2026, and were honored to have Board members stop by to recognize staff and celebrate this day with us. We would also like to thank the following partners and businesses who graciously donated to our celebration: Central Valley Opportunity Center, Fresno Grizzlies, Grocery Outlet, Papa Murphy's, Raising Cane's, Rose Nails, Trader Joe's, Valley West Christian Center, and Visit Yosemite Madera County.



Financing:

Workforce Innovation and Opportunity Act

BOARD OF SUPERVISORS

Proclamation

Workforce Development Month
September 2026

WHEREAS, the economic development of every region in our country and the ability of our businesses and industries to compete in the global economy are more than ever before dependent on the availability and quality of a skilled workforce and robust talent pipeline; and

WHEREAS, the complexity and fast-paced change in our economy and labor markets puts new demands on individuals and employers at all levels; and

WHEREAS, employers depend on similar levels of professional services to help them recruit and retain a competitive workforce and continually upgrade the skill sets of their incumbent employees;

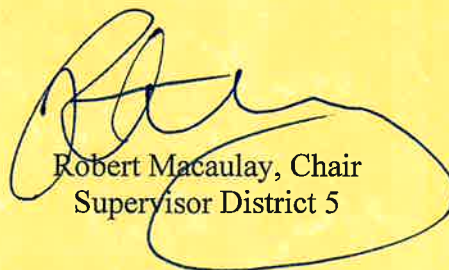
WHEREAS, this is an opportunity to recognize and honor the contributions of workforce development professionals, instructors, mentors, employers, and volunteers who are committed to empowering individuals with knowledge, skills, and support services that lead to meaningful employment and community prosperity; and

WHEREAS, continuing to invest in workforce development reinforces Madera County's commitment to economic opportunity and long-term growth for all residents.

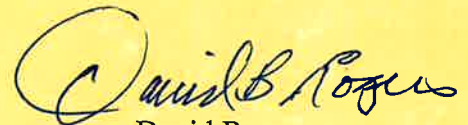
NOW, THEREFORE, BE IT PROCLAIMED, that the Madera County Board of Supervisors joins with the Workforce Development Board of Madera County in designating the month of September as Workforce Development Month to honor all individuals in Workforce Development organizations and partnerships who play such a vital role in our economy.



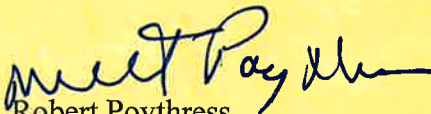
Jordan Wamhoff
Supervisor District 1



Robert Macaulay, Chair
Supervisor District 5



David Rogers
Supervisor District 2



Robert Poythress
Supervisor District 3




Leticia Gonzalez
Supervisor District 4



MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.11

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: October 22, 2026
Subject: Health Net Commercial Group Discontinued in CA

Information:

Staff received an email from Health Net on September 3, 2026, regarding their decision to discontinue offering commercial group health plans in California. Staff have confirmed with HUB International (broker) that Health Net will exit all policies in California ending Feb 28, 2027.

MCWIC's annual medical open enrollment period runs from November 1 through December 31, with new coverage effective January 1, 2027. Following Health Net's notice, MCWIC will select a new health plan carrier for 2027 during this period. The goal is to secure comparable or better coverage while remaining within the approved annual operating budget of \$306,000 for medical premiums. For the current fiscal year, MCWIC budgeted for a 10% increase in medical premiums based on information received from the California Department of Managed Health Care (DMHC) and Health Insurance Org.

Based on the DMHC's Premium Rate Review findings, staff are confident that comparable health plan options will be available. Once a plan is reviewed by management and staff, the Board will be provided with information on the carrier and plan selected. If the selected carrier and plan exceeds the budget increase outlined in the Business Policies Manual, staff will bring the item to the Board for review and approval of the selected plan and proposed budget increase. Due to the time constraints associated with the open enrollment period, a special Board meeting will be scheduled if such action is required.

Financing:

All Grants Charged – allocated proportionately to all grants based on salaries charged.

From: Health Net <HealthNet@ca.h.care>

Date: September 3, 2026 at 2:39:28 PM CDT

Subject: Health Net to Exit Commercial Group Market

Reply-To: Health Net <reply-NP4EHGKF62QUPNC2GIQVHDUBGE.100227@ca.h.care>



Health Net to Exit Commercial Group Market

Please read all of this notice. It contains important information about your company's Health Net group health plan coverage.

After careful consideration, Health Net has decided to discontinue offering commercial group health plans in California.

This includes the closure of all California group plans including:

- California Small Business and Large Group Medical Plans

Health Net has made the decision to exit the traditional commercial group business in California in order to focus on its core business of government sponsored healthcare. This change does not impact the Medi-Cal, Marketplace/Covered California or Medicare lines of business.

A formal notice has been sent via USPS, and your company should receive it in the coming days. We are providing this notice at least 180 days in advance of the plan closures in accordance with applicable law.

Despite our decision to exit the Employer Group Commercial Medical business, we remain committed to the health and well-being of our customers. Continuing to provide you and your employees the customer service and care you need remains of great importance to us as you begin looking for replacement coverage.

[Read additional FAQs.](#)

Sincerely,
Health Net



Health Net of California, Inc.
PO Box 9103
Van Nuys, CA 91409-9103

4518 (331) 052083733017



MADERA COUNTY WORKFORCE INVESTMENT CORP
JESSICA ROCHE
PO BOX 1205
MADERA, CA 93639-1205

August 28, 2026

Policyholder ID:
176792

Notice of Cancellation, Rescission, or Nonrenewal

Health Net of California, Inc. (Health Net) Commercial Group Plans

Dear JESSICA ROCHE,

Please read all of this notice. It contains important information about your company's Health Net group health plan coverage. An email about this information was also sent to your company, if an email address was on file.

After careful consideration, Health Net has decided to discontinue offering commercial group health plans in California.

This includes the closure of all California Small Business and Large Group Medical Plans.

Health Net is making this change to focus on government-sponsored healthcare.

What this means for your group

The last day for your Health Net group coverage will be February 28, 2027. We are providing this notice in accordance with applicable regulation(s) at least 180 days in advance of the plan closures.

Eligible employees may continue to enroll in your current Health Net coverage through February 28, 2027.

(Continued)

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[Employer Logo and Letterhead]

Employee Letter Template

[MEMBER_NAME]
[ADDRLINE_1]
[ADDRLINE_2]
[CITY], [STATE] [ZIP_CODE]

[Mail_Date]

Notice of Cancellation, Rescission, or Nonrenewal

Important information about your Health Net coverage

Coverage is ending February 28, 2027

Dear [MEMBER NAME],

Please read all of this notice. It contains important information about your group coverage through Health Net.

Health Net is discontinuing offering commercial group health plans in California.

This includes the closure of your medical plan through our company.

What this means for you

The last day for your Health Net group coverage will be February 28, 2027.

Please note there is **nothing you need to do now**. Your current health coverage **will continue through February 28, 2027**.

We are reviewing your options for replacement coverage. We will notify you with details once that is in place. If you have any questions, you can call [insert your contact name and number].

Special Enrollment Period (SEP)

You may qualify for a 60-day Special Enrollment Period (SEP) in a new health plan due to loss of coverage. The SEP will end 60 days after your last day of coverage. If the SEP applies to you, and you do not enroll in a new plan by that date, you will have to wait until the next open enrollment period to get health coverage. This is unless you have a life event that qualifies them for an SEP.



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Right to submit grievance regarding cancellation, rescission, or nonrenewal of your plan enrollment, subscription, or contract.

If you believe your health care coverage has been, or will be, improperly cancelled, rescinded, or not renewed, you have the right to file a grievance with the plan and/or the Department of Managed Health Care.

Option (1) – you may submit a grievance to your plan.

- You may submit a grievance to Health Net of California, Inc. (Health Net) by calling:

Individual & Family Plan (IFP) Members On Exchange/Covered California: 1-888-926-4988 (TTY: 711)

Individual & Family Plan (IFP) Members Off Exchange: 1-800-839-2172 (TTY: 711)

Group Plans through Health Net: 1-800-522-0088 (TTY: 711)

Or online at www.healthnet.com, or by mailing your written grievance to Health Net, Appeals and Grievances Department, PO Box 10348, Van Nuys, CA 91410-0348.

- You may want to submit your grievance to Health Net first if you believe your cancellation, rescission, or nonrenewal is the result of a mistake. Grievances should be submitted as soon as possible.
- Health Net will resolve your grievance or provide a pending status within three (3) calendar days. If you do not receive a response from the plan within three (3) calendar days, or if you are not satisfied in any way with the plan's response, you may submit a grievance to the Department of Managed Health Care as detailed under Option 2 below.

Option (2) – you may submit a grievance directly to the department of managed health care.

- You may submit a grievance to the Department of Managed Health Care without first submitting it to Health Net or after you have received Health Net's decision on your grievance.
- You may submit a grievance to the Department of Managed Health Care online at: www.healthhelp.ca.gov.
- You may submit a grievance to the Department of Managed Health Care by mailing your written grievance to:
HELP CENTER
DEPARTMENT OF MANAGED HEALTH CARE
980 NINTH STREET, SUITE 500
SACRAMENTO, CALIFORNIA 95814-2725
- You may contact the Department of Managed Health Care for more information on filing a grievance at:
PHONE: 1-888-466-2219
TDD: 1-877-688-9891
FAX: 1-916-255-5241

Your Health Insurance Choices Are Different

YOU HAVE DIFFERENT HEALTH INSURANCE CHOICES THAT MAY SAVE YOU MONEY

You cannot be denied health insurance because you have health problems or a pre-existing condition. There are now options for low-cost or free health insurance for yourself or your dependents.

You may qualify for free or low-cost health insurance

✓ Covered California

You can buy health insurance through Covered California. The State of California set up Covered California to help people and families, like you, find affordable health insurance. You can use Covered California if you do not have insurance through your employer or Medicare. You can also apply for Medi-Cal through Covered California.

You must apply during an open or special enrollment period. Open enrollment begins November 1 and ends January 31. If you have a life change, such as marriage, divorce, a new child, or loss of a job, you can apply during a special enrollment period.

Through Covered California, you may also get help paying for your health insurance:

- **Receive tax credits:** You can use your tax credit to help pay your monthly premium.
- **Reduce your out-of-pocket costs:** Out-of-pocket costs are how much you pay for things like going to the doctor or hospital, or getting prescription drugs.

To qualify for help paying for insurance, you must:

- Meet certain household income limits.
- Be a U.S. citizen, U.S. national or be lawfully present in the U.S.
- In addition, other rules and requirements apply.

You can also buy coverage directly from health insurers, health plans or insurance agents during Open Enrollment and Special Enrollment periods, but the financial help is available only if you select a Covered California product.

✓ Medi-Cal Is Changing, Too

Free or low-cost health insurance is available through Medi-Cal. Medi-Cal is California's health care program for people with low incomes.

Your eligibility is based on your income. It is not based on how much money you have saved or if you own your own home. You do not have to be on public assistance to qualify for Medi-Cal. You can apply for Medi-Cal anytime.

To qualify for Medi-Cal if you are over 65, disabled or a refugee, other rules and requirements apply. You may also qualify for health insurance with Medi-Cal even if you are not a U.S. citizen or national.

✓ Medicare

If you are eligible for the Medicare program you should examine your options carefully, as delaying Medicare enrollment may result in substantial financial implications. You can obtain enrollment advice or enroll in Medicare in the following ways: call or visit your county social services office, or visit www.medicare.gov.

(continued)



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English

No Cost Language Services. You can get an interpreter. You can get documents read to you and some sent to you in your language. For help, call the Customer Contact Center at the number on your ID card or call Individual & Family Plan (IFP) Off Exchange: 1-800-839-2172 (TTY: 711). For California marketplace, call IFP On Exchange 1-888-926-4988 (TTY: 711) or Small Business 1-888-926-5133 (TTY: 711). For Group Plans through Health Net, call 1-800-522-0088 (TTY: 711).

Arabic

خدمات لغوية مجانية. يمكننا أن نوفر لك مترجم فوري. ويمكننا أن نقرأ لك الوثائق بلغتك. للحصول على المساعدة اللازمة، يرجى التواصل مع مركز خدمة العملاء عبر الرقم المبين على بطاقتك أو الاتصال بالرقم الفرعي لخدمة الأفراد والعائلة: 1-800-839-2172 (TTY: 711). للتواصل في كاليفورنيا، يرجى الاتصال بالرقم الفرعي لخدمة الأفراد والعائلة عبر الرقم: 1-888-926-4988 (TTY: 711) أو المشروعات الصغيرة 1-888-926-5133 (TTY: 711). لخطط المجموعة عبر Health Net، يرجى الاتصال بالرقم 1-800-522-0088 (TTY: 711).

Armenian

Անվճար լեզվական ծառայություններ: Դուք կարող եք բանավոր թարգմանիչ ստանալ: Փաստաթղթերը կարող են կարդալ ձեր լեզվով: Օգնության համար զանգահարեք Հաճախորդների սպասարկման կենտրոն ձեր ID քարտի վրա նշված հեռախոսահամարով կամ զանգահարեք Individual & Family Plan (IFP) Off Exchange՝ 1-800-839-2172 հեռախոսահամարով (TTY՝ 711): Կալիֆոռնիայի համար զանգահարեք IFP On Exchange՝ 1-888-926-4988 հեռախոսահամարով (TTY՝ 711) կամ Փոքր բիզնեսի համար՝ 1-888-926-5133 հեռախոսահամարով (TTY՝ 711): Health Net-ի Խմբային ծրագրերի համար զանգահարեք 1-800-522-0088 հեռախոսահամարով (TTY՝ 711):

Chinese

免費語言服務。您可使用口譯員服務。您可請人將文件唸給您聽並請我們將某些文件翻譯成您的語言寄給您。如需協助，請撥打您會員卡上的電話號碼與客戶聯絡中心聯絡或者撥打健康保險交易市場外的 Individual & Family Plan (IFP) 專線：1-800-839-2172（聽障專線：711）。如為加州保險交易市場，請撥打健康保險交易市場的 IFP 專線 1-888-926-4988（聽障專線：711），小型企業則請撥打 1-888-926-5133（聽障專線：711）。如為透過 Health Net 取得的團保計畫，請撥打 1-800-522-0088（聽障專線：711）。

Hindi

बिना शुल्क भाषा सेवाएं। आप एक दुभाषिया प्राप्त कर सकते हैं। आप दस्तावेजों को अपनी भाषा में पढ़वा सकते हैं। मदद के लिए, अपने आईडी कार्ड में दिए गए नंबर पर ग्राहक सेवा केंद्र को कॉल करें या व्यक्तिगत और फैमिली प्लान (आईएफपी) ऑफ एक्सचेंज: 1-800-839-2172 (TTY: 711) पर कॉल करें। कैलिफोर्निया बाजारों के लिए, आईएफपी ऑन एक्सचेंज 1-888-926-4988 (TTY: 711) या स्मॉल बिजनेस 1-888-926-5133 (TTY: 711) पर कॉल करें। हेल्थ नेट के माध्यम से ग्रुप प्लान के लिए 1-800-522-0088 (TTY: 711) पर कॉल करें।

Hmong

Tsis Muaj Tus Nqi Pab Txhais Lus. Koj tuaj yeem tau txais ib tus kws pab txhais lus. Koj tuaj yeem muaj ib tus neeg nyeem cov ntaub ntawv rau koj ua koj hom lus hais. Txhawm rau pab, hu xovtooj rau Neeg Qhua Lub Chaw Tiv Toj ntawm tus npawb nyob ntawm koj daim npav ID lossis hu rau Tus Neeg thiab Tsev Neeg Qhov Kev Npaj (IFP) Ntawm Kev Sib Hloov Pauv: 1-800-839-2172 (TTY: 711). Rau California qhov chaw kiab khw, hu rau IFP Ntawm Qhov Sib Hloov Pauv 1-888-926-4988 (TTY: 711) lossis Lag Luam Me 1-888-926-5133 (TTY: 711). Rau Cov Pab Pawg Chaw Npaj Kho Mob hla Health Net, hu rau 1-800-522-0088 (TTY: 711).



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Panjabi (Punjabi)

ਬਿਨਾਂ ਕਿਸੇ ਲਾਗਤ ਵਾਲੀਆਂ ਭਾਸ਼ਾ ਸੇਵਾਵਾਂ। ਤੁਸੀਂ ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਦੀ ਸੇਵਾ ਹਾਸਲ ਕਰ ਸਕਦੇ ਹੋ। ਤੁਹਾਨੂੰ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਪੜ੍ਹ ਕੇ ਸੁਣਾਏ ਜਾ ਸਕਦੇ ਹਨ। ਮਦਦ ਲਈ, ਆਪਣੇ ਆਈਡੀ ਕਾਰਡ ਤੇ ਦਿੱਤੇ ਨੰਬਰ ਤੇ ਗਾਹਕ ਸੰਪਰਕ ਕੇਂਦਰ ਨੂੰ ਕਾਲ ਕਰੋ ਜਾਂ ਵਿਅਕਤੀਗਤ ਅਤੇ ਪਰਿਵਾਰਕ ਯੋਜਨਾ (IFP) ਔਫ਼ ਐਕਸਚੇਂਜ 'ਤੇ ਕਾਲ ਕਰੋ: 1-800-839-2172 (TTY: 711)। ਕੈਲੀਫੋਰਨੀਆ ਮਾਰਕਿਟਪਲੇਸ ਲਈ, IFP ਔਨ ਐਕਸਚੇਂਜ ਨੂੰ 1-888-926-4988 (TTY: 711) ਜਾਂ ਸਮੇਲ ਬਿਜ਼ਨੇਸ ਨੂੰ 1-888-926-5133 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ। ਹੈਲਥ ਨੈੱਟ ਰਾਹੀਂ ਸਾਮੂਹਿਕ ਪਲੇਨਾਂ ਲਈ, 1-800-522-0088 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ।

Russian

Бесплатная помощь переводчиков. Вы можете получить помощь переводчика. Вам могут прочитать документы на Вашем родном языке. Если Вам нужна помощь, звоните по телефону Центра помощи клиентам, указанному на вашей карте участника плана. Вы также можете позвонить в отдел помощи участникам не представленных на федеральном рынке планов для частных лиц и семей (IFP) Off Exchange 1-800-839-2172 (TTY: 711). Участники планов от California marketplace: звоните в отдел помощи участникам представленных на федеральном рынке планов IFP (On Exchange) по телефону 1-888-926-4988 (TTY: 711) или в отдел планов для малого бизнеса (Small Business) по телефону 1-888-926-5133 (TTY: 711). Участники коллективных планов, предоставляемых через Health Net: звоните по телефону 1-800-522-0088 (TTY: 711).

Spanish

Servicios de idiomas sin costo. Puede solicitar un intérprete, obtener el servicio de lectura de documentos y recibir algunos en su idioma. Para obtener ayuda, comuníquese con el Centro de Comunicación con el Cliente al número que figura en su tarjeta de identificación o llame al plan individual y familiar que no pertenece al Mercado de Seguros de Salud al 1-800-839-2172 (TTY: 711). Para planes del mercado de seguros de salud de California, llame al plan individual y familiar que pertenece al Mercado de Seguros de Salud al 1-888-926-4988 (TTY: 711); para los planes de pequeñas empresas, llame al 1-888-926-5133 (TTY: 711). Para planes grupales a través de Health Net, llame al 1-800-522-0088 (TTY: 711).

Tagalog

Walang Bayad na Mga Serbisyo sa Wika. Makakakuha kayo ng interpreter. Makakakuha kayo ng mga dokumento na babasahin sa inyo sa inyong wika. Para sa tulong, tumawag sa Customer Contact Center sa numerong nasa ID card ninyo o tumawag sa Off Exchange ng Planong Pang-indibidwal at Pampamilya (Individual & Family Plan, IFP): 1-800-839-2172 (TTY: 711). Para sa California marketplace, tumawag sa IFP On Exchange 1-888-926-4988 (TTY: 711) o Maliliit na Negosyo 1-888-926-5133 (TTY: 711). Para sa mga Planong Pang-grupo sa pamamagitan ng Health Net, tumawag sa 1-800-522-0088 (TTY: 711).

Thai

ไม่มีค่าบริการด้านภาษา คุณสามารถใช้สามได้ คุณสามารถให้ยานเอกสารให้ฟังเป็นภาษาของคุณได้ หากต้องการความช่วยเหลือ โทรหาศูนย์ลูกค้าสัมพันธ์ได้ที่หมายเลขบนบัตรประจำตัวของคุณ หรือโทรหาฝ่ายแผนบุคคลและครอบครัวของเอกชน (Individual & Family Plan (IFP) Off Exchange) ที่ 1-800-839-2172 (โทรมา TTY: 711) สำหรับเขตแคลิฟอร์เนีย โทรหาฝ่ายแผนบุคคลและครอบครัวของรัฐ (IFP On Exchange) ได้ที่ 1-888-926-4988 (โทรมา TTY: 711) หรือ ฝ่ายธุรกิจขนาดเล็ก (Small Business) ที่ 1-888-926-5133 (โทรมา TTY: 711) สำหรับแผนแบบกลุ่มผ่านทาง Health Net โทร 1-800-522-0088 (โทรมา TTY: 711)



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MADERA COUNTY WORKFORCE

Investment Corp

Agenda Item 8.12

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: October 22, 2026

Subject: Unemployment Insurance (UI) Claims Information

Information:

The most recent data on UI Claims for the period of August 22, 2026, through October 10, 2026, 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

Weekly Initial Claims by County

County	August 2026 (Week Ending)		September 2026 (Week Ending)				October 2026 (Week Ending)	
	22	29	5	12	19	26	3	10
Madera	149	139	176	149	169	202	204	251

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.

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, 2/27/25, 10/22/26

<u>Job Title</u>	<u>Current Hourly Range</u>			<u>Current Annual Range</u>		
Workforce Assistant	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Administrative Support Assistant	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Workforce Technician I	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Workforce Technician II	\$17.50	to	\$21.00	\$36,400.00	to	\$43,680.00
Account Clerk I	\$16.90	to	\$20.28	\$35,152.00	to	\$42,182.00
Account Clerk II	\$20.00	to	\$24.00	\$41, 600.00	to	\$49, 920.00
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	\$23.00	to	\$27.60	\$47, 840.00	to	\$57, 408.00
Marketing & Outreach Coordinator	\$25.00	to	\$30.00	\$52,000.00	to	\$62,400.00
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